



Florida Association of
Academic Nonpublic Schools

Standards for “ACCREDITING MEMBERS”

By State law, the Florida Department of Education does not act as an accrediting agency. In Florida, accreditation of all schools and programs is entirely voluntary. Many schools desire to seek accreditation. They believe that a thoughtful evaluation of their facilities, faculty and programs strengthens a school and presents the public with assurance that the school is fulfilling its published purpose and philosophy.

Each FAANS Accrediting Member has its own Standards and Evaluation Procedures. Those may vary in details and emphasis from one association to another, but they all involve on-site evaluation and periodic re-evaluation by peers and Association Officers. FAANS recognizes an association as an “Accrediting Member” only after reviewing the Standards and Procedures of the association or organization and verifying that all Standards indicated below have been met.

Accrediting Membership in FAANS is available to organizations or associations of nonpublic schools in Florida that comply with the following Standards:

1. The organization must have been a FAANS **“Non-Accrediting Member”** for a minimum of **three (3)** consecutive years prior to submitting an application for **“Accrediting Member”** status.
2. The Accrediting organization must have been in existence for a minimum of **ten (10) years**.
3. The Accrediting organization must have been involved in the process of accrediting its schools for a minimum of **five (5) years**.
4. The Accrediting organization and all its member schools must comply with local, State and Federal laws.
5. The Accrediting organization must have at least **ten (10)** separately governed and operated accredited schools in at least **ten (10) counties** of Florida. At least **half (50%)** of these schools must be fully accredited by one or more FAANS Accrediting Member organization. *
6. The Accrediting organization must obtain the written sponsorship of two FAANS Accrediting Associations and a written recommendation letter from the representative from a FAANS Accrediting Member organization that visited one of their accredited member schools during an accreditation evaluation visit.
7. The Accrediting organization must be predominantly a statewide body.
8. The Accrediting organization's Accredited Member Schools must all meet the FAANS **“Early Childhood Standards”** and the **“Minimum K-12 Standards for Schools Accredited by a FAANS Accrediting Member.”**
9. The Accrediting organization must have a current website that provides the following minimum information:
 - a. History, Purpose and Philosophy
 - b. By-Laws, Code of Ethics and Mission Statement
 - c. Standards and evaluative criteria, Policies and Procedures, including non-discriminatory policies
 - d. Board of Directors; *(with Name, Title and contact information of each Director)*
 - e. School Membership Chart with detailed information about each member school

- f. All Accreditation Forms, including Self-Study, Checklists, Guidelines for Visiting Committee, etc.
- g. Forms and Fee Schedule

10. Accrediting Member organizations must inform their accredited schools that they are prohibited from representing themselves or advertising that they are members of FAANS or that they are accredited by FAANS. Only FAANS recognized organizations, not individual schools, may be FAANS Members.

11. FAANS does not, by intent or policy, oversee the operations of its individual memberships or the schools within each organization's membership. Compliance of FAANS Standards and other criteria by individual members is the responsibility of each organization.

12. Accrediting Member organizations must abide by the FAANS Code of Ethics as published in the FAANS website. They must also annually submit electronically to the FAANS Secretary a signed copy of the "Code of Ethics." This must be signed and acknowledged by the President of the organization or a representative with the authority to sign on behalf of the organization. FAANS stipulates that the Code establishes a framework upon which the FAANS member organizations may work with each other in an environment of integrity and trust. Subscription to the Code (i.e., membership in FAANS) is indicative of each member organization's commitment to the "spirit" of the Code as well as the "letter."

13. Accrediting Member organizations must annually submit electronically to the FAANS Secretary a signed form verifying compliance with the "Standards for Accrediting Members." This form must be signed and acknowledged by the President of the organization or a representative with the authority to sign on behalf of the organization.

14. Accrediting Member organizations must report any substantial changes to their accrediting process or Standards revisions to the FAANS Secretary and to the Chair of the Membership and Standards Committee during the year the substantial change is made. These changes must also be posted on the organization's website.

15. Accrediting Member organizations must have a liaison available to the Florida Department of Education and maintain current information on file with the FDOE.

16. All FAANS fees/dues must be current at all times.

17. A representative of the Accrediting Member organization must attend two (2) FAANS Meetings each year.

18. Once an organization has been welcomed as a FAANS "Accrediting Member," they must understand and abide by these Standards and by the FAANS Mission Statement and Code of Ethics. Failure to do so will jeopardize the organization's membership status.

19. In order to maintain the "Accrediting Member" status, the accrediting organization must meet and maintain the above requirements.

20. Any of the above standards may be waived or modified by a two-thirds (2/3) vote of the FAANS "Accrediting Member" Associations.

21. MEMBERSHIP REINSTATEMENT

- a. An Accrediting Member that has allowed their membership in FAANS to lapse for failure to pay dues or failure to attend meetings, may be reinstated as an Accrediting Member in good standing if they abide by the following:
 - i. A Director of the organization must submit an email request to the FAANS Executive Officers expressing their desire to be re-instated.

- ii. The organization must complete and submit via email to the FAANS Membership & Standards Committee, the FAANS "ACCREDITING MEMBER" APPLICATION, together with the \$500.00 Application Fee and the corresponding FAANS dues of the two (2) previous years.
- iii. The organization's name, purpose and mission must be the same as it was when it was originally approved as a FAANS Accrediting Member.
- iv. A representative of the organization must attend at least two consecutive FAANS Meetings and must meet with the Membership & Standards Committee prior to both FAANS meetings before it can be voted on for reinstatement.
- v. The organization must meet all Standards for Accrediting Members.
- vii. The organization must be voted on by majority of FAANS Accrediting Members in attendance at the Spring meeting.

22. COMPLAINT PROTOCOL

- a. FAANS does not investigate complaints from Parents, Employees or Non-Member schools.
- b. In the event that a complaining party desires to file a complaint against a Member organization, FAANS will advise the complaining party that they must execute and return an original **Release and Waiver** form in favor of FAANS. Any complaints submitted without this required Release and Waiver will not be acknowledged.
- c. The complaint may not be anonymous and must specify the accreditation standard(s) or FAANS policy that complainant is alleging was violated.
- d. If a valid non-anonymous complaint is received regarding a FAANS Accrediting Member (not an individual school), that may jeopardize the association's membership status, the FAANS President will inform the Association's representative in writing.
- e. The Accrediting Member's representative will then have thirty (30) days to respond to the allegations in writing. The information will be emailed to the Chair of the FAANS Membership and Standards Committee and to the FAANS President who will decide whether or not the allegation(s) merit further investigation. The Chair will then report findings to the FAANS Executive Officers.
- f. The complainant will not be informed of the results of the investigation.
- g. Decision to retain or rescind membership will be by majority vote of the FAANS Executive Officers at the subsequent FAANS Meeting unless they deem that immediate action is necessary.

* Standard #5 may be waived if organization has been recognized as a FAANS Accrediting Member for ten (10) years or more.

For information about the Standards and Procedures for Accreditation of any FAANS Accrediting Member, go to the website link for that particular organization.



Florida Association of
Academic Nonpublic Schools

Process and Timeline for Recognition as a FAANS “ACCREDITING MEMBER”

Accrediting Membership in FAANS is available to organizations or associations of nonpublic schools in Florida that comply with the following:

1. At any time after three (3) consecutive years as a FAANS “Non-Accrediting Member”, if the interested organization feels they comply with the FAANS Standards for “Accrediting Members” and they wish to proceed with the process for being recognized as a FAANS “Accrediting Member”, a representative of the interested Accrediting organization must submit a “Letter of Intent” electronically to inform the FAANS President, the FAANS Secretary and the Chair of the Membership and Standards Committee to of their intent to begin the three year process.
2. During or after the third year of attendance at FAANS meetings as a “Non-Accrediting Member”, the interested organization must attend **six (6)** additional consecutive meetings with the Membership and Standards Committee and **six (6)** regular FAANS Meetings during three consecutive years. If the organization is not represented at these six consecutive meetings, the three-year timeline will commence again at the next meeting attended by a representative of the organization
3. During or after the three (3) years as a Candidate for “Accrediting Member” status, the organization must do the following:
 - a. Seek sponsorship from three (3) FAANS Accrediting Member organizations. Each sponsoring organization must write an e-mail to the FAANS President with copies to the Secretary and to the Chair of the Membership and Standards Committee. These e-mails from sponsor organizations must be received at least two (2) weeks prior to the FAANS Spring meeting.
 - b. Have a successful on-site visit by a representative of another FAANS Accrediting Member organization during a regular accreditation visit of one of its accredited member schools.
 - c. Submission of a favorable Report to the Chair of the Membership & Standards Committee must be done at least three (3) weeks prior to the Spring meeting where a vote will a vote will be taken.
4. At the FAANS Spring Meeting, after the third consecutive year of attendance at meetings as a Candidate for “Accrediting Member” status, if the applying Non-Accrediting Member organization has complied with all FAANS Standards for Accrediting Members, the Membership and Standards Committee will make a recommendation as to whether or not to extend an Application for Membership to the interested organization. A majority of FAANS members present will then vote to extend a “Accrediting Member” application at that time, or to request more information before extending an application. The FAANS Executive Board reserves the right to deny Accreditation Membership to any applicant.
5. If members vote to approve the organization as an “Accrediting Member” and to extend the Membership Application, the interested organization must submit electronically the completed “**Application for Accrediting Membership.**” A copy of this application must be mailed, together with a **\$500.00** non-refundable application fee, before the next FAANS meeting in the fall. At that time, the organization will be recognized and introduced as a new FAANS “Accrediting Member.”



FLORIDA ASSOCIATION OF ACADEMIC
NONPUBLIC SCHOOLS

“Accrediting Member” Application Form

___ Initial ___ Reinstatement

NAME OF ORGANIZATION: _____

Mailing Address: _____

City _____ State _____ Zip _____

Phone: _____ Fax: _____

E-Mail Address: _____

Website Address: _____

Organization’s current Board Members and Titles:

_____ Title:

_____ Title:

_____ Title:

_____ Title:

Year Organization was established: _____

Number of Accredited Member Schools: _____ *

** Attach the organization’s most recent SCHOOL MEMBERSHIP INFORMATION CHART.*

Number of Counties that schools are located in: _____

Please indicate a response to the following Standards for Recognition as a FAANS “Accrediting Member” and provide supporting documentation as necessary.

1. The organization has been in existence for a minimum of ten (10) years. Yes No
Please provide copies of by-laws and/or Articles of Incorporation indicating years of existence.

2. The organization has been involved in the process of accrediting its schools for a minimum of five (5) years. *Please provide documentation indicating compliance of this standard.*

Yes No

3. The organization has been a "Non-Accrediting Member" of FAANS for a minimum of three (3) consecutive years.
 Yes No
4. A representative of the Association has attended a minimum of twelve (12) meetings with the Membership and Standards Committee and twelve (12) regular FAANS Meetings prior to submitting this Application for "Accrediting Member."
 Yes No
5. The Minutes of Meetings from the past two (2) years are attached herein. .
 Yes No
6. The organization has at least ten (10) separately governed and operated accredited schools in at least ten (10) counties of Florida. At least half (50%) of these schools must also be accredited by one or more FAANS "Accrediting Member" Associations.
 Yes No
8. The organization's "School Membership Information Chart" is attached herein.
 Yes No
9. The organization has Standards and evaluative criteria clearly expressed in written form and posted on their website.
 Yes No
10. All accredited member schools comply with local, State and Federal laws and must comply with FAANS published Standards and Policies.
 Yes No
11. The organization has a liaison available to the Florida Department of Education and maintain current information on file with the FDOE.
 Yes No
12. The organization has submitted their current Standards in electronic format to the FAANS Secretary and agrees to report to the FAANS Secretary and to the Membership and Standards Committee Chair any substantial changes to their accrediting process or Standards.
 Yes No
13. The organization has a current website that provides the following minimum information:
 - a. Association's History, Purpose and Philosophy
 - b. By-Laws, Code of Ethics and Mission Statement
 - c. Standards, Policies and Procedures, including non-discriminatory policies and evaluative criteria

that is used to evaluate schools and determine status of accreditation

d. Membership List *(with information on each of their accredited schools, including name, contact information, website/email address, grades served, year established, names of other "Accrediting Member" associations that accredit them, enrollment and other accrediting information.)*

e. Board of Directors *(with Name, Title and contact information of each Director.)*

f. Fee Schedule

g. All Accreditation Forms, including Self-Study, Checklists, Guidelines for Visiting Committee, etc.

Yes No

Comments: _____

14. The organization had a successful on-site visit by a FAANS representative during the regular accreditation visits of one of its accredited member schools.

Yes No

Name of representative: _____

Organization: _____

Date of Visit: _____

Date favorable Report was received: _____

15. The organization has the written sponsorship of two FAANS Accrediting Member Associations and a written recommendation letter from the representative of an Accrediting Member organization that visited one of their accredited member schools.

Yes No

Names of the two sponsoring Organizations:

1. _____

2. _____

16. The organization has paid all required dues.

Yes No

17. The organization understands that their member schools are prohibited from representing themselves or advertising that they are members of FAANS.

Yes No

18. The organization understands that their member schools are required to abide by FAANS ECE Standards and minimum K-12 Standards for accredited schools.

Yes No

AGREEMENT

Each Accrediting Member organization of the Florida Association of Academic Nonpublic Schools (FAANS) must subscribe to the FAANS Code of Ethics and Standards, and in so doing expresses its willingness to be guided by the principles and standards as enumerated below. Each FAANS member organization is to provide the FAANS Secretary a signed copy of the Code. The signature must be that of the Chief Officer of the organization or a representative with the authority to sign on behalf of the organization.

FAANS stipulates that the Code establishes a framework upon which the FAANS member organizations may work with each other in an environment of integrity and trust. Subscription to the Code (i.e., membership in FAANS) is indicative of each member organization's commitment to the "spirit" of the Code as well as the "letter."

FAANS does not, by intent or policy, oversee the operations of its individual member(ship) or the schools within each organization's membership. Compliance by individual members is the responsibility of each organization.

Each FAANS "Accrediting Member" organization hereby understands and agrees to the following:

1. Accept the statement of mission and the goals and purposes of FAANS as stated in the FAANS Charter.
2. Participate, with regularity, in the FAANS meetings and take an active and equitable part in discussions, issues, and responsibilities.
3. Have or establish its own standards and code of ethics to which each member school must subscribe.
4. Assume an equitable part in supporting and meeting the needs of all nonpublic schools in the state, and willingly help to protect the rights and interests of nonpublic schools from unwarranted, unfair and/or discriminatory regulations by local, state or federal agencies.
5. Oversee its member schools to ensure compliance with state laws in regard to reporting, attendance, health, safety, and sanitation.
6. Ensure that each member school provides facilities, staff, structure, and programs adequate to fulfill the mission and purpose of that school.
7. Assist member schools in maintaining institutional integrity to include advertising, finances, curricular and extracurricular programs, student recruitment and transfers, academic policies and procedures and the treatment of parent or student complaints.
8. Ensure that its member schools do not discriminate on the basis of race, color, national or ethnic origin.
9. Assist member schools in providing equitable access to available scholarship funds and in establishing policies that administer such funds by defensible criteria.

10. Encourage member schools to maintain standards of good sportsmanship and fair competition and to discourage the recruitment of student athletes.
11. Keep its constituency apprised of issues and concerns that may affect nonpublic schools, and solicit their voices on issues that are of concern to them.
13. Pay annual dues and assessments in a timely manner.
14. Communicate openly and honestly with the FAANS membership on issues that affect nonpublic schools, the FAANS organization, and the schools represented by its membership.
15. Will not use FAANS name on school letterhead and will prohibit schools to represent themselves as members of FAANS.
16. If a complaint is received regarding a FAANS Non-Accrediting Member, the FAANS President will inform the Association's representative in writing. The Non-Accrediting Member's representative will then have thirty (30) days to respond to the allegations in writing. The information will be emailed to the Chair of the Membership and Standards Committee who will decide whether or not allegation(s) merit further investigation. The Chair will then report findings to the FAANS Executive Officers. Decision to retain or rescind membership will be by majority vote of the FAANS Executive Officers at the subsequent FAANS Meeting.

Name of Accrediting Association's Representative:

Title: _____

Signature of Representative: _____

Date Application submitted: _____

\$500.00 APPLICATION FEE Paid on: _____

Check # _____

