

APPLICATION FOR INITIAL ACCREDITATION

NATIONAL ACCREDITING
COMMISSION FOR DIVERSITY
AND INCLUSION (NACDI)



NACDI™
NATIONAL ACCREDITING COMMISSION
FOR DIVERSITY AND INCLUSION

To be submitted in accordance with the NACDI Instructions for Electronic Submission on or before the prescribed deadline.

SECTION I - ORGANIZATIONAL INFORMATION

The organization is applying for initial accreditation of a: _____ Main office _____ Linked Satellite Offices (one)

Name of Organization

Address

City State Zip Code

Telephone Number Fax Number

E-mail Address Web Site Address

Official Organizational Contact

If the organization applying for initial accreditation is linked to a corporate entity, please complete the following information for the linked location:

Name of Linked Organization

Address

City State Zip Code

Telephone Number Fax Number

E-mail Address Web Site Address

Official Linked Organizational Contact

Supply the following information for the organization that is applying for accreditation

1. Under what legal entity is the school operating (e.g., an S corporation, a C corporation, non-profit corporation, partnership, sole proprietorship, etc.)?
2. What is the name of the legal entity that owns the organization?
3. Is the organization reported as such to all appropriate federal and state agencies, and/or other accrediting agencies? Yes _____ No _____ If no, please attach an explanation.

Licensure, Approval, and Accreditation Information

1. The organization is currently licensed or approved to operate as a corporation by the state(s) of

2. Licensure(s) or approval(s) became effective on and expires on

3. The organization is currently accredited by

4. Has the organization applied for accreditation from an agency other than NACDI?

Yes No

If Yes, please list the agency and date of application

5. Has the organization been denied accreditation, removed from accreditation, or voluntarily withdrawn its accreditation from any accrediting agency?

Yes No

If yes, please attach a detailed explanation of the circumstances included in the action.

6. Are any adverse actions pending against the organization from any regulatory agency (e.g., local, state, federal, accrediting agency, certification organization, etc.)?

Yes No

If the answer is yes, please attach a detailed explanation of the circumstances involved in the action.

SECTION II - ATTESTATIONS

This application is submitted by the chief executive officer of the organization for which accreditation is sought, and that official hereby attests to the following:

1. The organization is voluntarily seeking accreditation by the National Accrediting Commission for Diversity and Inclusion.
2. A designee(s) of the organization has reviewed the benchmarks of accreditation and supporting materials of the Commission.
3. Organizational officials fully accept and support the concept of accreditation as a voluntary, non-governmental process involving peer review and a necessary degree of confidentiality in decision-making and record keeping.

4. By applying for and receiving accreditation, the organization understands and agrees that:

- The organization accepts and agrees to the terms set forth in the NACDI Application for Initial Accreditation and accepts and agrees that the responsibility rests with the organization to demonstrate continuous eligibility for accreditation and compliance with accrediting benchmarks and requirements as set forth in the *Benchmarks of Accreditation and Processes and Procedures*.
- The organization voluntarily submits itself to a periodic review and a reasoned judgment by the Commission as to the organization's qualifications in accordance with the Commission's Processes and Procedures and voluntarily accepts responsibility to comply with the *Benchmarks of Accreditation*.
- The organization accepts the responsibility to demonstrate that it is meeting the benchmarks and must supply the Commission with complete documentation of the organization's compliance with all accrediting benchmarks and requirements in order to be granted and to maintain accreditation.
- The organization has every opportunity, as part of the accrediting process, to present itself in its best light and to respond to any concerns.
- The organization assumes an obligation to be forthcoming, complete, truthful, and accurate in presenting information to, and answering questions of the Commission.
- The organization affirms and agrees to the Commission's information sharing policies described in *Processes and Procedures and the Benchmarks of Accreditation*.
- The organization does not have the right to appear before the Commission because the Commission's deliberations and decisions are made based on the written record of an accreditation review.
- The organization can exercise the right to appeal an adverse accreditation decision of the Commission in accordance with the Commission's *Processes and Procedures and Benchmarks of Accreditation*.
- It is the responsibility of the organization to ensure that all submissions to the Commission are complete and represent the organization's efforts to demonstrate compliance with accrediting benchmarks and requirements.
- NACDI staff and volunteers are not required to advise an organization as to whether any materials submitted to the Commission are complete or demonstrate compliance with accrediting standards or requirements.
- NACDI staff and volunteers may provide advice and feedback to an organization regarding compliance matters, but any representations made by NACDI staff or volunteers do not restrict the Commission's ability to reach its own conclusions or to take any action the Commission deems appropriate; and
- The Commission is the ultimate decision-making body and makes final determinations about an organization's compliance with accrediting standards and requirements, and an organization's accredited status and the Commission takes actions and makes decisions as deemed most appropriate by the Commission based on the written record.

6. A non-member organization will not make any promotional use of its application for accreditation prior to the granting of accreditation.

SECTION III – DISCLOSURES:

1. Has any owner or manager been directly or indirectly employed or affiliated with any organization which has lost or been denied accreditation by any accrediting agency during that individual's period of employment or affiliation?*

Yes No

2. Has any owner or manager been directly or indirectly employed or affiliated with any organization which has closed or entered into bankruptcy during that individual's period of employment or affiliation? **

Yes No

3. Is any action pending (e.g. court action, audit, inquiry, review, administrative action), or has action been taken, by any court or administrative body (e.g. federal or state court, grand jury, special investigator, U.S. Department of Education, or any state agency), as to any owner or manager, or any organization with which an owner or manager has been directly or indirectly employed or affiliated, in a civil or criminal forum or proceeding that is not otherwise disclosed in this application? †

Yes No

* If the answer to Item 1 is yes, please attach a statement to this application which details the facts and circumstances surrounding the organization's loss or denial of accreditation.

** If the answer to Item 2 is yes, please attach a statement to this application which details the facts and circumstances surrounding the bankruptcy or organizational closure.

† If the answer to Item 3 is yes, please attach a statement to this application which gives full disclosure of the persons and matters involved. Include a statement of the facts and circumstances surrounding the action identifying the owner or manager and the organization which is involved. If the matter is not yet final, please describe the procedural status of the matter (i.e., still under investigation, preliminary decision under appeal, etc.) and the position taken by the applicant, owner, manager or organization involved. If the matter is final, provide a copy of the final action documentation.

SECTION IV – CERTIFICATION AND SIGNATURE:

I acknowledge the Commission's requirement that an organization seeking or holding accreditation from more than one accrediting agency recognized by the U.S. Department of Education must consistently describe itself in identical terms to each accrediting agency with regard to identity (i.e., main organization, or branch), purpose, governance, programs, degrees, diplomas, certificates, personnel, finances, constituents served, and must keep each accrediting agency apprised of any change in its status with one or another accrediting body.

I grant permission for the Commission to contact the appropriate state agencies, the state and U.S. Department of Education, other accrediting agencies, or any other organizations appropriate for review of this application and I agree to the Commission's information sharing policies described in *Processes and Procedures and Benchmarks of Accreditation*.

I certify that the information herein and attached hereto is correct and that I understand and agree to the terms set forth in Section II of this Application.

Name Title
(Chief Executive Officer)

Signature Date

APPLICATION ATTACHMENTS: Restate each item followed by a response. Attachments must be appropriately bookmarked to correspond with each item. A copy of this application and attachments are to be electronically submitted by the organization applying for accreditation.

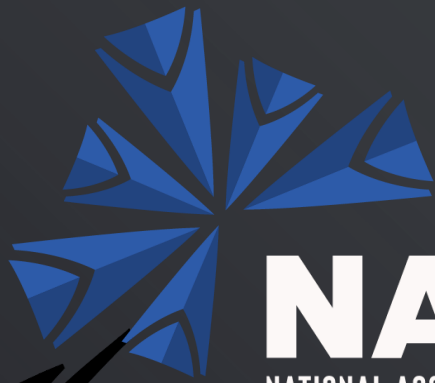
1. Non-refundable Application for Initial Accreditation processing fee.
2. List each current owner of the organization and the percentages of ownership for each person or organization owning ten percent or more. Include an organization chart of the ownership of the organization if it is a subsidiary or division of another corporation.
3. As applicable, please list the names, places of employment and other organizational affiliations of the members of the governing board (e.g., not-for-profit organizations).
4. Outline all changes of ownership and/or control that have occurred in the last two years.
5. List the names and addresses of any satellite (Linked) locations to be included in the Application for Initial Accreditation (The organization will be required to submit the Satellite Location Report for each location, with the corresponding processing fee with the Application for Initial Accreditation).
6. List all agencies with which the organization applying for accreditation is corporately affiliated.
7. List the names and addresses of any branches and satellite locations associated with the primary organization not included in this application

SUBMIT TO

Please send the fully completed application by email to the attention of the:

**NACDI Applications Committee (Please include this in the subject line
email address: info@thenacdi.org**

Please ensure that all fees have been paid in advance of submitting the application or it will not be processed.



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