

The CETA process of accreditation involves either two or three stages depending upon the level of institutional readiness. Institutions may proceed either from applicant, to candidate, and finally to accredited status or from candidate to accredited status. The stages apply both to the accreditation of the institution as a whole, including all programmes currently offered, or of specific individual programmes an institution offers.

The Accrediting Commission will grant applicant status to those colleges that (1) document compliance with the Association's Conditions of Eligibility and (2) appear, in the commission's judgment, to be able to achieve candidate status within four years. Candidate Status is a pre-accredited status granted to colleges that show promise of achieving accreditation status within four years.

To be considered for either status by the commission, a college must provide the commission with the following:

- (1) An official statement from its chief executive officer reflecting a decision of its board of control to pursue accreditation,
- (2) A completed application form providing both essential data and a trend analysis of that data,
- (3) An official statement from the chief executive officer reflecting a board of control decision to affirm support of the CETA Tenets of Faith, and
- (4) A document indicating compliance with the following Conditions of Eligibility.

1. Authorization

A college must have authorization from the appropriate government agency (if required) to operate as an educational institution and to grant all degrees, certificates, and diplomas that it awards.

2. College Mission

A college must have a clear statement of mission as well as formally adopted and widely publicized institutional goals that are in accord with the Association's definition of Bible college education.

3. Governance

A college must have an external governing board of at least five members that has the authority to carry out the mission, goals, and objectives of the institution.

4. Chief Executive Officer

A college must employ a chief executive officer whose major responsibility is to the institution and who possesses appropriate authority.

5. Academic Programs

A college must offer one or more educational programs that are at least two academic years in length and are consistent with the mission of the college and appropriate to higher education.

- 6. Catalog**
A college must have available to students and the public a current and accurate catalog setting forth the college's governance, mission, institutional goals, specific objectives, programs and courses, resources, admissions and standards, academic offering, rules and regulation for conduct, degree completion requirements, full- and part-time faculty rosters with faculty degrees, fees and other charges, refund policies, a policy defining satisfactory academic progress, graduation rates, rate of recent graduate employment in program-related occupation, and other items related to attending, transferring to, or withdrawing from the institution. Claims regarding educational effectiveness must be supported by appropriate data.
- 7. Learning Resources**
A college must have learning resources to support the courses, programs, and degrees offered.
- 8. Faculty Qualifications**
A college must have at least one qualified faculty member for each major offered.
- 9. Admissions Policy**
A college must have an admissions policy that is compatible with its stated objectives.
- 10. Student Body**
A college must have students enrolled in and pursuing its educational programs.
- 11. Biblical/Theological Studies**
A college must meet, in all its programs, the minimum requirement for biblical/theological studies as specified in the Criteria for Accreditation.
- 12. General Studies**
A college must meet, in all its programs, the minimum requirement for general studies as specified in the Criteria for Accreditation.
- 13. Christian Service Program**
A college must require that students participate in a program of Christian service.
- 14. Program Completion**
A college must have graduated at least one class in its principal program by the time of the committee's decision regarding applicant status.
- 15. Institutional Stability**
A college must have a pattern of stability in enrollment, administration, faculty, and finances.
- 16. Potential for Growth and Development**
A college must possess the capacity for growth and development.
- 17. Financial Base**
A college must have a financial base indicating that the institution can achieve its mission and objectives within a balanced budget and at a safe level of debt.

18. Income Allocation

A college must devote substantially all of its generated income to the support of its educational purposes and programs.

19. Annual Audit

A college must have financial records that receive an annual, opinioned external audit.

20. Agency Disclosure

A college must agree to disclose to the Association any and all such information as it may require to carry out its evaluation and accreditation functions.

21. Compliance

A college must commit itself to comply with the Association's Standards for Accreditation either current or as hereafter modified, during the period of its affiliation.

22. Public Disclosure

A college must attest in writing that it understands and agrees that the Association may, at its discretion, make known to any agency or member of the public the nature of any action, positive or negative, regarding the institution's status with the Association.
