



Capital Office for Administrative, Accreditation & Legislative Services

**TO: All Administrators**

**DATE: August 3, 2010 – amended September 1, 2020**

**RE: FACCS Membership/Participant Materials**

**FROM: Dr. Howard G. Burke, FACCS Executive Director**

### **FACCS Participant/Membership Information**

In an effort to save you time, the annual application packet for FACCS/IACCS Participant/Membership is being provided to all schools according to the latest e-mail address provided the FACCS Capital Office. If for some reason, you need to have additional copies of the documents or are in need of other materials & information, you may visit the FACCS web site and download all documents at: [www.FACCS.org](http://www.FACCS.org).

We want to thank you in advance for your interest in FACCS/IACCS Participant/Membership and accreditation. FACCS has Participant/Membership and Accreditation options for all school programs in Florida or through the FACCS subdivision IACCS for International Schools including: Early childhood educational programs, preschools, kindergarten, elementary, secondary schools, and proven, reputable, distance learning programs. We also have unique affiliation and service opportunities for Christian Colleges and Church sponsored Home School Groups.

For questions regarding Participant/Membership and Accreditation, please contact Dr. Howard Burke at: [dochgb@aol.com](mailto:dochgb@aol.com). Please remember, this is the only e-mail address to use when communicating with the FACCS Capital Office for Administrative, Accreditation and Legislative Services.

### **Application Process**

When your forms are received by the FACCS or IACCS Processing Secretary, your Participant/Membership, and/or Accreditation Certificate with seal attached, will be forwarded to the school administrator. It is important that you display the certificate including any certificate of Religious Exemption (by Law) in a prominent location (the main school office) for public review.

If you have any questions or problems with the attached materials or the download instructions, please contact the FACCS Capital Office at: 850-422-0065, Monday, Wednesday or Friday between 9:30am and 2:30pm.

### **Forms**

**All schools** should complete the attached documents or download the following files:

1. The appropriate FACCS Application (Traditional School, Distance Learning Program, IACCS International, Home School Group, or College as applicable to the ministry you offer.)
2. For those schools seeking **FACCS Religious Exemption**, complete the **FACCS Health, Safety, Sanitation and Minimum Standards** pages 1-30 that includes the **FACCS Application for Religious Exemption**. These Minimum Standards are a compilation of State and Federal laws or rules required of all non-public early childhood, child care, before/after care, pre-school or school programs in Florida.

In addition to the above, **all Accredited schools** (schools that have completed a Self-Study, Continuing or initial School Improvement Plan, and hosted an evaluation committee) need to complete the attached files or download:

1. The 2010-2011 SAT Chart of Scores and provide the statistical information from your most recent school-wide nationally norm reference assessment, e.g., SAT10;
2. Forward, with the above materials, your updated Continuing or School Improvement Plan (CIP/SIP). Schools undergoing re-evaluation in the 2010-2011 school year do not need to submit an SIP as a Continuing School Improvement Plan (CIP) will be completed for the evaluation site visit.

**Please send all documents together with your annual dues and assessments.**

The Distance Learning Application, College Services Application, or Home School Group Application should be completed or downloaded only by qualifying programs. These three programs, **affiliating for FACCS unique services**, do not need to complete the Health, Safety, Sanitation and Minimum Standards, or SAT Charts.

Here is **the procedure to download the materials** from the FACCS web site:

1. Click on the form (DOC - MS Word / PDF - Acrobat).
2. Print and complete the applications, and other documents as applicable. If you need assistance to identify the correct forms for your ministry, please contact the FACCS Capital Office.
3. Schools seeking “Religious Exemption” must notarize the Statement of Compliance, found at the conclusion of the FACCS Health, Safety, Sanitation and Minimum Standards. This is an absolute necessity to obtain religious exemption and for schools to comply with Florida Statutes 402.3025, 402.316, and Chapter 65C-22. Additionally, **a second form** is included that requires an additional separate notarization and forwarding by you to your Local District DCF Licensing Office when “Religious Exemption” is achieved through FACCS. The FACCS Certificate will need to be annually updated showing the new expiration date.
4. Return **all** applications, dues and assessments, SIP/CIP, and the SAT Charts (if applicable) as a unit to:  
**FACCS**  
**Attention: Processing Secretary**  
**1429 Bethel Church Road**  
**Omega, GA 31775**
5. When mailing the documents, send them by First Class or Priority Mail only. **Please do not send them to the FACCS Post Office Box, or by Express or Over-night mail which requires a signature or delivery receipt.** You may track your documents by completing a “U.S. Postal Service Delivery Confirmation Receipt” available at your Local Post Office. Should you have any questions please contact the FACCS Capital Office at 850-422-0065 or at e-mail: dochgb@aol.com