Analizze Compliance Services

Segment 3: Vocational & Technical Schools – Eligible Documents

Where reputation depends as much on compliance as it does on qualification.

Vocational and technical institutions directly impact their students' professional futures - and therefore bear an institutional responsibility that goes far beyond the delivery of technical instruction.

Each certified program, qualified instructor, and signed enrollment agreement is a public statement of compliance, competence, and reputation.

Below are the most critical documents for automated compliance review in this segment. Analizze evaluates not only the presence of documents but also their regulatory structure, legally required components, and alignment with oversight and accreditation standards.

📁 1. Institutional and Regulatory Documents

1. CIE Institutional License Certificate
2. CIE License Application and Renewal Letter
3. Institutional Profile Update (FAC 6E-2.002)
4. Articles of Incorporation / Bylaws
5. Mission and Educational Objectives Statement
6. Institutional Organizational Chart
7. Sunbiz Commercial Registration (Div. of Corporations)
8. Student Complaint Policy (CIE and FTC)
9. Marketing Policy / Advertising Truth Statement
10. Technical Program-Specific Licenses (HVAC, Cosmetology, etc.)
11. Accreditation Certificates (ACCET, COE, NACCAS, etc.)
12. WIOA Eligibility Documentation (ETPL, if applicable)
13. VA Certification Documentation (if serving veterans)

📘 2. Academic and Program Documents

14. Program Curriculum Plans (including total hours and objectives)
15. Course Syllabi by Subject/Module
16. FLDOE Framework Alignment (if applicable)
17. Professional Certification Alignment Matrix (CAPE, etc.)
18. Academic Calendar and Class Schedules
19. Performance Evaluation and Grading Policy
20. Externship/Practicum Agreements
21. Learning Resource Inventory (labs, equipment)
22. Faculty Credentials Matrix (by program)
23. Student Progress/Evaluation Report Templates
24. Basic Skills Evaluation Plan (FAC 6A-10.040)

Analizze Compliance Services

📃 3. Student Services and Enrollment Documents

25. Enrollment Agreement (FAC 6E-2.0041)
26. Student Catalog / Handbook (FAC 6E-2.0042)
27. Admission Policy and Criteria
28. Tuition and Fee Schedule
29. Attendance Policy and Logs
30. Student Transcript Template
31. Sample Completion Certificate or Diploma
32. Refund and Cancellation Policy
33. Student Complaint Records
34. Student Satisfaction Survey Results
35. Credit Transfer Policy
36. Student Records Filing Checklist
37. FERPA Consent Forms
38. ADA / Section 504 Accommodation Procedures and Forms

💼 4. Faculty and Human Resources

39. Instructor CVs, Diplomas, and Certifications
40. Faculty Employment Contracts
41. Job Descriptions (Academic and Administrative)
42. Teaching Schedules and Faculty Workload
43. Employee Handbook / Code of Conduct
44. Training Logs (Title IX, ADA, Ethics)
45. Background Check Reports (F.S. 1005.22)
46. OSHA Safety Training Records
47. Payroll and Time Records (FLSA)
48. Professional Development Certificates

💰 5. Financial and Compliance Documents

49. Annual Financial Statements (GAAP-compliant)
50. Audit or Compilation Reports (FAC 6E-2.006)
51. Institutional Budget and Revenue Projections
52. Student Ledger Cards (individual payment history)
53. Institutional Bank Statements
54. Scholarship and Aid Distribution Records
55. Financial Aid Policy (Title IV / WIOA, if applicable)
56. GI Bill / VA Billing Records

🛡 6. Facilities, Safety, and Accessibility

57. Certificate of Occupancy / Business License

Analizze Compliance Services

58. Fire Inspection Report (NFPA 101)
59. Floor Plan with Evacuation Routes
60. Safety Manual (per OSHA standards)
61. Accessibility Self-Assessment Checklist (ADA)
62. First Aid and Emergency Policies
63. Accident / Incident Logs
64. Equipment Maintenance Records (labs, kitchens, etc.)

🌐 7. Supplemental and Digital Documents

65. Institutional Website Compliance Audit
66. Online/Hybrid Course Delivery Policy
67. LMS Access Logs
68. Online Assessment Integrity Policy
69. Data Privacy and Cybersecurity Policy (GLBA/FERPA)

Note: Analizze's document review goes beyond confirming existence. Our system evaluates whether each item is structurally complete, legally consistent, and aligned with current regulatory frameworks - ensuring technical integrity and reputational protection in a highly regulated public environment.