



Analizze Compliance Services

Segment 4: Postsecondary Institutions (Non-Degree & Associate Programs) – Eligible Documents

When the promise of employability relies on regulatory strength.

Private postsecondary institutions offering technical courses, associate degrees, or professional certifications do not grant university diplomas—but are nonetheless subject to intense scrutiny from regulatory bodies, accreditors, and public funding agencies.

In this context, every institutional document is a pillar of transparency, reliability, and legitimacy. Beyond simply meeting compliance checklists, documentation reflects institutional maturity, market alignment, and readiness to participate in federal programs such as Title IV, WIOA, and VA/GI Bill.

Below are the key documents eligible for automated regulatory compliance analysis by the Analizze Platform, organized by functional area.

1. Institutional and Regulatory Documents

1. CIE Institutional License
2. Annual License Application and Renewal Letter
3. Institutional Profile Update (CIE)
4. Articles of Incorporation / Bylaws
5. Mission and Educational Objectives Statement
6. Organizational Structure / Governance Chart
7. Sunbiz Registration (Florida Division of Corporations)
8. Accreditation Certificate (ACCET, COE, etc.) – if applicable
9. ETPL Approval Letter (WIOA)
10. VA / GI Bill Certification Documents
11. Gainful Employment Disclosure Templates
12. Advertising Policy and Marketing Material Samples
13. Complaint and Grievance Resolution Policy

2. Academic and Program Documents

14. Program Curriculum Plans (including sequence, objectives, and hours)
15. Course or Module Syllabi
16. Program Learning Outcome Statements
17. Academic Advisory Committee Meeting Minutes (if accredited)
18. Credit Hour Conversion Policy
19. Externship / Clinical Placement Agreements (if applicable)
20. Instructional Resource Inventory (labs, equipment, software)
21. Academic Calendar
22. Evaluation and Performance Assessment Policy



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- 23. Basic Skills Assessment Tools and Policy (FAC 6A-10.040)
- 24. Faculty Qualification Matrix by Program



3. Student Services and Enrollment Documents

- 25. Enrollment Agreement (FAC 6E-2.0041)
- 26. Student Catalog (FAC 6E-2.0042)
- 27. Admissions Policy and Procedures
- 28. Tuition and Fee Disclosure Sheet
- 29. Refund and Cancellation Policy
- 30. Credit Transfer Policy
- 31. Student Handbook
- 32. Attendance Policy and Records
- 33. Satisfactory Academic Progress Policy
- 34. Graduation Requirements by Program
- 35. Certificate / Diploma Templates
- 36. Student Transcript Template
- 37. FERPA Consent Form
- 38. ADA / 504 Accommodation Forms and Procedures
- 39. Student Satisfaction and Feedback Surveys
- 40. Employability / Career Services Policy (if applicable)



4. Faculty and Human Resources

- 41. Instructor Resumes, Diplomas, and Licenses
- 42. Faculty Employment Contracts
- 43. Teaching Load Reports and Class Assignments
- 44. Job Descriptions (academic and administrative)
- 45. Employee Handbook / Code of Ethics
- 46. Training Records (Title IX, ADA, DEI, etc.)
- 47. Background Checks (F.S. 1005.22)
- 48. Safety Training Certificates (OSHA, if applicable)
- 49. Payroll Records (FLSA)
- 50. Professional Development Records



5. Financial and Regulatory Compliance Documents

- 51. Annual Financial Statements (GAAP-compliant)
- 52. Audit / Compilation Report (FAC 6E-2.006)
- 53. Institutional Budget and Financial Plan
- 54. Bank Account Verification
- 55. Student Ledger Cards and Tuition Receipts
- 56. Financial Aid Policies and Records (Title IV / VA)
- 57. Billing and Attendance Records (WIOA)



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- 58. IRS 1098-T Forms (if applicable)
- 59. IRS 501(c)(3) Documentation (if nonprofit)

6. Facilities, Safety, and Accessibility

- 60. Certificate of Occupancy (from local authority)
- 61. Fire Inspection Report (NFPA 101)
- 62. Floor Plans with Emergency Exits and Evacuation Routes
- 63. First Aid and Emergency Response Policy
- 64. Incident / Accident Logbook
- 65. ADA Accessibility Checklist or Report
- 66. Laboratory Safety Manual / Operational Procedures
- 67. Equipment and Facility Maintenance Logs

7. Digital, Online, and Privacy Documents

- 68. LMS Policy and Access Logs
- 69. Distance Education Policy (online/hybrid)
- 70. Online Course Assessment Tools
- 71. Data Privacy and Cybersecurity Policy (GLBA/FERPA)
- 72. Website Transparency Page (tuition, certifications, licensing)

Note: Analizze's automated review evaluates not just the presence but the regulatory structure, validity, consistency, and currency of all documents, in line with requirements from CIE, DOE, FERPA, ADA, GLBA, Title IV, WIOA, and recognized accreditors. Special attention is given to institutions offering associate degrees, which require more robust academic, curricular, and financial documentation.