COMPUTER PROFESSIONALS
(REGISTRATION COUNCIL OF NIGERIA) (CPN)

(Established by Act No. 49 of 1993)

FORM CPN E01: REGISTRATION FORM
FOR IT TRAINING INSTITUTION/DEPARTMENT

Form No.:_____

1. Name of Institution: _____
   _____
2. Address of Institution: _____
   _____
   Telephone Number: _____Fax:_____
   Email: _____
3. Date Founded:_____
4. Name and Address of VC/Rector/Proprietor(s): _____
   _____
   _____
   Telephone Number/Office (if different from above)_____
   Residence:_____

5. Qualification of HOD/Proprietor(s):

Institution attended	**Period**		**Subject**	**Degree Awarded**	**Date of Award**
	From	**To**			

6. Professional Members

Professional body	**Membership Status**	**Membership Number**

7. Recommendation(Not applicable to University or Polytechnic)

(This application is to be recommended by One Fellow of CPN and two members of Full Membership Status)

S/N	Name of Recommender	Membership Number	Membership Status
1			
2			
3			

I certify that all information given above are true and correct.

_____ _____

Name and Signature Date and Stamp

FOR OFFICIAL USE ONLY

_____

Date Received:_____

Received by (Name & Signature):_____

Receipt number and date of Application form:_____

List of documents submitted:_____

_____

_____

_____

Action taken_____

_____

_____

_____

_____

COMPUTER PROFESSIONALS
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(Established by Decree No. 49 of 1993)

FORM CPN E04: ACCREDITATION PANEL REPORT FORM

Form No.:_____

(To be completed by the Accreditation Panel members after the end of the visit)

1. Name of Institution: _____

   _____

2. Programme seeking Accreditation: _____

   _____

3. Date of Accreditation visit: _____

   To_____

4. Summary of Panel's Findings (Comment on each of the points in 4(a) to 4(h) as follows :

   (a) Philosophy and objectives of programme: _____

   _____

   _____

   _____

   (b) Curriculum: _____

   _____

   _____

   (c) Admission Requirements:_____

   _____

   _____

   (d) Examination (setting, conduct, evaluation, moderation): _____

   _____

   _____

   _____

   _____

   (e) Staffing (Teaching, Non-Teaching, Head of Department): _____

   _____

   _____

   _____

(f) Physical facilities (Laboratories, Classrooms, Office Accommodation):

_____

_____

_____

(g) Computing facilities (Computer Systems, Software, Peripheral devices, other accessories.) _____

_____

_____

(h) Library (Broke, Journals, Periodicals, Magazines): _____

_____

_____

5. Recommendation of Panel on the Accreditation status to be accorded programme (Please tick ( ) only one):

(a) Full Accreditation: _____
(Total Score required for this status is 70 and above)

(b) Interim Accreditation (Score required for this is 60 to 69; Panel is also expected to highlight minor deficiencies to be rectified):_____

_____

_____

_____

(c) Denied Accreditation's (Score required for this is 59 and below; Panel is also expected to highlight major deficiencies identified): _____

_____

_____

_____

_____

_____

6. Panel Members Names, Signature and Date:

Name of Panel Members ***Signature and Date***

(1) ……..……...……..

(2) ……..……...……

(3) ……..……...……

(4) ……..……...……

(5) ……..……...……

COMPUTER PROFESSIONALS
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(Established by Decree No. 49 of 1993)

FORM CPN E05: ACCREDITATION RE-VISITATION FORM

Form No.:_____

(To be completed in respect of Programmes granted Interim Accreditation Status)

1. Name of Institution:_____
2. Programme:_____
3.

Programme deficiencies as identified by initial Accreditation Panel	State clearly each deficiency. Remedial action already taken. (use additional sheets if necessary)	Re-visitation panel's Observation and recommendation

4. Summary of Report and final Recommendation by Re-visitation panel Members:

(a) Summary

(b) Comments

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FORM CPN E03: SUMMARY OF SCORE FORM FOR ACCREDITATION VISIT

Form No.:_____

1.0	ACADEMIC CONTENT	MAXIMUM	ACTUAL	MINIMUM
1.1	Philosophy and Objectives	2		1
1.2	Curriculum	5		4
1.3	Admission	3		2
1.4	Examination	5		4
		15		11
2.0	STAFFING			
2.1	Teaching staff	15		10
2.2	Admission of the programme	5		4
2.3	Non-Teaching staff	5		4
		25		18
3.0	PHYSICAL FACILITIES			
3.1	Laboratories etc.	10		7
3.2	Classroom	10		7
3.3	Office Accommodation	5		4
		25		18
4.0	COMPUTING FACILITIES			
4.1	Hardware	13		9
4.2	Software	13		9
4.3	Ancillary facilities	4		3
5.0	LIBRARY	5		2
TOTAL SCORE		100		70