

Instructions for Completing the Institutional Certification Application for Out-of-State Institutions of Higher Education Solely Providing Distance Education to Virginia Residents

Tips about the Application Process

READ ALL INSTRUCTIONS BEFORE STARTING

- By applying for certification to operate an Out-of-State Institution of Higher Education Solely Providing Distance Education to Virginia Residents in the Commonwealth of Virginia, you attest that the institution will operate in compliance with Title 23.1, Chapter 2, Article 3 of the Code of Virginia, and the Virginia Administrative Code (8 VAC 40-31 et seq.)

GATHER AND PREPARE REQUIRED MATERIALS USING THE INSTRUCTIONS BELOW

- Certification application forms for out-of-state institutions of higher education solely providing distance education to Virginia residents are available at this link: <https://ppe.schev.edu>.
- Certain items are required to be attached to various forms. Your responses to certain questions may indicate that other documents not listed below are required.
- Submit all required forms and documents in a 3-ring binder with a table of contents and clearly marked tab dividers in the order prescribed in the instructions below.

Tab	Required Documents	Instructions for Completing Institutional Certification Application for Out-of-State Institutions of Higher Education Solely Providing Distance Education to Virginia Residents
1.	Certification Application Fee	<ul style="list-style-type: none"> Provide a company or cashier's check in the correct, nonrefundable amount of \$6,000 made payable to: Treasurer of Virginia.
2.	Financial Statement	<ul style="list-style-type: none"> Provide a copy of the institution's most recent compiled or audited financial statement.
3.	Certification Checklist	<ul style="list-style-type: none"> Complete the Certification Checklist for Out-of-State Institutions of Higher Education solely Providing Distance Education to Virginia Residents The <i>Affirmation by All Filers</i> clause must be notarized.
4.	Certification Application	<ul style="list-style-type: none"> Complete the Certification Application Form for Out-of-State Institutions of Higher Education Solely Providing Distance Education to Virginia Residents in its entirety.

5.	Accreditation Document	<p>Out-of-state institutions requesting initial certification must be accredited by an accrediting organization recognized by U.S. Department of Education. Out-of-state institutions must:</p> <ul style="list-style-type: none"> • Submit a copy of the documentation providing the name and address of the current accrediting agency (or agencies); original accreditation date; date of next review; and proof of current status. • Provide the name(s) of any former agencies the institution was accredited by and an explanation for why it is no longer accredited by that agency.
6.	Good Standing Status and State Authorization	<ul style="list-style-type: none"> • Out-of-state institutions must provide documentation of any determination of limitation, suspension, revocation, termination, or sanctions placed by the U.S. Department of Education or state regulatory body against the institution within the last five years. If there have been no adverse determinations against the institution, provide a statement to that effect on letterhead signed by a senior administrator. • An institution must provide evidence of proper state authorization and current good standing from the higher education agency (SCHEV equivalent) in its home state.
7.	Program Inventory Form	<p>Include the following:</p> <ul style="list-style-type: none"> • A complete list of programs that will be offered to Virginia students. (Programs must be approved by both your accreditor and your state higher education agency); • The appropriate Classification of Instructional Programs (CIP) code for each program; • Credential awarded (e.g. certificate or degree); • Number of credit hours required to complete program;
8.	Proof of Disclosures to Virginia Residents	<ul style="list-style-type: none"> • Provide proof of the following disclosures to Virginia residents: <i>Please submit an image of the page that includes the requested disclosure, not the entire document.</i> <ol style="list-style-type: none"> 1. A notification that the school is certified to operate by the State Council of Higher Education for Virginia. 8VAC40-31(A)(i) 2. A notification outlining the procedures a student may follow to file a complaint against the school. 8VAC40-31-160(D)(5) 3. A notification stating that the transferability of credits earned at the school is at the sole discretion of the receiving institution. 8VAC40-31-160(F)(10) 4. For institutions offering programs or courses leading to or advertised as leading to professional licensure, a notification regarding whether completion of the program is sufficient to meet licensure requirements in Virginia. If the institution is unable to determine whether a program will meet the professional licensure requirements in Virginia, the notification shall provide current contact information for any applicable licensing boards and advise the student or applicant to determine whether the program meets requirements for licensure in Virginia prior to enrollment.
	APPLICATION SUBMISSION	<p>After you complete steps 1 through 8 above, organize your application package as follows:</p> <ul style="list-style-type: none"> • Submit all required forms and documents in a 3-ring notebook binder with a table of contents and clearly marked tab dividers in the order prescribed in these instructions. • Do not use sheet protectors. • Submit original documents with original signatures. • Photocopies and handwritten documents will not be accepted. • Mail your completed application package to: State Council of Higher Education for Virginia Private Postsecondary Education 101 North 14th Street, 9th Floor James Monroe Building Richmond, VA 23219-3659