

**COMMONWEALTH OF VIRGINIA**



State Council of  
Higher Education for Virginia

## **GUIDANCE DOCUMENT**

### **PRIVATE AND OUT-OF-STATE POSTSECONDARY EDUCATION (POPE)**

Guidance on postsecondary career-technical schools providing career focused symposiums, colloquiums, or refresher seminars

The State Council of Higher Education for Virginia (SCHEV) regulates postsecondary career-technical schools with programs of instruction offering a curriculum or sequence of courses that are directly related to the preparation of individuals for paid or unpaid employment in current or emerging occupations requiring a credential other than a baccalaureate or advanced degree.

A career-technical school certified to operate by SCHEV shall not be required to seek program approval to conduct a career focused symposium, colloquium, or refresher seminar for licensed professionals, as long as the following requirements are satisfied:

1. No certificate, diploma, degree credit or continuing education credit is awarded at the conclusion of the symposium, colloquium, or refresher seminar, and
2. The symposium, colloquium, or refresher seminar does not exceed 16 hours, and
3. The symposium, colloquium, or refresher seminar is advertised and offered solely to further the personal development or talent of the licensed professional, and
4. Attendance is strictly limited to those persons who hold a valid license subject to the approval by a Virginia regulatory board.

Each participant must be made aware that (1) the school is prohibited from awarding a certificate, diploma, degree credit or continuing education credit for their participation; (2) SCHEV has not approved or vetted the quality, or content of the symposiums, colloquium, or refresher seminar and (3) Participants attending a career focused symposium, colloquium, or refresher seminar are not covered by student protections extended to those enrolled in postsecondary programs approved by SCHEV.