



Recertification Overview

2023 PRIVATE POSTSECONDARY EDUCATION SUMMIT,
STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA

PRESENTED BY:

KATHLEEN KINCHELOE AND MONICA LEWIS-MASON

2023 Recertification Window

Year	Name ↓↑	FACCODE	Open Date	Close Date
2023	Recertification for Out-of-State, Private, Vocational	33	05/02/2023	07/06/2023
2023	Recertification for Out-of-State, Private, Non-Profit	32	05/02/2023	07/06/2023
2023	Recertification for Out-of-State, Private, For-Profit	31	05/02/2023	07/06/2023
2023	Recertification for Out-of-State, Public	30	05/16/2023	07/18/2023
2023	Recertification for In-State, Private, Non-Profit	42	06/02/2023	08/02/2023
2023	Recertification for In-State, Private, For-Profit	41	06/16/2023	08/16/2023
2023	Recertification for In-State, Private, Vocational (A-D)	43	07/01/2023	09/02/2023
2023	Recertification for In-State, Private, Vocational (E-P)	43	07/15/2023	09/16/2023
2023	Recertification for In-State, Private, Vocational (Q-Z)	43	08/02/2023	10/03/2023

2023 Recertification Window

- ▶ Designated primary contacts will receive a portal-generated email when their school's recertification window is open.
 - ▶ schev-ppe-portal-noreply@virginiainteractive.org
- ▶ Prior to Recertification, review General Information, especially Primary Contact, to make sure all information is current and accurate.

PPE Portal

STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA

Welcome sch.admin.kathleen ()

Portal User and School Name → **Virginia University**

Recertification Summary

Recertification must be paid for and submitted by this date. No exceptions.

PPE Portal
Recertification Due: **8/2/2023**

- Activity Log
- School Summary
- General Information
 - School Information
 - Main Site
 - Primary Contact
 - Categorization
 - Accreditation
- Instructional Locations
- Programs & Courses
- School Personnel
- Financial
- Supporting Documentation
- Enrollment/Graduation Data
- Checklist

Welcome to the PPE Portal! Please review your school's information. To make changes to existing information, select the Review/Edit button in the corresponding section. To start on required sections of the recertification select the Start button in the corresponding section.

Once you have completed all modifications and are ready to submit your school's recertification application, select either Submit to SCHEV (if you have the ability to pay electronically) or Mark Ready for Pay (if under User Roles you have designated another individual affiliated with the school as the Financial Officer who will make the payment).

Application Fee

Fees will be collected when you click the Pay and Submit to SCHEV button below through a secure third-party payment processor. **Note:** A school that submits a payment that is returned for any reason must resubmit the required payment and any assessed fees via money order or certified bank check only.

Recertification Fee (Please enter Annual Gross Tuition information in the Composite Score section to calculate Recertification fee)	\$0
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General Information

School Name:	Virginia University	<input type="checkbox"/> No change(s) to report
Site Address:		
Institution Type:	In-State, Degree, Non-Profit	
School Organization:	A non-profit corporation	
FACCODE:		
Initial Certification Date:	11/28/2005	
Current CTO Valid Date:	10/01/2022 To 09/30/2023	
CTO Documents	CoverLetter - Cover Letter695	View

PPE Portal

Recertification Summary

PPE Portal

Recertification Due:
8/2/2023

Provide evidence
that initial creation
& accreditation
documents are still
applicable.

Activity Log

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Recertification Fee (Please enter Annual Gross Tuition information in the Composite Score section to calculate Recertification fee) \$0

General Information

School Name: Virginia University No change(s) to report
Site Address:
Institution Type: In-State, Degree, Non-Profit
School Organization: A non-profit corporation
FACCODE:
Initial Certification Date: 11/28/2005
Current CTO Valid Date: 10/01/2022 To 09/30/2023
CTO Documents

CoverLetter - Cover Letter695

[View](#)

In-State School: Virginia SCC approval

STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA

Welcome sch.admin.kathleen.(SCHEV.Admin) Log off
Test University

General Information

Categorization [?]

Institution Type

In-State, Degree In-State, Non-Degree Out-of-State, Degree

Out-of-State, Non-Degree Out-of-State, Public

Date institution was chartered or authorized to transact business in Virginia
10/09/2018

Provide copy of most current Virginia State Corporation Commission approval notification.

Upload Only PDF files allowed. Once uploaded, file(s) will appear here.

Mode of Delivery

Face to Face

Online

Both (Face to Face and Online)

Out-Of-State School: Authorization from Home State

STATE COUNCIL OF HIGHER
EDUCATION FOR VIRGINIA

General Information

Categorization ▾ ?

Institution Type

In-State, Degree In-State, Non-Degree Out-of-State, Degree

Out-of-State, Non-Degree Out-of-State, Public

Date Out-of-State institution was granted authorization to operate from state where main campus is located

12/19/1890

Provide copy of the state authorization document

Mode of Delivery

Face to Face

Online

Both (Face to Face and Online)

Resources

School Organization

General Information

Hybrid

School Organization

Proprietary entity

Non-Profit entity

Verify Proprietary / Non-Profit Designation

Upload

Only PDF files allowed. Once uploaded, files(s) will appear here.

School Ownership

A non-profit corporation

A non-profit LLC Other

A public postsecondary school originating in a state other than Virginia

Other

Attach copies of the documents that demonstrate the entity is duly organized under the laws of the Commonwealth.

Upload

Only PDF files allowed. Once uploaded, files(s) will appear here.



Accreditation: Degree-Granting Institutions

- ▶ Accredited schools must upload a document that shows proof of current accreditation status.
- ▶ Unaccredited degree schools must submit an updated accreditation plan indicating how the school will achieve accreditation candidacy within 3 years.

Accreditation: Non-Degree Schools

- ▶ Accredited non-degree schools must upload a document that shows proof of current accreditation status.
- ▶ Unaccredited non-degree schools should upload a document stating that they are unaccredited.

PPE Portal

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PPE Portal

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NOT your main address

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Recertification Fee (Please enter Annual Gross Tuition information in the Composite Score section to calculate Recertification fee) \$0

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School Organization: A non-profit corporation
FACCODE:
Initial Certification Date: 11/28/2005
Current CTO Valid Date: 10/01/2022 To 09/30/2023
CTO Documents

CoverLetter - Cover Letter695

View

Instructional Location

- ▶ Space at a separate address where the school provides instruction when its enrollment has outgrown the capacity of the “parent” site.
 - ▶ The space must be geographically located within 50 mile radius from the certified school.
 - ▶ Students must take courses at both the “parent” site and the instructional location to complete their program.
- ▶ Do NOT re-enter the school’s main address.

Adding an Instructional Location

- ▶ New Instructional Locations are reviewed and approved separately from Recertification.
- ▶ In order for SCHEV to approve a new Instructional Location, all courses available at that site must be added to the Portal.
- ▶ Each new Instructional Location incurs a fee of \$300.

PPE Portal

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PPE Portal

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CTO Documents

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View

Financial

Financial Stability

Annual Gross Tuition (Used to calculate recertification fee)

Total Tuition

Primary Reserve Ratio (Adj Equity/Total Expenses)

Total Assets

0.00

Total Liabilities

0.00

Total Equity

0

Intangibles ⓘ

0.00

Unsecured Related Party Receivables ⓘ

0.00

Financial

Certification Summary

PPE Portal



School Summary

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School Personnel

Financial

Financial Overview

Surety

Composite Score

Supporting Documentation

Application Fee

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General Information

School Name:	Test University
Site Address:	5715 Richmond Rd, Williamsburg, VA- 23188-1987
Institution Type:	In-State, Degree, Proprietary
School Organization:	Corporation
FACCODE:	31000
Initial Certification Date:	10/29/2019
Current CTO Valid Date:	10/01/2020 To 09/30/2021
CTO Documents	

CoverLetter - Cover letter Vir...

[View](#)

PPE Portal

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Upload copy of documents that typically change each year.

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CTO Documents

CoverLetter - Cover Letter695

View

Supporting Documentation: Authorization Certificates

The screenshot displays the State Council of Higher Education for Virginia (SCHEV) portal. The header includes the SCHEV logo and a home icon. A left-hand navigation menu lists various sections: Activity Log, School Summary, General Information, Instructional Locations, Programs & Courses, School Personnel, Financial, Supporting Documentation (highlighted), Enrollment/Graduation Data, and Checklist. The main content area is titled "Supporting Documentation" and features an "Expand All" link. Under the "Advertising Material" section, the "Authorization certificate(s) (Required)" dropdown is expanded. It lists required documents: State Corporation Commission Certificate, Certificate of Assumed or Fictitious Name, Current Business License, Proof of State Authorization, Evidence of good standing in home state, and Evidence of good standing in other states. A green arrow points to the "Current Business License" item. Below the list is an "Upload" button and a file upload area containing a file named "good standing (21KB)" with "View" and "Delete" options.

STATE COUNCIL OF HIGHER
EDUCATION FOR VIRGINIA

Supporting Documentation

Expand All

Advertising Material ◀

Authorization certificate(s) (Required) ▾

Provide copies of the following:

- State Corporation Commission Certificate, if incorporated
- Certificate of Assumed or Fictitious Name (obtained from the circuit court clerk's office)
- Current Business License (from the Virginia locality within which the institution will operate)
- Proof of State Authorization from home state (if applicable)
- Evidence the institution is operating in good standing in its home state
- Evidence the institution closed in good standing if it ever operated in another state

Upload

good standing (21KB) View | Delete

Supporting Documentation: Catalog and Status of Good Standing

The screenshot displays the SCHEV Admin portal interface. At the top left is the logo for the State Council of Higher Education for Virginia. The top right shows a user login for 'sch.admin.kathleen (SCHEV Admin)' with a 'Log off' link and a 'Test University' label. The main content area is titled 'Supporting Documentation' and contains two sections:

- School Catalog & Checklist**: A section with text explaining that every school must provide a clear, accurate, and comprehensive catalog, bulletin, brochure, or electronic document to prospective students before enrollment. It also mentions a 'School Catalog Checklist' that assists in development and contains required disclosures. A link is provided to 'complete the checklist'. Below the text is an 'Upload' button and a message: 'Only PDF files allowed. Once uploaded, file(s) will appear here.'
- Status of Good Standing Report**: A section with text requesting documentation of current status with the US Department of Education (USED) – not the accreditor or the SCC. It notes that certified institutions offering federal financial aid must report adverse judgments, actions, or audit findings by USED in the last year. It also states that existing schools not accredited or under supervision must provide a statement to that effect. Below the text is another 'Upload' button and the same message: 'Only PDF files allowed. Once uploaded, file(s) will appear here.'

A 'Resources' link is visible in the bottom left corner of the page.

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CTO Documents

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[View](#)

Enrollment and Graduation Data

Enrollment Information

Schools that are renewing certificates to operate shall include from the previous year the following information:

1. The number of degrees, certificates, or diplomas conferred for each program offered by the school at its Virginia site.
2. The number of students enrolled and the number of students graduating at its Virginia site.

Keyword Search

[Clear](#)

Category	Enrollment	
Certificate	0	Add

[Back to Summary Page](#)

[Save](#)

SCHEV USE ONLY ▾

Enrollment and Graduation Data

Enrollment Information for Certificate Programs

Report enrollment numbers for the entire prior calendar year (ie. January - December of the previous year).

[Add New Enrollment Category](#)



?

Keyword Search

[Clear](#)

Gender	Enrollment Type	Student Category	First-time ⓘ	Transfer ⓘ	Continuing ⓘ	
Ethnicity						
Total			0	0	0	
Age Totals						0

[Back to Enrollment Summary](#)

Enrollment and Graduation Data

Enrollment Information for Certificate Programs

Report enrollment numbers for the entire prior calendar year (i.e. January - December of the previous year).

Add New Enrollment Information for Certificate Programs

Select both Gender and Enrollment Type before entering enrollment data for any category

Select Gender

Male

Female

Other

Select Enrollment Type

Full-Time

Part-Time

	First-time	Transfer	Continuing
Ethnicity			
Non-Resident Alien			
Race/Ethnicity Unknown			
Hispanic of any Race			
American Indian / Alaskan Native			
Asian			
African American			
Native Hawaiian / Pacific Islander			
Caucasian			



Enrollment and Graduation Data



Enrollment Information

Unaccredited institutions of higher education and non-degree schools shall include, from follow-up surveys of graduates, the number of students reporting placement in jobs relating to their field of study within six months; and one year of graduation.

Numbers are required in each field, even if the number is 0.

Keyword Search

[Clear](#)

Certification Year	Program Name	6 Month Placement Count <small>i</small>	12 Month Placement Count <small>i</small>	Graduation Count <small>i</small>	Enrollment Count <small>i</small>
2021	Patient Care Technician (PCT)		64	101	116
2021	Monitor Surveillance		8	19	31
2021	Nursing		56	79	282
	Cardiovascular Technology - Adult				

PPE Portal

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CTO Documents

CoverLetter - Cover Letter695

[View](#)

Completing Recertification

- ▶ Once all of the items have been uploaded, hit the Submit button.
- ▶ Schools will be redirected to the checkout page to pay the recertification fee.
 - ▶ If another user is designated to pay the fee, the primary contact will need to log back in to the Portal once a payment is made and hit the “Submit to SCHEV” button.

Successful Submission

- ▶ After payment is submitted, a receipt confirmation will both appear on the screen and be emailed to the school.
- ▶ If more information is required, the primary contact will receive an email with additional instructions.
- ▶ The new CTO and cover letter will be sent to the school's primary contact via email.

Additional Notes

- ▶ Submitting Recertification info “locks” a school’s ability to make additional changes via the Portal.
- ▶ New and modified programs are reviewed separately from Recertification, and successfully recertifying does not mean that any programmatic changes were approved.
- ▶ Surety cycle is not part of Recertification, but is determined by the expiration date of the surety instrument.

Complete the surety calculation worksheet yearly to determine the amount of surety required.

Financial Instrument					
Surety Instrument Calculator ▾					
Fill out the Surety Instrument Calculator and select Save at the bottom of the page.					
Projected Enrollment (max no. per term)			\$ Tuition/Fees (per student)	=	Total Student Tuition/Fees
10	X		\$ 2,975.00	=	\$ 29,750.00
<hr/>					
No. Students with Scholarships			\$ Scholarship (average amount)	=	Total Scholarship
0	X		\$ 0.00	=	\$ 0.00
<hr/>					
Students paying partial tuition		\$ Tuition per student		No. of Partial Payments	Total partial payment liability
0	X	\$ 0.00	÷	0	= \$ 0.00
<hr/>					
Total Student Fees		Total Scholarship		Total partial payment liability	Total Surety Required
\$ 29,750.00	-	\$ 0.00	-	\$ 0.00	= \$ 29,750.00

Lesser surety amounts will automatically default to the minimum requirement.

Once the surety calculator is complete and saved. A New line will appear. Click ADD/EDIT and the box will open. See the sample.

Surety Instruments ▾

Please upload the Surety Instrument and select Save (if you want to return to modify information on this page before submitting) or Submit to SCHEV (if you have completed this section and are ready to submit) at the bottom of the page.

Keyword Search

Q Search [Clear](#)

Expiration Date	Surety Requirement	Type	Amount	Uploaded Bond
New	25000.00			Cancel Delete

Surety Type

Surety Bond Letter of Credit

Surety Required Total

\$ 25,000.00

Surety Amount **Expiration Date**

Surety Verification

Upload copy of surety and mail in original surety to SCHEV, 101 N. 14th Street, 10th Floor James Monroe Building Richmond, VA 23219.

Original Surety will be Mailed to SCHEV by the surety issuer.

Surety Instrument

[Upload](#)

[Save](#)



QUESTIONS?

PPE.SCHEV.EDU/RECERTIFICATION-FAQS

PPE@SCHEV.EDU