

## **PRIVATE POSTSECONDARY EDUCATION (PPE)**

### **Certification Application Process – Institutions of Higher Education**

# **STEP 1**

After attending the New School Orientation,  
Submit an “Intent to Operate a Postsecondary School in the Commonwealth of Virginia – Institutions of Higher Education” Form. The “Intent to Operate a Postsecondary School in the Commonwealth of Virginia Coversheet” must accompany your submission.

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Wait to receive an approval or disapproval from SCHEV. Staff will respond within 45 days.



After you receive an approval letter from SCHEV, submit the “Name Acknowledgement Form” and a “Background Check Profile Form.”

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Wait to receive an approval letter from SCHEV within 21 business days. You must use the approved name in completing the certification application forms.