



Attestation for Institutions of Higher Education Providing Instruction through Distance Education Modalities

An in-state institution that provides its educational offerings predominantly via distance learning modalities (i.e., computer, other telecommunications devices or mail correspondence courses) must demonstrate it is a genuine in-state, Virginia institution in order to be eligible for certification by State Council of Higher Education for Virginia (SCHEV).

An applicant requesting information to open an in-state degree granting institution in Virginia that intends to provide its educational offerings predominantly via distance learning modalities shall meet all the requirements listed below and shall submit evidence to confirm it meets the criteria.

1. The institution's main base of operations is at a permanent physical location in Virginia with regular business hours of operation.
2. The Virginia physical location has the administrative capability to perform student services. (e.g., admissions, financial aid, advising) required for the kind and extent of educational offerings provided. Essential administrative and management functions of the institution are performed at the location in Virginia.
3. Administrative and support staff assigned to the Virginia location are sufficient in number and expertise to support the kind and extent of operations necessary given the size of the institution's planned enrollment.
4. The institution's programs are comparable in content, faculty and resources to similar programs offered in person and include regular student-faculty interaction by computer, telephone, mail etc. The platform/delivery method to be employed provides adequate defense against fraudulent activities and preserves the integrity of the programs delivered.
5. Senior officials of the institution demonstrate understanding of the state approval process for all states in which it intends to offer distance education. Provide a narrative that includes all states in which you will target prospective students and how you intend to comply with the state approval process for those states.
6. The institution provides evidence that it will be eligible for accreditation by an agency recognized by the United States Department of Education
7. The institution's educational offerings will be limited to the United States and its territories until such time as it has achieved accreditation by an agency recognized by the United States Department of Education.
8. The institution shall develop standards that ensure that accepted students have sufficient background, knowledge, and technical skills to successfully undertake a telecommunications program.

Certification

I hereby certify the information appearing on this form to be correct and true. SCHEV reserves the right to require the submission of additional specific information to support the review of institutions according to the above criteria and/or to require an external review of an applicant institution by an expert or team of experts in distance education

(NOTE: You must sign and acknowledge this form below before a Notary Public and the Notary must complete the acknowledgement portion below)

I swear or affirm that the foregoing information is full, true and correct to the best of my knowledge

Signature: _____

Commonwealth/State of: _____

City/County of: _____

The foregoing disclosure form was acknowledged before me this: _____ day _____ 20____

By: _____

(Printed Name of Filer)

My Commission expires: _____

Date

Notary Public