

PRIVATE POSTSECONDARY EDUCATION (PPE)

Certification Application Process – Institutions of Higher Education

STEP 2

Processing timeline: A school submitting its complete certification application package will have 180 days to complete the process, after which time its application will be withdrawn by SCHEV and it will receive a refund of the application fee minus a nonrefundable administrative fee of \$1000.

- Submit a complete Certification Application package.
- SCHEV will acknowledge receipt of your application and obtain additional information from you as needed. Please note that the length of time it takes to complete this process is dependent on the completeness of the application and the processing timeline above.
- After application is processed by staff and deemed complete and in compliance with SCHEV’s minimum standards, SCHEV will present your application before Council to be “Provisionally Certified to Operate” with conditions for a period of one calendar year. To be fully certified, all conditions must be met within the year. Provisional certification will automatically lapse one year from the date of approval by Council.
- Institutions **MUST** notify SCHEV when it has met all conditions placed by Council and is ready to proceed.
- SCHEV will contact you to schedule a site visit.