



## PRIVATE POSTSECONDARY EDUCATION (PPE)

### Certification Application Process - Non Degree

# Final Steps to Certification

Note: The remaining forms/documents listed below should be handed to SCHEV staff during the site visit.

- Surety Instrument Calculation Worksheet
- Surety Bond Form
- Original surety instrument **OR** irrevocable letter of credit
- Certificate of Occupancy
- Instructor Qualification forms for new hires
- Owner/Administrator Qualification forms for new hires
- After the site visit, SCHEV senior staff will complete a final review of the application to ensure that the school has met all the requirements for certification. If so, the Director will approve the school for certification.
- Once the approval is granted, SCHEV will issue a Certificate to Operate (CTO); please allow 5-7 days to receive your CTO by U.S. mail.