



INTENT TO OPERATE A POSTSECONDARY SCHOOL IN THE COMMONWEALTH OF VIRGINIA

NON-DEGREE SCHOOLS

After attending new school orientation, officials of the postsecondary school seeking certification to operate in Virginia must prepare and submit an “Intent to Operate a Postsecondary School in the Commonwealth of Virginia” for review by SCHEV staff. This document will be evaluated to determine if the institutional officials have given sufficient thought to and planned appropriately for operating a postsecondary school in Virginia that will meet the standards required by Virginia law and regulation.

The “Intent to Operate a Postsecondary School in the Commonwealth of Virginia” document must be submitted in narrative form and must address all the topics outlined below in the order presented. The “Intent to Operate a Postsecondary School in the Commonwealth of Virginia” cover sheet must accompany the submission.

The school administrator is advised to read and understand the *Regulations Governing Certification Of Certain Institutions to Confer Degree, Diplomas and Certificates (8VAC40-31 et seq.)* before submitting the “Intent to Operate a Postsecondary Institution in the Commonwealth of Virginia” document.

The documents submitted will be evaluated by SCHEV staff and the school will be notified if the “Intent to Operate a Postsecondary School in the Commonwealth of Virginia” has been approved or disapproved.

PROPOSAL FORMAT

Section I: General Information

For existing schools

Existing Schools include:

- Schools operating in other states that now seek to operate a location in Virginia;
- Schools operating in Virginia under the authority of another state agency;
- Schools illegally operating in Virginia without prior knowledge of the requirement to certify as a postsecondary school.

Describe the school you are seeking to certify as a non-degree postsecondary school in Virginia. Include the following:

- a. Name of the school
- b. Proposed location
- c. History of the school
- d. Provide information regarding other state or federal agencies your school currently reports to, if applicable.
- e. Ownership and governance of the school
- f. The reason the school is seeking certification in Virginia
- g. If the school has a current location in Virginia, please provide:
 - i. The number of people currently employed at the school (including number of instructors, number of administrators, and number of other staff)
 - ii. The number of students currently enrolled at the Virginia location

For schools not yet operating in Virginia

Describe the school you are seeking to certify as a non-degree postsecondary school in Virginia. Include the following:

- a. Name of the school
- b. Proposed location
- c. Institutional purpose, including:
 - i. Rationale for opening the school
 - ii. Reason the school is seeking certification in Virginia
- d. Ownership and governance of the school
- e. Administrative capacity, including:
 - i. The number of people the school intends to employ in the first year of operation and their roles (instructor, administrator, etc.)
 - ii. Number of students the school expects to enroll in the first year of operation

Section II: Administration

Describe the administration of the school. Include responses to the following:

- a. Who will be responsible for the preparing the administrative paperwork for initial certification and future recertification? How is this person qualified to perform this duty?
- b. Who will be responsible for ensuring that the school maintains compliance with the laws and regulations required of postsecondary schools in Virginia? How is this person qualified to perform this duty?
- c. Who will be responsible for the creation and maintenance of student academic and financial records? How is this person qualified to perform this duty?

Section III: Curriculum and Instruction

Describe the curriculum and instruction at the school. Include responses to the following:

- a. Who will be responsible for the creating the curriculum for the programs offered at the school? How is this person qualified to perform this duty?
- b. Who will be responsible for hiring instructors? How will that person determine the instructors' qualifications to teach?
- c. Description of all proposed program offerings, including:
 - i. Length of time to complete

- ii. Certification or licensure exams that a student will be eligible to sit for once they have completed the program
- iii. Outline of curriculum for each program (if available at this time)

Section IV: Recruitment and Admission

Describe the recruitment and admissions process. Include responses to the following:

- a. How will the school recruit students?
- b. What will be the basic qualifications for admission to the school?

Section V: Physical Facilities

Describe the physical space required to operate this school. Include:

- a. Minimum number of rooms required and purpose of each room
- b. Minimum equipment and supplies needed to adequately teach each program that will be offered.
- c. Minimum equipment needed to adequately perform the administrative function associated with operating a postsecondary school.
- d. Minimum number of desks, chairs, and tables needed for classrooms
- e. Describe the plans for the school library and explain how it will adequately meet the purpose and enrollment of the school.
- f. Describe any other equipment that is necessary for the operation of the school

Section VI: Financial Resources

Describe how the school will be able to maintain financial viability during its first year of operation. Include:

- a. An itemized list of anticipated expenses during the first year of operation
- b. The income that the school expects it can reasonably earn during the first year of operation and how the figure is derived
- c. Tuition revenue: What options will students have to pay tuition? Will the school offer payment plans? Will full tuition be required before beginning the program? Will the school offer scholarships? Will federal financial aid be available to students?
- d. The resources that will be available to continue the operation of the school if there is a loss during the first year of operation

Section VII: Long-Term Plans

What plan(s) does the school have for the future? Include:

- a. Program additions
- b. Accreditation
- c. Federal financial aid
- d. Additional locations
- e. Other long-term plans for growth

Section VIII: Institutional Self-Assessment

What do you see as your strengths in proposing to operate this particular school?

What do you expect will be the most difficult challenge about operating a postsecondary school in Virginia? How will you meet this challenge?

Explain any characteristics of the program, school, instructional methods, or purpose that make it unique.