



## Summary of Certification Process: Non-Degree Schools

All prospective school owners seeking certification to operate a non-degree school in the Commonwealth of Virginia must follow the steps outlined below.

**Institutional Certification is a two-step process.** Applicants must complete the first part of the process and wait to receive a response from SCHEV before proceeding. Both parts of the application must be complete and in compliance with SCHEV’s minimum standards before approval to operate a non-degree school in the Commonwealth of Virginia is granted.

**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certification application package will have 180 days to complete the process, after which time its application will be withdrawn by SCHEV and it will receive a refund of the application fee minus a nonrefundable administrative fee of \$500.

### Step 1

- |    |   |
|----|---|
| 1. | Attend New School Orientation at SCHEV.   |
| 2. | Submit an “Intent to Operate a Non-Degree School in the Commonwealth of Virginia” and Coversheet. Wait to receive an approval or disapproval from SCHEV. Staff will respond within 45 days.   |
| 3. | Submit a “Name Acknowledgment Form” and a “Background Check Profile Form,” wait to receive an approval letter from SCHEV within 21 business days. You must use the approved name in completing the certification application forms. |

### Step 2

- |    |   |
|----|---|
| 1. | Submit a complete Certification Application Package.  |
| 2. | 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. |
| 3. | Once the certification application is deemed complete, SCHEV will conduct a site visit.   |
| 4. | 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.                                     |
| 5. | Once the school is granted approval, SCHEV will issue a Certificate to Operate (CTO). Please allow 5-7 business days to receive your CTO by U.S. mail.  |