

PRIVATE POSTSECONDARY EDUCATION (PPE)

Certification Application Process for Non-Degree

STEP 1

Submit an “Intent to Operate a Postsecondary School in the Commonwealth of Virginia – Non-Degree School” Form. The “Intent to Operate a Postsecondary School in the Commonwealth of Virginia Coversheet” must accompany your submission.

Wait to receive an approval or disapproval from SCHEV. Staff will respond within 45 days.



After you receive an approval letter from SCHEV, submit the “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.