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Instructions for Completing Certification Application for Non-Degree Schools

Tips about the Application Process

Download forms at https://ppe.schev.edu/ppe-forms-and-regulations

Tab	Required Documents	Instructions for Completing Institutional Certification Application for Non-Degree Schools. All materials must be typed.
1.	**Certification Application Fee**	• You must provide a company or cashier's check in the correct, nonrefundable amount of $2,500 made payable to: Treasurer of Virginia.
2.	**Projected Accounting Budget**	• Complete Projected Accounting Budget form (three-year projection).
3.	**Certification Checklist for Non-Degree Schools Form**	• Complete the Certification Checklist for Vocational Schools. • The *Affirmation by All Filers* clause must be notarized.
4.	**Certification Application Form**	• Complete the Certification Application Form for Non-Degree Schools in its entirety, in accordance with 8VAC40-31-170.
5.	**Good Standing Status**	• Existing schools must provide evidence that there has been no determination of limitation, suspension, revocation, termination, or sanctions placed by US Department of Education, accrediting agency, or a state regulatory body against the school within the last five years. • If an existing school is not accredited, or under the supervision of another state agency, a statement to that effect will be sufficient. • Brand new schools may simply provide a statement behind this tab that reads, "Proof of Good Standing is Not Applicable."
6.	**Site Listing Form**	• Do NOT complete this form if you are proposing a completely new school. • Existing schools must provide a complete list of all locations **AND** programs of study offered at each location.
7.	**Acknowledgement of Prior Postsecondary Involvement Form**	• The Acknowledgement of Prior Postsecondary Involvement form allows the President or CEO to attest to any previous involvement in the operation of a postsecondary institution as required under 8VAC 40-31-180(B)(10). • Disclosure of any previous involvement by any administrator, owner, controlling shareholder, or member of the institution's governing board in the operation of a postsecondary institution is also required. • Misrepresentation of facts may cause the application to be denied in its entirety. • The form must be signed and notarized, and all required supporting documents must be included.
8.	**Program Inventory Form for Non-Degree Schools**	Include the following: • A complete list of programs that will be offered at the school; • The appropriate Classification of Instructional Programs (CIP) code for each program; • Credential awarded (e.g. certificate or diploma);

		• Number of clock hours required to complete program; and • Any necessary supporting documents.
9.	**Application for New Program Approval Form**	• Complete one form per program, • Each New Program Approval form must be accompanied by evidence that the program conforms to state, federal, trade, or manufacturing standards of training. • Include any supporting documents with this form. • **No fee is required when included as part of a new school application.**
10.	**School Catalog and Checklist**	• Include a completed School Catalog Checklist at the beginning of this tab. - Refer to sample school catalog checklist for guidance. • Include a copy of your School Catalog; catalog must be in accordance with 8VAC40-31-30 and 8VAC40-31-160.
11.	**Student Handbook**	• Provide a copy of student handbook if applicable. **Note:** Virginia regulations does not require schools to provide a student handbook in addition to a school catalog. However, some schools produce a separate handbook to provide students enrolled in certain programs with specific requirements.
12.	**Policy Documents**	<u>Powers, Duties and Responsibilities</u> A document available to students and the general public upon request that accurately states powers, duties, and responsibilities of: • The governing board or owners of the school; • The chief operating officer, president, or director at that site in Virginia; • The principal administrators and their credentials at that site in Virginia; and • The students, if students participate in school governance. <u>Curriculum</u> A document that clearly defines a process by which the curriculum is established, reviewed, and evaluated. The curriculum policy should include: • An explanation of how each program is consistent with the mission of the school; • An explanation of the written process for evaluating each program once initiated and an explanation of the procedures for assessing the extent to which the educational goals are being achieved; • Documented use of the results of these evaluations to improve the programs offered by the school. <u>Internship, Externship, Production of Work (if applicable)</u> A document that accurately describes a compliant policy applicable to programs that require an internship, externship, or production work. The policy must adhere to 8VAC-40-31-160 P. <u>Telecommunications/Distance Education Activity</u> A document that provides : • Description of online platform • Policy guidelines regarding attendance; assignment submission; passing grades; plagiarism; etc. • Rules by which the school will ensure regular student-faculty interaction by computer, telephone, mail, or face-to-face meetings. • Description of training and support services specific to distance education. • Means by which school ensures students have sufficient background, knowledge, and technical skills to successfully undertake a telecommunications program. • Narrative that includes all states in which they will target prospective students and how they intend to comply with the state approval process for those states.

13.	Instructor Qualification Form	• To be completed and submitted for each instructor hired to work for the school. If you have not hired any instructors yet, please state so and send a copy of this form to SCHEV for approval during the "Final Steps to Certification" stage of the process. All new hires MUST be approved by SCHEV. • A copy of this form should be maintained in the personnel file and available upon request in the event of an audit. • Include required supporting documents with each form. Note: • Instructors teaching vocational programs in non-degree schools, must either (i) hold an associate degree in the discipline being taught or (ii) possess a minimum of two years of experience in the area of teaching responsibility or a related area. • The instructor must hold the appropriate certificate or license in the field, if certification or licensure is required to work in the field.
14.	Owner/Administrator Qualification Form	• To be completed and submitted for each administrator and owner hired to work for the school. If you have not hired any administrators yet, please state so and send a copy of this form to SCHEV for approval during the "Final Steps to Certification" stage of the process. All new hires MUST be approved by SCHEV. • Provide documentation that demonstrates that the owner/administrator is qualified for his/her particular responsibilities through educational background, relevant work experience, or records of accomplishments in previous educational work settings. Owners and administrators must be of good reputation and character. • A copy of this form must be completed and maintained in the personnel file and available upon request in the event of an audit. • Include required supporting documents with each form.
15.	Advertisements and Other Promotional Materials	Provide sample advertisement, announcement, or other promotional material that includes: • A statement that the Council has certified the school to operate in Virginia; • The school's complete name as approved by SCHEV; • The address of at least one site located in Virginia. Note: Refer to sample advertisement for guidance.
16.	Enrollment Agreement	Non-degree schools shall NOT enroll students without entering into an agreement with each. Include a copy of the proposed enrollment agreement. Note: Refer to sample enrollment agreement for guidance.
17.	Truth-In-Lending Agreement	When tuition and fees are paid by the student in installments, a clear disclosure of truth-in-lending statement must be provided to and signed by the student. Include a copy of your school's truth-in-lending agreement. Note: Refer to sample agreement for guidance.
18.	Authorization Certificates	Provide copies of the following: • State Corporation Commission Certificate, if incorporated; • Certificate of Assumed or Fictitious Name (obtained from the circuit court clerk's office); • Current Business License (from the Virginia locality within which the institution will operate); • Certificate of Occupancy • Proof of State Authorization from home state (if applicable): - Evidence that the school is operating in good standing in its home state - Evidence that the school closed in good standing if it ever operated in another state.

	APPLICATION SUBMISSION	After you complete steps 1 through 18 above, organize your application package as indicated below: • Submit all required forms and documents in a 3-ring notebook binder with a table of contents and clearly marked tab dividers in the order prescribed in these instructions. • Do not use sheet protectors. • Submit original documents with original signatures; • Photocopies and hand written documents will not be accepted. • **Mail your completed application package to:** State Council of Higher Education for Virginia Private Postsecondary Education 101 North 14th Street, 9th Floor James Monroe Building Richmond, VA 23219-3659 **You must wait to receive a response from SCHEV before submitting the final documents/forms listed in the "Final Steps to Certification" section.**
	FINAL STEPS TO CERTIFICATION	Once your certification application package is deemed complete and in compliance with SCHEV's minimum standards, SCHEV will contact you to schedule a **site visit**. The documents listed below should be handed to SCHEV staff during the site visit or emailed to SCHEV staff after a virtual site visit.
	Surety Instrument Calculation Worksheet and Surety Forms	All schools must obtain and maintain a surety instrument for the first five years of certification in accordance with 8VAC40-31-160(I) and all subsections. The surety instrument may be a Letter of Credit obtained from a banking institution or a Surety Bond from an insurance company. The surety instrument must be: • Adequate to provide refunds to students; • In the amount of unearned non-Title IV portion of tuition and fees; • Sufficient for any given term. • The minimum acceptable surety amount is $10,000. • Complete the Surety Instrument Calculation Worksheet. If you need assistance with completing this worksheet, call our Fiscal Specialist at (804) 225-2424. • Resources for surety bonds include: National Association of Surety Bond Producers (NASBP) – www.nasbp.org, The Surety & Fidelity Association of America (SAA) – www.surety.org, or the American Insurance Association – www.aiadc.org. Note to Existing Institutions • If your institution is currently operating, the required surety is based on current enrollment and tuition charge. You must complete and submit the surety calculation worksheet to determine the amount of surety required. If you need assistance with completing this worksheet, call our Fiscal Specialist at (804) 225-2424.