

## PRIVATE POSTSECONDARY EDUCATION (PPE)

### Certification Application Process - Non Degree

# STEP 2

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certification application package will have 180 days to complete the process, after which time its application will be withdrawn by SCHEV and it will receive a refund of the application fee minus a nonrefundable administrative fee of \$500.

- Submit a complete Certification Application package.
- 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.
- Once the certification application is deemed complete, SCHEV will contact you to schedule a site visit.