Ad Hoc Changes (AH)

1.0 Ad Hoc Changes

After a certification application is approved, and before recertification, the school will be able to make Ad Hoc changes to the school. Ad Hoc changes include: **modifying accreditation status, changing location, changing school name, updating primary contact, add new or managing site, add new or manage existing school personnel, add new or manage existing program or course**. Some of the Ad Hoc changes have payments associated with changes or updates.

3.0.1 Viewing the School

To view or start making changes to the school, the school user will click on the *School Name* under **Name** in the **School** tab.

3.0.2 Certification Summary Page

Once the school user is in the school's profile, they will see the Certification Summary Page. To make updates, the school user can either navigate using the left-hand navigation, the buttons on the page that state: **Review/Edit** or click on the **Quick Links** link.

Certification Summary

General Information

School Name:	AA New School
Mailing Address:	101 Main Street, Richmond, VA 23222
Institution Type:	In-State, Private, Vocational
School Organization:	
FACCODE:	00000
Initial Certification Date:	07/26/2019

Review/Edit

Physical Locations

Site:	Ashland, VA
Instructional Locations:	0

Review/Edit

Programs & Courses

Programs:	2
Courses:	0

Review/Edit

School Personnel

CEO Contact:	Jean Doe
Primary Contact:	Jean Doe (Owner)
	jean@gmail.com
Total Personnel:	1

Review/Edit

Financial Stability

Surety Amount:	31600.00
Surety Expiration:	07/06/2020
Composite Score:	NOT STARTED

Review/Edit

Supporting Documents

No of Uploaded Documents:	0

Review/Edit

Note – only school admin users are able to Submit to SCHEV.

2.0 Quick Links
The Quick Links section is a collapsible drop-down section that will allow for schools to easily navigate to one page and make a quick update to the school's information.

Certification Summary

Quick Links

Currently, we are between certification cycles; however, if you would like to make an update to your school, please click on a quick link below.
There might be costs associated with the specific changes

Make Edits to School Information

- Modify Accreditaton Status
- Change in Location
- Change Name
- Update Primary Contact
- Add New or Manage Exisiting Site
- Add New or Manage Exisiting School Personnel
- Add New or Manage Exisiting Program or Course

4.0.1 Adding or Managing Existing Instructional Location

To make an Instructional Location change, the school user will navigate to the **Location Tab**.
The **Location Tab** lists all Instructional Locations associated with that school. Note – to change location information for a main campus, the school user would go to the **General Information** section and make updates. To **Add** or **Edit** an Instructional Location, click on the **Add New Location** link or the **Edit** button for that site

After clicking **Edit**, the application will redirect the school user to the **Edit Location** page. The user can change either **General Information** related to the site **or Course information** related to the site.

General Information ▼

Instructional Location Name

Mall Location

Street Address

119 W Broad St

City

Richmond

State

Virginia

Zip

23220-4214

Phone

(804) 575-7575

Ext

123

Fax

(805) 768-4786

Select Primary Contact

Sarah Jones(Owner)

Note: If the contact does not exist in the list above; please create them under 'School Personnel' section here.

Courses ▼

Select the existing course(s) that you will teach at this instructional location.

🔗 Link Course to site

LOCATION NAME	COURSE NAME	
Mall Location	Course 1	Delete
Mall Location	Course 2	Delete

Once the change is made, the user clicks save at the bottom of the page and the system will return the user to the Locations page. Note - hitting save does not submit the change to SCHEV users.

4.0.2 Submitting a Modified Location to SCHEV

After the save is changed, the Locations page will look slightly different than before. The location that has been changed will have a badge next to the location's name that says **Modified**.

To submit the change to SCHEV (Modified, New or Deleted), the user will need to select which location they want to submit a change for by selecting the check box to the left of the school name.

Once the check box is selected, the school user will click **Submit to SCHEV** and be directed to the checkout page or **Mark Ready for Pay** and the Financial Officer can pay for the changes. Note - the change will not be fully submitted to SCHEV until payment is approved.

4.0.2.1 Paying for an Ad Hoc Change

Some Ad Hoc changes require payment. Once an item that requires payment is submitted to SCHEV or marked for pay, the school will be redirected to the checkout page.

The School user will enter in payment information and click **Submit**, and a receipt confirmation will be emailed to the school and appear on the screen.

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Payment Receipt Confirmation

Your payment was successfully processed.

Print 🖨

Transaction Summary

Receipt Confirmation

Description	Amount
	$100.00
Total Amount Paid	$100.00

Customer Information

Customer Name	Sarah McIntosh	Receipt Date	7/8/2019
Company Name	Sarah McIntosh	Receipt Time	10:37:25 AM EDT
Local Reference ID	S19070810353433		

Payment Info

Payment Type	Credit Card	Credit Card Number	******1111
Credit Card Type	VISA	Order ID	42523540
		Name on Credit Card	Sarah McIntosh

Billing Information
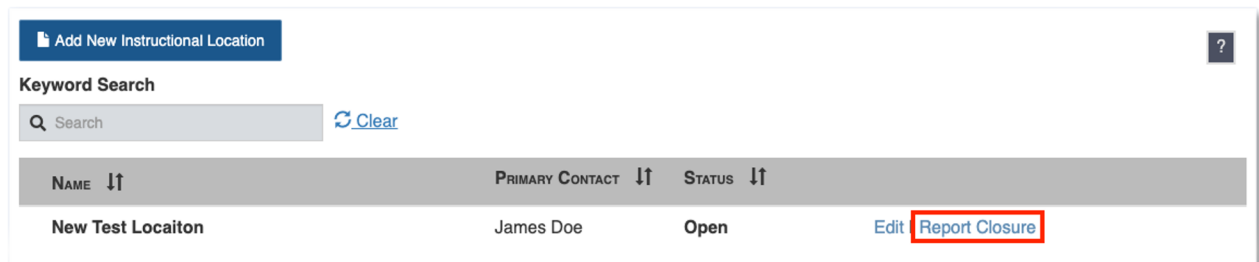
Billing Address	3014 Fendall Ave	Phone Number	5403556771
Billing City, State	Richmond, VA		
ZIP/Postal Code	23222		
Country	US		

Continue

If the school user clicks **Continue**, the application will take the user back to the **Location** screen. The Location tab in the left-hand navigation will be blue to indicate that a change has been submitted to SCHEV for review.

4.0.3   Closing a Site
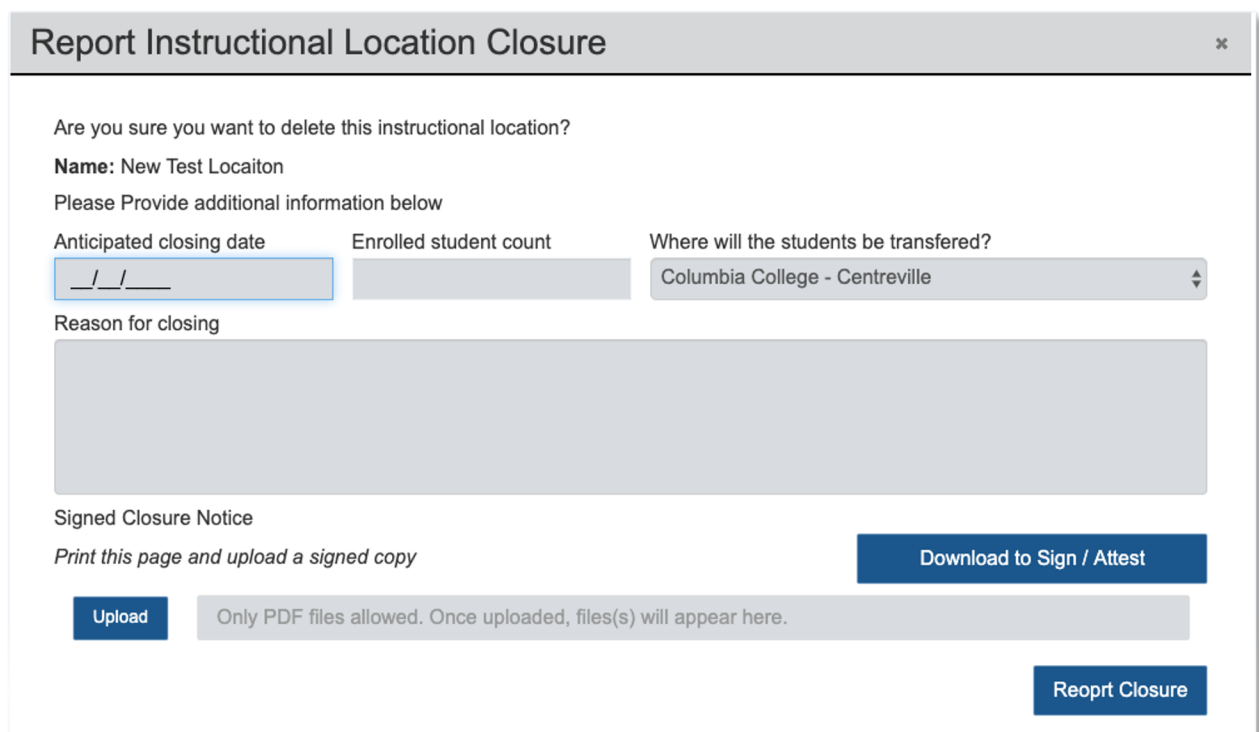
To report a site closure, the school user would select **Report Closure**.

Once the link is clicked, a popup would appear on the screen. The school user would fill in all required information, sign/upload document then click **Report Closure**.

Note – at this point, the location closure has not been submitted to SCHEV for review. To fully submit the closure, the school user would select the school using the check box, then click **Submit to SCHEV**. For more information, refer to **Section 3.1.2 Submitting a Modified Location to SCHEV**.

4.0.4 Modifying Accreditation Status

After navigating to the **Modify Accreditation Status** section, the school user will be able to make updates to the accreditation status. Once the updates are made, the school user can either click **Save** or **Submit to SCHEV**. Note – Submit to SCHEV is restricted to School Administrator roles.

Once the change is submitted to SCHEV for review, the **General Information** Tab will be blue to indicate that a change has been submitted to SCHEV for review.

4.0.5 Change in Physical Location

After navigating to the **Main Location** section, the school user will be able to update the Main Campus's address. Once the changes are made, the school user can either click **Save** or **Submit to SCHEV**. Note – Submit to SCHEV is restricted to School Administrator roles.

4.0.6 Editing a School Name

After navigating to the **School Name**, the school user can edit the school's name. Once edits are made to the name, the school has the ability to explain reasoning behind the name change and upload supporting documentation

Once the changes are made, the school user can either click **Save** or **Submit to SCHEV**. Note – Submit to SCHEV is restricted to School Administrator roles. If the school user hits **Submit to SCHEV**, the system will direct the school user to the check-out page. See **Section 3.1.2.1 Paying for an Ad Hoc change** for information on the checkout process.

4.0.7 Updating Primary Contact

The school user can update their Primary Contact, choose an existing Personnel to be the Primary Contact or create a new Primary Contact, while on the General Information page. To select a new Primary Contact, the user can choose a Personnel from the drop-down list or the user can select Create New Personnel as Primary Contact.

If a new Primary Contact is chosen, the Primary Contact information will update on the General Information screen.

If the user would like to add a new Personnel as the Primary Contact, the school user would select, "**Create New Personnel as Primary Contact**". Once that is selected, the Primary Contact information on the screen would be cleared out and the school user could type in new information.

To fully add the new Personnel, the user would need to **Save** the General Information page and select the link to change other details for the Primary Contact. By clicking the link, the school user would be redirected to the **Personnel** page to update all necessary information. Once the school user is finished updating, the user would click **Save** or **Submit to SCHEV**.

4.0.8   Adding or Managing New Personnel
To add, edit or delete Personnel, the school user would navigate to the **Personnel** tab. The school user can either add new or edit existing personnel. Refer to **Section 2.4.3.3 School Personnel** for specific information.

4.0.8.1 Submitted Personnel Change to SCHEV

After all the information is added, edited, or deleted, the Personnel that had been updated would have a badge next to their name(New, Modified, Deleted). Once the school user was ready to submit the new, edited, or deleted personnel to SCHEV, they would select the Personnel by selecting a checkbox, then **hit Submit to SCHEV** or **Mark Ready for Pay**. Note - the change will not be fully submitted to SCHEV until payment is approved.

4.0.9   Adding or Managing Programs

To add, edit or delete a program, the school user would navigate to the **Program & Courses** Tab. The **Program & Courses** Tab will list all programs associated with that school. To add, edit, or delete a program, click on the **Add New Program** button or the **Edit** or **Delete** link for that program.

After clicking **Edit**, the application will take the school user to the **Edit Program** page. The user can change either **General Information** related to the program, **Hours & Cost**, add/edit **Supporting Document, Courses,** update **Standard Occupational Classification** related to the program, and update **Faculty Requirements**.

Once the school user makes all updates, they would click **Save.** After hitting **Save,** the application will let the user know that the program was edited successfully, and it will take the user back to the **Program** page.

4.0.9.1 *Submitting Program Change to SCHEV*

The Program that has been changed will have a badge next to the item's name. The badge will either say, New, Modified, or Closed. The school will have to select which item they want to submit a change for by selecting the check box to the left of the school name. Once the item is selected, the user will need to click **Submit to SCHEV** or **Mark Ready for Pay** to fully submit the change. Note - the change will not be fully submitted to SCHEV until payment is approved.