

### 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.

| Schools <a href="#">Users</a>       |           |  |
|-------------------------------------|-----------|--|
| Keyword Search                      |           |  |
| <input type="text" value="Search"/> |           | <a href="#">Clear</a>                  |
| NAME ↑↓                             | STATUS ↑↓ |  |
| <a href="#">AA New School</a>       | Certified | <a href="#">Certifications   Notes</a> |

#### 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       |                                     | Quick Links                 |
|-----------------------------|-------------------------------------|-----------------------------|
| 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                          | <a href="#">Review/Edit</a> |
| Physical Locations          |                                     |                             |
| Site:                       | Ashland, VA                         |                             |
| Instructional Locations:    | 0                                   | <a href="#">Review/Edit</a> |
| Programs & Courses          |                                     |                             |
| Programs:                   | 2                                   |                             |
| Courses:                    | 0                                   | <a href="#">Review/Edit</a> |
| School Personnel            |                                     |                             |
| CEO Contact:                | Jean Doe                            |                             |
| Primary Contact:            | Jean Doe (Owner)                    |                             |
|                             | jean@gmail.com                      |                             |
| Total Personnel:            | 1                                   | <a href="#">Review/Edit</a> |
| Financial Stability         |                                     |                             |
| Surety Amount:              | 31600.00                            |                             |
| Surety Expiration:          | 07/06/2020                          |                             |
| Composite Score:            | NOT STARTED                         | <a href="#">Review/Edit</a> |
| Supporting Documents        |                                     |                             |
| No of Uploaded Documents:   | 0                                   | <a href="#">Review/Edit</a> |

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 Accreditation Status](#)
- [Change in Location](#)
- [Change Name](#)
- [Update Primary Contact](#)
- [Add New or Manage Existing Site](#)
- [Add New or Manage Existing School Personnel](#)
- [Add New or Manage Existing 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

Add New Instructional Location

?

Keyword Search

[Clear](#)

| NAME ↑↓       | PRIMARY CONTACT ↑↓ | STATUS ↑↓ |   |
|---------------|--------------------|-----------|---|
| Mall Location | Sarah Jones        | Open      | <a href="#">Edit</a> <a href="#">Report Closure</a> |

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.

**Keyword Search**

[Clear](#)

| <input type="checkbox"/> | NAME ↑↓                              | PRIMARY CONTACT ↑↓ | STATUS ↑↓ |   |
|--------------------------|--------------------------------------|--------------------|-----------|---|
| <input type="checkbox"/> | <b>Mall Location</b> <b>MODIFIED</b> | Sarah Jones        | Open      | <a href="#">Edit</a>   <a href="#">Report Closure</a> |


Please carefully review your submission before clicking the Pay and Submit to SCHEV button. Once you submit this information, you will not be able to make any changes or edits unless asked to do so by SCHEV. SCHEV has 30 days to review your submission and provide a response.

[Mark Ready to Pay](#)
[Pay and Submit to SCHEV](#)

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.


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EDUCATION FOR VIRGINIA**

**Transaction Detail**

| SKU   | Description         | Unit Price | Quantity | Amount   |
|-------|---------------------|------------|----------|----------|
|       | PAYMENT - VI School | \$100.00   | 1        | \$100.00 |
| Total |                     |            |          | \$100.00 |

**Transaction Summary**

|                     |                 |
|---------------------|-----------------|
| PAYMENT - VI School | \$100.00        |
| <b>TOTAL</b>        | <b>\$100.00</b> |

**Need Help?**  
Please complete the Customer Information Section

**Payment**

**Payment Type** ✓


**Credit Card**

**Customer Information**

Country Complete all required fields [ \* ]


First Name \*   
Last Name \*

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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EDUCATION FOR VIRGINIA**

## 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

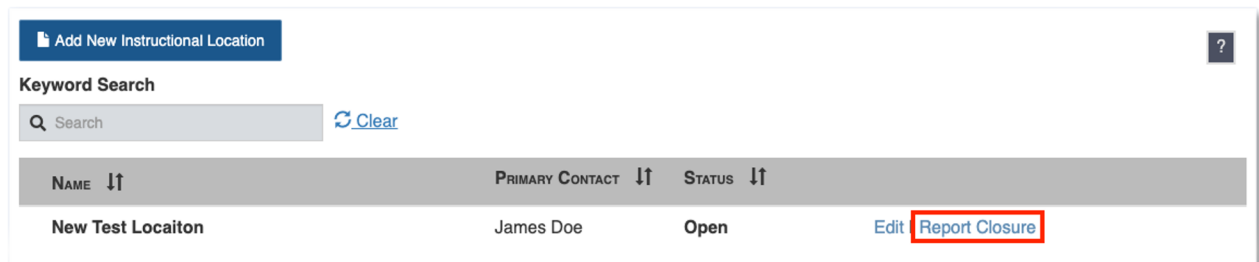
|                     |                  |              |            |
|---------------------|------------------|--------------|------------|
| Billing Address     | 3014 Fendall Ave | Phone Number | 5403556771 |
| Billing City, State | Richmond, VA     |              |            |
| ZIP/Postal Code     | 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

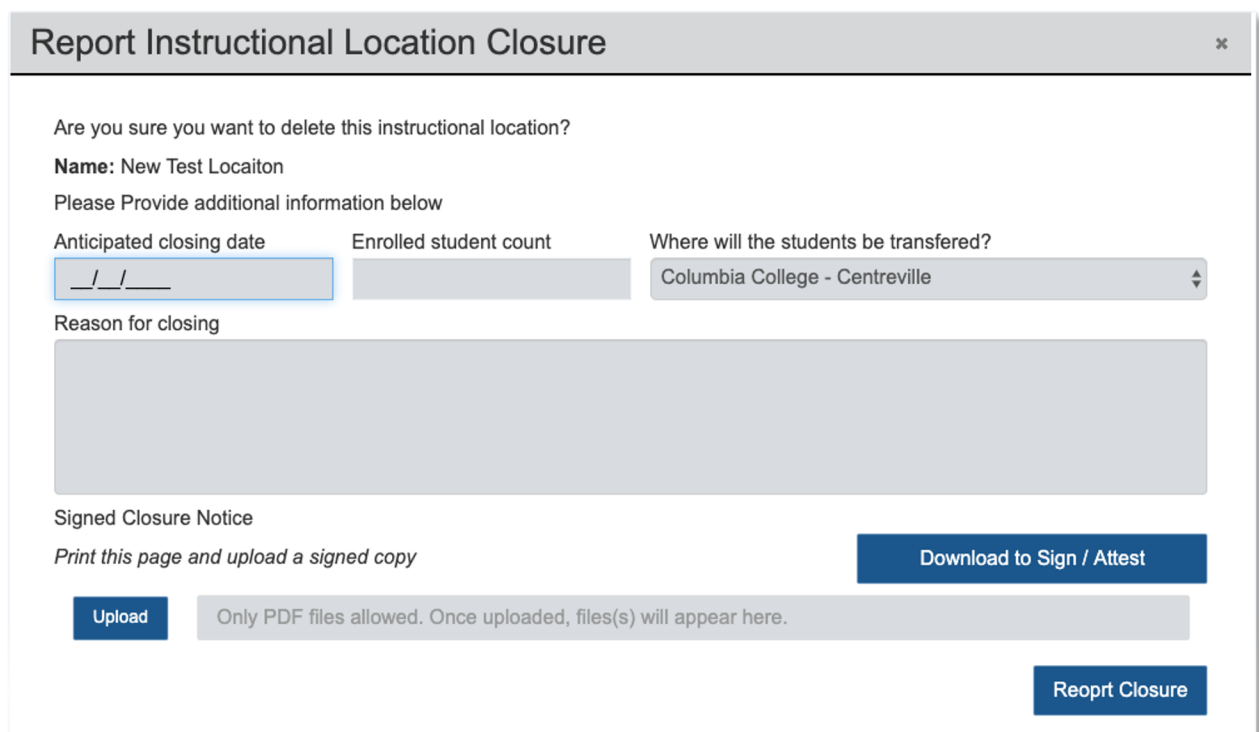
To report a site closure, the school user would select **Report Closure**.



The screenshot shows a web interface for adding new instructional locations. At the top, there is a button labeled "Add New Instructional Location" and a help icon. Below this is a "Keyword Search" section with a search input field and a "Clear" link. A table lists existing locations with columns for "NAME", "PRIMARY CONTACT", "STATUS", and actions. The first row shows "New Test Locaiton" (note the typo), "James Doe", and "Open". The action column for this row contains a blue "Edit" link and a red-outlined "Report Closure" link.

| NAME              | PRIMARY CONTACT | STATUS |                     |
|-------------------|-----------------|--------|---------------------|
| New Test Locaiton | James Doe       | Open   | Edit 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**.



The screenshot shows a modal window titled "Report Instructional Location Closure". It contains the following elements:

- A confirmation question: "Are you sure you want to delete this instructional location?"
- The name of the location: "Name: New Test Locaiton"
- A prompt: "Please Provide additional information below"
- Three input fields: "Anticipated closing date" (with a date picker), "Enrolled student count" (text input), and "Where will the students be transferred?" (dropdown menu showing "Columbia College - Centreville").
- A large text area for "Reason for closing".
- A "Signed Closure Notice" section with the instruction "Print this page and upload a signed copy".
- A "Download to Sign / Attest" button.
- An "Upload" button and a message: "Only PDF files allowed. Once uploaded, files(s) will appear here."
- A "Report Closure" button at the bottom right.

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**.

**Keyword Search**

[Clear](#)

| <input type="checkbox"/> NAME ↑↓                                | PRIMARY CONTACT ↑↓ | STATUS ↑↓  |
|---|--------------------|--|
| <input type="checkbox"/> <b>New Test Locaiton</b> <b>CLOSED</b> | James Doe          | <b>Closure Notice</b> <a href="#">Edit I Closure Details</a> |

Please carefully review your submission before clicking the Pay and Submit to SCHEV button. Once you submit this information, you will not be able to make any changes or edits unless asked to do so by SCHEV. SCHEV has 30 days to review your submission and provide a response.

[Mark Ready to Pay](#)
[Pay and Submit 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.

[Collapse All](#)

**General Information**
?

**Site Information**

**Street Address**

**City**

**State**

**Zip**

**Phone**

**Ext**

**Fax**

**Website**

**CEO/President & Primary Contact**
?

**Categorization**
?

**Accreditation**
?



#### 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

**School Name**

Virginia School - 101

**Reason for Change**

If the institution is seeking to use “university” or “college” in its name, please submit a detailed narrative rationale and justification for review including documentation as necessary in support of the use of this term keeping in mind those specific terms are reserved solely for degree-granting institutions.

Upload

Only PDF files allowed. Once uploaded, file(s) will appear here.

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.

- Select .
- ✓

Sally Mae (President)
- Sarah McIntosh
- Create New Personnel as Primary Contact

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

The screenshot shows a form titled "Primary Contact Person". At the top is a dropdown menu with "Sarah McIntosh" selected. Below this are five input fields for "Title", "First", "Last", "Middle", and "Suffix". The "Title" field has a dropdown with "Ms." selected. The "First" field contains "Sarah", "Last" contains "McIntosh", "Middle" contains "Elizabeth", and "Suffix" is empty. Below these are three more fields: "Phone" (containing "(804) 586-8746"), "Ext" (containing "123"), and "Email Address" (containing "sarah.mcintosh@gmail.com"). At the bottom is a blue hyperlink: "Click here to change other details for primary contact."

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.

This screenshot shows the same "Primary Contact Person" form, but the dropdown menu at the top is open, showing "Create New Personnel as Primary Contact" as the selected option. All the input fields below (Title, First, Last, Middle, Suffix, Phone, Ext, Email Address) are now empty. The blue hyperlink "Click here to change other details for primary contact." remains at the bottom.

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.

Add New Personnel

Keyword Search
[Clear](#)

| NAME ↑↓        | ROLE(s) ↑↓    | JOB TITLE          | IS PRIMARY CONTACT                  |   |
|----------------|---------------|--------------------|-------------------------------------|---|
| Sally Mae      | CEO/President | President          | <input type="checkbox"/>            | <a href="#">Edit</a>   <a href="#">Delete</a> |
| Joel English   |               | Vice President     | <input type="checkbox"/>            | <a href="#">Edit</a>   <a href="#">Delete</a> |
| Paula Massey   |               | Executive Director | <input type="checkbox"/>            | <a href="#">Edit</a>   <a href="#">Delete</a> |
| Sarah McIntosh | Admin         |                    | <input checked="" type="checkbox"/> | <a href="#">Edit</a>   <a href="#">Delete</a> |

Back to Summary Page

#### 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.

Add New Personnel

Keyword Search
[Clear](#)

| <input type="checkbox"/>            | NAME ↑↓                | ROLE(s) ↑↓    | JOB TITLE | IS PRIMARY CONTACT                  |   |
|-------------------------------------|------------------------|---------------|-----------|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Sarah Jones <b>NEW</b> | CEO/President | Owner     | <input checked="" type="checkbox"/> | <a href="#">Edit</a>   <a href="#">Delete</a> |

Please carefully review your submission before clicking the Submit to SCHEV button. Once you submit this information, you will not be able to make any changes or edits unless asked to do so by SCHEV. SCHEV has 30 days to review your submission and provide a response.

Submit to SCHEV

#### 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.

Add New Program

**Keyword Search**  

Clear

| NAME <span style="font-size: 0.8em;">↑↓</span> | CREDENTIAL TYPE <span style="font-size: 0.8em;">↑↓</span> | PROGRAM FORMAT <span style="font-size: 0.8em;">↑↓</span> |   |
|--|---|--|---|
| Medical Billing                                | Certificate   | Hybrid   | <div style="border: 2px solid red; display: inline-block; padding: 2px 5px; color: #007bff;">Edit</div> <span style="color: #007bff; margin-left: 5px;">Delete</span> |
| Medical Coding                                 | Certificate   | Hybrid   | <span style="color: #007bff;">Edit</span>   <span style="color: #007bff;">Delete</span>   |

Please carefully review your submission before clicking the Submit to SCHEV button. Once you submit this information, you will not be able to make any changes or edits unless asked to do so by SCHEV. SCHEV has 30 days to review your submission and provide a response.

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**.

[Expand All](#)

**General Information** ▼

Program Title

**Note:**  
 Program name must adhere to the CIP taxonomy maintained by the National Center for Education Statistics.

Credential Type

Proposed/Actual Start Date

Projected Enrollment

Mode of Delivery  

☐ Face to Face
 ☒ Hybrid
 ☐ Online

Does this new program conform to the school accreditation?  

☐ Yes
 ☐ No
 ☒ N/A

Programmatic Accreditor (If applicable)

Actual/Anticipated Accreditation Date (If applicable)

CIP Code  
 According to the US Department of Education, the Classification of Instructional Programs (CIP) provides a taxonomic scheme that supports the accurate tracking and reporting of fields of study and program completions activity. A full listing of all CIP codes is available [here](#).

Hours & Cost ◀

Supporting Documents ◀

Program Breakdown by Course ◀

Standard Occupational Classification ◀

Faculty & Certification 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.

[Add New Program](#)

**Keyword Search**  
 [Clear](#)

| <input type="checkbox"/> | NAME <span>↑↓</span>            | CREDENTIAL TYPE <span>↑↓</span> | PROGRAM FORMAT <span>↑↓</span> |   |
|--------------------------|---------------------------------|---------------------------------|--------------------------------|---|
| <input type="checkbox"/> | Medical Billing <b>MODIFIED</b> | Certificate                     | Hybrid                         | <a href="#">Edit</a>   <a href="#">Delete</a> |
| <input type="checkbox"/> | Medical Coding                  | Certificate                     | Hybrid                         | <a href="#">Edit</a>   <a href="#">Delete</a> |

Please carefully review your submission before clicking the Pay and Submit to SCHEV button. Once you submit this information, you will not be able to make any changes or edits unless asked to do so by SCHEV. SCHEV has 30 days to review your submission and provide a response.

[Mark Ready to Pay](#) [Pay and Submit to SCHEV](#)