



Instructions for Completing Institutional Certification Applications

<u>Required Forms</u>	<u>New School Application Process</u>	<u>Recertification Application Process</u>
Institutional Certification Application Form	<p>Complete the Institutional Certification Application Form in its entirety.</p> <p>Section VII: Be sure to include projected enrollment data as requested. Omit 'B', 'C' and 'D'.</p>	<p>Complete the Institutional Certification Application Form in its entirety.</p> <p>Section VII: Omit 'A'. All postsecondary schools must complete 'B' and 'C'. Only unaccredited degree-granting and career-technical schools should respond to 'D'.</p>
Institutional Certification Checklist for Postsecondary Schools	<p>Complete the Institutional Certification Checklist. Attestation Statement must be notarized.</p>	<p>Complete the Institutional Certification Checklist. Attestation Statement must be notarized.</p>
Enrollment Data Worksheet	<p>Do not complete this worksheet.</p>	<p>Read the instructions and complete the Enrollment Data Worksheet to report enrollment.</p> <p>Degree-granting schools should use enrollment data from the most recent Fall headcount.</p> <p>Career-technical schools should use enrollment from the most recent full academic/calendar year.</p>
Institutional Sites Listing	<p>If school plans to operate multiple sites in Virginia, complete the Institutional Sites Listing application including the requested information for each site. Disregard if the school will operate only one site in Virginia.</p>	<p>If school operates multiple sites in Virginia, complete the Institutional Sites Listing application including the requested information for each site. Disregard if the school operates only one site in Virginia.</p>
Certificate, Diploma, or Degree Program Information	<p>Complete the Certificate, Diploma, or Degree Program Information application, which is an Excel spreadsheet and include all programs to be offered by the school. The spreadsheet should be e-mailed to KeondraNicholas@schev.edu the day your application package is mailed to SCHEV.</p>	<p>Complete the Certificate, Diploma, or Degree Program Information application, which is an Excel spreadsheet and include all programs offered by the school. The spreadsheet should be e-mailed to KeondraNicholas@schev.edu the day your application package is mailed to SCHEV.</p>
Program Notification	<p>Complete the Program Notification application for each program to be offered. Career/Technical schools must attach evidence that the course of study conforms to state, federal, trade, or manufacturing standards of training for the occupational field.</p>	<p>Complete the Program Notification application ONLY for programs not previous reported to and/or approved by SCHEV. Career/Technical schools must attach evidence that the course of study conforms to state, federal, trade, or manufacturing standards of training for the occupational field.</p>

<p>Chart of Accounts, Income Statement & Balance Sheet</p>	<p>A school submitting an initial application for certification must submit a business plan with budget projections with its application package. The school may use these forms to meet the financial reporting requirements. An audited, reviewed or compiled financial statement is preferred, if available.</p>	<p>A degree-granting school must submit an audited, reviewed or compiled financial statement with its recertification application package. It may NOT use these forms.</p> <p>A career-technical school may submit an audited, reviewed or compiled financial statement or may opt to use these forms to meet the financial reporting requirements (based on accrual accounting method).</p>
<p>Surety Instrument Calculation Worksheet</p>	<p>All new schools must obtain a surety instrument. New schools must maintain a surety instrument for the first two years of its existence. Complete the Surety Bond Calculation Worksheet to determine required surety amount. School may obtain a surety bond from an insurance company or an irrevocable letter of credit from a bank authorized to do business in the Commonwealth of Virginia. The original surety instrument must be included in the application package.</p>	<p>Schools which have been certified for less than two years or are unable to demonstrate a financial composite score of 1.5 or greater must obtain a surety instrument. Complete the Surety Bond Calculation Worksheet to determine required surety amount. School may obtain a surety bond from an insurance company or an irrevocable letter of credit from a bank authorized to do business in the Commonwealth of Virginia. The original surety instrument must be included in the application package.</p> <p>If the school qualifies for a waiver of the surety instrument, disregard these forms.</p>
<p>Sample Surety Bond & Clean Irrevocable Letter of Credit</p>	<p>These are samples only. The insurance company or bank issuing the surety instrument may use these forms or forms of their own design. The original surety instrument must be included in the application package.</p> <p>The obligee must be listed as: Commonwealth of Virginia, State Council of Higher Education for Virginia</p>	<p>These are samples only. The insurance company or bank issuing the surety instrument may use these forms or forms of their own design. The original surety instrument must be included in the application package.</p> <p>The obligee must be listed as: Commonwealth of Virginia, State Council of Higher Education for Virginia</p> <p>If the school qualifies for a waiver of the surety instrument, disregard these forms.</p>
<p>Private Non-Profit School Financial Composite Score Calculation Worksheet or Proprietary School Financial Composite Score Calculation Worksheet</p>	<p style="text-align: center;">Do not complete these worksheets.</p>	<p>If seeking a waiver of the surety instrument, complete the worksheet that applies to your school type.</p>
<p>Acknowledgement of Prior Postsecondary Involvement</p>	<p>Complete the Acknowledgement of Prior Postsecondary Involvement application, including requested information for President/CEO and all governing board members. If no prior postsecondary involvement, note not applicable on the application. The application must be notarized.</p>	<p style="text-align: center;">Do not complete this worksheet.</p>

<p>Other documents required to complete application package</p>	<p>If the school is incorporated, include a current, valid copy of the State Corporation Commission certificate in the application package.</p> <p>If an out-of-state institution, include a copy of the institution's authorization to operate from the state agency in which its main campus is located.</p> <p>Include a copy of the valid, current business license from the Virginia locality within which the school will operate.</p> <p>If an out-of-state school, documentation from the higher education coordinating and/or approval agency in the state/country in which the school is formed, chartered, established or incorporated indicating the school is operating in good standing.</p>	<p>If the school is incorporated, include a current, valid copy of the State Corporation Commission certificate in the application package.</p> <p>If an out-of-state institution, include a copy of the institution's authorization to operate from the state agency in which its main campus is located.</p> <p>Include a copy of the valid, current business license from the Virginia locality within which the school operates.</p>
<p>Fees</p>	<p>Certification fee must be paid by company check made payable to the: Treasurer of Virginia.</p> <p>Initial fee for all new institutions of higher education - \$6,000</p> <p>Initial fee for all new career-technical schools - \$2,500.</p>	<p>Certification fee must be paid by company check made payable to the: Treasurer of Virginia.</p> <p>Renewal fee for unaccredited institutions of higher education - \$6,000</p> <p>Renewal fee for unaccredited out-of-state career-technical schools - \$2,500</p> <p>Renewal fee for postsecondary schools with gross tuition collected greater than or equal to \$150,000 - \$2,500</p> <p>Renewal fee for postsecondary schools with gross tuition collected between \$100,000 - \$150,000 - \$1,500</p> <p>Renewal fee for postsecondary schools with gross tuition collected between \$50,000 - \$100,00 - \$1,000</p> <p>Renewal fee for postsecondary schools with gross tuition collected less than or equal to \$50,000 - \$500</p>

Completed certification packages should be mailed to:

Linda H. Woodley
Coordinator, Private and Out-of-State Postsecondary Education
State Council of Higher Education for Virginia
101 N. 14th Street, 9th Floor
James Monroe Building
Richmond, VA 23219