

Commonwealth of Virginia

Peter A. Blake
Interim Director



State Council of
Higher Education for Virginia
Advancing Virginia through Higher Education

(804) 225-2600
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www.schev.edu

James Monroe Building, 101 North Fourteenth Street, Richmond, VA 23219

MEMORANDUM

January 3, 2012

TO: Applicants for Certification

FROM: Linda H. Woodley, Director, Private and Out-of-State Postsecondary Education

SUBJECT: Schedule for New School Orientation Sessions

Below is the schedule for New School Orientation Sessions held by the State Council of Higher Education for Virginia (SCHEV). Participation in an orientation session is an important part of the application process for entities seeking certification to operate a postsecondary institution in Virginia. Participation by prospective new school owners or school representatives responsible for the school's compliance with state regulations is required in order to submit an application for certification. There is a fee of \$150 per participant (CASH NOT ACCEPTED) to attend the orientation session. **The fee and registration form are due no later than 2 weeks in advance of the scheduled session.** The sessions are scheduled to begin at 1:00PM and end no later than 4:00PM

<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
Wednesday	February 15, 2012	1:00PM	SCHEV, 9 th Floor Conference Room
Wednesday	April 18, 2012	1:00PM	SCHEV, 9 th Floor Conference Room
Wednesday	June 20, 2012	1:00PM	SCHEV, 9 th Floor Conference Room
Wednesday	August 15, 2012	1:00PM	SCHEV, 9 th Floor Conference Room
Wednesday	October 17, 2012	1:00PM	SCHEV, 9 th Floor Conference Room
Wednesday	December 19, 2012	1:00PM	SCHEV, 9 th Floor Conference Room

All sessions will be held at 101 N. 14th Street, 9th Floor, James Monroe Building, and Richmond, VA. One temporary parking pass per entity will be provided. In order to secure the parking pass, registration must be complete 2 weeks in advance of the scheduled session. On-street parking and a parking deck may be available if registration is not completed in time. If you have any questions, contact Sandra Freeman at 804-225-3862 or Linda H. Woodley at 804-371-2938.

Advanced registration is required.

**Submit registration form and company check to:
State Council of Higher Education for Virginia
Private and Out-of-State Postsecondary Education
101 N. 14th Street, 9th Floor, James Monroe Building
Richmond, VA 23219**

**Make Checks Payable to:
Treasurer of Virginia**