

How to be Audit Ready:

The 4 W's of

Compliance

Private Postsecondary Education

Presented by: Susan Yale



STATE COUNCIL OF HIGHER
EDUCATION FOR VIRGINIA

The Compliance Audit...the 4 W's

- **Who**
- **When**
- **Why**
- **What you need to know**



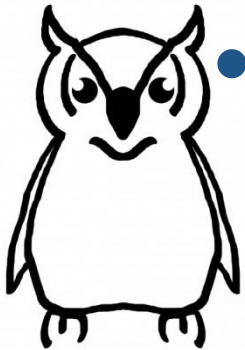
Who conducts the audits?

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Compliance Audit – Who is audited?

All postsecondary schools certified by SCHEV to operate in the Commonwealth of Virginia

- **Institutions of Higher Education &**
- **Career Technical Schools**



When are schools audited?

Schools are selected for audit based upon:

- **Date of Previous Audit**
- **Newly certified schools – 18 months after initial certification and**
- **Other Reasons:**
 - **Student complaints**
 - **Issues with Accreditor**
 - **Issues with Department of Education**



Why are schools audited?

To review, inspect and investigate compliance with:

- **Statutory Authority:**

§ 23-276.1 - § 23-276.1 6 of the
Code of Virginia

- **Title of Regulations:**

8 VAC 40-31 et.seq.



What is the audit process?

Initiate

- SCHEV Develops Quarterly Audit Schedule
- Contacted by compliance investigator and reserve a visit date.

Prepare

- Receive an itinerary which outlines upcoming visit
- Send requested items for pre-audit to SCHEV
- Prepare materials & room for audit

Conduct

- Opening meeting
- Compliance Investigator conducts audit
- Closing meeting

Finalize

- Receive audit report
- Respond to report
- Receive closure letter

What is the audit process? - Step 1



Initiate

- SCHEV develops a quarterly audit schedule
- Contacted by compliance investigator you reserve a date.

What is the audit process? – Step 2

Prepare

- Receive an itinerary which outlines upcoming visit
- Send requested items for pre-audit to SCHEV
- Prepare materials & room for audit

What is the audit process?

Conduct

- Opening meeting
- Compliance
Investigator conducts
audit
- Closing meeting

What is the audit process?

Finalize

- Receive audit report
- Respond to report
- Receive closure letter

What are the common findings?

Schools typically:

- Do not put “Certified to Operate by SCHEV”
- Have incorrect refund policy
- Do not have a truth-in-lending statement
- Do not have a written policy that instructional faculty are accessible outside of class
- SCHEV forms are not completed
- Have instructors not qualified to teach

Compliance Audit

