

SCHEV Private Postsecondary Education (PPE) 2018 Recertification Application Requirements



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**STATE COUNCIL OF HIGHER
EDUCATION FOR VIRGINIA**

2018 Recertification Process

- **Schools must recertify each year**
- **It is a two part process:**
 - 1. Online Application**
 - 2. Paper Documents & Fee**
 - **Mailed to the SCHEV Office**

2018 Recertification Process

- **An email will be sent from the Director to all schools before their recertification cycle begins.**
- **Schools will receive a recertification notification (by email) 120 days before the expiration date of the current Certificate To Operate (CTO).**
- **The primary contact for the school will receive an email notification to begin the recertification process.**

2018 Recertification Process

SAMPLE EMAIL NOTIFICATION

Dear Institutional Representative:

This email notification begins the State Council of Higher Education for Virginia (SCHEV) 2018 Recertification Application process for your institution.

School Name: XYZ School

See the details below for recertification information including your specific user credentials:

Certification Cycle Open: X /X/2018

Application Due: X /X/2018

URL: <http://pope.schev.edu/certification/Login.aspx>

User Name: User Name

Password: Password

There will be no extensions granted to submit the on-line portion of the application. If the application due date is missed, the school's recertification application will be incomplete and the school will have to go through the initial certification application process to come into compliance. Otherwise the school must begin the process of closing.

Please feel free to review the training module at <http://www.schev.edu/highered/pope/Recertification.asp> as a refresher on completing the on-line portion of the application.

If you experience difficulty accessing the on-line portion of the application please contact the office immediately

2018 Recertification Process

- The application due date (on-line portion submitted and paper documents received by the office) is 60 days before the current CTO expires.
- If the school does not submit a complete application, the school will have to close.
- **To reopen, the school will have to go through the initial certification application process.**

2018 Recertification Process

- **The date for your school to begin the recertification application process and the application due date, do not change and is in the regulations.**
- **The regulatory reference to review is 8VAC 40-31-170 (H)**

2018 Recertification Cycles

School Type	Recertification App Cycle Begins	Application Due Date	CTO Expiration date
Out-of-State, Private Degree & Career Tech (31, 32, 33)	May 1, 2018	July 2, 2018	August 31, 2108
Out-of-State Public (30)	May 15, 2018	July 16, 2018	September 14, 2018
In-State, Non-Profit Degree (42)	June 1, 2018	August 2, 2018	September 30, 2018
In-State Proprietary Degree (41)	June 14, 2018	August 16, 2018	October 14, 2018
In-State, Career -Tech 43 (A-D)	June 29, 2018 *	September 4, 2018	October 31, 2018
In-State, Career -Tech 43 (E-P)	July 13, 2018 *	September 17, 2018	November 14, 2018
In-State, Career – Tech 43 (Q-Z)	July 30, 2018	October 2, 2018	November 30, 2018
	• Dates adjusted that fell on weekend		



Documents Required for Submission

- **Application Coversheet**
 - It is provided to ensure you submit all documents.
 - It is the first item under the submission section of the on-line application.
 - Make sure the form has been signed and is complete.
- **Institutional Certification Checklist Form**
 - Institutions of Higher Education
 - Career-Technical Schools
- **Financial Statements**
 - From the previous fiscal year.
 - Degree granting institutions must provided an audited, reviewed, or compiled financial statement.
 - SCHEV Financial Documents (Both the Income Statement & Balance Sheet must be submitted and must be signed).

Documents Required for App Submission

- **Schools Registered with State Corporation Commission (SCC)-Corporations, Limited Liability Corporation *****
 - Verification of current good standing with SCC
 - https://cisiweb.scc.virginia.gov/z_container.aspx
- **Business License (City, County, or Town)**
 - For main and branch campuses
 - If not required, provide letter from the locality
- **Out-of-State Authorization *****
 - Out of State Institutions must provide documentation of good standing from the higher education coordinating or approving agency where the school is chartered, established, or incorporated main campus is located.

***** INCORRECT ITEM OFTEN SUBMITTED**

Required Documents for Submission

- **Proof of Accreditation Status**

- Submit a status report from the accreditor's website:

- 1. Provides current picture of school's standing with the accreditor.

- i. A certificate does not provide information of actions concerning warning, probation, or revocation.

- 2. Provides list of programs approved by the accreditor.

- **Recertification Fees**

- Based on the school's gross tuition (*EXCEPTION- Unaccredited Institutions of Higher Education. Recertification fee remains \$6000 until fully accredited*).

- Make company check or cashier's check payable to "*Treasurer of Virginia*"

- SCHEV Recertification Fee should be written in the memo section of check.

Required Documents for Submission

- **Schools that offer programs that require licensure in Virginia must:**
 - Provide a copy of documentation from the state agency or board that provides approval of the school's program (i.e., Board of Nursing, Board of Pharmacy, Department of Professional and Occupational Regulation-Board of Barbers & Cosmetology)

Common Application Errors

- 1. Not accurately reporting Gross Annual Tuition on the Fee page.**
- 2. Not reporting program deletions or changes to program name, CIP Code, program duration or hours.**
 - Submit Notification of Program Modification/Deletion form**
 - If you remove the check from a program, on the on-line application, submit the form.**
 - Must also submit the \$100 fee.**

FAQs About the On-Line Application

What is the time frame to report for Enrollment Data?

- Degree granting schools (using the most recent fall headcount)
- Non-Degree granting schools (using the entire enrollment from the most recent full academic/calendar year), record the total number of enrolled students at branches/sites/locations In Virginia using the categories listed below on the following enrollment data entry screens.

What is the time frame to report Graduation Data?

- Complete the following table with the total number of degrees, certifications or diplomas conferred for each program since last certification.

What is the time frame to report Job Placement Data?

- This data is to be entered for all unaccredited institutions of higher education AND career-technical schools ONLY. All other institutions, check the N/A box below and click the Save button to continue with the application.
- Complete the following table with the total number of graduates since last certification who have reported employment in their field of study within six months and one year of graduation.

Please Take Note

1. Be mindful of the start of school's recertification cycle and the application due date.
2. The on-line portion must be completed on time. No extensions.
3. New Program Approvals and Program Modifications cannot be processed while a school is in an active recertification cycle.
4. You can find the most recent forms on our website. The link is <http://www.schev.edu/index/institutional/private-postsecondary-education/pope-forms/certified-institutions>

Questions

