

PRIVATE POSTSECONDARY EDUCATION (PPE)

Certification Application Process – Institutions of Higher Education

Final Steps to Full Certification

Note: The remaining forms/documents listed below should be handed to SCHEV staff during the site visit.

- Surety Instrument Calculation Worksheet
 - Surety Bond Form
 - Original surety instrument **OR** Irrevocable letter of credit
 - Certificate of Occupancy
 - Faculty Qualification Forms for new hires
 - Senior Administrator Qualification forms for new hires
 - Administrative Personnel Qualification forms for new hires
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- After the site visit, SCHEV senior staff will complete a final review of the application to ensure that the school has met all the requirements for full certification. After verification that all conditions have been met, the Director will issue full certification. Once the approval is granted, SCHEV will issue a Certificate to Operate (CTO); please allow 5-7 days to receive your CTO by U.S. mail.

 - If the institution has not complied with all necessary standards and conditions within the period specified by the provisional certification, the provisional certification automatically lapses and the institution must begin the certification application process again. It is the institution's responsibility to ensure that it meets all necessary standards and conditions AND be fully certified within one calendar year of the initial grant of provisional certification.