



Institutional Certification Application Form for Career –Technical Institutions

I. General Information *(Each branch operating in Virginia must certify separately. If operating multiple branches under the same legal name, a fee will be assessed for each branch.)*

Institution Name:		Date:	
Virginia Address:			
City:	State:	ZIP Code:	
School Phone: ()	School Fax: ()		
Contact Person:			
<i>First</i>	<i>Last</i>	<i>Title</i>	
Virginia Contact Address:			
City:	State:	ZIP Code:	
Phone Number: ()	Fax Number: ()		
Contact Email:	School Website		
Chief Executive Officer:			Title:

II. Institution Type *(based on state of incorporation)*

33	Out-of-State, Career-Technical	<input type="checkbox"/>		43	In-State, Career-Technical	<input type="checkbox"/>
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III. Accreditation Information

Out-of-State Institutions requesting certification must be fully accredited by an organization recognized by the U.S. Department of Education. Unaccredited in-state institutions must submit annually a summary of actions taken towards securing accreditation. Provide documentation to verify accreditation status.

Accredited : Yes	<input type="checkbox"/>	Name of Accrediting Institution:	
Accredited : No	<input type="checkbox"/>	Actual or anticipated date of initial accreditation award	

IV. Ownership Information

Legal Name (<i>corporate or other</i>) of Institution:					
Legal Name (<i>corporate or other</i>) of Institution owners:					
Phone Number:	()	Fax Number:	()		
Ownership Contact Person:		Email:			
Phone Number:	()	Fax Number:	()	Federal Tax ID #	-

Type of Ownership-Check one

<input type="checkbox"/>	Sole Proprietorship	<input type="checkbox"/>	Partnership
<input type="checkbox"/>	Corporation	<input type="checkbox"/>	Limited Liability Corporation

Provide documentation to verify type of ownership**Check one**

<input type="checkbox"/>	For Profit	<input type="checkbox"/>	Non Profit
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Provide documentation to verify For Profit or Non-Profit Designation

Date institution was chartered or authorized to transact business in Virginia, if applicable. (<i>attach a copy of most current Virginia State Corporation Commission approval notification</i>)	
Date Out-of-State institution was granted authorization to operate from state where main campus is located (<i>attach a copy of the state authorization document</i>)	

V. Fees

A company check, certified bank check or money order, in the correct, non-refundable amount, made payable to the Treasurer of Virginia, must accompany this application.

Initial Application Fee

Career-Technical Schools : 2,500.00	<input type="checkbox"/>
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VI. Surety

Complete and return the **IC Surety Instrument Calculation Form**, which determines the amount of the institution's required surety. Attach the original transacted surety bond form or clean irrevocable line of credit. The surety is based on the non-Title IV funds, which have been received from students or agencies for which the education has not yet been delivered. Institutions certified to operate in Virginia for five calendar years or more shall be exempt from the surety instrument requirement if they can demonstrate a U.S. Department of Education composite financial responsibility score of 1.5 or greater on their current financial statement.

VII. Enrollment Data and Other Statistical Reporting**A. New Career – Technical Institution Enrollment Data**

Estimated Annual Enrollment: _____

Number of Students per Program: _____

B. Credentials to be offered Certificate Diploma Associate of Occupational Science Associate of Applied Science Other: _____**VIII. Other Required Documents to Include with Certification Submission**

a. Draft of Student Handbook

b. Sample Advertising and Promotional Materials

c. Sample Enrollment Agreement

d. Institution Plan Report

e. School Catalog

f. The State Corporation Commission certificate, if incorporated in Virginia.

g. If operating as an out-of-state career-technical institution, please provide the institution's authorization to operate from the state agency where its main campus is located.

i. The business license from the Virginia locality within which the institution will operate.

j. The Certificate of Occupancy for the instructional facility.

k. Truth-in-Lending statement (required for institutions that allow students to pay tuition in installments)

SCHEV Use Only:

Date Received: _____

Date Processed: _____

Processed By: _____

Comments: