



## Instructions for Completing Institutional Certification Application for Career – Technical Institutions

Required Documents		New Career – Technical Institution Application for Certification Process
	<b>Fees</b>	<p>By applying for certification to operate, you attest that the institution will operate in compliance with Chapter 21.1 (§23-276.1 et seq.) of title 23 of the Code of Virginia, and 8VAC40-31-180 of the Virginia Administrative code.</p> <p>You must provide a company check in the correct, nonrefundable amount made payable to:</p> <p><b>Treasurer of Virginia.</b></p> <p>Initial fee for all new career-technical institutions: \$2,500.</p> <p>Initial Request for Name Acknowledgement : \$300</p> <p>In the event an institution submits a non-negotiable check, a \$35 returned check fee will be assessed and the institution’s application for certification will be returned.</p> <p>Nonrefundable administrative fee (withdrawal of application): \$500</p>
1	<b>Application Packet Checklist</b>	<ul style="list-style-type: none"> <li>Complete the Career – Technical Institution Certification Checklist.</li> <li>The <i>Affirmation by All Filers</i> clause must be notarized.</li> </ul>
2	<b>Career – Technical Institution Application for Certification</b>	<ul style="list-style-type: none"> <li>Complete the Career – Technical Institution Application for Certification in its entirety, in accordance with 8VAC40-31-170.</li> <li>Accompanying attachments for this form must be clearly marked as an addendum within this section.</li> </ul>
3	<b>Certificate, or Diploma Program Information</b>	<ul style="list-style-type: none"> <li>Include all programs offered by the career – technical institution.</li> <li>Include the appropriate Classification of Instructional Programs (CIP) code for each program.</li> <li>Accompanying attachments for this form must be clearly marked as an addendum within this section.</li> </ul>
4	<b>Program Approval</b>	<ul style="list-style-type: none"> <li>Each Program Approval form must be accompanied by evidence each program conforms to state, federal, trade or manufacturing standards of training.</li> <li>Accompanying attachments for this form must be clearly marked as an addendum within this section.</li> </ul>
5	<b>Projected Accounting Budget</b>	<ul style="list-style-type: none"> <li>Complete Projected Accounting Budget form (three year projection)</li> </ul>
6	<b>Surety Instrument Calculation Worksheet</b>	<ul style="list-style-type: none"> <li>All new career – technical institutions must obtain a surety instrument.</li> <li>New institutions must maintain a surety instrument in accordance with 8VAC40-31-160(l) and all subsections.</li> </ul>

		<ul style="list-style-type: none"> <li>• Minimum acceptable surety amount is \$5,000.</li> <li>• Resources for bonds include: National Association of Surety Bond Producers (NASBP) – <a href="http://www.nasbp.org">www.nasbp.org</a>, The Surety &amp; Fidelity Association of America (SAA) – <a href="http://www.surety.org">www.surety.org</a>, American Insurance Association – <a href="http://www.aiadc.org">www.aiadc.org</a></li> <li>• Accompanying attachments for this form must be clearly marked as an addendum within this section.</li> </ul>
7	<b>Acknowledgement of Prior Postsecondary Involvement</b>	<ul style="list-style-type: none"> <li>• The Acknowledgement of Prior Postsecondary Involvement allows the president or CEO, to attest to any previous involvement in the operation of a postsecondary institution as required under 8VAC40-31-180(B)(10).</li> <li>• Disclosure of any previous involvement by any administrator, owner, controlling shareholder, or member of the institution's governing board in the operation of a postsecondary institution is also required.</li> <li>• Misrepresentation of facts may cause the application to be denied in its entirety.</li> <li>• The Acknowledgement of Prior Postsecondary Involvement must be notarized in addition to the Application Packet Checklist.</li> <li>• Accompanying attachments for this form must be clearly marked as an addendum within this section.</li> </ul>
8	<b>Administrator Qualification</b>	<ul style="list-style-type: none"> <li>• The Administrator Qualification form shall be completed for each administrator involved with the career – technical institution operating in Virginia.</li> <li>• The Administrator Qualification form should be completed and maintained in the personnel file of all new hires, and available upon request in the event of an audit.</li> <li>• Accompanying attachments for this form must be clearly marked as an addendum within this section.</li> </ul>
9	<b>Instructor Qualification</b>	<ul style="list-style-type: none"> <li>• The Instructor Qualification form shall be completed for every instructor involved with the career – technical institution operating in Virginia.</li> <li>• The Instructor Qualification form must be maintained in the personnel file of all new hires.</li> <li>• The Instructor Qualification form must be available upon request in the event of an audit.</li> <li>• Accompanying attachments for this form must be clearly marked as an addendum within this section.</li> </ul>
10	<b>Career – Technical Institution Plan</b>	<ul style="list-style-type: none"> <li>• Officials of the applicant career – technical institution must prepare an Institutional Plan.</li> <li>• Please see the directions for preparing an Institutional Plan Report.</li> <li>• The Institutional Plan should give a clear picture as possible of the institution's operation.</li> <li>• The career – technical institution must submit an institutional plan with budget projections in accordance with 8VAC40-31-180.</li> <li>• Accompanying attachments for this form must be clearly marked as an addendum within this section.</li> </ul>
11	<b>Institution Catalog</b>	<ul style="list-style-type: none"> <li>• The Institution Catalog and Enrollment Agreement must be in accordance with 8VAC40-31-30 and 8VAC40-31-160.</li> </ul>

12	<b>Other documents required to complete application package</b>	<p><b>Copies of the following documents are required:</b></p> <ul style="list-style-type: none"> <li>• The State Corporation Commission certificate, if incorporated in Virginia.</li> <li>• 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.</li> <li>• The business license from the Virginia locality within which the institution will operate.</li> <li>• The Certificate of Occupancy for the instructional facility.</li> <li>• Include sample advertising/marketing materials.</li> </ul>
-	<b>Application submission</b>	<ul style="list-style-type: none"> <li>• Please submit all required forms in a 3-ring notebook with a table of contents and clearly marked tabs/indices/section dividers.</li> <li>• All documents should be in the order provided by these instructions.</li> <li>• The Institution Plan Report should be included in its entirety under one tab/section divider.</li> <li>• Sheet protectors are not necessary.</li> </ul>

**Completed certification package should be mailed to:**

Private and Out-of-State Postsecondary Education  
 State Council of Higher Education for Virginia  
 101 North 14<sup>th</sup> Street, 9<sup>th</sup> Floor  
 James Monroe Building  
 Richmond, VA 23219

**SCHEV Use Only:**

Date Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_

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