



State Council of
Higher Education for Virginia

SCHEV Recertification Application Requirements

by Tosha Robinson-Certification Specialist

Private and Out-of-State Postsecondary Education (POPE)

2015 Recertification Process

- Schools must recertify each year
- Recertification application is comprised of two parts:
 1. Submitted Online Application
 2. Paper Documents & Fee that is mailed to SCHEV Office



2015 Recertification Process (cont)

- A letter will be sent out from the director to all schools before the recertification cycle begins.
- Schools will receive 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.

2015 Recertification Process (cont)

SAMPLE EMAIL NOTIFICATION

Dear Institutional Representative:

This email notification begins the State Council of Higher Education for Virginia (SCHEV) 2015 Recertification Application process for your institution.

School Name

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

Certification Cycle Open:8/2/2015

Application Due: 10/2/2015

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

User Name:

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



2015 Recertification Process (cont)

- The school's 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.***

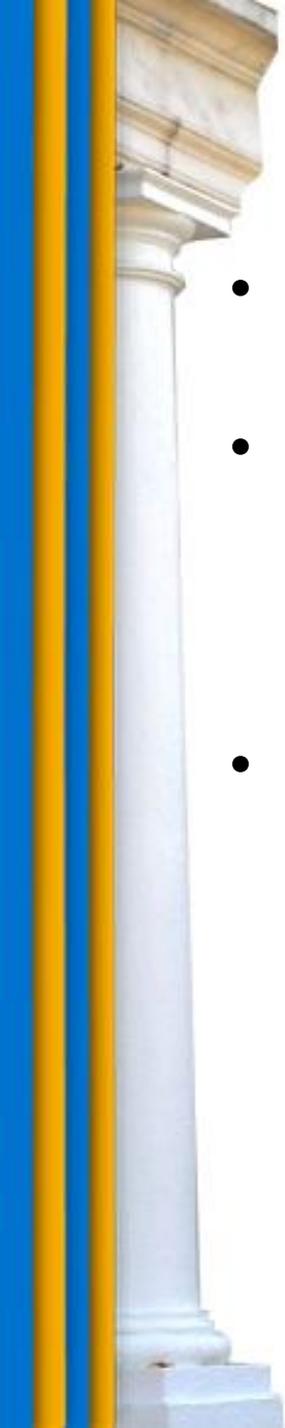


2015 Recertification Cycles

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

2015 Recertification Cycles

School Type	Recertification App Cycle Begins	Application Due Date	CTO Expiration date
Out-of-State, Private Degree & Career Tech	May 1	July 1	August 31
Out-of-State Public	May 16	July 16	September 14
In-State, Not for Profit	June 2	August 2	September 30
In-State For-Profit	June 16	August 16	October 14
In-State, Career Tech (A-D)	July 2	September 2	October 31
In-State, Career Tech (E-P)	July 16	September 16	November 14
In-State, Career Tech (Q-Z)	August 1	October 1	November 30



Required Documents for Submission

- Application Coversheet
- Institutional Certification Checklist Form
 - Institutions of Higher Education
 - Career Technical
- Financial Statements
 - Degree granting institutions must provided an audited, reviewed, or compiled financial statement.
 - SCHEV Financial Documents (Income Statement & Balance Sheet can be submitted and must be signed.



Required Documents for Submission (cont)

- Schools Registered with State Corporation Commission (SCC)-Corporation, LLC.
 - Verification of current good standing with SCC
- 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/education agency where main campus is located.

Required Documents for Submission (cont)

- Proof of Accreditation Status
 - Print up status report from the accreditor's website because:
 1. A certificate does not provide information concerning (warning status, probation status, or other adverse actions).
 2. The approved programs can be verified.
- Recertification Fees
 - Based on the school's gross tuition.
 - Make business check or cashier's check payable to "*Treasurer of Virginia*"
 - SCHEV Recertification Fee can be placed in the memo section of check.



New Application Requirements

- For schools registered with the State Corporation Commission (SCC), the SCHEV approved school name must match the name registered with the SCC. If it does not match:
 - Obtain fictitious name from SCC. The information can be found at the following link:
<http://www.scc.virginia.gov/clk/befaq/fict.aspx>
- School that offer programs that require licensure in Virginia must:
 - Provide a copy of documentation (license/letter) from the licensing agency that school is approved education provider for that program.



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
 - Must also submit the \$100 fee.



Common Application Errors (cont)

3. Reporting site closures on-line but not submitting the form to have the changes made.

-Submit Instructional Site Closure form

4. Placing credential information in the incorrect category of the Enrollment Data section of on-line application.

-Go to 8 VAC 40-31-10, the Definitions section of the regulations.



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-<http://www.schev.edu/schev/formsIndex.asp> is under the Private & Out-of-State Institutions heading.

Questions

