



State Council of
Higher Education for Virginia

SCHEV Recertification Application Requirements

by Tosha Robinson-Certification Specialist

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

2016 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



2016 Recertification Process (cont)

- A letter will be sent (by email) 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.

2016 Recertification Process (cont)

SAMPLE EMAIL NOTIFICATION

Dear Institutional Representative:

This email notification begins the State Council of Higher Education for Virginia (SCHEV) 2016 Recertification Application process for your institution.

School Name

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

Certification Cycle Open: 8/2/2016

Application Due: 10/2/2016

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



2016 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.**



2016 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)

2016 Recertification Cycles

School Type	Recertification App Cycle Begins	Application Due Date	CTO Expiration date
Out-of-State, Private Degree & Career Tech	May 2	July 1 *	August 31
Out-of-State Public	May 13 *	July 14	September 14
In-State, Not for Profit	June 2	August 2	September 30
In-State For-Profit	June 14	August 14	October 14
In-State, Career Tech (A-D)	July 1	September 1	October 31
In-State, Career Tech (E-P)	July 14	September 14	November 14
In-State, Career Tech (Q-Z)	July 29 *	September 30 *	November 30

* Means date was adjusted because it fell on a weekend

Required Documents for Submission

- **Application Coversheet**
 - It is provided to ensure you submit everything required.
 - It is the first item under the submission section of the on-line application.
- **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 (Both the Income Statement & Balance Sheet must 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
 - 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/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
 - EXCEPTION-Unaccredited Institutions of Higher Education. Recertification fee remains \$6000 until fully accredited.
 - Make business check or cashier's check payable to "**Treasurer of Virginia**"
 - SCHEV Recertification Fee can be placed in the memo section of check.



Required Documents for Submission (cont)

- 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 from the licensing agency that school is an 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
 - If you remove the check from a program, on the on-line application, submit the 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.

Frequently Asked Questions 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 of graduation and between 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-<http://www.schev.edu/schev/formsIndex.asp> is under the Private & Out-of-State Institutions heading.

Questions





State Council of
Higher Education for Virginia

James Monroe Building
101 North Fourteenth Street
Richmond, VA 23219

INSTITUTIONAL RECERTIFICATION APPLICATION COVERSHEET

Institution(s): Test

Preparer's
Signature: _____

Date: _____

Application Packet Contents

Please check each document below that you have included in your application packet.

- SCHEV Accreditation Status Form (**unaccredited** degree-granting institutions only)
- Accreditation Status (**accredited** institutions only) Print and submit accreditation status page from accrediting agency website.
- Recertification Coversheet
- Institutional Certification Checklist for Career Technical or Institutions of Higher Education
- Fee Payment
- Financial Statement (Must be an audited, reviewed or compiled financial statement. Vocational schools may also utilize SCHEV financial reporting forms.)
- Surety Instrument, if applicable
- Surety Instrument Calculation Worksheet, if applicable
- Private Non-Profit School Financial Composite Score Calculation Worksheet, if applicable
- For-Profit School Financial Composite Score Calculation Worksheet, if applicable
- State Corporation Commission Certificate
- Authorization to Operate from the state agency in which its main campus is located (out-of-state institutions only)
- Business License, if applicable
- Instructional Site Listing and or Closure form, if applicable
- New Program Approval form, if applicable
- Notification(s) of Program Modification, if applicable

Proof of Good Standing with State Corporation Commission

1. Go to https://cisiweb.scc.virginia.gov/z_container.aspx
2. Click onto "Name Search All Entries" Item
3. Enter Name filed with the SCC (The system is very sensitive, make sure you know how name is filed).
4. Click onto Name
5. Click onto Data Summary
6. Print up the summary

SCC 04/21/16
Clerk's CISM0180 CORPORATE DATA INQUIRY 17:31:32
Information
System CORP ID: -0 STATUS: 00 ACTIVE STATUS DATE:
 CORP NAME: XYZ CORP
Help DATE OF CERTIFICATE: PERIOD OF DURATION INDUSTRY CODE: 00
Print STATE OF INCORPORATION: VA VIRGINIA STOCK INDICATOR: S STOCK
Signoff MERGER IND: CONVERSION/DOMESTICATION IND:
 GOOD STANDING IND: Y MONITOR INDICATOR:
 CHARTER FEE: 50.00 MON NO: MON STATUS: MONITOR DTE:
 R/A NAME: JOHN DOE
 STREET: 101 N 14th STREET AR RTN MAIL:
 CITY: RICHMOND STATE : VA ZIP: 23219-0000
 Visit SCCeFile! R/A STATUS: 2 OFFICER EFF. DATE: 08/31/11 LOC: 142
 ACCEPTED AR#: 215 13 2927 DATE: 08/24/15 RICHMOND CITY
 CURRENT AR#: 215 13 2927 DATE: 08/24/15 STATUS: A ASSESSMENT INDICATOR: 0

YEAR	FEES	PENALTY	INTEREST	TAXES	BALANCE	TOTAL SHARES
15	100.00					2,000

(Screen Id:/Corp_Data_Inquiry)

State Council of Higher Education for Virginia

Institutional Recertification

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Recertification Application

Introduction & Instructions

- Locations
- General Information
- Ownership Information
- Program Information
- Surety Information
- Enrollment Data
- Graduation Data
- Job Placement Data
- Fees
- Submission

SCHEV Forms

Certification Status:
In-Progress

Application Due:
6/2/2014

Program Information

The following information must be entered for each location operating in Virginia. If operating multiple locations, select from the following list before entering data.

Test

Please review and confirm all programs currently offered by the institution at each instructional site. Place a checkmark beside each program currently offered. To add a new program, please complete the **New Program Approval** form. To modify or delete an existing program, please complete the **Notification of Program Modification** form. The applicable form(s) should be included in your recertification package.

Current	Program Name	Program Type	Hours	CIP Code
<input checked="" type="checkbox"/>	Advertising	Bachelor of Arts	120 Credit hrs	09.0903
<input checked="" type="checkbox"/>	Human Development	Bachelor of Arts	120 Credit hrs	19.0701

I have reviewed and verified the programs listed above and will include the appropriate modification and removal documentation for all programs indicated as no longer current in the recertification application packet.

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Certification Status:
In-Progress

Application Due:
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Enrollment Data

The following information must be entered for each location operating in Virginia. If operating multiple locations, select from the following list before entering data.

Test

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.

• Non-Resident Alien	• Native Hawaiian/Pacific Islander	• Black/African American	• Hispanics of Any Race
• American Indian/Alaskan Native	• White	• Asian	• 2 or More Races
• Race/Ethnicity Unknown	• Traditional (age 18-24)	• Non-Traditional (age 25+)	

Category	Status	N/A	Enrollment Reported
Diploma/Certificate	incomplete	<input type="checkbox"/>	
Associate's Degree	incomplete	<input type="checkbox"/>	
Baccalaureate Degree	incomplete	<input type="checkbox"/>	
Undergraduate Certificate	incomplete	<input type="checkbox"/>	
Graduate	incomplete	<input type="checkbox"/>	
Graduate Certificate	incomplete	<input type="checkbox"/>	
First-Professional	incomplete	<input type="checkbox"/>	
TOTAL			0

I have reviewed and verified the enrollment data summarized above.

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SCHEV Forms

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Graduation Data

The following information must be entered for each location operating in Virginia. If operating multiple locations, select from the following list before entering data.

Test

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

Program Name	Program Type	Total Number of Degrees, Certificates and Diplomas
Advertising	Bachelor of Arts	<input type="text"/>
Geophysical Engineering	Bachelor of Science	<input type="text"/>
Human Development	Bachelor of Arts	<input type="text"/>
Journalism	Bachelor of Arts	<input type="text"/>
TOTAL:		<input type="text" value="0"/>

I have reviewed and verified the graduation data above.

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SCHEV Forms

Certification Status:
In-Progress

Application Due:
6/2/2014

Job Placement Data

The following information must be entered for each location operating in Virginia. If operating multiple locations, select from the following list before entering 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.

N/A: Not an unaccredited OR career-technical school.

Please 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 of graduation and between six months and one year of graduation.

Program Name	Program Type	0-6 Months	6-12 Months
Advertising	Bachelor of Arts	<input type="text"/>	<input type="text"/>
Geophysical Engineering	Bachelor of Science	<input type="text"/>	<input type="text"/>
Human Development	Bachelor of Arts	<input type="text"/>	<input type="text"/>
Journalism	Bachelor of Arts	<input type="text"/>	<input type="text"/>
TOTAL:		<input type="text" value="0"/>	<input type="text" value="0"/>

I have reviewed and verified the job placement data above.

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