



State Council of  
Higher Education for Virginia

## **INSTRUCTIONS TO RENEW CERTIFICATION ON-LINE**

### **Log-In Screen:**

**The primary contact identified by each institution will receive the institution's Username and Password, via e-mail, prior to the Application Notification date. The Username and Password will expire after the Application Due Date.**

1. Go to <http://pope.schev.edu/certification/> enter your SCHEV-assigned username and password on the **Log-In** screen.
2. Once you have logged in the first time, you can change your password to something easier to remember, if you wish from the **Introduction & Instructions** screen. Your password must be at least 6 characters in length, including one numeral (0 – 9).
3. Your username and password is only valid during your school's recertification cycle. If you experience difficulty logging-in, click on the "Contact Us" link at the bottom of each page.
4. A new password will be assigned at the beginning of each recertification cycle. The username will never change.

### **Navigating the Application**

1. The yellow header above each screen displays your username, change password link, and logout button.
2. The Recertification Application Menu is comprised of 10 sections located on the left side of the screen:
  - a. Locations
  - b. General Information
  - c. Ownership Information
  - d. Program Information
  - e. Surety Information
  - f. Enrollment Data
  - g. Graduation Data
  - h. Job Placement Data
  - i. Fees
  - j. Submission

The checkbox beside each of the above sections will either be empty or checked.

- An empty box indicates that information required on that screen is not complete.
- A checked box indicates a completed section.

You will not be able to submit your application until all boxes are checked.

3. At the bottom of the Recertification Application Menu is:
  - A link to all SCHEV forms
  - Certification Status – “In-progress” or “Submitted”
  - Application Due Date
4. If you experience difficulty navigating through the application, click on the “Contact Us” link at the bottom of each page.
5. Don’t forget to click the **Save** button before moving onto a new section.

### **Locations Screen:**

1. Click “Locations” on the left side of the Introduction Screen. The **Institutional Locations** screen displays a list of all main, branch and site instructional locations.
2. Confirm all current locations by checking the box in the Current column. Any site additions or deletions must be communicated to SCHEV using the **Institutional Site Listing** form. If a branch is no longer operating, then complete a **School Closure** form. These forms should be completed and submitted as part of the recertification application packet.
3. Check the confirmation box, verifying all information.
4. Don’t forget to click the **Save** button before moving onto a new section.

### **General Information Screen:**

1. Review and verify the information for each location. The primary contact section should include the institutional representative that is SCHEV’s primary contact when attempting to communicate with the institution, preferably with a Virginia address and phone number.
2. You must complete this information for each location. The drop-down box displays the institution name(s) status as “complete” or “incomplete.” You can not proceed until all institutions name(s) are converted to “complete.”
3. Check the confirmation box, verifying all information.
4. Don’t forget to click the **Save** button before moving onto a new section.

### **Ownership Information Screen:**

1. Review and verify the information for each location. Include the legal name of the institution, used for incorporation and/or licensing purposes. If applicable, a copy of the most current, unexpired Virginia State Corporation Commission approval notification and a valid, current business license must be submitted as part of the recertification application packet. Out-of-state institutions must submit evidence of its authorization to operate from the state agency in which its main campus is domiciled.
2. Check the confirmation box, verifying all information.
3. Don't forget to click the **Save** button before moving onto a new section.

### **Program Information Screen:**

1. Please review the programs displayed for each location.
2. Indicate programs that will continue to be offered in this recertification period by checking the box in the *Current* column. Any additions, modifications, or deletions must be communicated to SCHEV using the **Program Notification** form or the **Notification of Program Modification** form. These forms should be completed and sent as part of the application packet.
3. Check the confirmation box, verifying all information.
4. Don't forget to click the **Save** button before moving onto a new section.

### **Surety Information Screen:**

1. Please read the instructions on this page carefully to determine if your school is required to obtain a surety instrument or is eligible for a surety waiver.

A copy of the Surety Instrument Calculation Worksheet must be submitted with the application along with the surety instrument (links are highlighted on the page). The original surety instrument in the amount calculated on the worksheet must be submitted with your package. The **Surety Bond** or **Clean Irrevocable Letter of Credit** may be used if the surety company or banking institution does not have a standard form of its own.

2. Check the confirmation box, verifying all information.
3. Don't forget to click the **Save** button before moving onto a new section.

## **Enrollment Data:**

1. Enter the enrollment information for each location operating in Virginia. If operating multiple locations, select each location from the drop down list before entering 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 claiming Virginia residence using the given ethnicity categories. For a detailed description of categories, click the help icon  next to the ethnicity groups.

2. Check the non-applicable (N/A) box if your school does not offer that specified credential.
3. Click the selected credential in order to enter the enrollment data. Please note that all ethnicity category totals must match the corresponding age category total. If totals don't match, you will not be able to continue to another section.
4. Don't forget to click the **Save** button before returning to the Enrollment Data page.
3. Check the confirmation box, verifying all information.
4. Don't forget to click the **Save** button before moving onto a new section.

## **Graduation Data Screen:**

1. Enter the graduation data for each location operating in Virginia.
2. Record the total number of degrees, certifications, or diplomas conferred for each program since last certification.
3. Check the confirmation box, verifying all information.
4. Don't forget to click the **Save** button before moving onto a new section.

## **Job Placement Data Screen:**

1. **Unaccredited institutions of higher education AND career-technical schools** must report job placement data.
2. Records the total number of graduates who reported employment in their field of study within six months of graduation and between six months and one year of graduation.
3. All other institutions check the N/A box and click the **Save** button to continue with the application.
4. Don't forget to click the **Save** button before moving onto a new section.

## **Fees:**

1. Select the appropriate fee amount based on the gross tuition as reported on the school's most recent financial statement.

A company check, certified bank check or money order, in the correct, non-refundable amount, made payable to the **Treasurer of Virginia**, must be included with the recertification application packet.

2. Check the confirmation box, verifying all information.
3. Don't forget to click the **Save** button before moving onto a new section.

## **Submission:**

1. Please read the instructions on this page carefully.
2. Download and complete the **Institutional Certification Checklist** to be included as part of the recertification application packet. This document must be signed by the CEO/President of the Institution and be notarized by a Notary Public.
3. Once the required recertification data has been completed, the **Create Coversheet** button will be activated. Click this button to create the coversheet for your application. This coversheet **MUST BE SIGNED AND INCLUDED** as part of your recertification packet.
4. Using the **Submit** button, submit the online portion of the recertification application. **Once your application is submitted you will not be able to make changes to the data you have provided.**
5. By clicking on the **Create Printable Copy** button, a new window will open containing a printer-friendly version of the application data you have entered and submitted. This version can be printed or saved for your records. If printed after the application has been submitted, the submission date and time will be included on the copy. **Do not send these documents to SCHEV.**
6. Mail the following documents to Linda H. Woodley, Director of P.O.P.E., 101 North 14<sup>th</sup> Street, James Monroe Building, 9<sup>th</sup> Floor, Richmond, VA 23219.

- Recertification Coversheet (created above in Step 1)
- Fee payment (Company Check)
- Financial Statement (Chart of Accounts, Income Statement, or Balance Sheet)
- Institutional Certification Checklist
- Financial Composite Score Calculation Worksheet (if applicable)
- Surety Instrument Calculation Worksheet (if applicable)
- Surety Bond / Clean Irrevocable Letter of Credit (if applicable)
- State Corporation Commission Certificate
- Authorization to Operate

- Business License
- New Program Notification (if applicable)
- Notification of Program Modification (if applicable)

All paper documents must be submitted within 10 days of the electronic submission. Your application package will not be considered complete until the paper documents, as well as the electronic filing are received by SCHEV.

The institution will receive its new *Certificate to Operate* within 45 business days of receipt of a completed recertification package.