Institutional Certification Checklist for Institutions of Higher Education

Name of Institution:	
Name of President/CEO:	

Read and understand the regulation references before attesting to whether or not the school meets standard. Compliance with the regulation references below will be verified when an audit is conducted. Pursuant to 8VAC 40-31-200(D)(1-3), findings of non-compliance can lead to conditional certification, suspension or revocation of the school's certificate to operate.

Regulation Reference	Meets Standard	Remarks (Provide explanation for not meeting standard)
Advertising Requirements 8 VAC 40-31-30 A–D	☐	
Administrator Credentials 8 VAC 40-31-140 F	☐	
Faculty Credentials 8 VAC 40-31-140 D	☐	
Academic Program Requirements 8 VAC 40-31-140 E	☐	
Statement of History, Ownership, Program Offerings & Enrollment 8 VAC 40-31-160 B	☐	
Statement of Powers, Duties & Responsibilities 8 VAC 40-31-160 C	☐	
Admissions Policy 8 VAC 40-31-160 D	☐	
Records Retention Requirements 8 VAC 40-31-160 E	☐	
Student Disclosure Requirements 8 VAC 40-31-160 F	☐	

Regulation Reference	Meets Standard	Remarks (Provide explanation for not meeting standard)
Curriculum Requirements 8 VAC 40-31-160 G	☐	
Verification of Financial Stability 8 VAC 40-31-160 H	☐	
Surety Requirement 8 VAC 40-31-160 I	☐	
Faculty Accessibility 8 VAC 40-31-160 J	☐	
Recruitment Requirements 8 VAC 40-31-160 K	☐	
Telecommunications Requirements 8 VAC 40-31-160 L	☐	
Library Accessibility Requirements 8 VAC 40-31-160 M	☐	
Tuition Refund Policy 8 VAC 40-31-160 N	☐	
Maintenance of Faculty Credentials 8 VAC 40-31-160 O	☐	
Internship/Externship Requirements 8 VAC 40-31-160 P	☐	

Attestation Statement & Affirmation of all Filers

I, _____, *(Please print full legal name of Chief Executive Officer or President)* certify that:

I have reviewed Title 23, Chapter 21.1 of the *Code of Virginia*, and the *Virginia Administrative Code* (8 VAC 40-31 et seq.) and understand the standards and requirements for operating a postsecondary school in the Commonwealth of Virginia.

I understand, that if at any time _____ *(Name of institution requesting certification)* fails to meet or to maintain compliance with Council's certification criteria, Council may revoke or suspend its certification. I understand that in the event the school is selected for audit and items of non-compliance or discovered, it may be subjected to a certification status change to conditional, suspension or revocation of the school's certificate to operate. Further, I understand that violations of the administrative code shall be punishable as a Class 1 misdemeanor and that each violation shall constitute a separate offense.

As of the date affixed below, my signature certifies that _____ *(Name of institution requesting certification)* is in full compliance with applicable standards as specified in § 8 VAC 40-31 et al. Further, I understand that it shall be unlawful to knowingly sign this document if it is false in any material respect with the intent that the document be filed with the State Council of Higher Education for Virginia. Knowingly signing a false document constitutes a Class 1 misdemeanor.

Signature: _____   Date: _____
                    (Signature of CEO/President)

(**NOTE**: *You MUST acknowledge your signature above before a Notary Public and the Notary Public must administer an oath and complete the acknowledgement portion of the "Affirmation By All Filers.")*

I swear or affirm that the foregoing information is full, true and correct to the best of my knowledge.

Signature:	
Commonwealth/State of:	
City/County of:	

The foregoing disclosure form was acknowledged before me this:	day	20

By:	
	(Printed Name of Filer)

My Commission expires:	
	Date · Notary Public

(Place notary seal in the space above)