



Instructions for Completing Institutional Certification Application for Institutions of Higher Education

	Required Documents	New Institution of Higher Education Application for Certification Process
	Fees	<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 with 8VAC40-31-180.</p> <p>You must provide a company check in the correct, nonrefundable amount made payable to:</p> <p style="text-align: center;">Treasurer of Virginia.</p> <p>Initial fee for all new institutions of higher education: \$6,000.</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): \$1000</p>
1	Application Packet Checklist	<ul style="list-style-type: none"> • Complete the Institution of Higher Education Certification Checklist. • The <i>Affirmation by All Filers</i> clause must be notarized.
2	Institution of Higher Education Application for Certification	<ul style="list-style-type: none"> • Complete the Institution of Higher Education Application for Certification in its entirety, in accordance with 8VAC40-31-170. • Accompanying attachments for this form must be clearly marked as an addendum within this section.
3	Certificate, Diploma, or Degree Program Information	<ul style="list-style-type: none"> • Include all programs offered by the institution of higher education. • Include the appropriate Classification of Instructional Programs (CIP) code for each program. • Accompanying attachments for this form must be clearly marked as an addendum within this section.
4	Program Approval	<ul style="list-style-type: none"> • Evidence that the program conforms to accreditation degree requirements must accompany each Program Approval form. • Accompanying attachments for this form must be clearly marked as an addendum within this section.
5	Projected Accounting Budget	<ul style="list-style-type: none"> • Complete Projected Accounting Budget form (three year projection)

6	Surety Instrument Calculation Worksheet	<ul style="list-style-type: none"> • All new institutions of higher education must obtain a surety instrument. • New institutions must maintain a surety instrument in accordance with 8VAC40-31-160(l) and all subsections. • Minimum acceptable surety amount is \$5,000. • Resources for bonds include: National Association of Surety Bond Producers (NASBP) – www.nasbp.org, The Surety & Fidelity Association of America (SAA) – www.surety.org, or the American Insurance Association – www.aiadc.org
7	Acknowledgement of Prior Postsecondary Involvement	<ul style="list-style-type: none"> • 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 8VAC 40-31-180(B)(10). • 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. • Misrepresentation of facts may cause the application to be denied in its entirety. • The Acknowledgement of Prior Postsecondary Involvement must be notarized in addition to the Application Packet Checklist. • Accompanying attachments for this form must be clearly marked as an addendum within this section.
8	Administrator Qualification	<ul style="list-style-type: none"> • The Administrator Qualification form must be completed for each administrator involved with the institution of higher education operating in Virginia. • 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. • Accompanying attachments for this form must be clearly marked as an addendum within this section.
9	Faculty Qualification	<ul style="list-style-type: none"> • The Faculty Qualification form must be completed for all Adjunct Faculty, Full-time Faculty, Instructional Faculty, and Part-time faculty member involved with the institution of higher education operating in Virginia. • The Faculty Qualification form must be maintained in the personnel file of all new hires. • The Faculty Qualification form must be available upon request in the event of an audit. • Accompanying attachments for this form will be clearly marked as an addendum within this section.
10	Institution of Higher Education Institution Plan Report	<ul style="list-style-type: none"> • Officials of the applicant institution of higher education must prepare an institution plan. • Please see the directions for preparing an Institution Plan. • The institution plan report should give as clear a picture as possible of the institution's operation as required by 8VAC40-31-180. • The institution of higher education must submit an institution plan with budget projections in accordance with 8VAC40-31-180.
11	School Catalog	<ul style="list-style-type: none"> • The School Catalog and enrollment agreement must be in accordance with 8VAC40-31-30 and 8VAC40-31-160.

12	Other documents required to complete application package	<p>Copies of the following documents:</p> <ul style="list-style-type: none"> • The State Corporation Commission certificate, if incorporated in Virginia. • The business license from the Virginia locality within which the institution will operate. • The Certificate of Occupancy for the instructional facility. • If operating as an out-of-state institution of higher education, please provide the institution's authorization to operate from the state agency where the main campus is located. • Include sample advertising/marketing materials. • Draft of Student Handbook • Truth-in-Lending statement (required for institutions that allow students to pay tuition in installments)
-	Application submission	<ul style="list-style-type: none"> • Please submit all required forms in a 3-ring notebook with a table of contents and clearly marked tabs/indices/section dividers. • All documents should be in the order provided by these instructions. • The Institution Plan report should be included in its entirety under one tab/section divider. • Sheet protectors are not necessary.

Completed certification package should be mailed to:

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