



Instructions for Completing Institutional Certification Application for Career – Technical Institutions

| | Required Documents | New Career – Technical Institution Application for Certification Process |
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| | 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 8VAC40-31-180 of the Virginia Administrative code.</p> <p>You must provide a company check in the correct, nonrefundable amount made payable to:</p> <p>Treasurer of Virginia.</p> <p>Initial fee for all new career-technical institutions: \$2,500.</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): \$500</p> |
| 1 | Application Packet Checklist | <ul style="list-style-type: none"> • Complete the Career – Technical Institution Certification Checklist. • The <i>Affirmation by All Filers</i> clause must be notarized. |
| 2 | Career – Technical Institution Application for Certification | <ul style="list-style-type: none"> • Complete the Career – Technical Institution 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, or Diploma Program Information | <ul style="list-style-type: none"> • Include all programs offered by the career – technical institution. • 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"> • Each Program Approval form must be accompanied by evidence each program conforms to state, federal, trade or manufacturing standards of training. • 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 Career–Technical institutions must obtain a surety instrument. • New institutions must maintain a surety instrument in accordance with 8VAC40-31-160(l) and all subsections. |

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| | | <ul style="list-style-type: none"> • 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, American Insurance Association – www.aiadc.org • Accompanying attachments for this form must be clearly marked as an addendum within this section. |
| 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 8VAC40-31-180(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 shall be completed for each administrator involved with the career – technical institution 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 | Instructor Qualification | <ul style="list-style-type: none"> • The Instructor Qualification form shall be completed for every instructor involved with the career – technical institution operating in Virginia. • The Instructor Qualification form must be maintained in the personnel file of all new hires. • The Instructor Qualification form must be available upon request in the event of an audit. • Accompanying attachments for this form must be clearly marked as an addendum within this section. |
| 10 | Career – Technical Institution Plan Report | <ul style="list-style-type: none"> • Officials of the applicant career – technical institution must prepare an Institutional Plan. • Please see the directions for preparing an Institutional Plan Report. • The Institutional Plan should give a clear picture as possible of the institution’s operation. • The career – technical institution must submit an institutional plan report with budget projections in accordance with 8VAC40-31-180. • Accompanying attachments for this form must be clearly marked as an addendum within this section. |
| 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. |

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| 12 | Other documents required to complete application package | <p>Copies of the following documents are required:</p> <ul style="list-style-type: none"> • The State Corporation Commission certificate, if incorporated in Virginia. • If operating as an out-of-state career-technical institution, please provide the institution's authorization to operate from the state agency where its main campus is located. • The business license from the Virginia locality within which the institution will operate. • The Certificate of Occupancy for the instructional facility. • 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