



Summary of Certification Process

All prospective school owners seeking certification to operate an institution in the Commonwealth of Virginia must follow the steps listed below:

1. Attend a New School Orientation at State Council of Higher Education for Virginia (SCHEV). Please see <http://www.schev.edu/highered/pope/NewSchool.asp> for next available date for the orientation session.
2. Submit Name Acknowledgement form and wait to receive an approval letter from SCHEV. If the proposed name is approved, institution will complete the certification application form using the approved institution name.
3. Submit a complete Certification Application.
4. SCHEV will review the application and obtain additional information from institution as needed. Please note that the length of time it takes to complete this process is dependent on the completeness of the application received.
5. Once the certification application is deemed complete, SCHEV will conduct a site visit.
6. After the site visit, SCHEV will complete a synopsis of the institution to present to Council for action. Institutions are highly recommended to attend the committee meeting when the institution is presented before Council to ensure that any questions Council members may have can be responded to accurately (*applicable to institutions of higher education*).
7. After the site visit, SCHEV will complete a final review and determine when the institution will be approved by staff (*applicable to career-technical institutions*).
8. Once Council/SCHEV staff grants approval, SCHEV will issue a Certificate to Operate (CTO) – please allow 5-7 business days to receive CTO in the mail.