



PRIVATE POSTSECONDARY EDUCATION UNIT

Certification Application Process: Institutions of Higher Education

PHASE 1

After attending New School Orientation, submit an "Intent to Operate a Postsecondary School in the Commonwealth of Virginia – Institutions of Higher Education" Form and Coversheet.

Wait to receive an email response from SCHEV staff. Staff will respond to submissions in the order in which they were received, typically within 45 business days.



After you receive an Intent approval from SCHEV, submit a "Name Acknowledgement Form" and a "Background Check Profile Form," along with the required fee.

SCHEV staff will respond within 45 business days. You must use the approved institution name when completing the certification application forms.