



PRIVATE POSTSECONDARY EDUCATION UNIT

Certification Application Process: Institutions of Higher Education

PHASE 2

Processing Timeline: A degree-granting institution submitting its complete certification application package will have 180 days to complete the process, after which time its application will be withdrawn by SCHEV and it will receive a refund of the application fee minus a nonrefundable administrative fee of \$2,000.

- Submit a complete Certification Application package and required fee.
- SCHEV will acknowledge receipt of your application and obtain additional information from you as needed. Please note that the length of time it takes to complete this process is dependent on the completeness of the application and the processing timeline above. Applications are reviewed in the order in which they are received.
- Once the certification application is processed by staff with all requirements met, SCHEV will conduct a site visit.
- SCHEV senior staff will complete a final review of the application. After verification that all stipulations have been met, the application will be presented before Council for approval.
- Once the school is granted approval, SCHEV will issue a Certificate to Operate (CTO) by email.