



PRIVATE POSTSECONDARY EDUCATION UNIT

Certification Application Process: Non-Degree Schools

PHASE 1

After attending New School Orientation, submit an
"Intent to Operate a Postsecondary School in the Commonwealth of
Virginia – Non-Degree School"
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 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 school name in completing the
certification application forms.