



PRIVATE POSTSECONDARY EDUCATION UNIT

Certification Application Process: Non-Degree Schools

PHASE 2

Processing Timeline: A non-degree school 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certification application package will have 180 days to complete the process, after which time its application will be withdrawn by SCHEV and it will receive a refund of the application fee minus a nonrefundable administrative fee of \$500.

- 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 deemed complete, SCHEV will conduct a site visit.
- SCHEV senior staff will complete a final review of the application to ensure that the school has met all requirements. If so, the Director will approve the school for certification.
- Once the school is granted approval, SCHEV will issue a Certificate to Operate (CTO) by email.