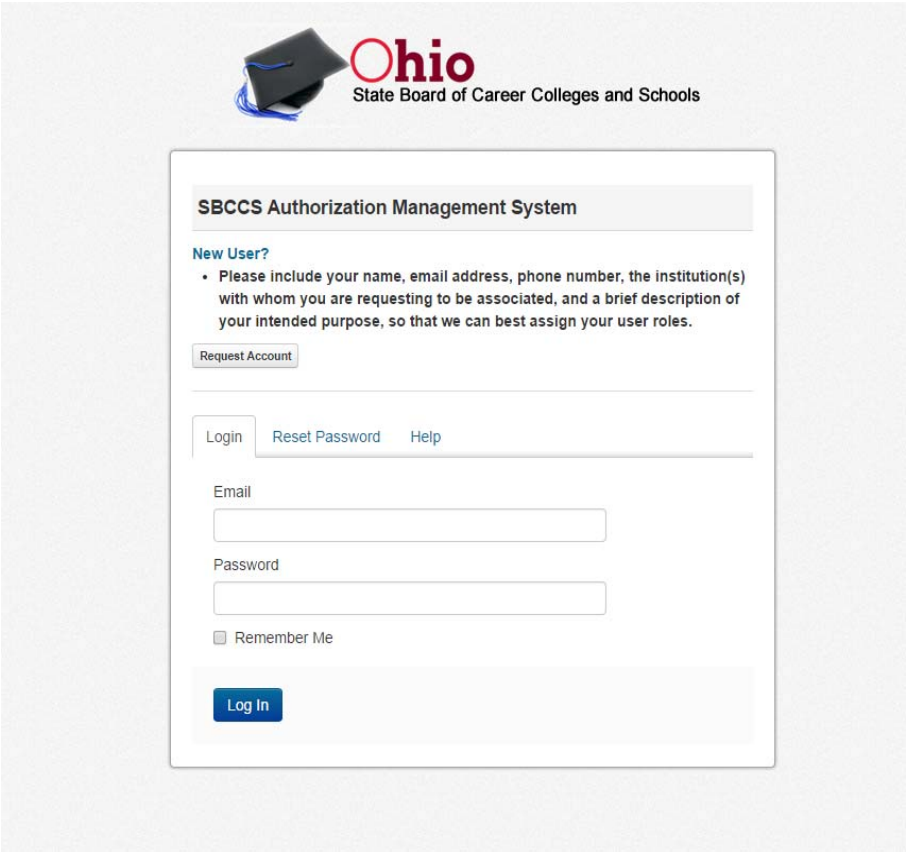
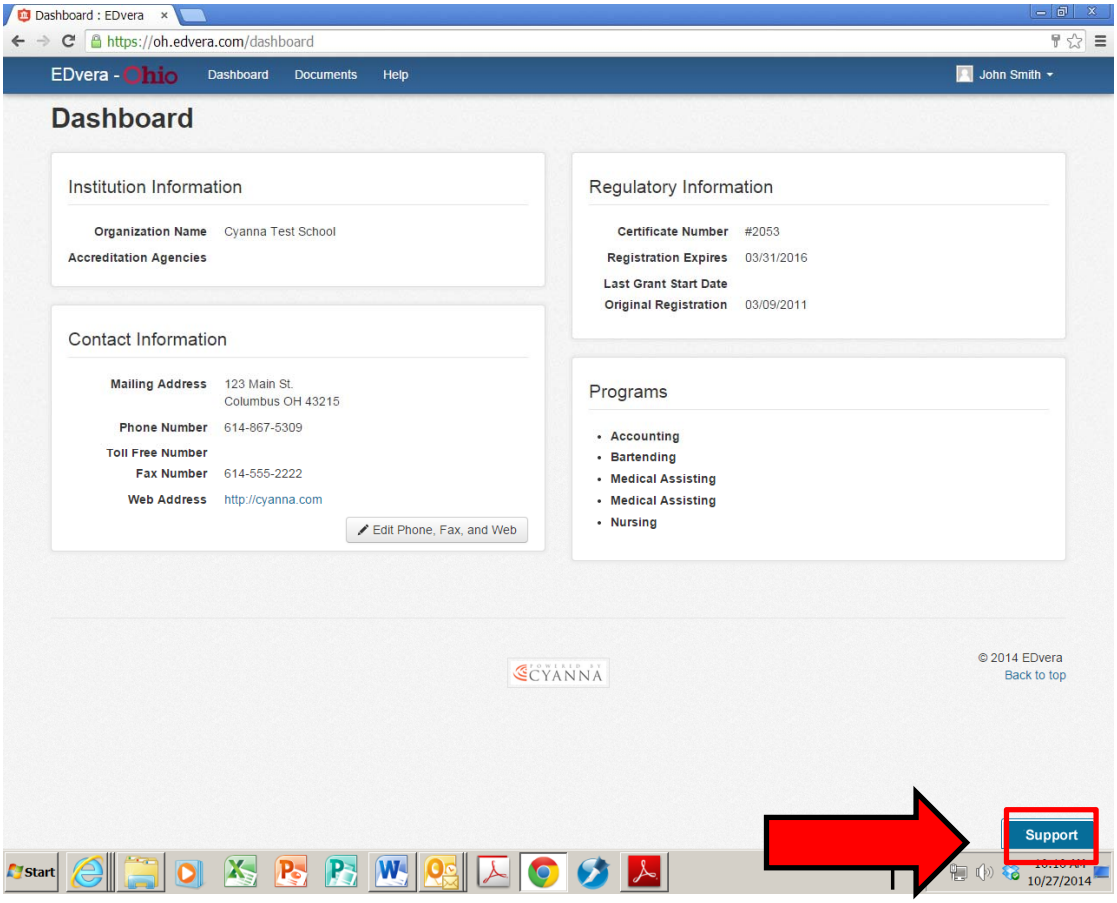
Renewal Application Instructions

Log-In Instructions

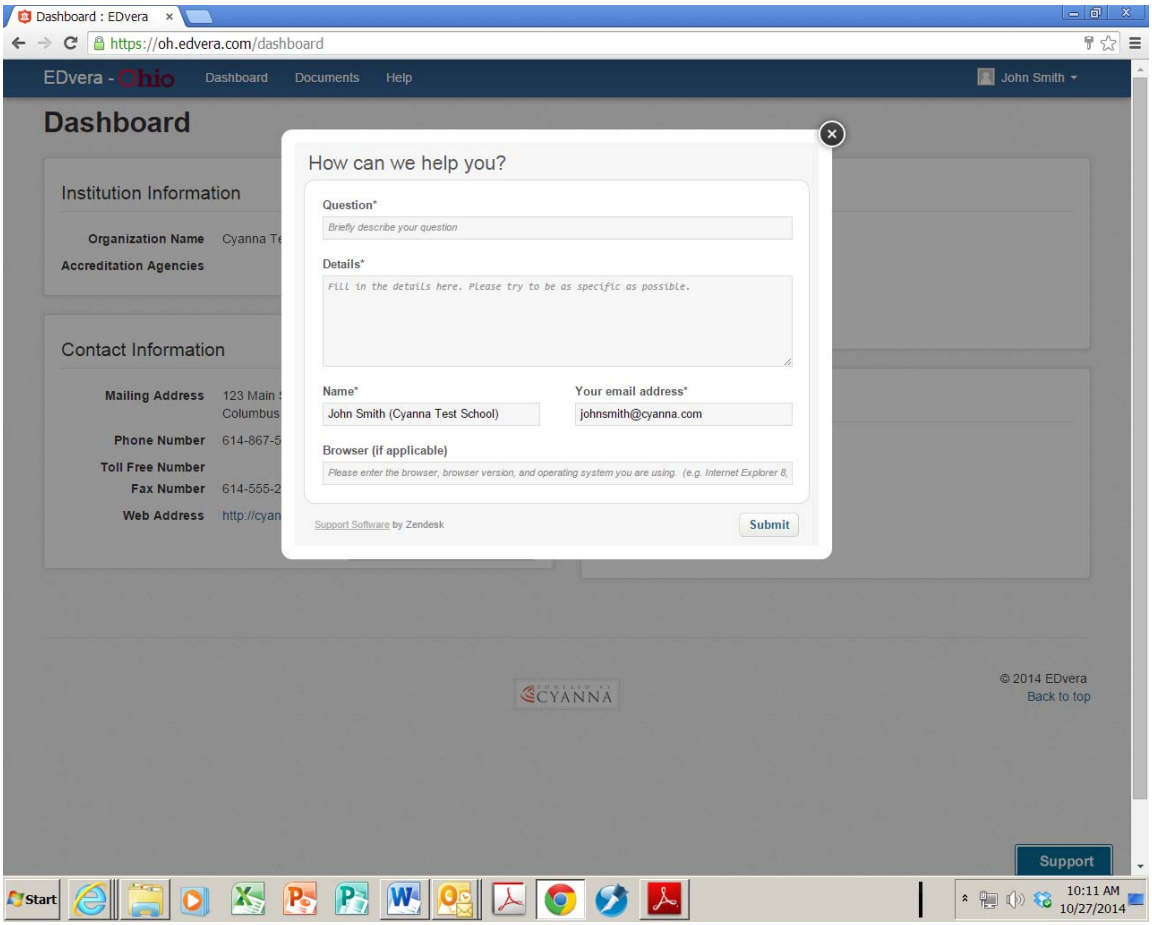
1. Go to https://oh.edvera.com
2. Login Screen (See picture below)
    a. Enter your email address and password (If you previously completed the online Ohio annual report, this would be the same email address and password)
    b. If you have forgotten your password click on the "Reset Password" link to reset your password
    c. If you need to create a new account, click on the "Request Account" tab and the process to create a user account will begin [Note it generally takes one (1) business day to create a new account due to security reasons and the need to verify the new user].
3. After you have successfully logged in you should be directed to the main dashboard screen for your school.
4. If you have log-in problems or questions please contact Laura Essman at laura.essman@scr.state.oh.us or 614-466-7833.



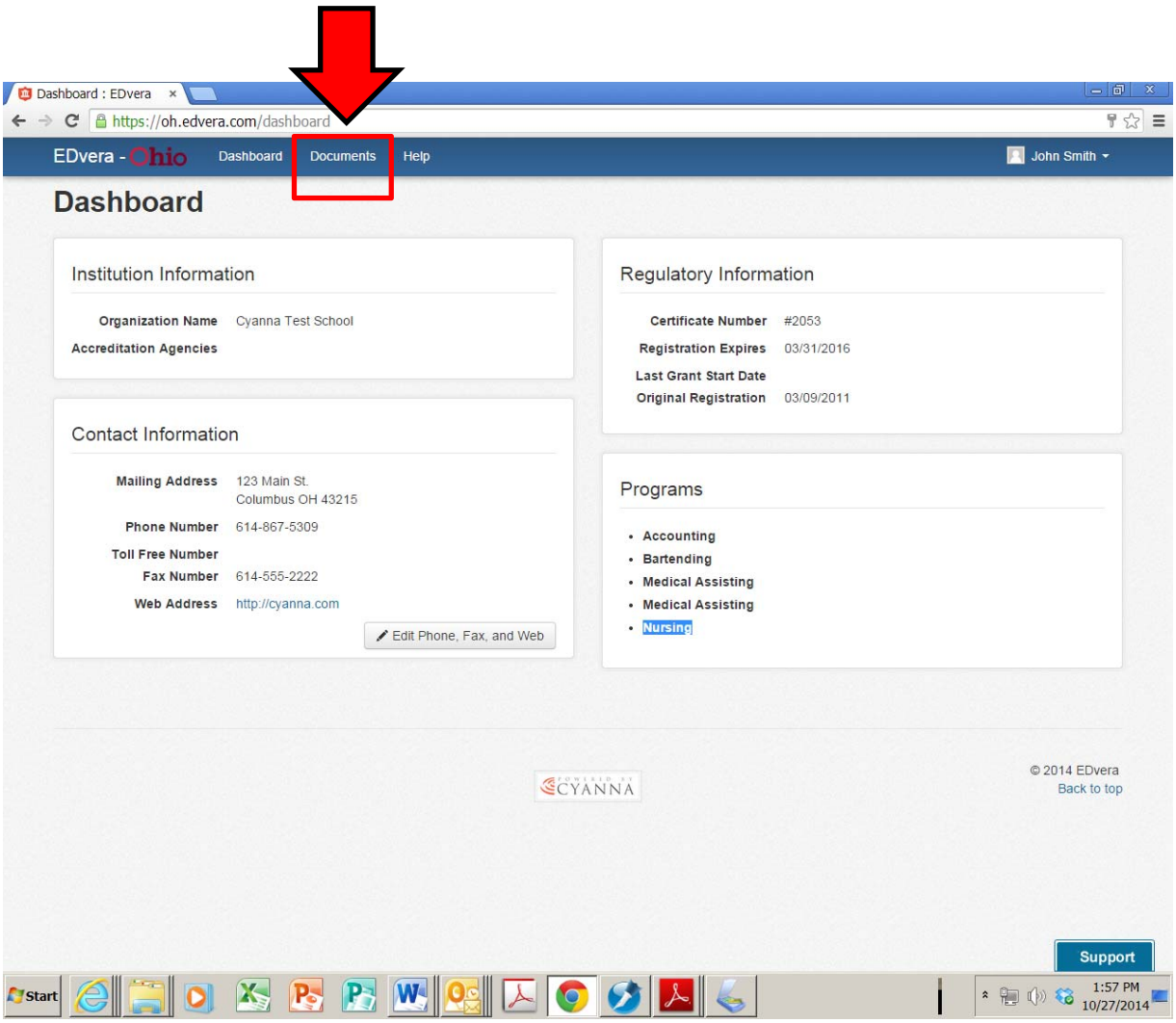
Main Dashboard Screen: This main dashboard screen contains general directory information about your school. Note that some information may be missing and/or incorrect and will be corrected during the data verification process. When you have technical problems with the system you can click on the "Support" tab that appears at the bottom of each page. When you click on support you will see the system support screen (see next page).



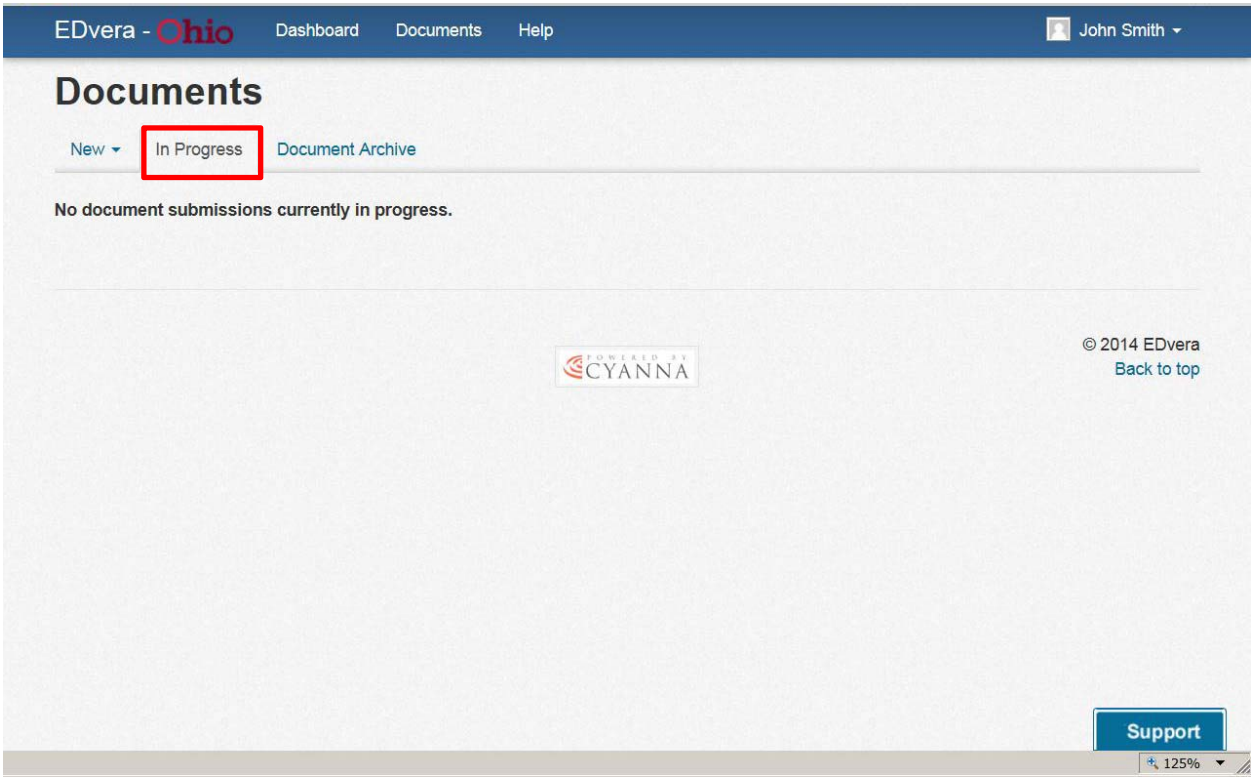
System Support Screen: Please fill in the requested information and you will be contacted via email to resolve your support issue.



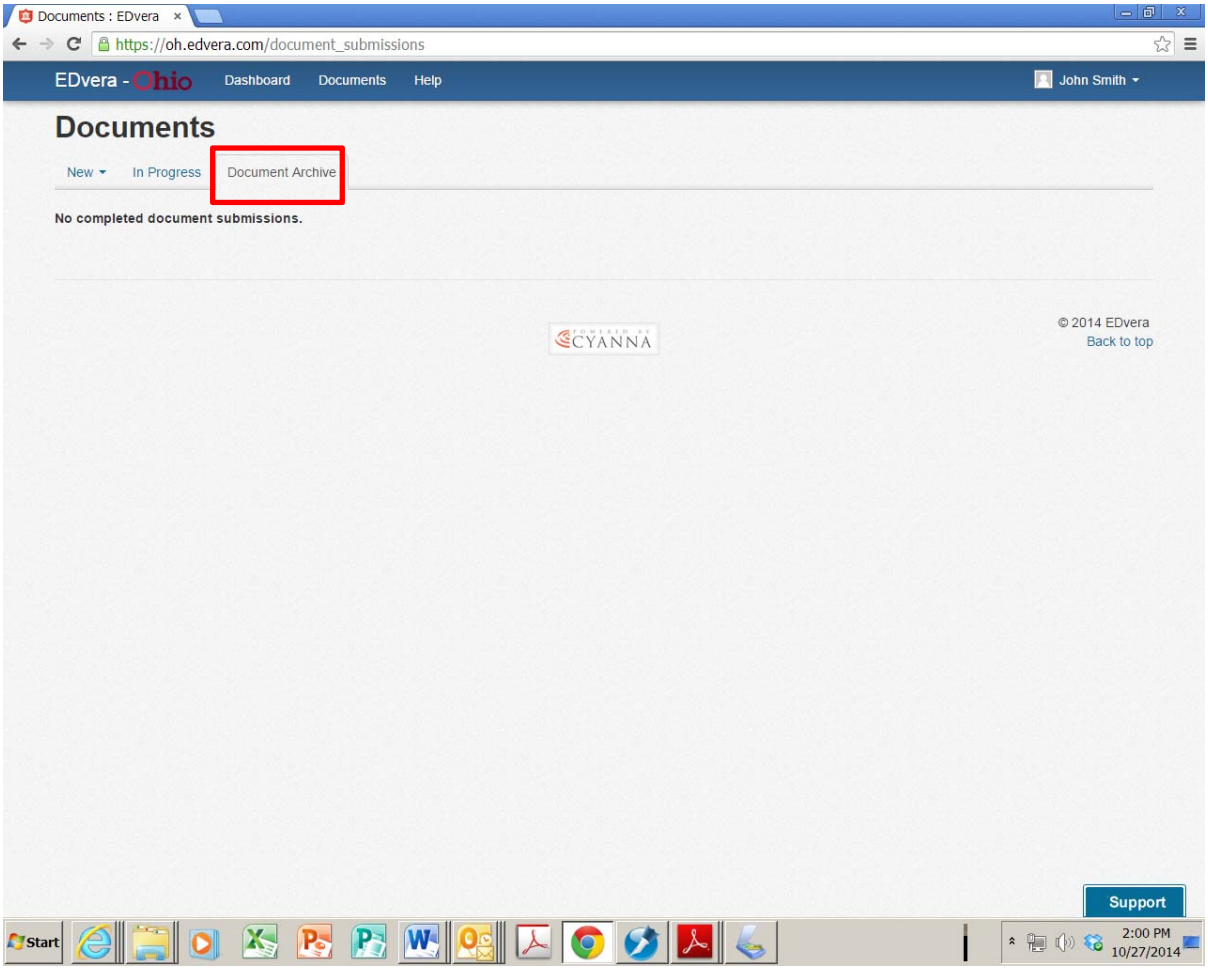
Documents Tab: The first step in completing and submitting documents including the renewal application document is the click on the "Documents" tab.



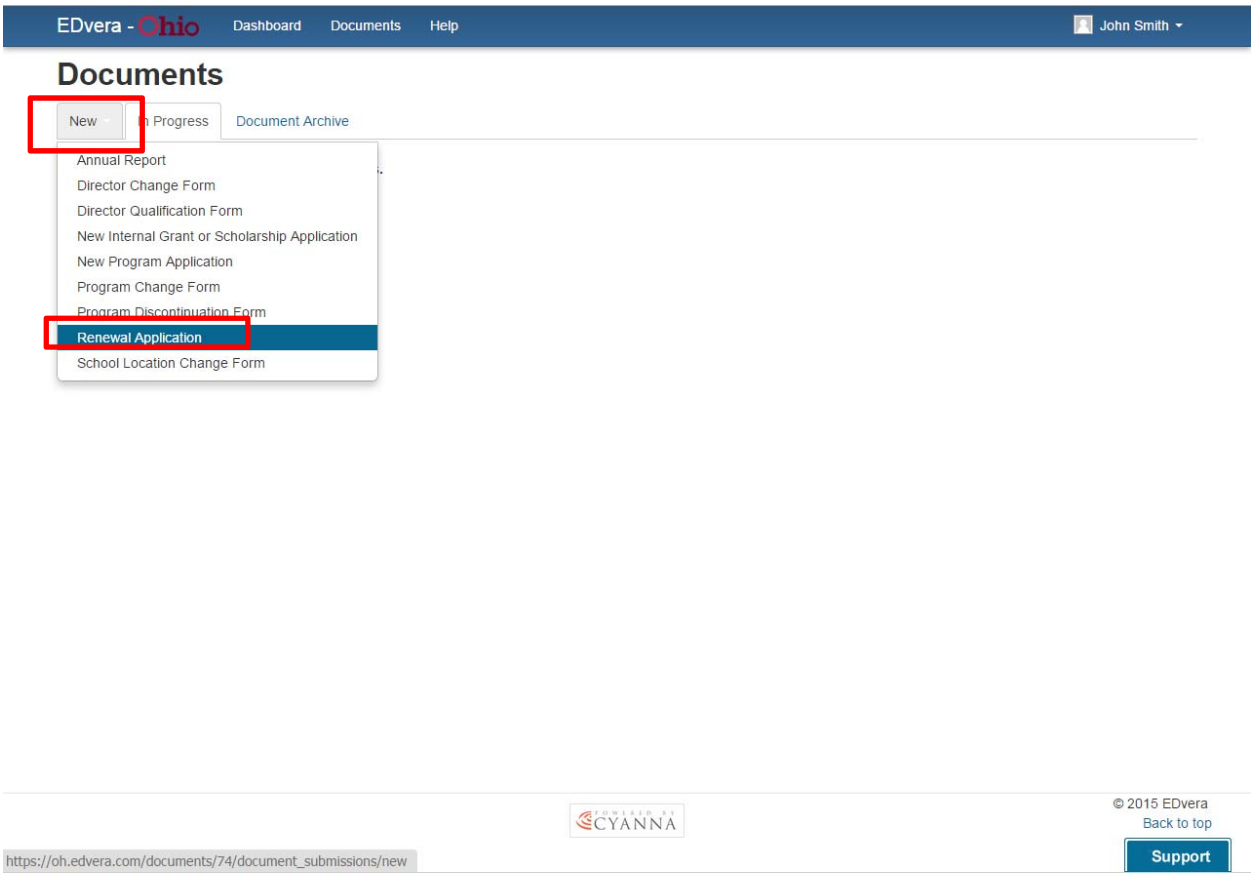
Documents Tab (Continued): The Documents tab contains three headings: "New", "In Progress", and "Document Archive". In the example below, we are looking at the "In Progress" tab. (Please note that the user may see some documents already in progress for your school). Under the "In Progress" heading the school official ("user") will see documents that have been created but have not yet been submitted, as well as documents that have been submitted but not yet approved.



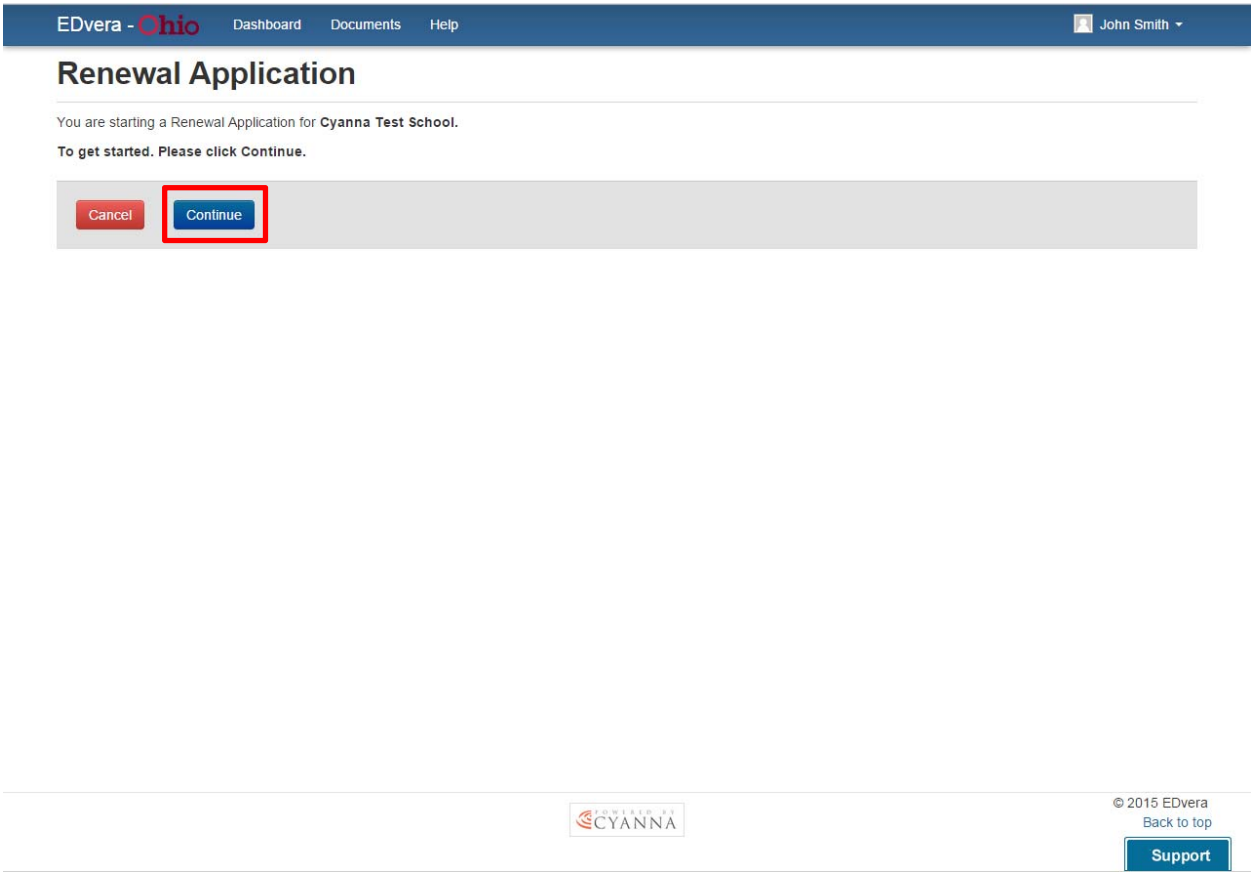
Documents Tab (Continued): The Documents tab also contains a heading for "Document Archive". Under this heading the user will see previously submitted documents that were completed and approved.



Documents Tab (Continued): The Documents tab also contains a heading for "New" documents. If the user clicks on that heading they will see several choices. In the future there will be other options here including new school, agent application, etc. For this process, the user should click on "Renewal Application" document.



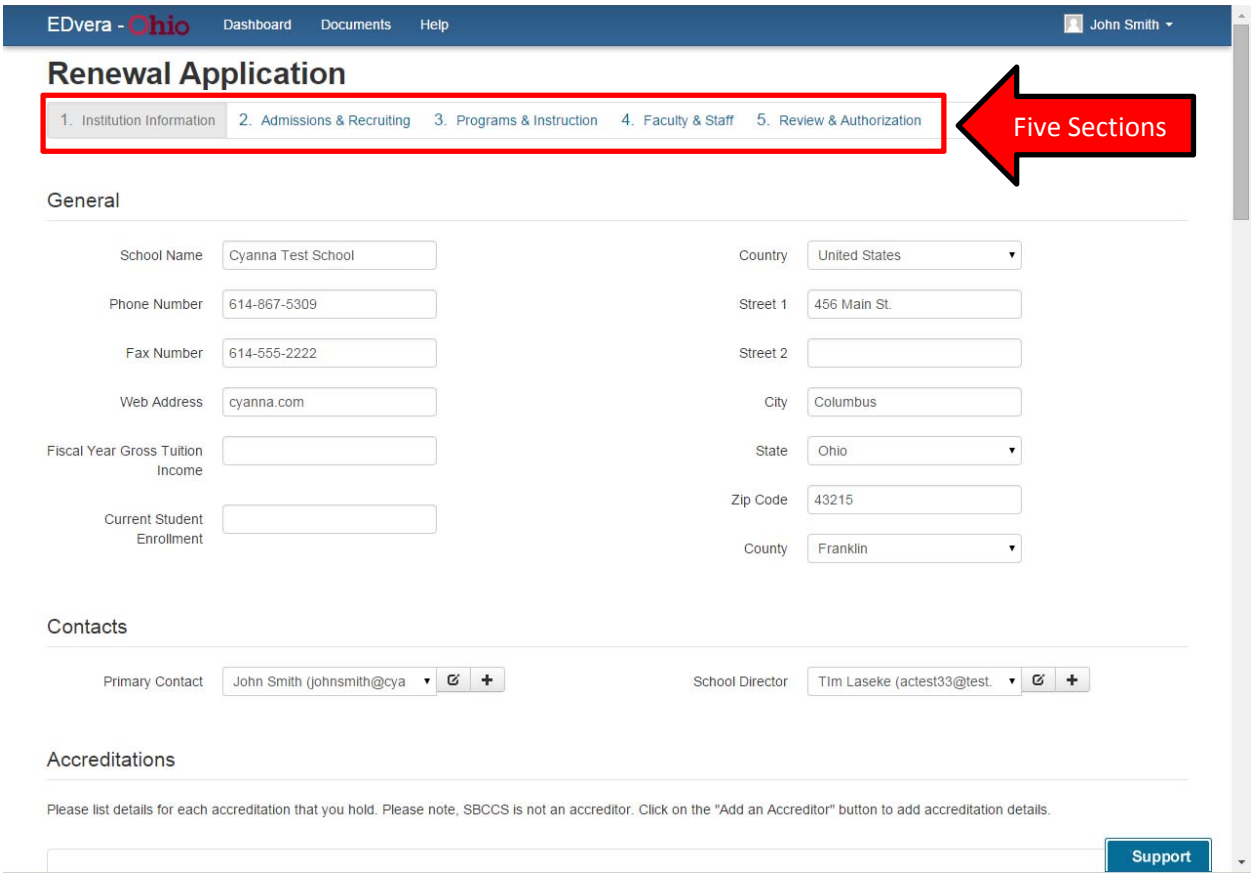
Renewal Application: Once the user has started the Renewal Application document they will be brought to this page. Click on "Continue" to begin the process.



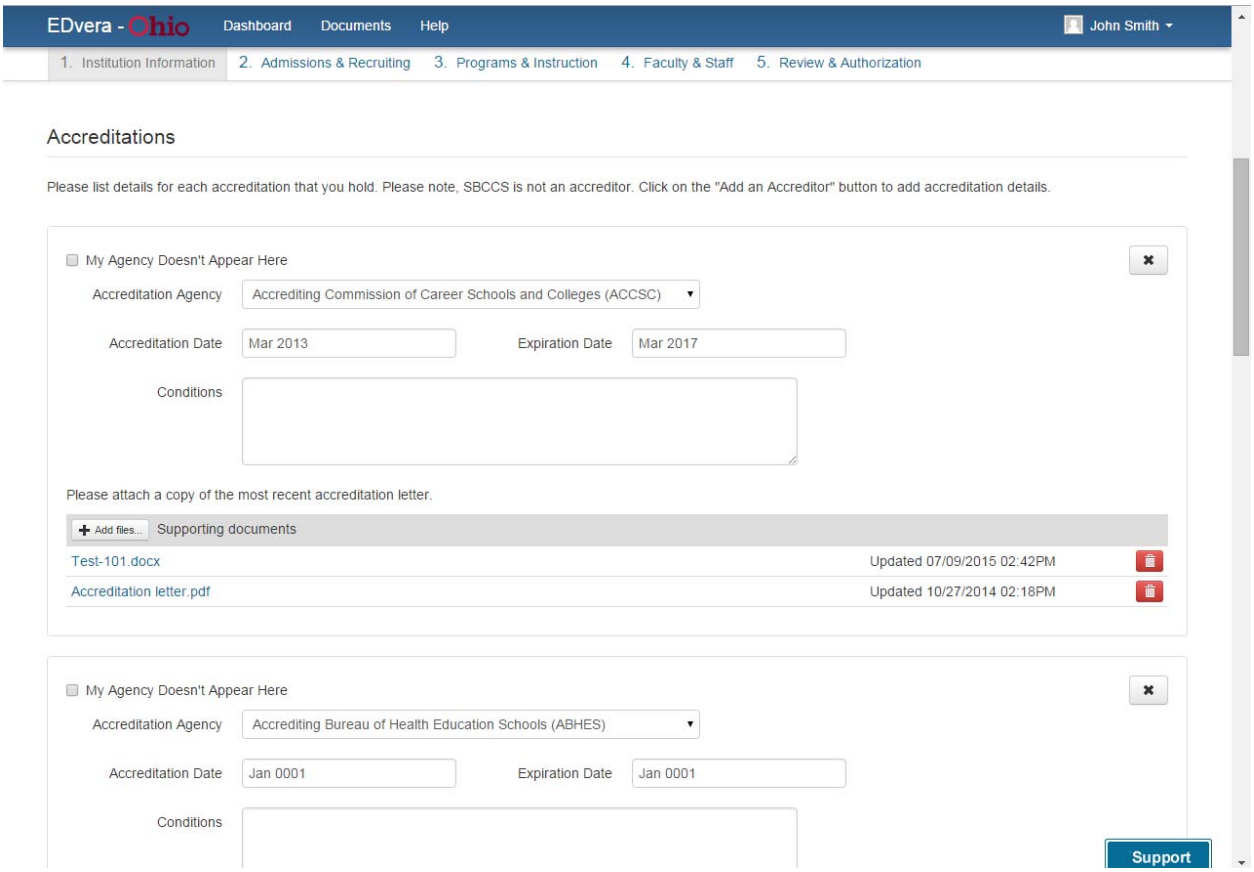
Renewal Application (Continued): Once the user has started the Renewal Application they will be brought to this page. Please note that there are five (5) parts to the Renewal Application listed at the top of the page:

1. Institutional Information: [This is the main page that you see below.]
2. Admissions & Recruiting
3. Programs & Instruction
4. Faculty & Staff
5. Review & Authorization

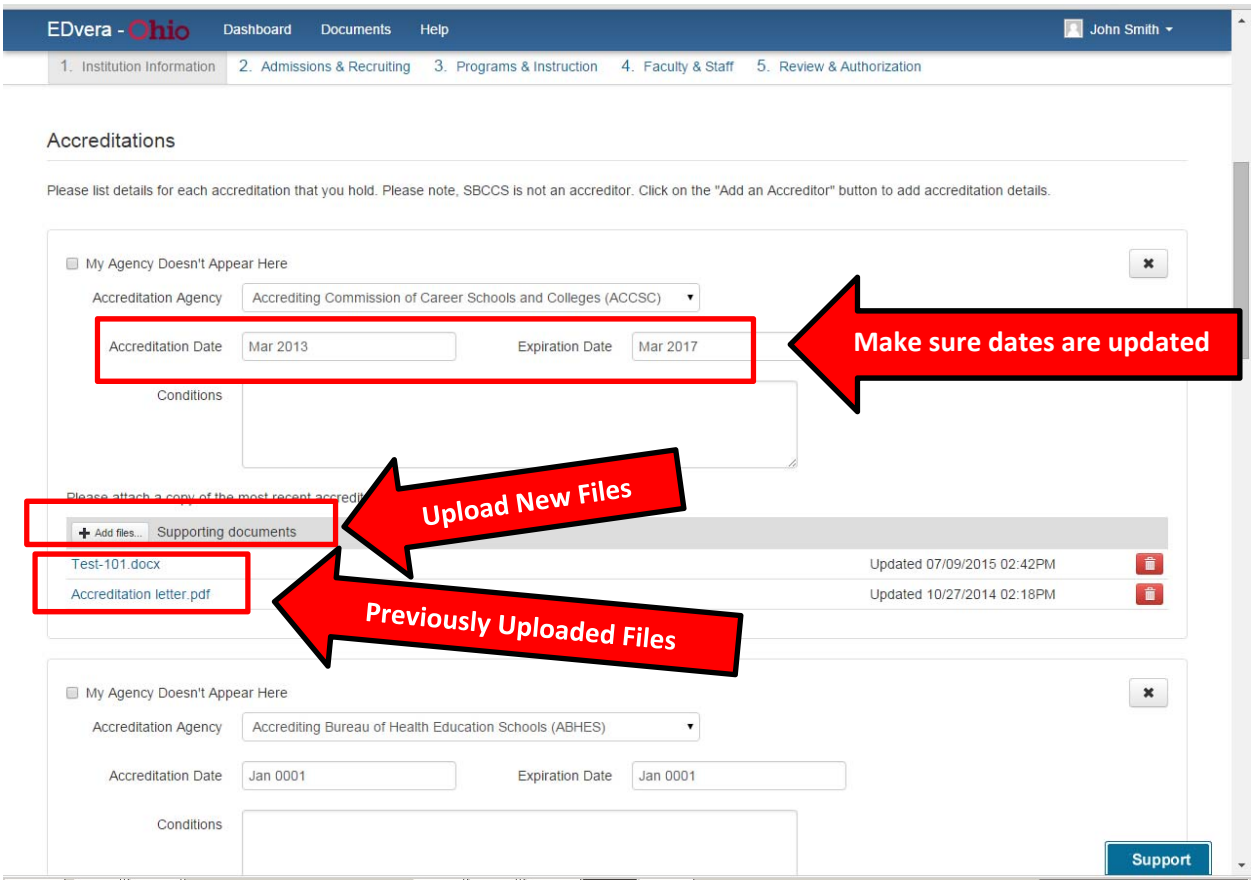
Renewal Application: Section 1: Institutional Information: Please review and complete the information in Part 1 of the Renewal Application. Please note that the user will need to scroll down the page to complete all of the information.



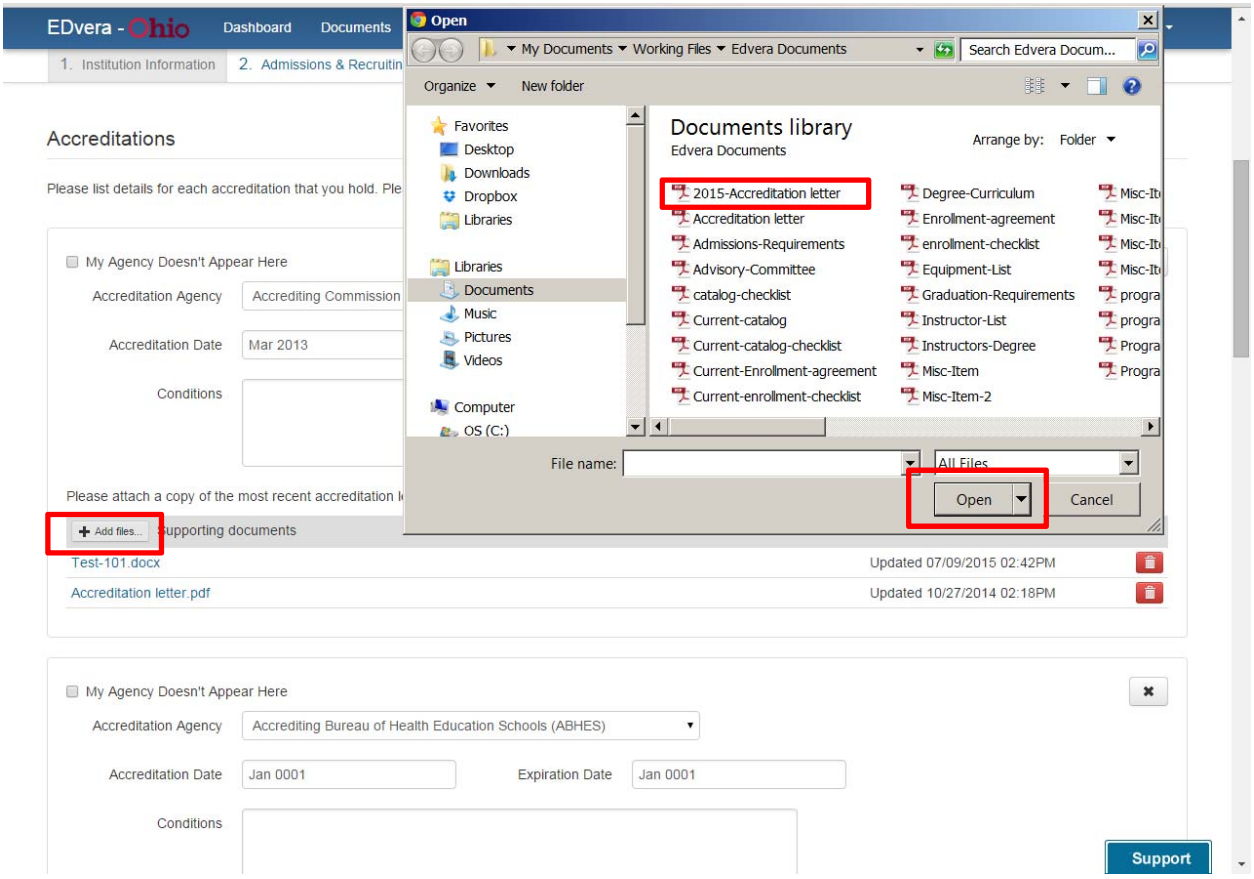
<u>Renewal Application: Section 1 (Continued):</u> When the use scrolls down the page in Section 1 they will see additional requests for information about accreditation, ownership and financial aid. When filling out the Renewal Application the user may see information in the document that was previously entered into the Edvera System during the Data Verification process. Please update any incorrect information insert any missing information. Please note that the user will need to scroll down the page to complete all of the information.



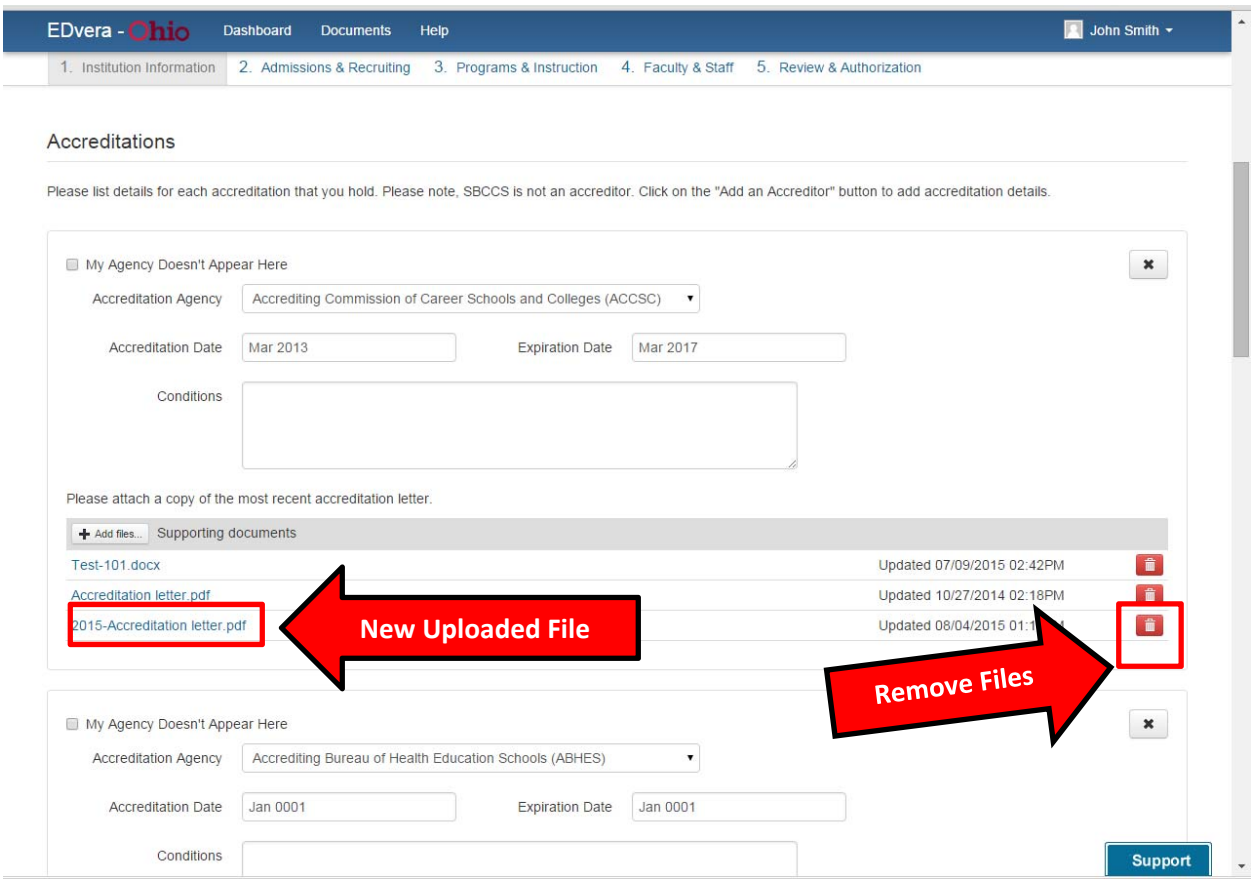
Renewal Application: Section 1 (Continued): When filling out the accreditation information the user may see information that was previously entered into the system and files that were previously submitted during the Data Verification process. Please make sure to enter the most current accreditation dates and upload the most current authorization letter. The user may attach the letter in any recognizable file format (.pdf, .doc, .jpg). See next page for further instructions on adding/uploading files into the system.



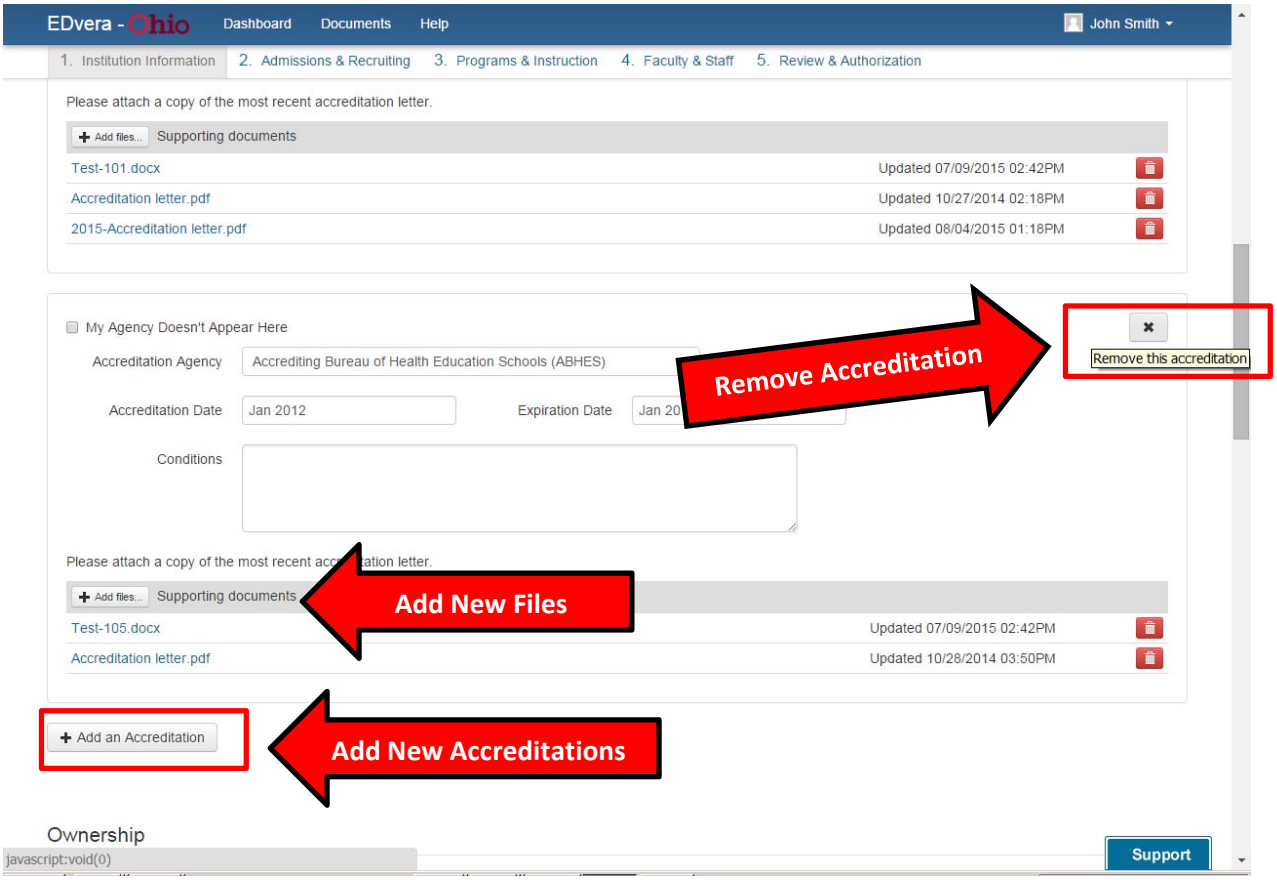
Renewal Application: Section 1 (Continued): When the user clicks on the "Add Files" button they will need to find the appropriate files on your computer. Once the user has located the file, select the file and click on "Open" in the file upload box and the file will be uploaded into the system. Note in the example below we have placed a number of files to be uploaded into the system into the same folder for ease of use.



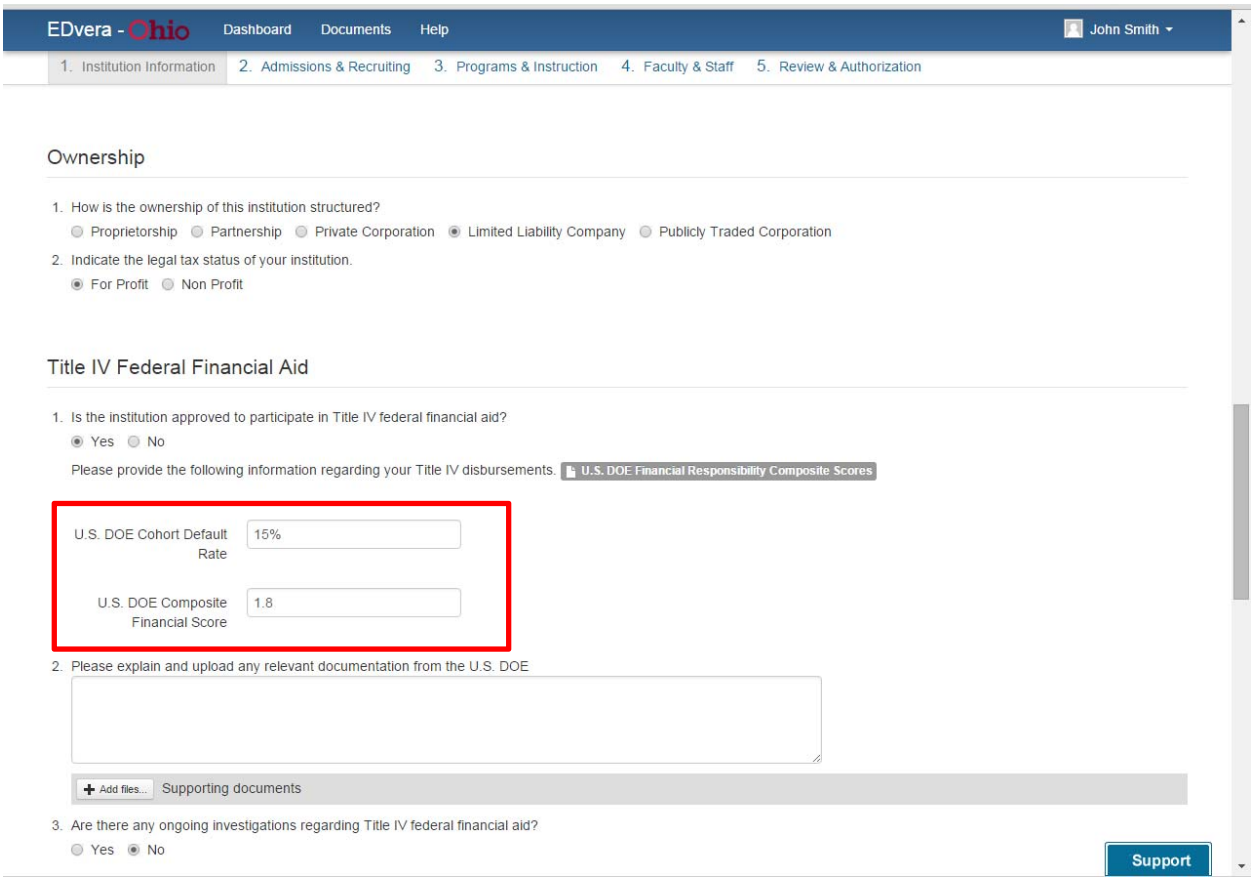
Renewal Application: Section 1 (Continued): Once the user has uploaded the file they will see the file appear below the "Add Files" box. If the user needs to upload another file, click on the "Add Files" again. If the user needs to remove the file that was previously uploaded, click on the red trash icon on the far right of the uploaded file.



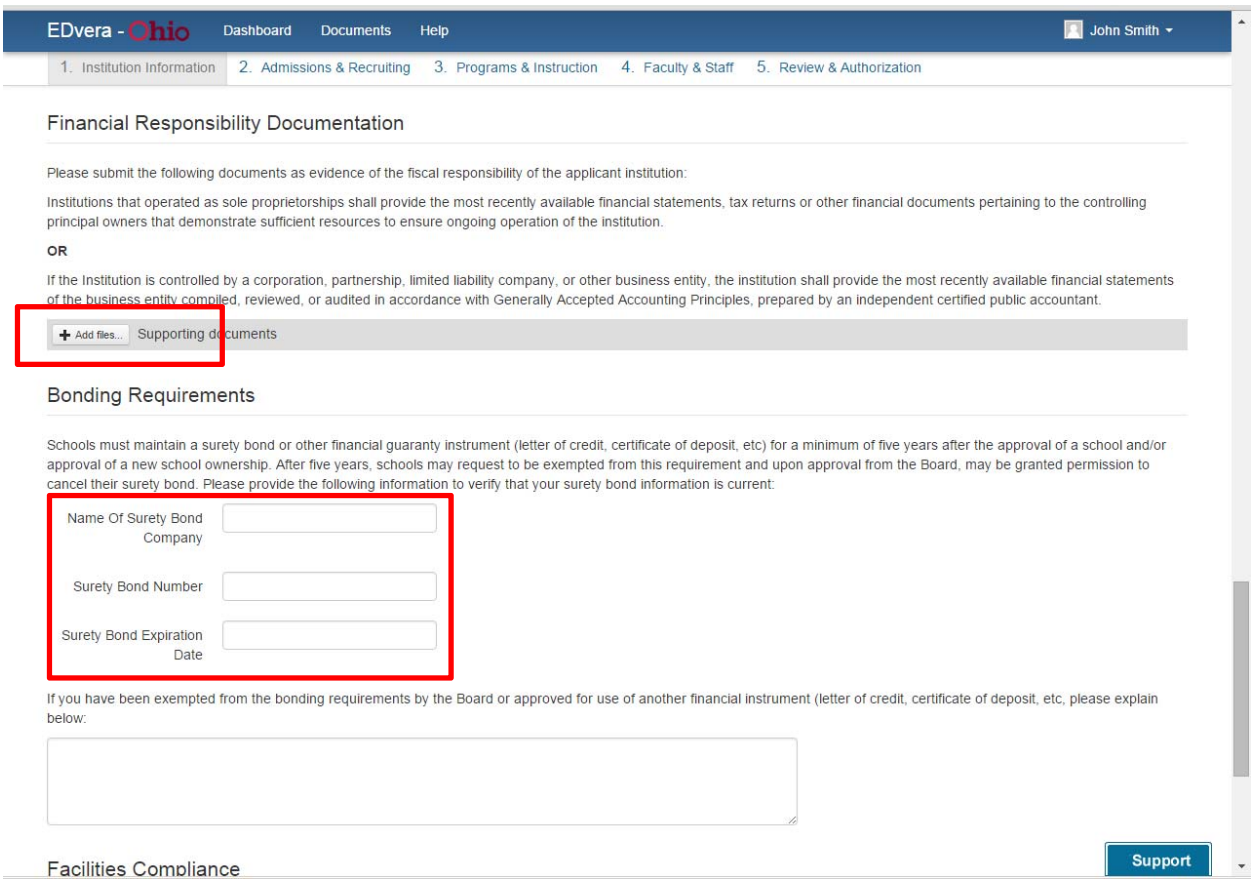
Renewal Application: Section 1 (Continued): If the school has additional institutional or programmatic accreditors they can added by clicking on the "Add Accreditation" button and entering the appropriate information in the same manner. If the school has changed or dropped any accreditation they can also remove the accreditation information.



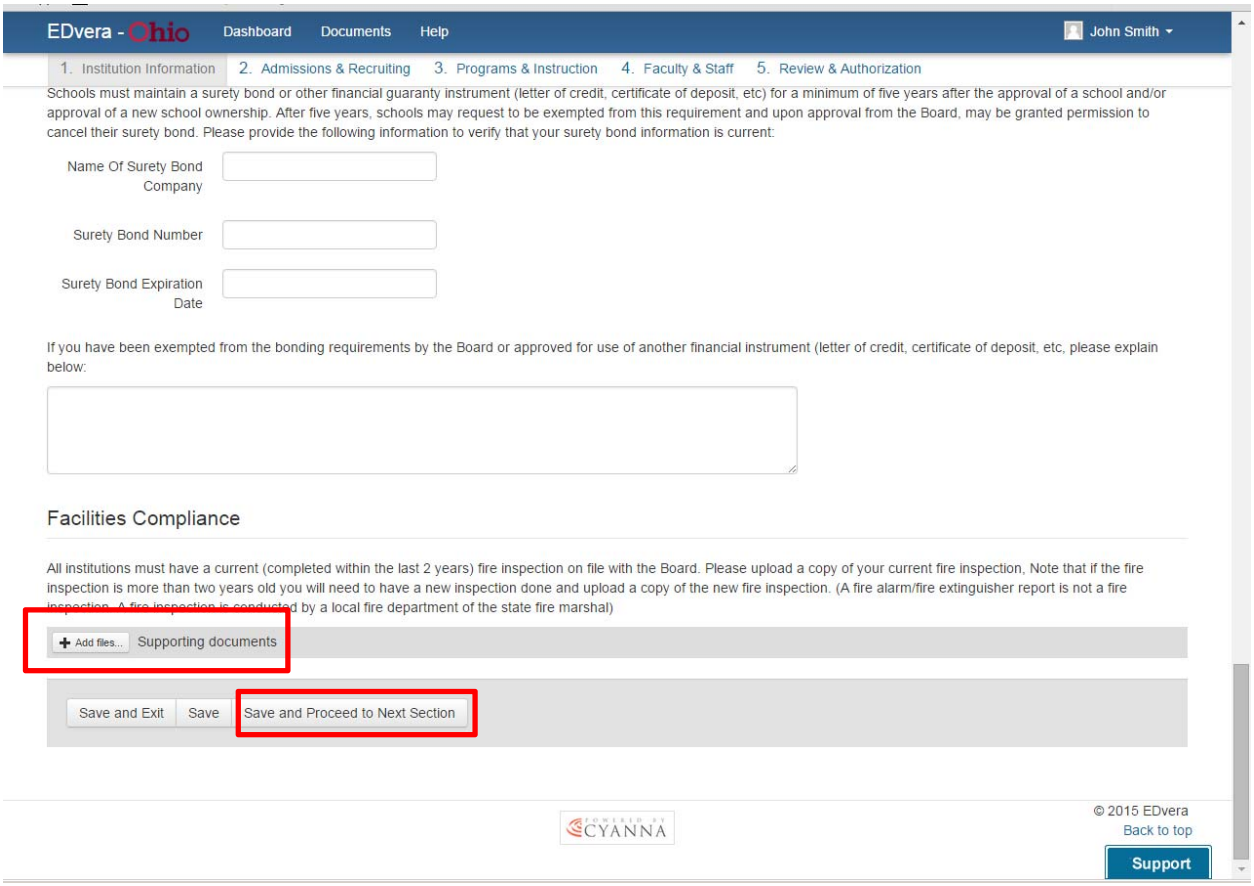
Renewal Application: Section 1 (Continued): After the user has entered the appropriate accreditation information, the user will be asked to complete information about ownership and federal financial aid. Please note that if the user clicks "yes" that the school participates in federal financial aid, the user will be asked to enter information about the school's USDOE Cohort Default Rate as well as the school's USDOE Composite Financial Score. Please provide the most current information.



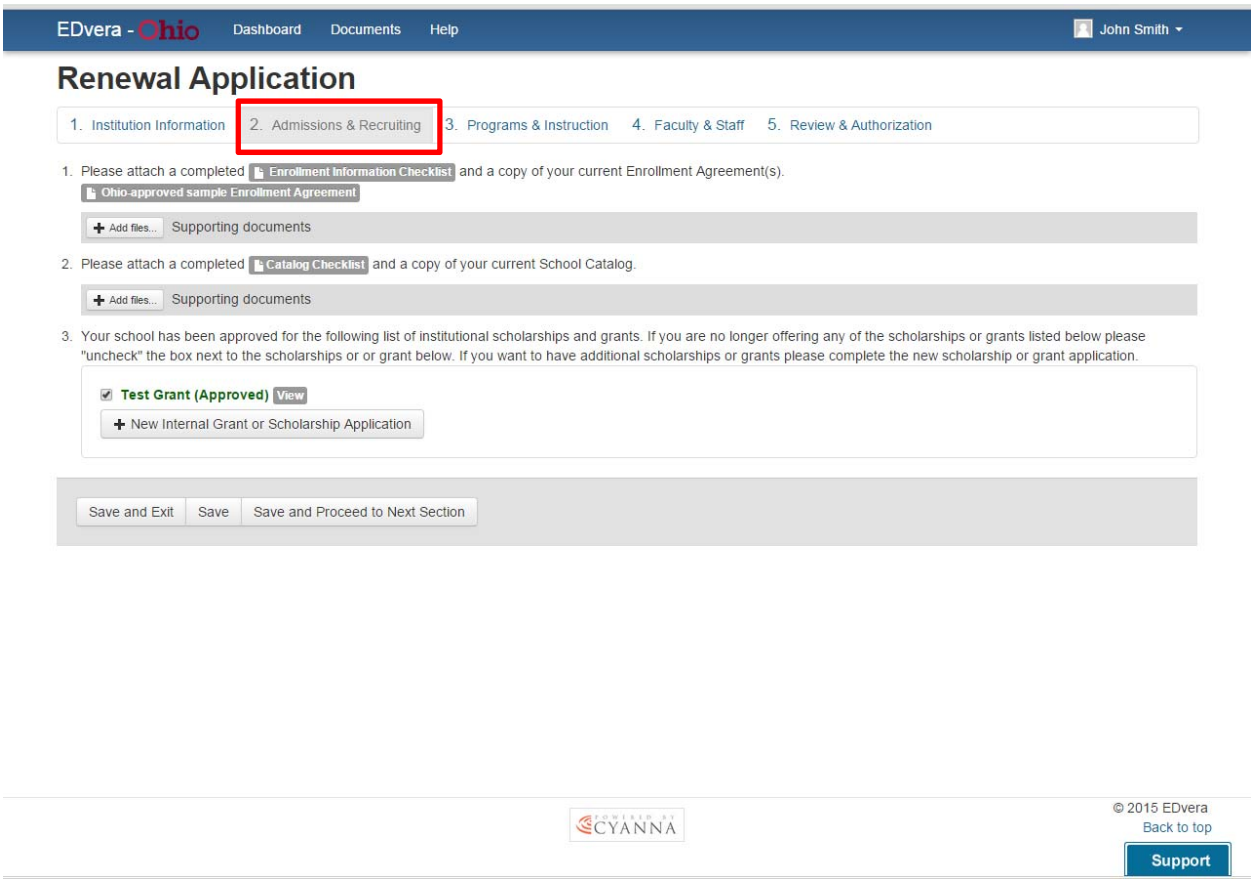
Renewal Application: Section 1 (Continued): The next step is to submit the required financial responsibility documentation and to enter the school's current bonding information. Please make sure to attach the most current financial responsibility documents as requested in directions. If you have questions about bonding requirements please contact the Board office.



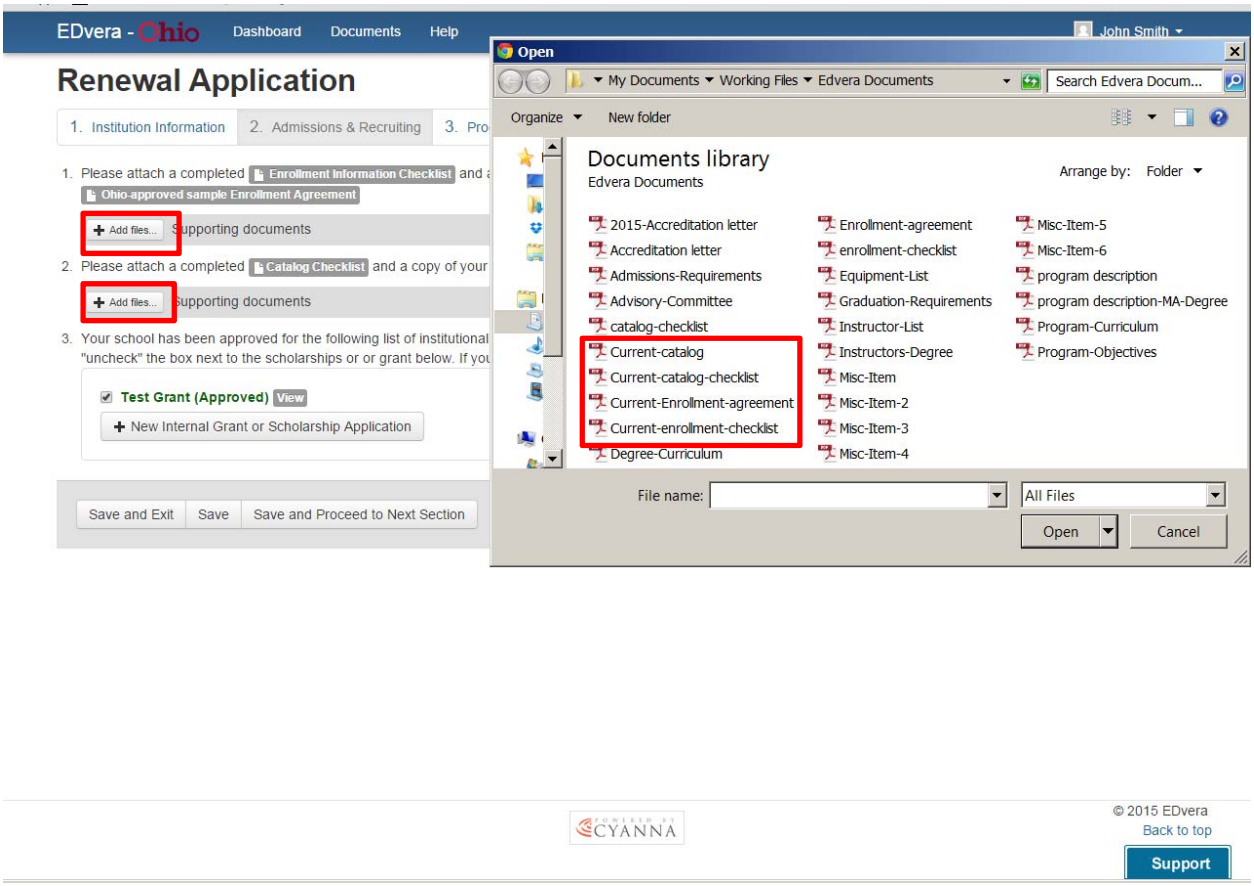
Renewal Application: Section 1 (Continued): The final step in Section 1 is to add the current facilities compliance documentation that would include a current (within the last 2 years) fire inspection. Once the user has completed this section, click on "Save and Proceed to Next Section" at the bottom of the page. Please note that the user can also click on "Save" at any time while completing the document or "Save and Exit" which will take the user out of the Renewal Application and back to the Documents section.



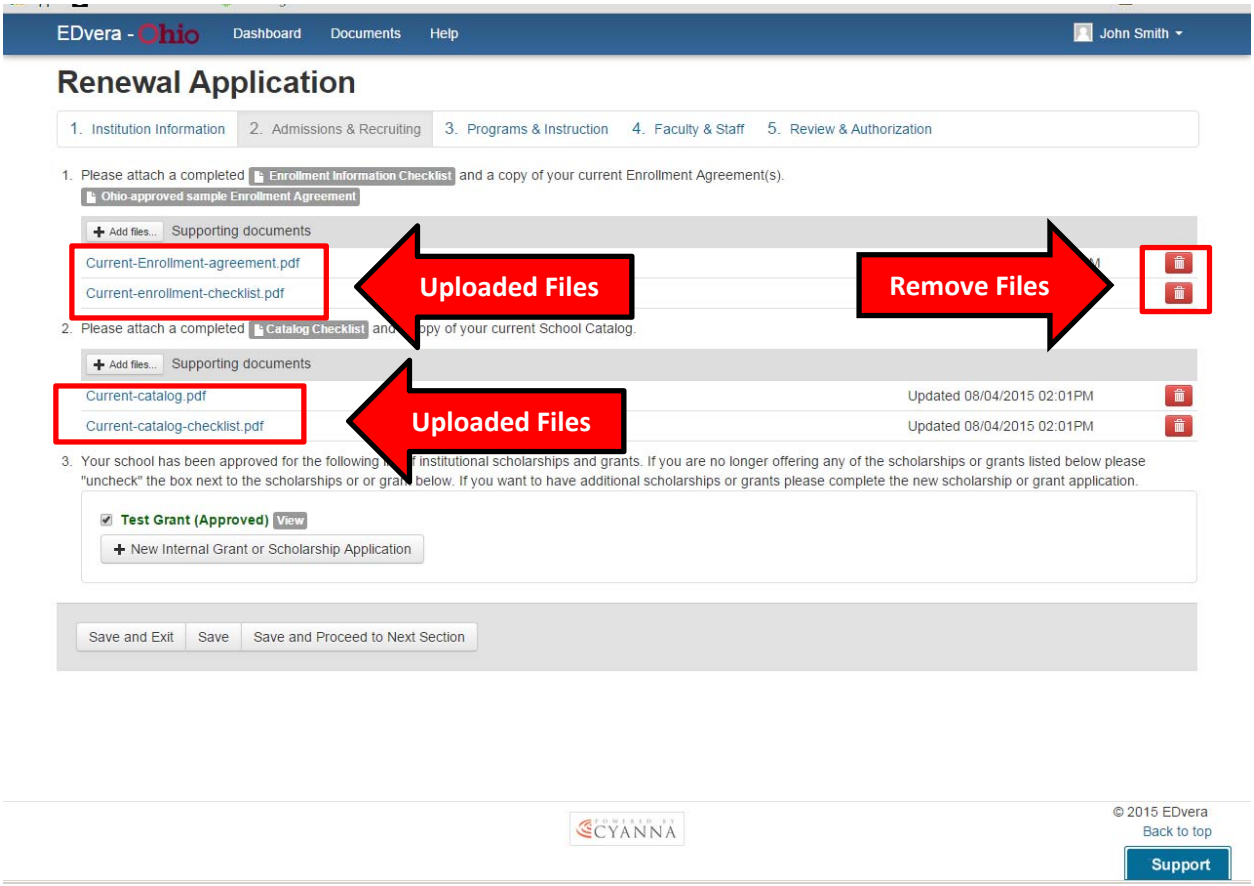
Renewal Application Form: Section 2: Once the user has have clicked on "Save and Proceed to Next Section", the document will proceed to Section 2: Admissions and Recruiting. This section has only three (3) items. For Item #1 the user will need to upload a copy of the enrollment agreement checklist and a copy of the school's enrollment agreement. For item #2 the user will need to upload a copy of the school's catalog and a copy of the catalog checklist. For item #3 the user should verify the scholarship and grant information.



Renewal Application: Section 2 (continued): To upload files click on the "Add Files" button and select the appropriate file from your computer. The user can get a copy of the enrollment agreement checklist and the catalog checklist by clicking on the links in the form. Once the user has completed the checklists the next step is to upload the completed checklists into the document.

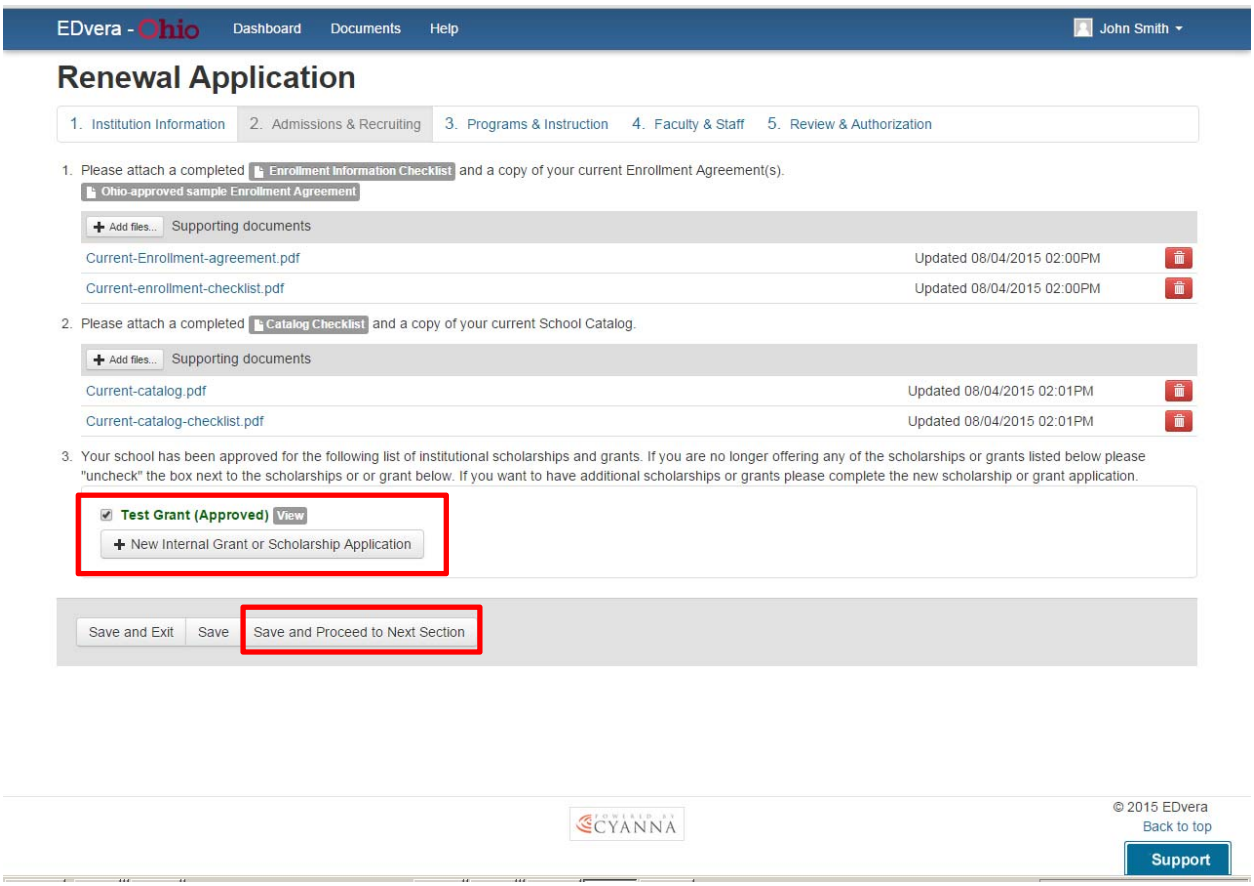


Renewal Application: Section 2 (continued): Once the user has uploaded the file they will see the file appear below the "Add Files" box. If the user needs to upload another file, click on the "Add Files" again. If the user needs to remove the file that was previously uploaded, click on the red trash icon on the far right of the uploaded file.

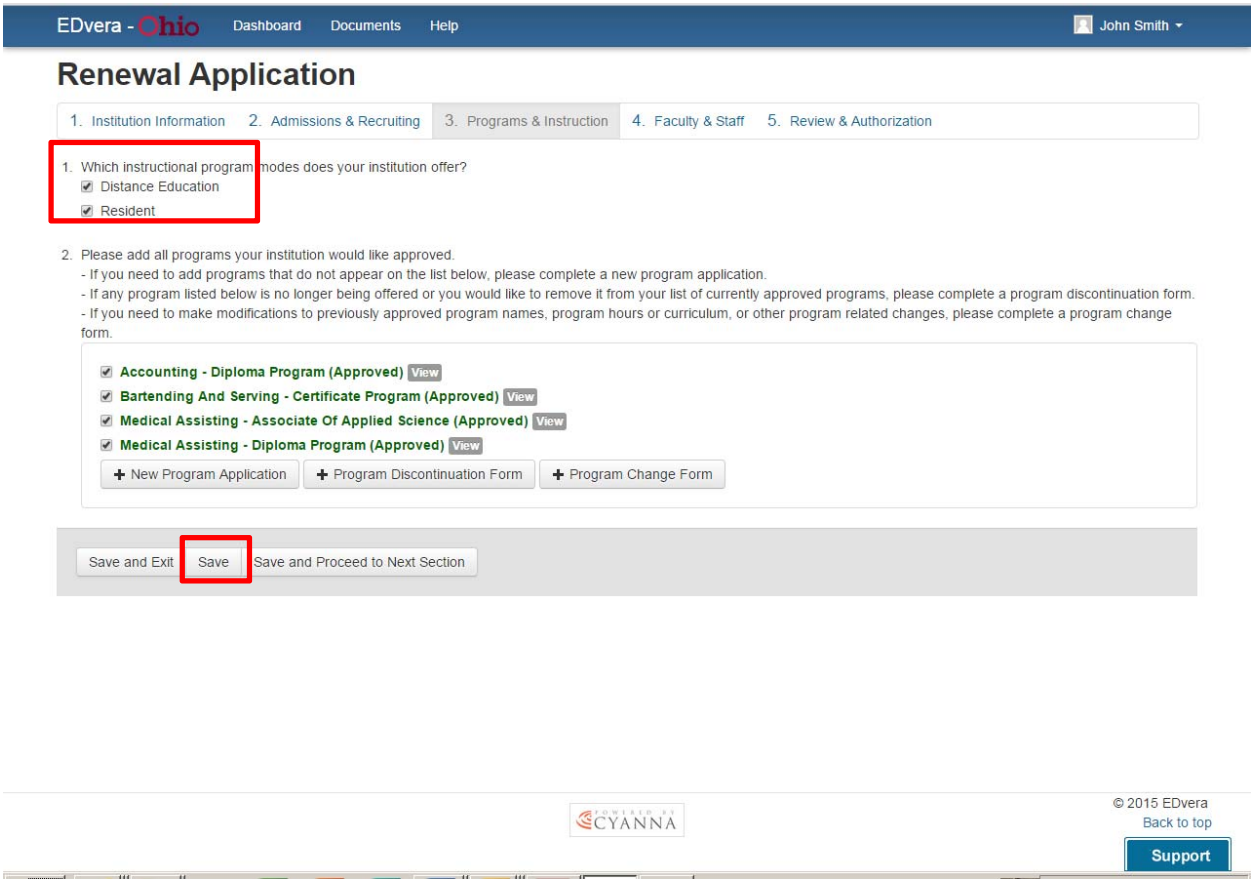


Renewal Application: Section 2 (continued): The final step in Section 2 of the document is to verify the scholarship and grant information is correct. If your school has previously been approved for institutional scholarships and grants they should show up in the list under question #3. If there are new institutional grants or scholarships that need to be added please click on the button "+New Internal Grant or Scholarship Application" and complete the requested application.

Once this section has been completed, the user can click on "Save and Proceed to Next Section" at the bottom of the page. Please note that the user can also click on "Save" at any time while completing the document or "Save and Exit" which will take the user out of the Renewal Application and back to the Documents section.

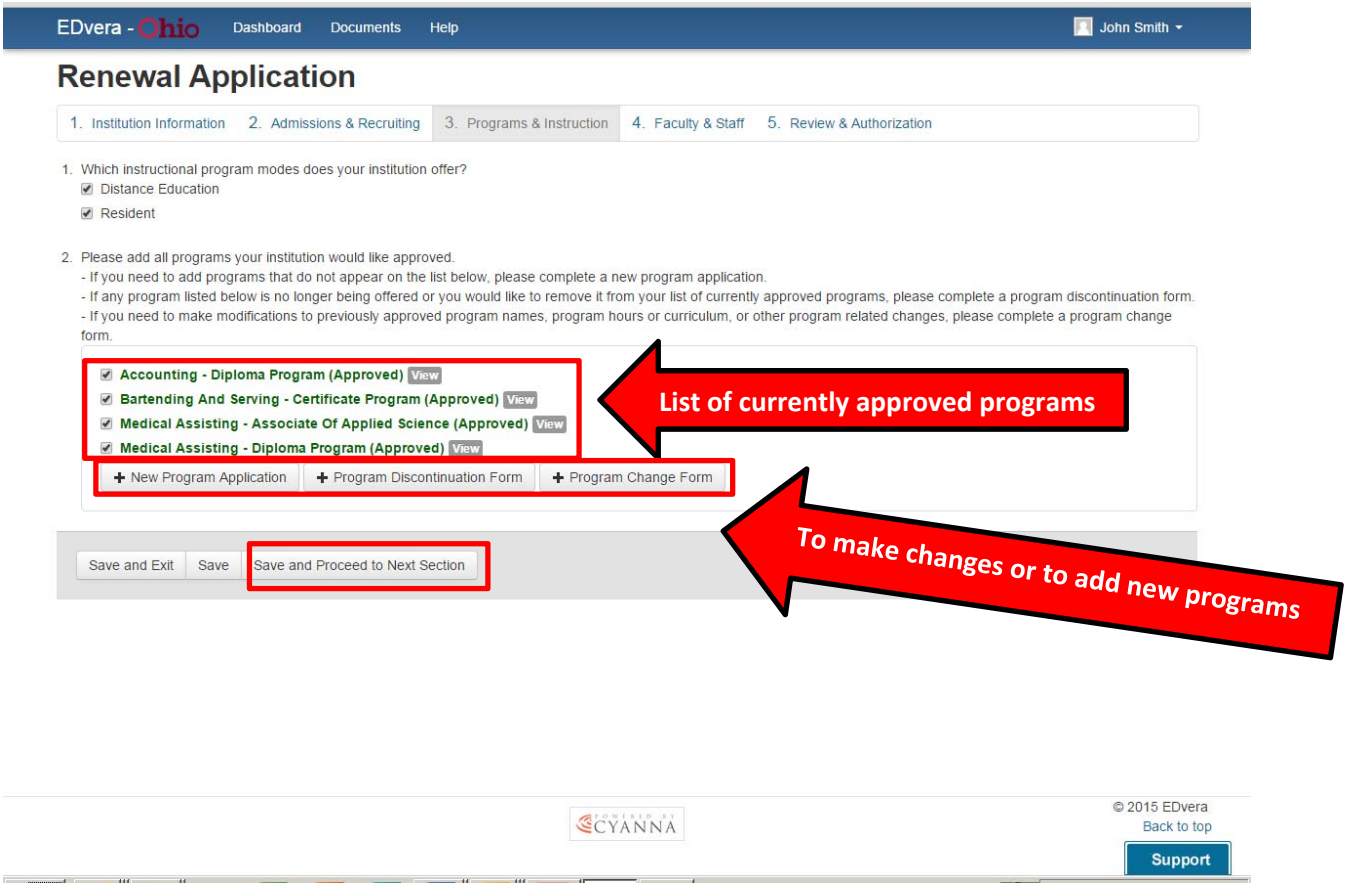


Renewal Application: Section 3: The programs and instruction section requires that you verify the currently approved programs at your school. On this page you should see two items. One item asks the types of programs you offered: Residential (on-site) and/or Distance Education. If the school offers both types of programs please check both boxes. Once the user has answered this question please click the "Save" button at the bottom of the page.

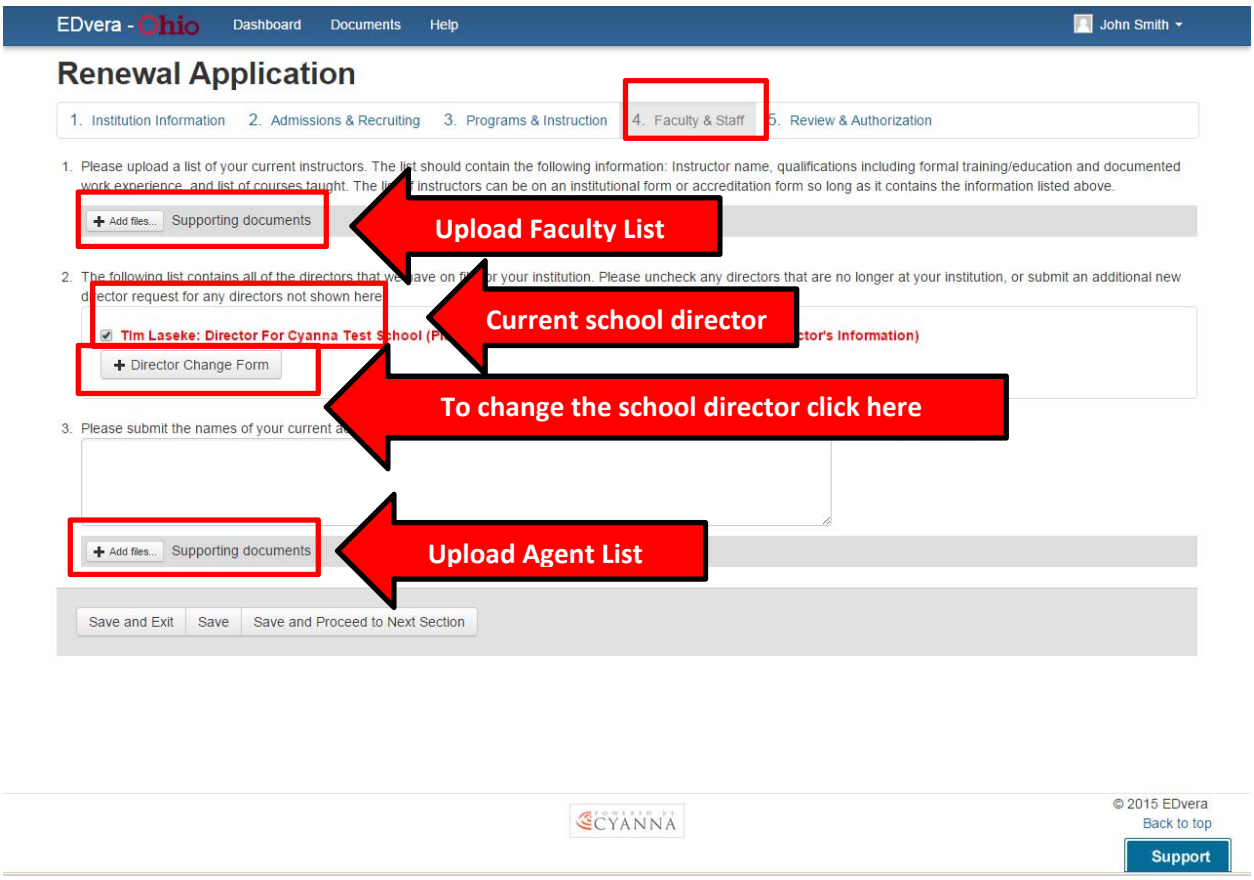


Renewal Application: Section 3 (Continued): Under question #2 you should see a list of programs. Programs that are currently approved should appear in the list under question #1 in green. If you have a program that is pending approval or is in some other status, it will appear in red. If you have any questions about the list of programs please contact the Board office. If you need to make any program changes please click on one of the boxes at the bottom of the program list. To change a program name or make any change to currently approved programs please complete the Program Change Form. If you have discontinued offering a program and no longer want to have it approved, please complete the Program Discontinuation Form. To request approval for any new programs please complete the New Program Application.

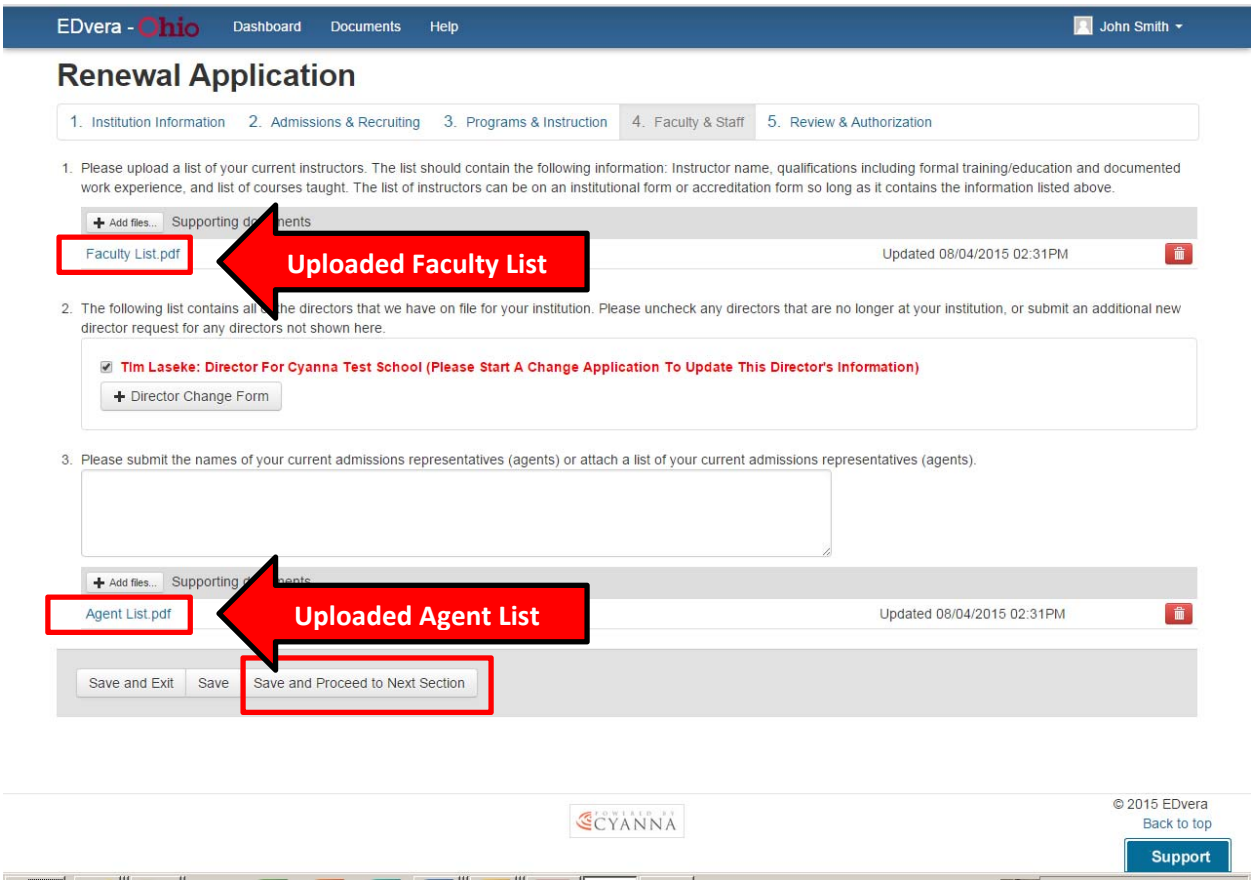
Once this section has been completed, the user can click on "Save and Proceed to Next Section" at the bottom of the page. Please note that the user can also click on "Save" at any time while completing the document or "Save and Exit" which will take the user out of the Renewal Application and back to the Documents section.



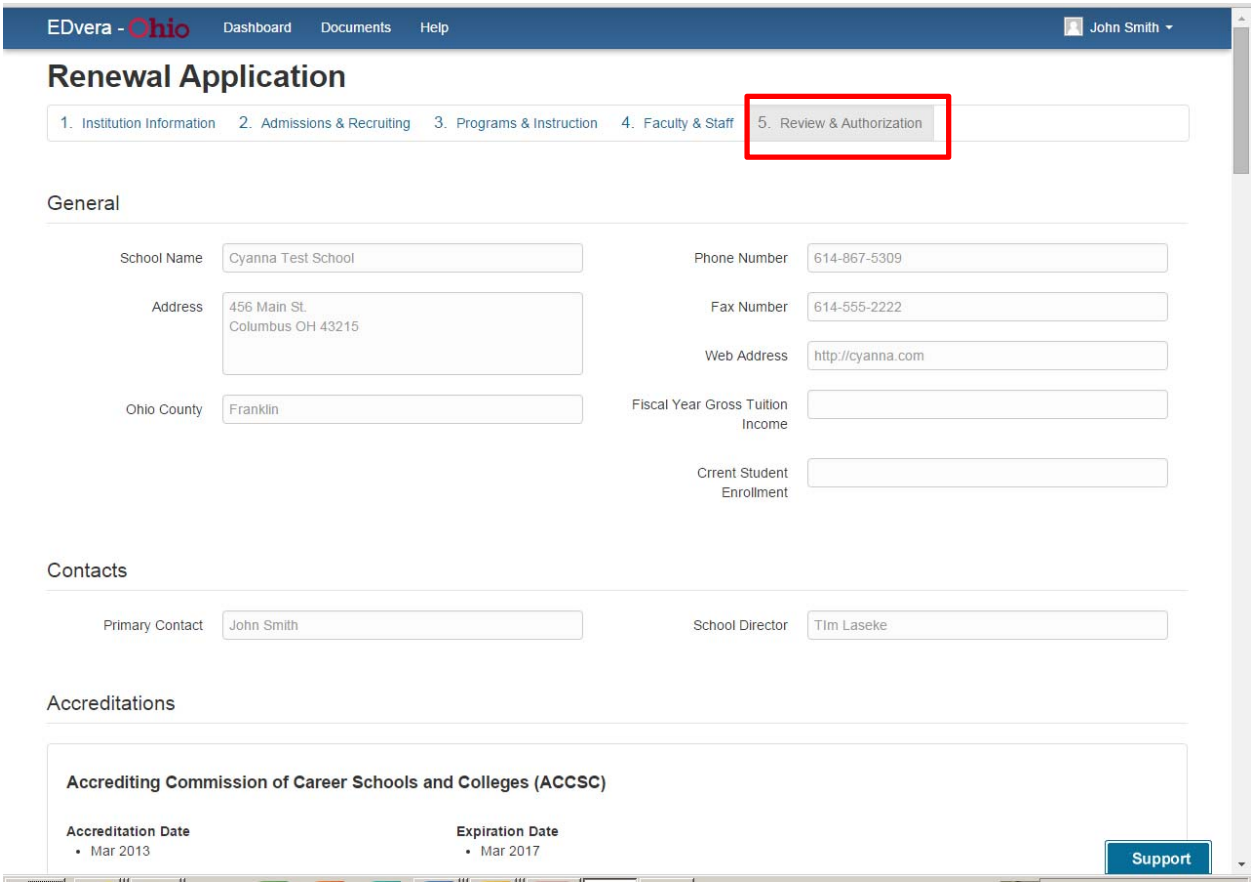
Renewal Application: Section 4: Section 4 requires that the user upload a list of current faculty, identify any current agents and verify the current school director. Please upload the lists of current faculty and agents as requested in questions 1 and 3. If the name of the current Director is incorrect, the user should click on the "Director Change Form" to submit information about the current school director.



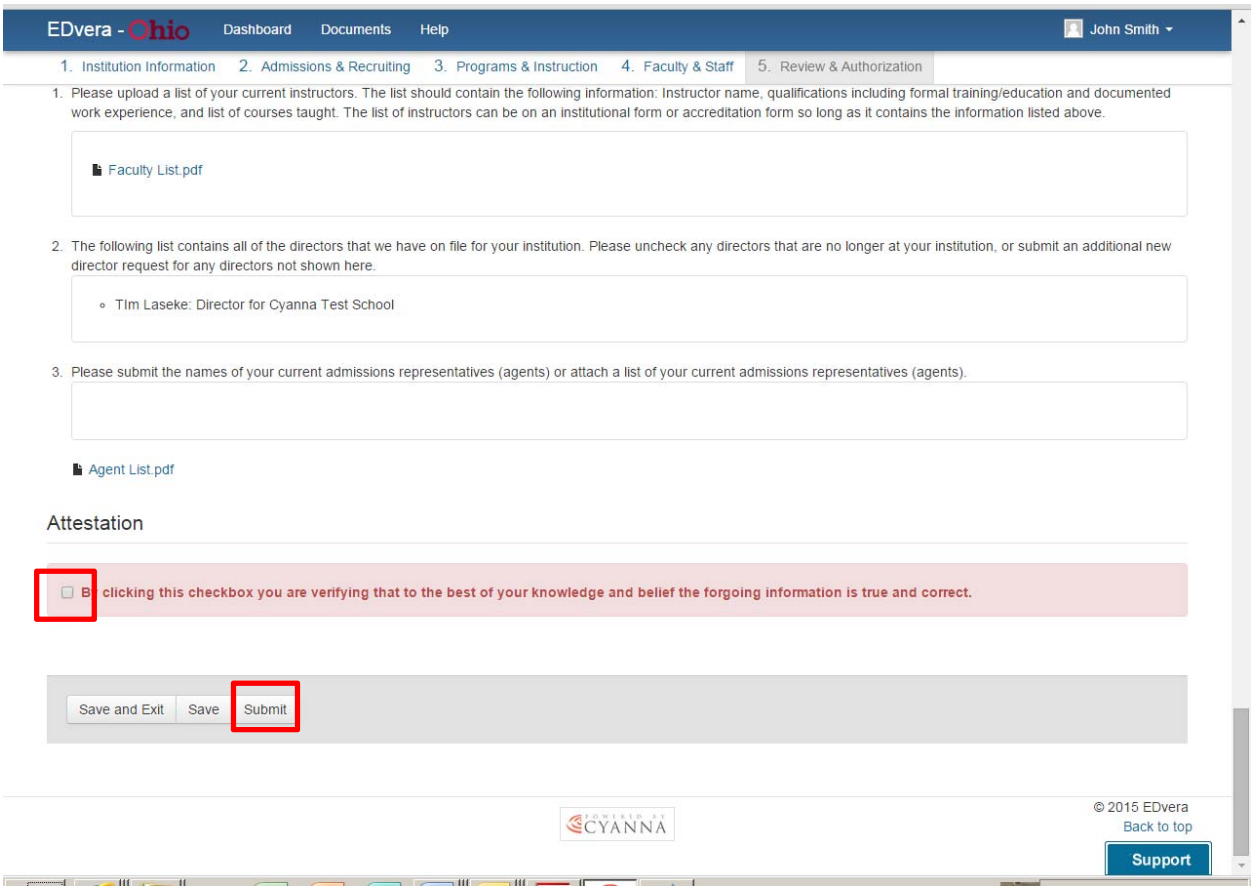
Renewal Application: Section 4 (Continued): When the requested faculty and agent information has been entered and the name of the current director listed is correct, the user should click on "Save and Proceed to the Next Section" which will take the user to Section #5: Review and Authorization.



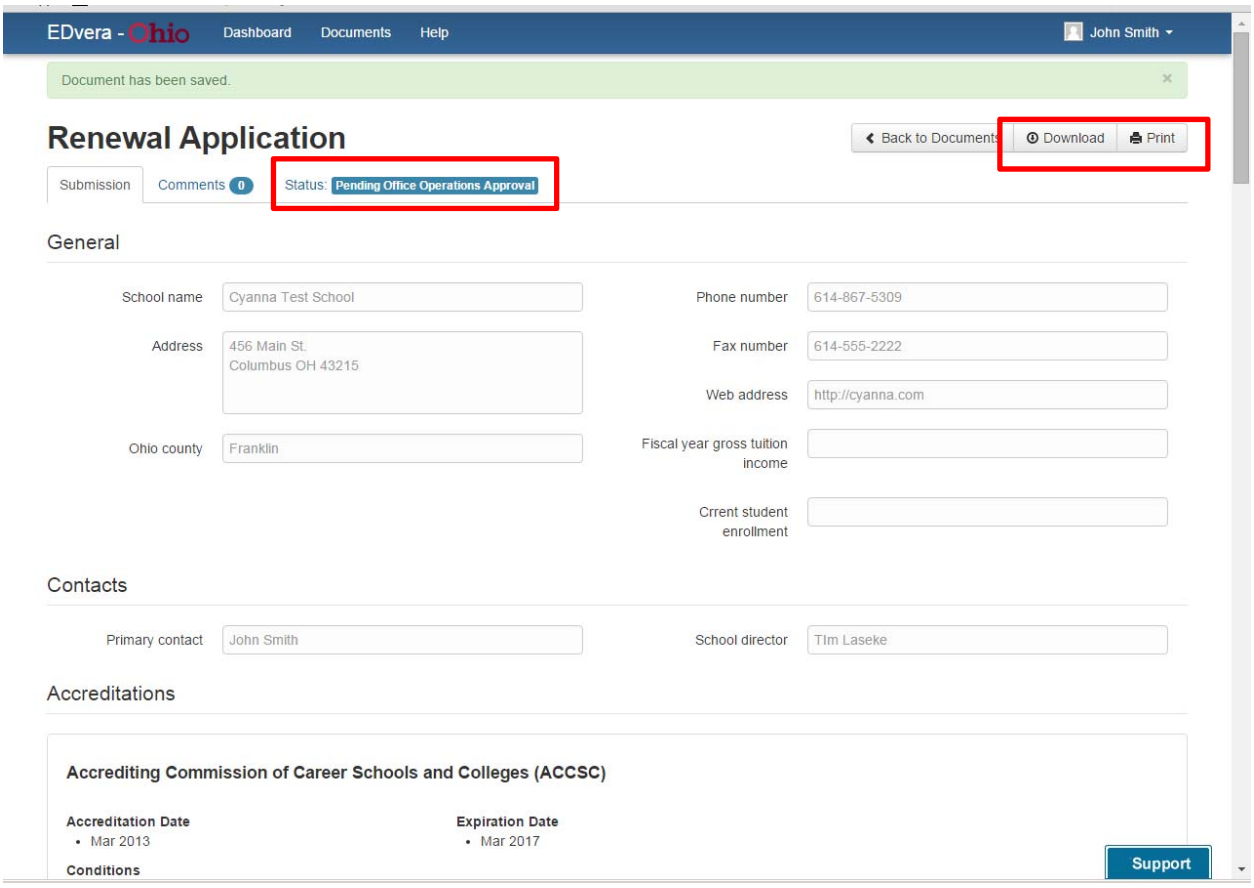
Renewal Application: Section 5: In Section #5 the user can review the information that has been previously entered into the Renewal Application.



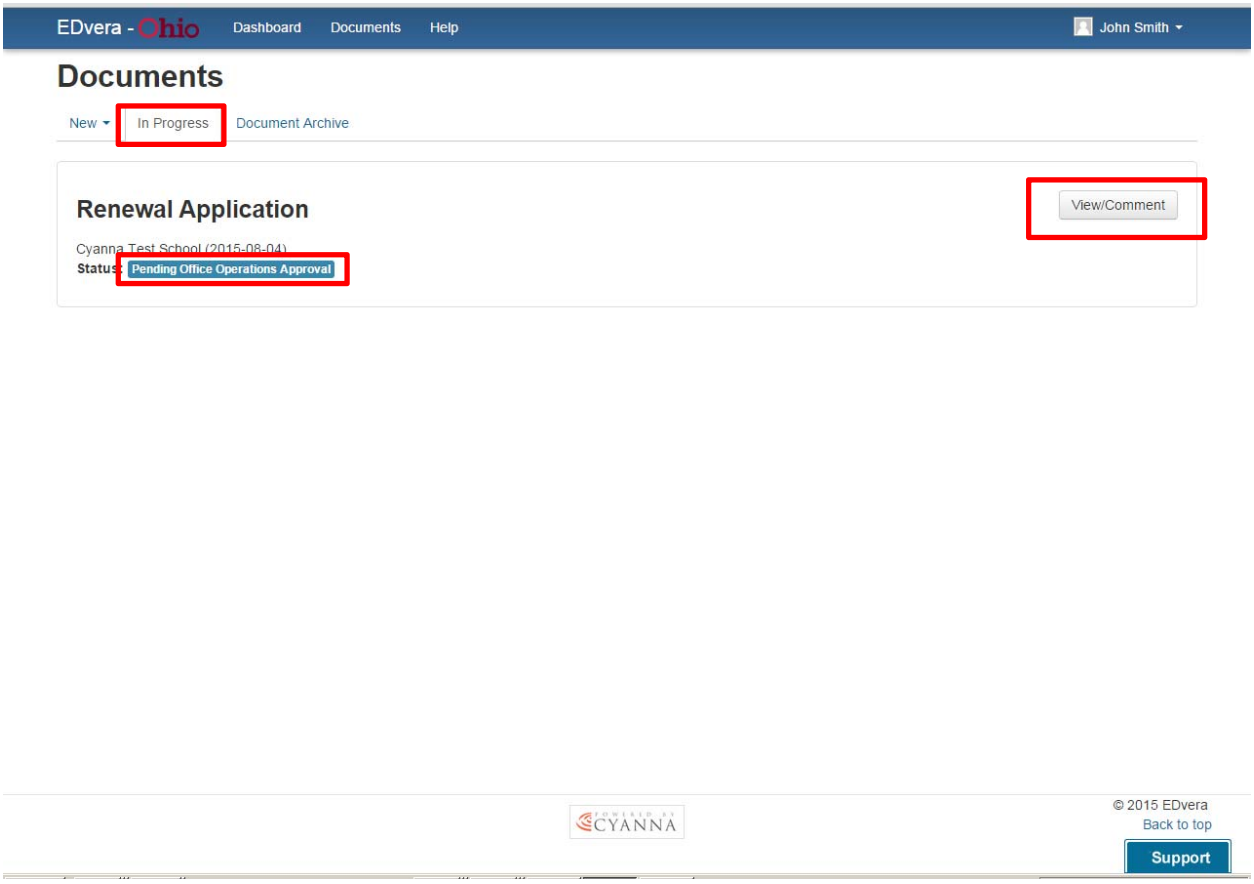
Renewal Application: Section 5 (Continued): Once the user has reviewed the information, the form is ready to be submitted. The user can click on the attestation at the bottom of the page and click "Submit" and the Renewal Application will be submitted to the SBCCS staff for review.



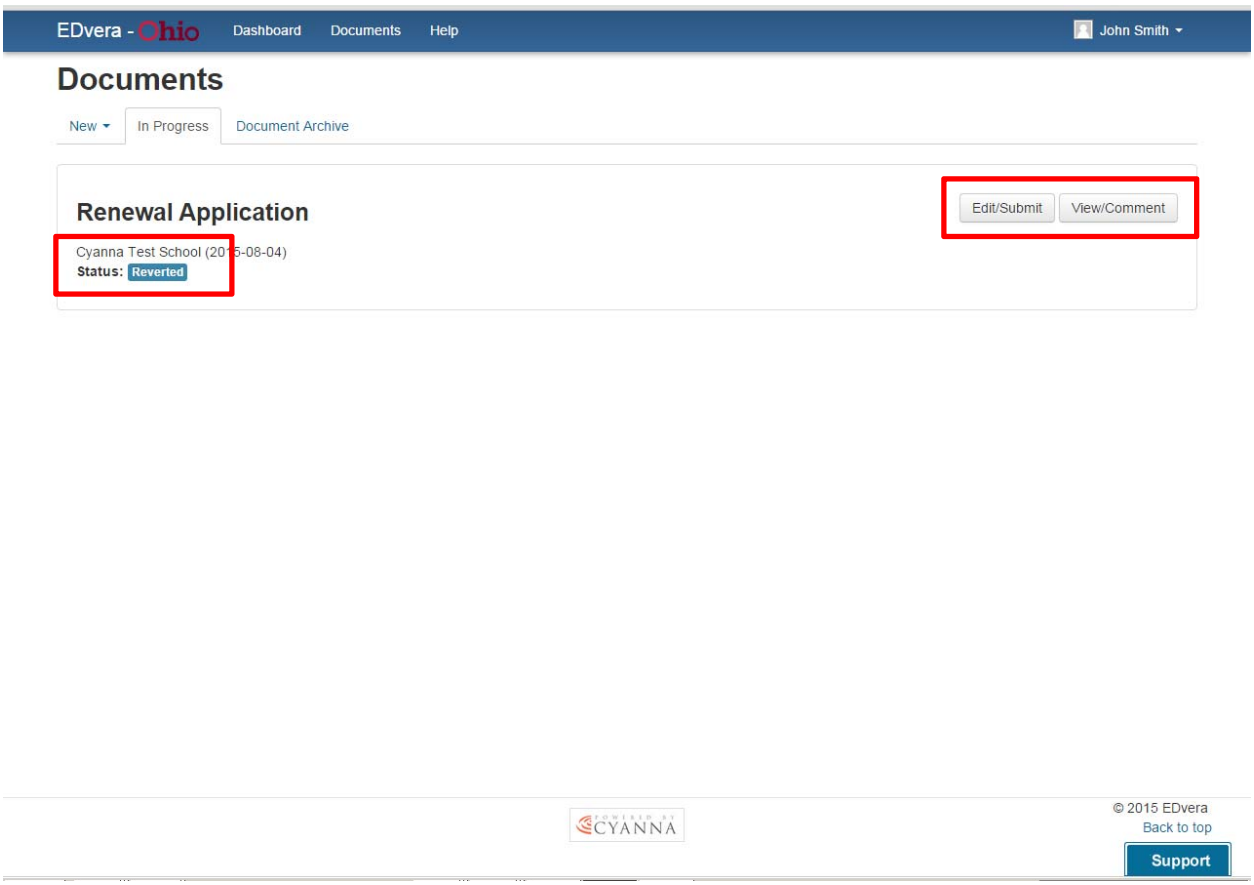
Renewal Application: Section 5 (Continued): Once the user has submitted the form it will be "Pending Office Operations Approval" (see below). The user can also print the form or download an electronic zip file of the Renewal Application on this page.



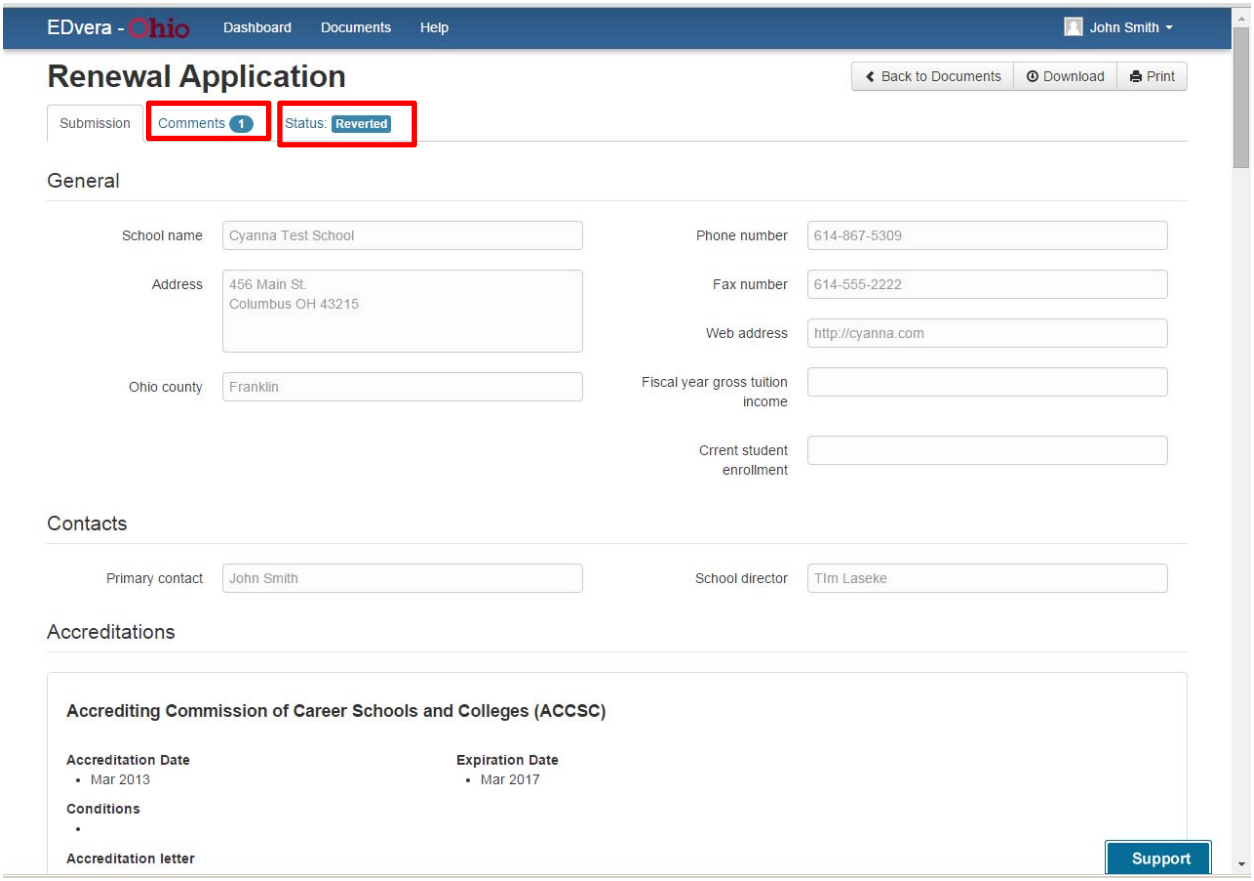
Renewal Application: Approval Process: When the user returns to the documents section they will now see the Renewal Application is "Pending Office Operations Approval". When the user has reached this point, the next step will be to wait until the documents that have been submitted are reviewed by the SBCCS office. Once the documents have been reviewed, the user will receive an email notice and you can log back into the system to assure that the forms have been accepted and/or to correct any errors or omissions. To review the submitted document click on the "View/Comment" box.



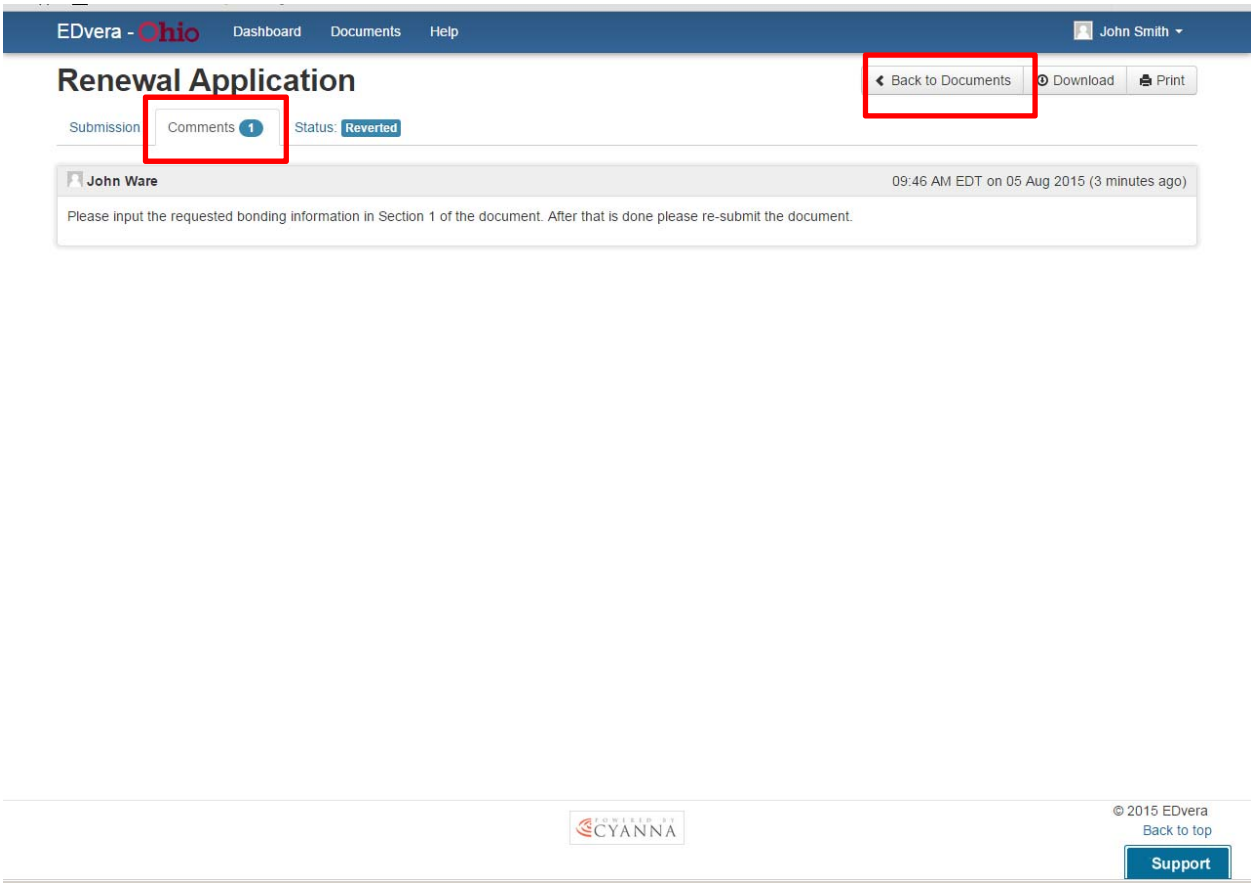
Renewal Application: Approval Process: After the forms have been reviewed by the SBCCS staff, the user can log back into the system and return to the Documents section to review pending documents. In the example below, the status of the Renewal Application has changed from "Pending Office Operations Approval" to "Reverted". When a document is in "Reverted" status, it means that the user needs to correct the reverted document. To make corrections, the user should first click on the "View/Comment" button to review any comments made by the SBCCS staff about the reverted document. To make changes to the reverted document, the user will need to click on the "Edit/Submit" button. In this example, the user will click on the "View/Comment" button.



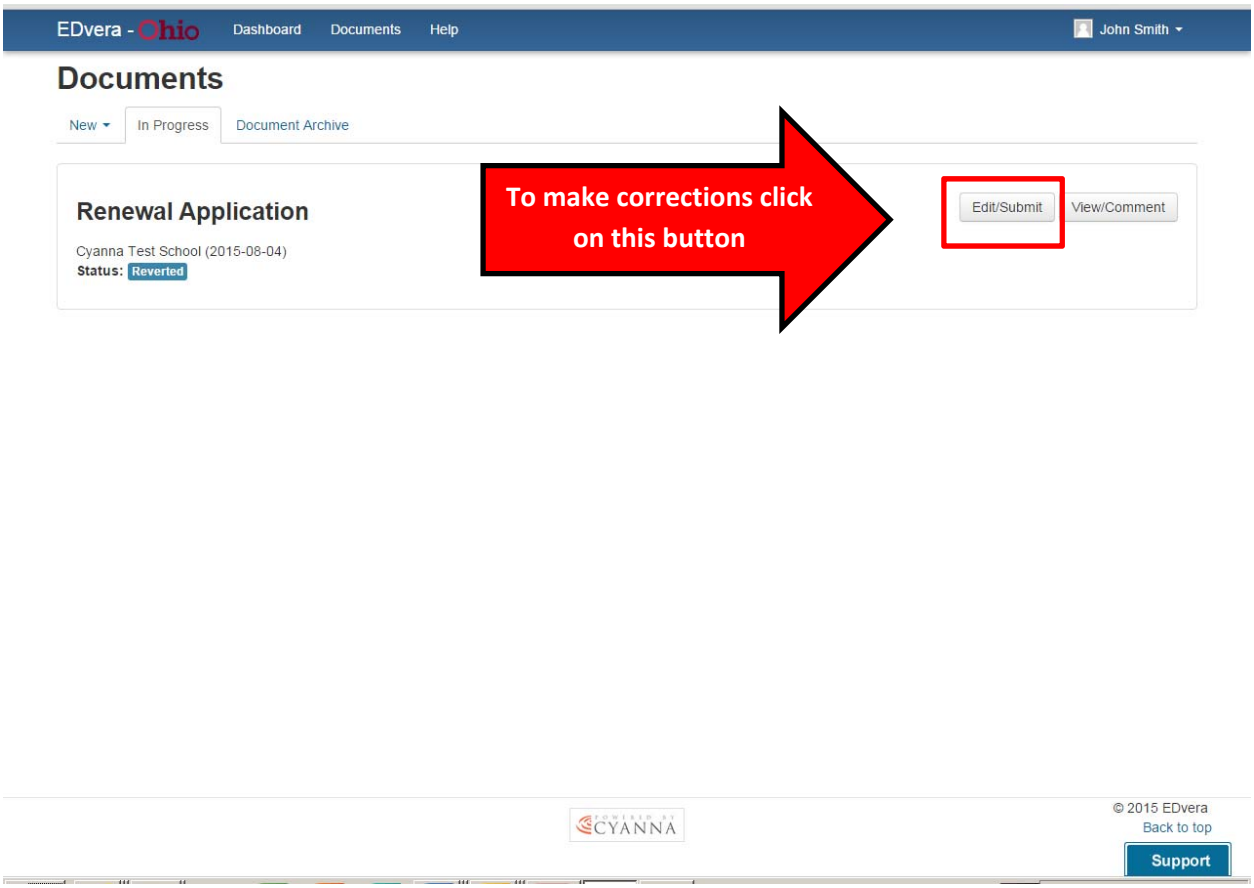
Renewal Application: Approval Process (Continued): When the user clicks on the "View Comment" button they will be returned to the currently pending Renewal Application. There are three tabs at the top of the form: "Submission", "Comments" and "Status". In the example below the user is currently looking at the "Submission" section which shows the information that has been submitted. [Note: No edits to the submission can be done in this section. The user must return to the previous page and select "Edit'/Submit" to edit the information.] In the "Comments" there is a "1" indicating that a comment has been made. To read the comment click on the "Comments" tab.



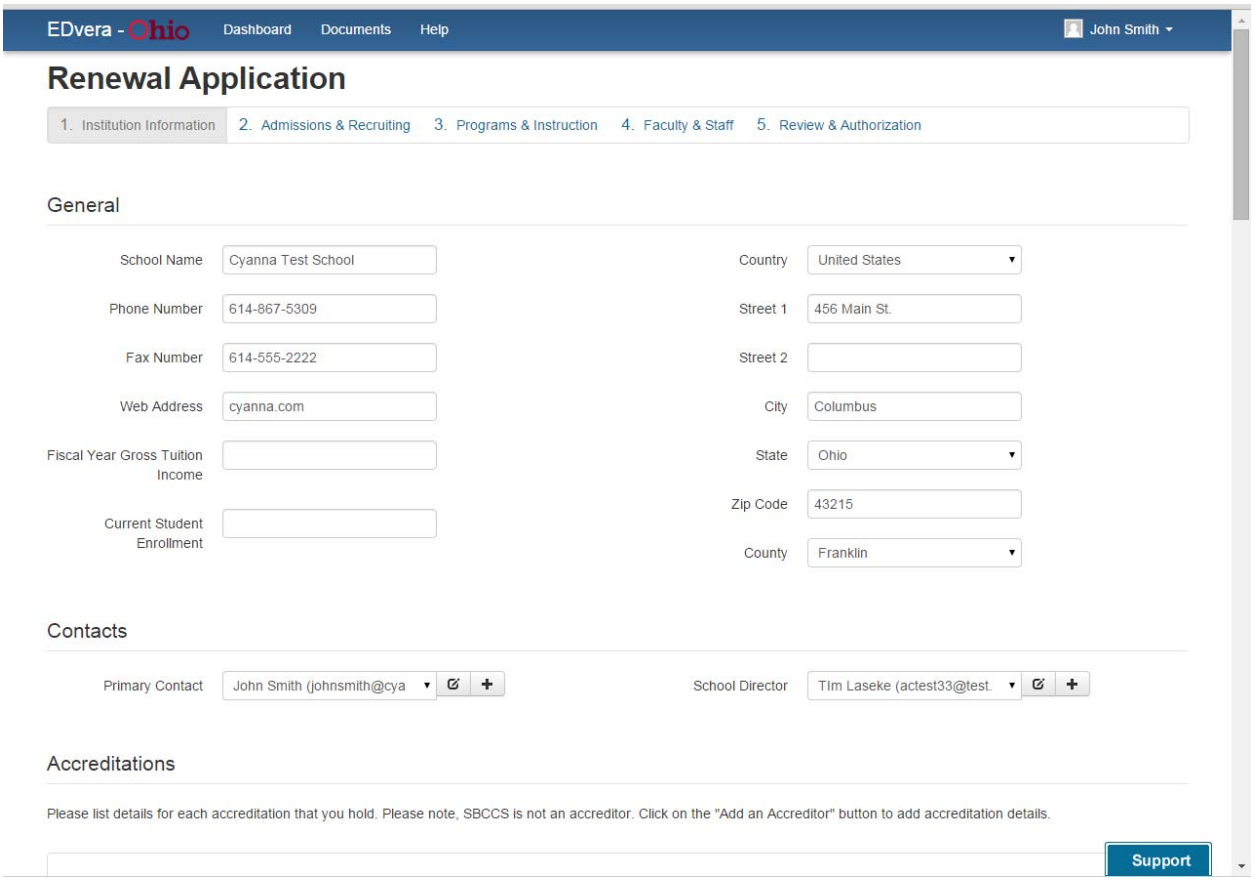
Renewal Application: Approval Process (Continued): When the user clicked the "Comments" tab they are brought to this page that shows the comment that was made. The comment below instructs the user as to what corrections need to be made to this document. In order to make the corrections the user will need to return to the "Documents" section.



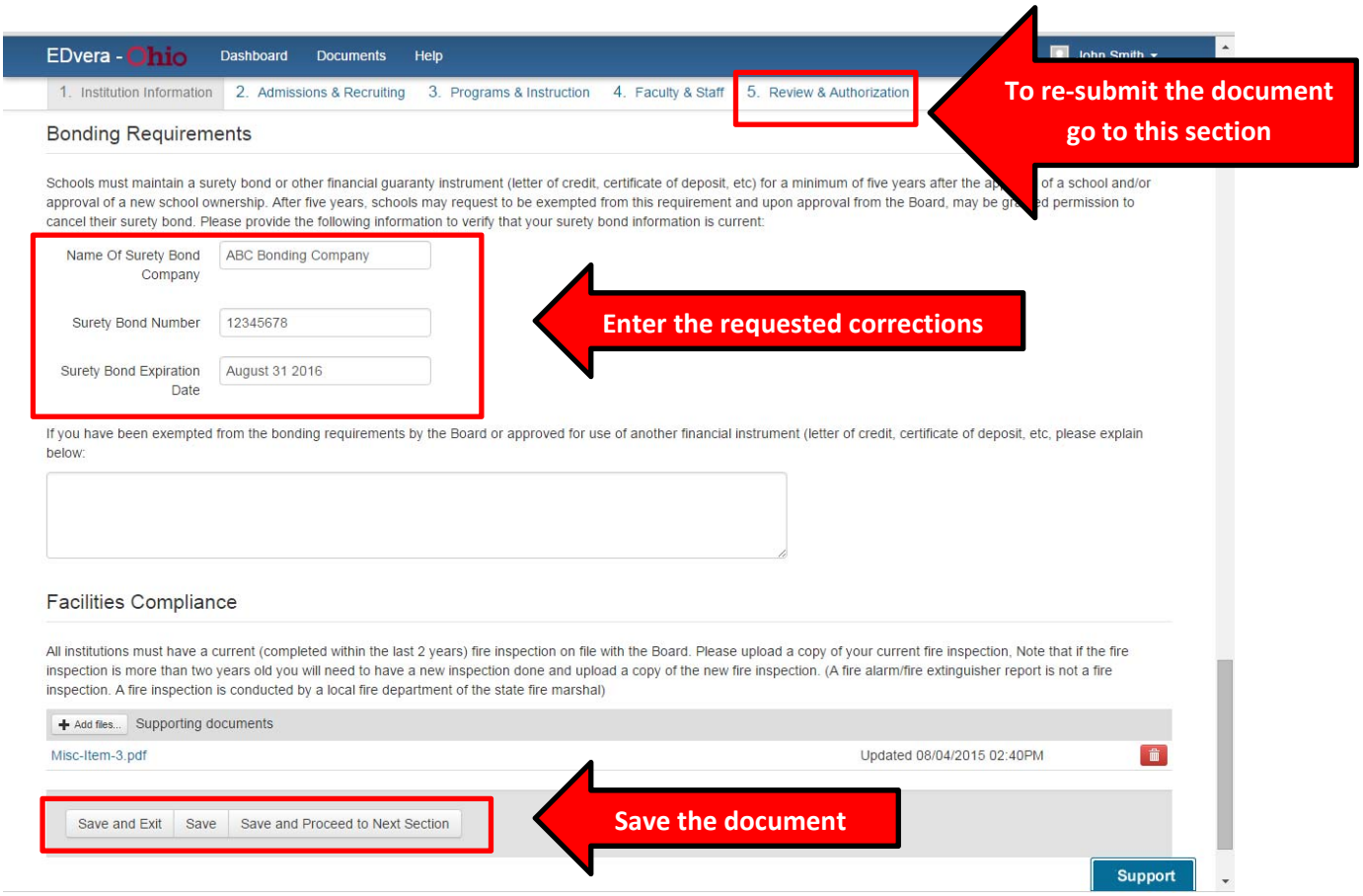
Renewal Application: Approval Process (Continued): To make corrections to any document the user needs to click on the "Edit/Submit" button next to the form. Note that only documents that need corrections have an "Edit/Submit" button. In the example below, the user will click on "Edit/Submit" to make corrections to the Renewal Application.



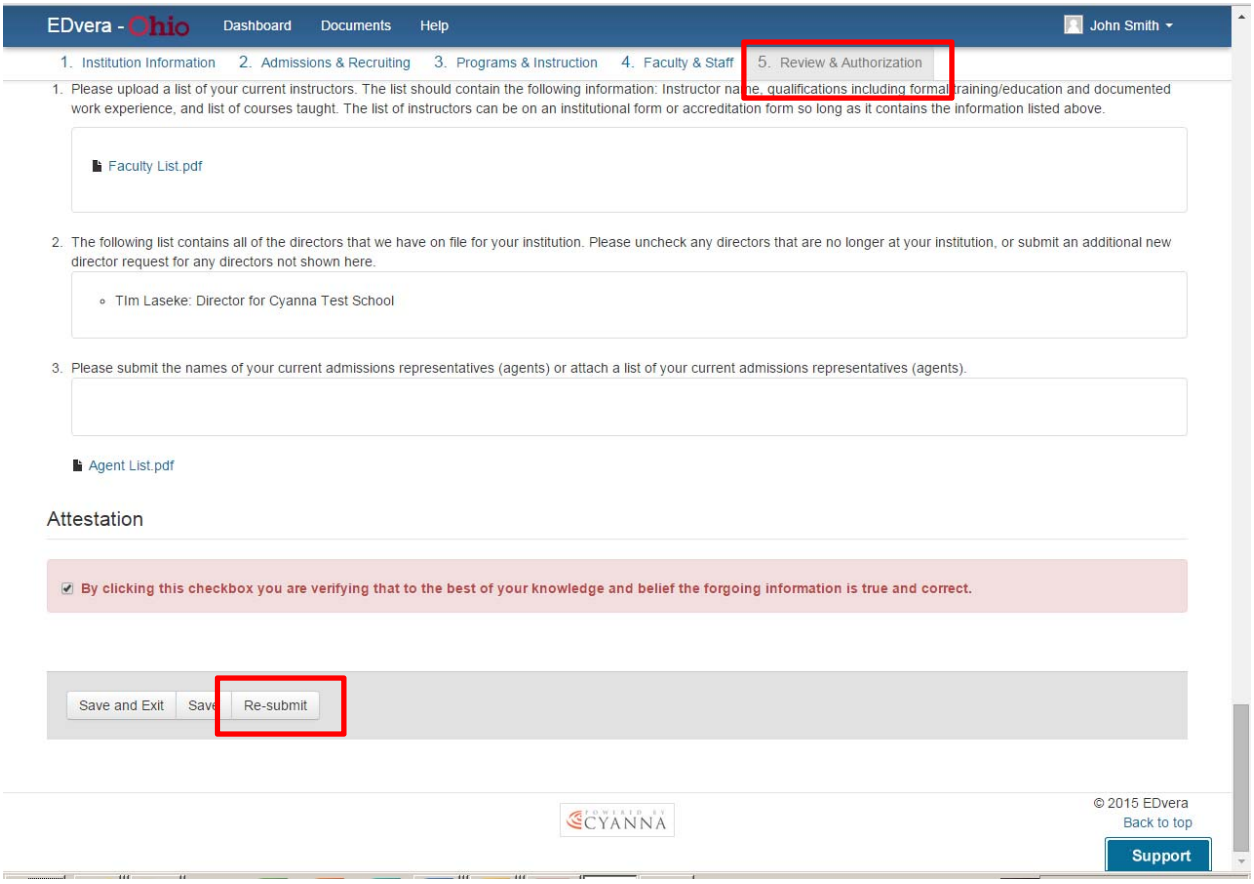
Renewal Application: Approval Process (Continued): When the user clicked on "Edit/Submit" for the Renewal Application they are brought back to the currently pending document which can now be edited or corrected based upon the comments that the user previously viewed.



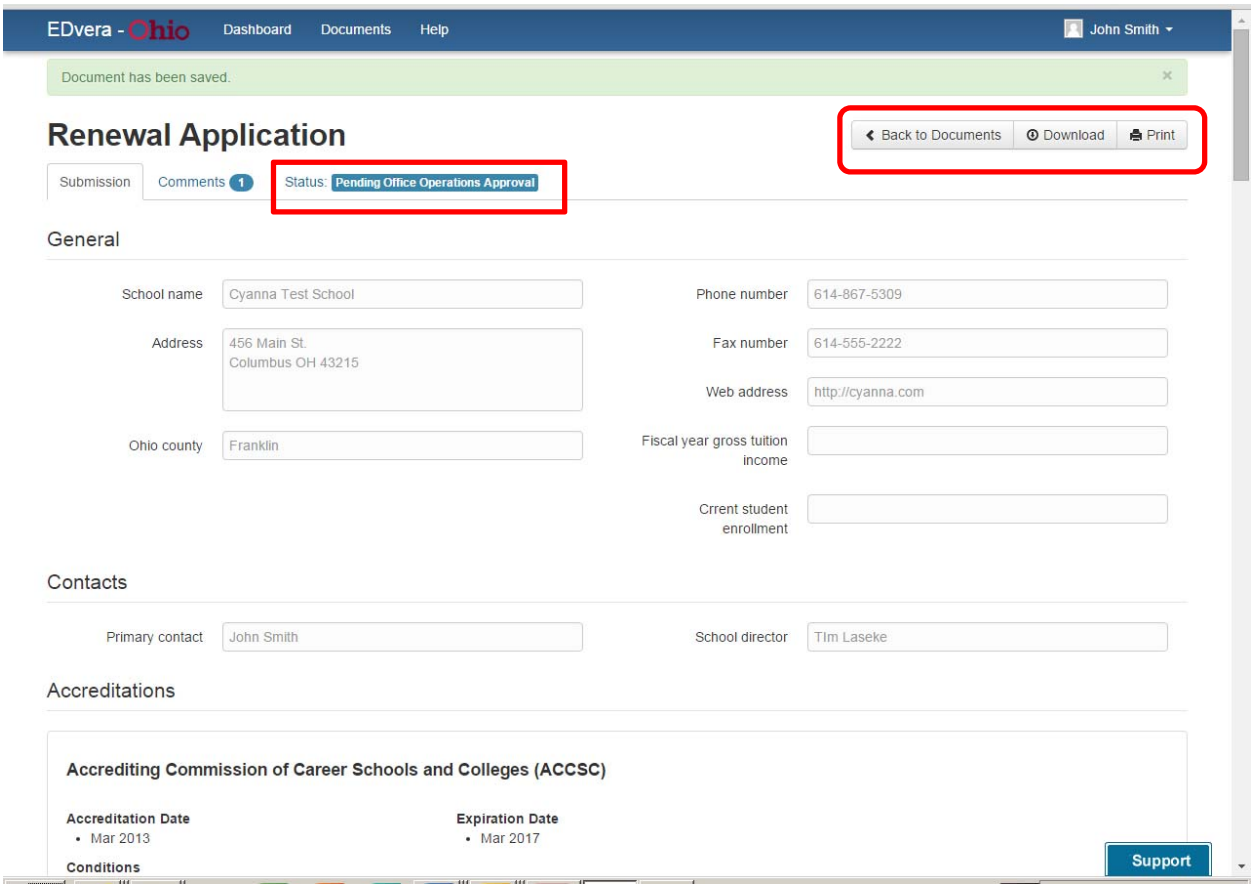
Renewal Application: Approval Process (Continued): Scrolling down in the document the user can make the corrections to the surety bond information that was requested in the previously viewed Comment. After the corrections are made the user should make sure to save the document again using one of the save buttons at the bottom of the document. If the user needs to make corrections in other sections of the document they can click "Save and Proceed to Next Section" which will send the user to Section 2 (Admissions & Recruiting) of the document. If, as in this case, no other corrections are needed the user can click "Save" and then click Section 5 "Review and Authorization" to go to the end of the document and re-submit it for review.



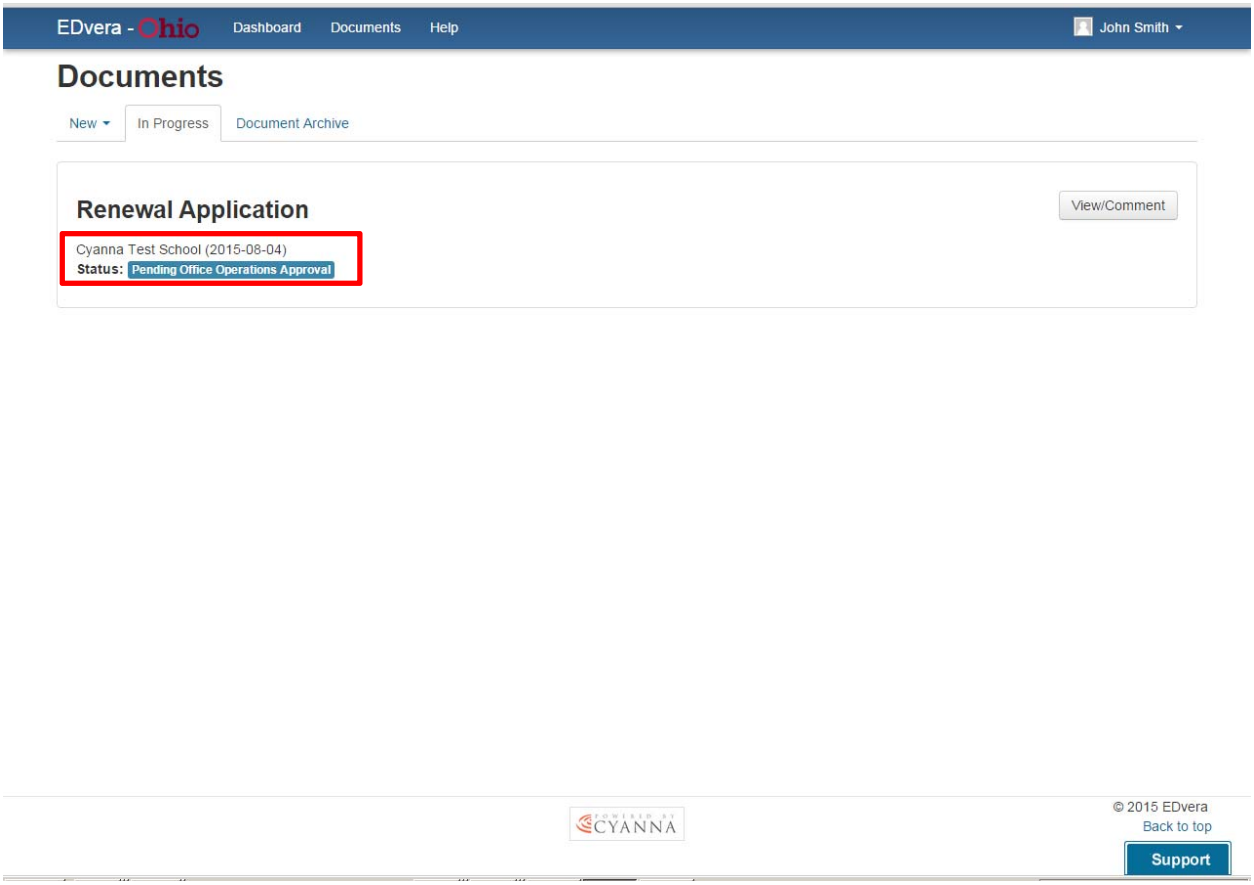
Renewal Application: Approval Process (Continued): In the Review and Authorization section the user can review the Renewal Application including any changes that were made. Once the user has reviewed the information, the user should scroll to the bottom of the page and click on "Re-Submit". [The user can also click on "Save" or "Save and Exit" if they are not ready to re-submit.]



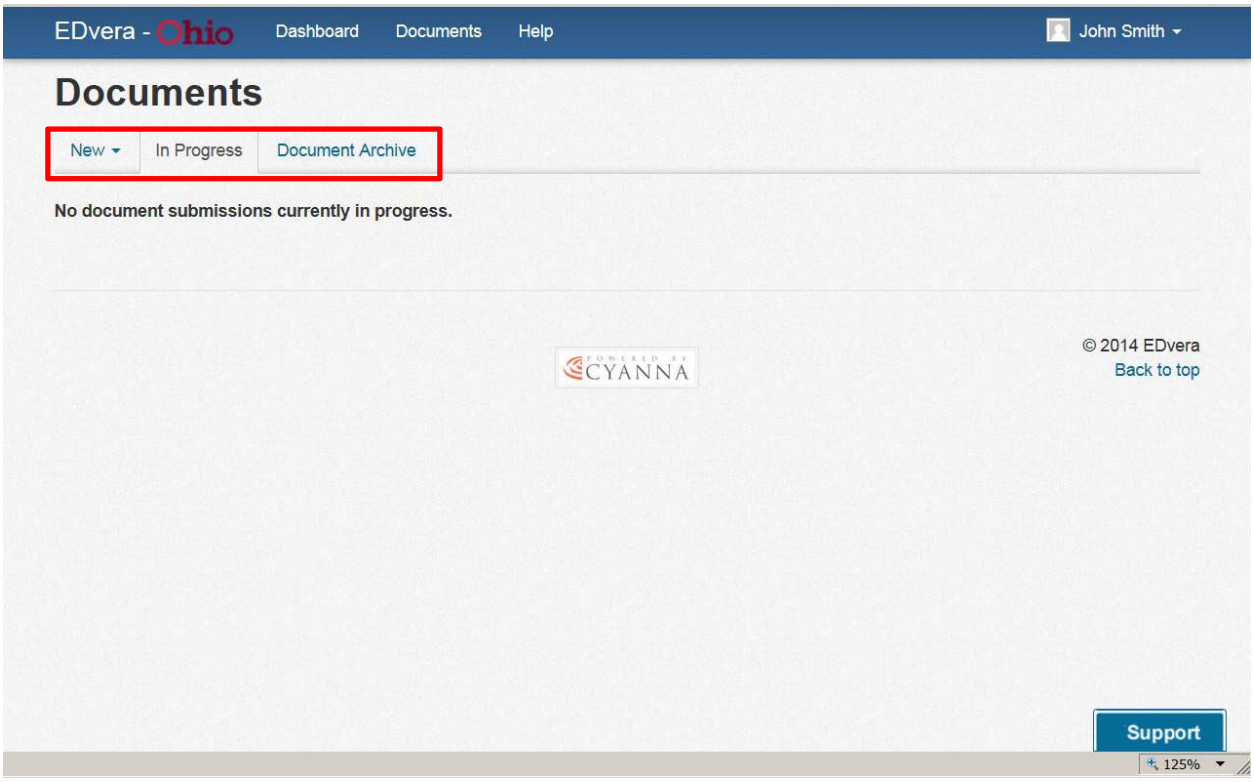
Renewal Application: Approval Process (Continued): When the user clicked on "Re-Submit" they are taken back to the page below that shows that the Renewal Application is now "Pending Office Operations Approval" again. The user can return to correct the remaining documents by clicking on the "Documents" tab at the top of the page.



Renewal Application: Approval Process (Continued): When the user returns to the documents section, the user will now see the status of the Renewal Application is once again "Pending Office Operations Approval". The Renewal Application will be reviewed again by SBCCS staff. If additional corrections are needed, the document will be reverted to the user again. If no additional corrections are necessary, the document will be approved at the staff level.



Renewal Application: Final Steps: Once the user has made all the necessary corrections and all the Renewal Application has been approved by the SBCCS staff, the Renewal Application process is now complete and the user will no longer see the document under the "In Progress" tab of the Documents section. To review the approved Renewal Application the user will need to click on the "Document Archive" tab.



Renewal Application: Final Steps: Once the Renewal Application is complete and approved by the SBCCS staff, the school will be contacted to schedule a site visit. (Please see the information below concerning the site visit). After the site visit has been completed the application will go before the State Board of Career Colleges and Schools during a public meeting for final approval. Once the State Board formally approves the Renewal Application, the school will be issued an updated certificate of registration and program authorization.

CERTIFICATE OF REGISTRATION RENEWAL
SITE VISIT PREPARATION

The following list identifies documents, data, and school functions that will be reviewed during your school's upcoming renewal site visit with your consultant/evaluator. This listing is not exhaustive and other documents/data may be requested for review.

Please set aside a study room where the consultant can go over the material. In addition, make sure that key administrators (School Director, Admissions Officer, Financial Aid Director, etc.) are available for questions.

Please have the following materials, information, and documentation available for examination during the renewal visit:

1. Current school catalog and student enrollment agreement.

2. Faculty personnel files containing educational background, work experience, college transcripts, instructional assignments, continuing education training history, evaluations, etc.

3. Current master schedule showing who is teaching what to whom, what hour and in what classroom, together with student enrollment in each class.

4. Ten (10) randomly selected student files including:
    a. current students
    b. graduates
    c. students who have withdrawn

5. Completed and compiled student surveys.

6. All course outlines and syllabi.

7. Samples of student schedules.

8. Minutes of meetings with faculty and staff.

9. Placement data for graduating students over the last two years.

10. Current enrollment, graduation, and attrition data by program.

11. Copies of all recruiting materials, including promotional materials such as brochures, flyers, newspaper advertisements, direct mail, yellow pages, etc.

12. Copies of agent licenses and agent personnel files (if school employs agents).

13. Listing of Advisory Committee members for each degree program (if any) and minutes of meetings.

14. Names of person(s) responsible for providing academic leadership for programs and description of academic advisement plan and the names of academic advisors.

15. Sample of technical text books and other instructional materials used in both degree and non-degree programs.

16. Accrediting documentation (if any), including date and length of accreditation.

Notes