

# Data Verification 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 an 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](mailto:laura.essman@scr.state.oh.us) or 614-466-7833.



**SBCCS Authorization Management System**

**New User?**

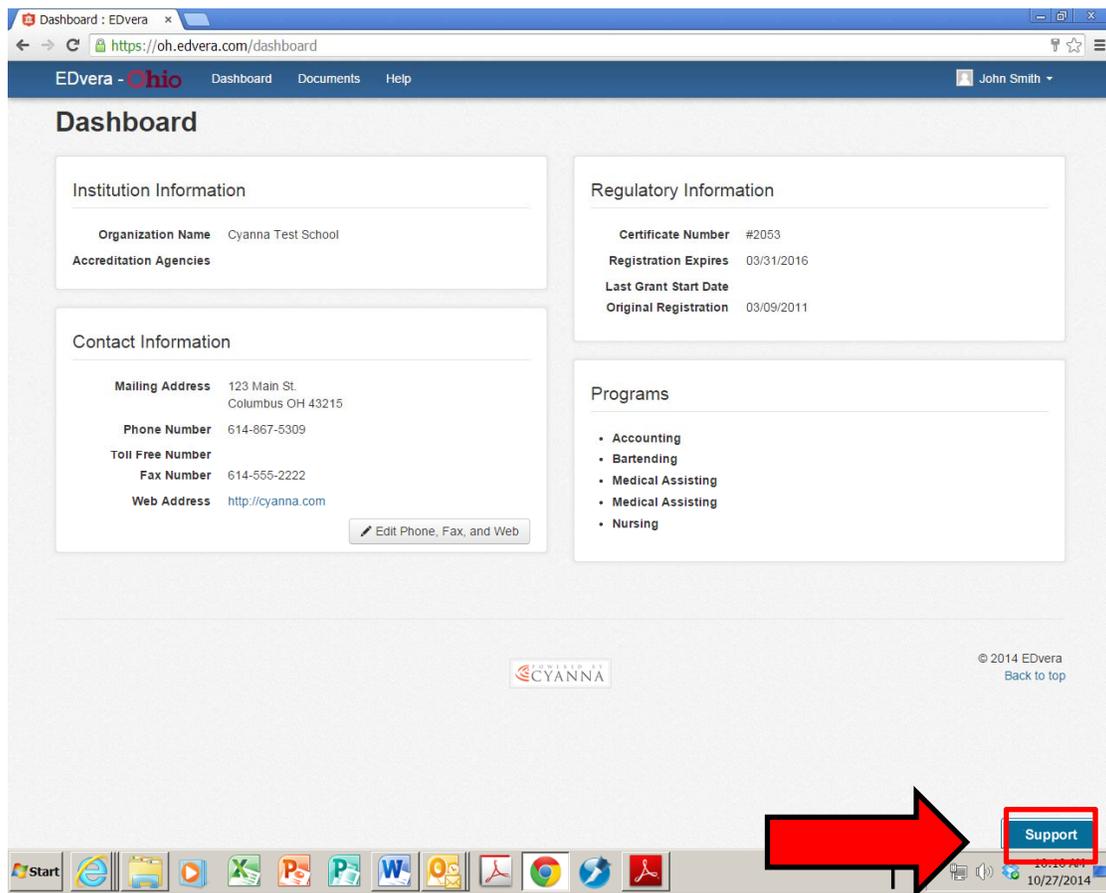
- Please include your name, email address, phone number, the institution(s) with whom you are requesting to be associated, and a brief description of your intended purpose, so that we can best assign your user roles.

Email

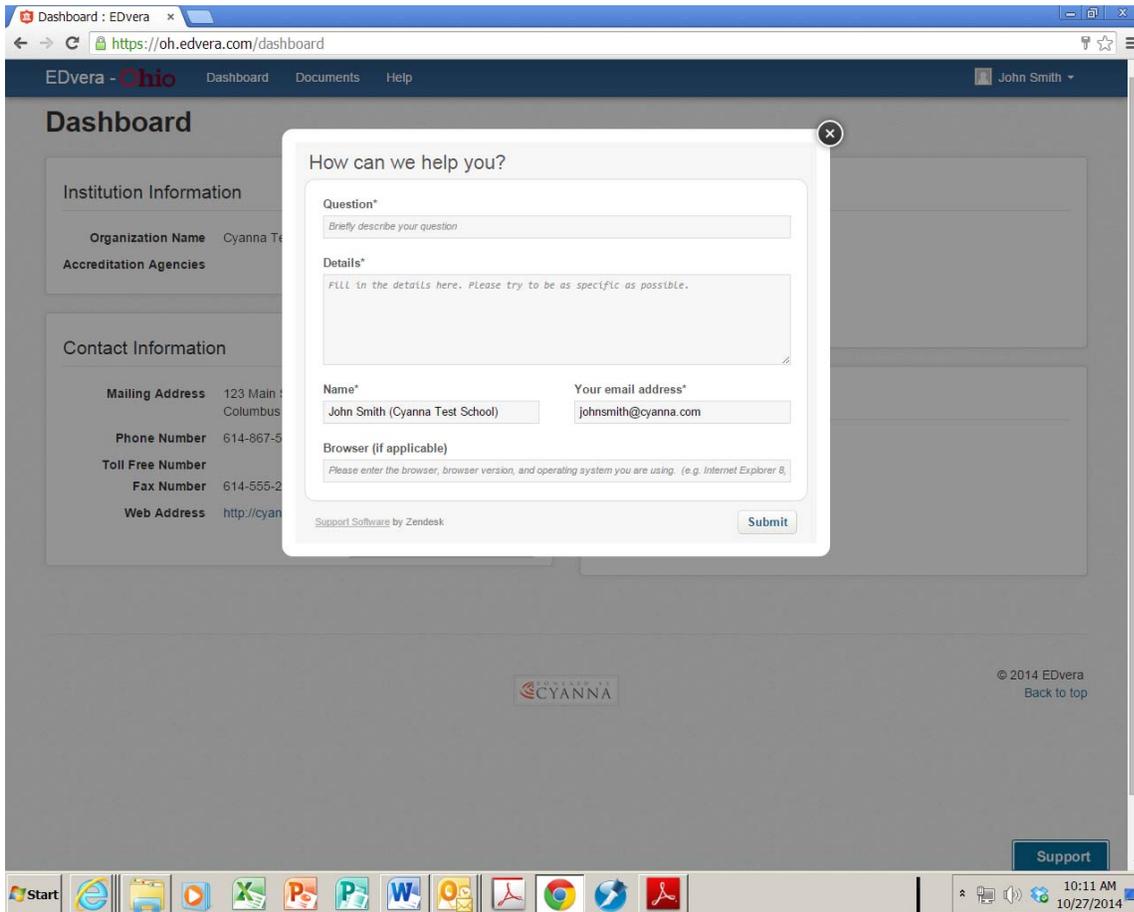
Password

Remember Me

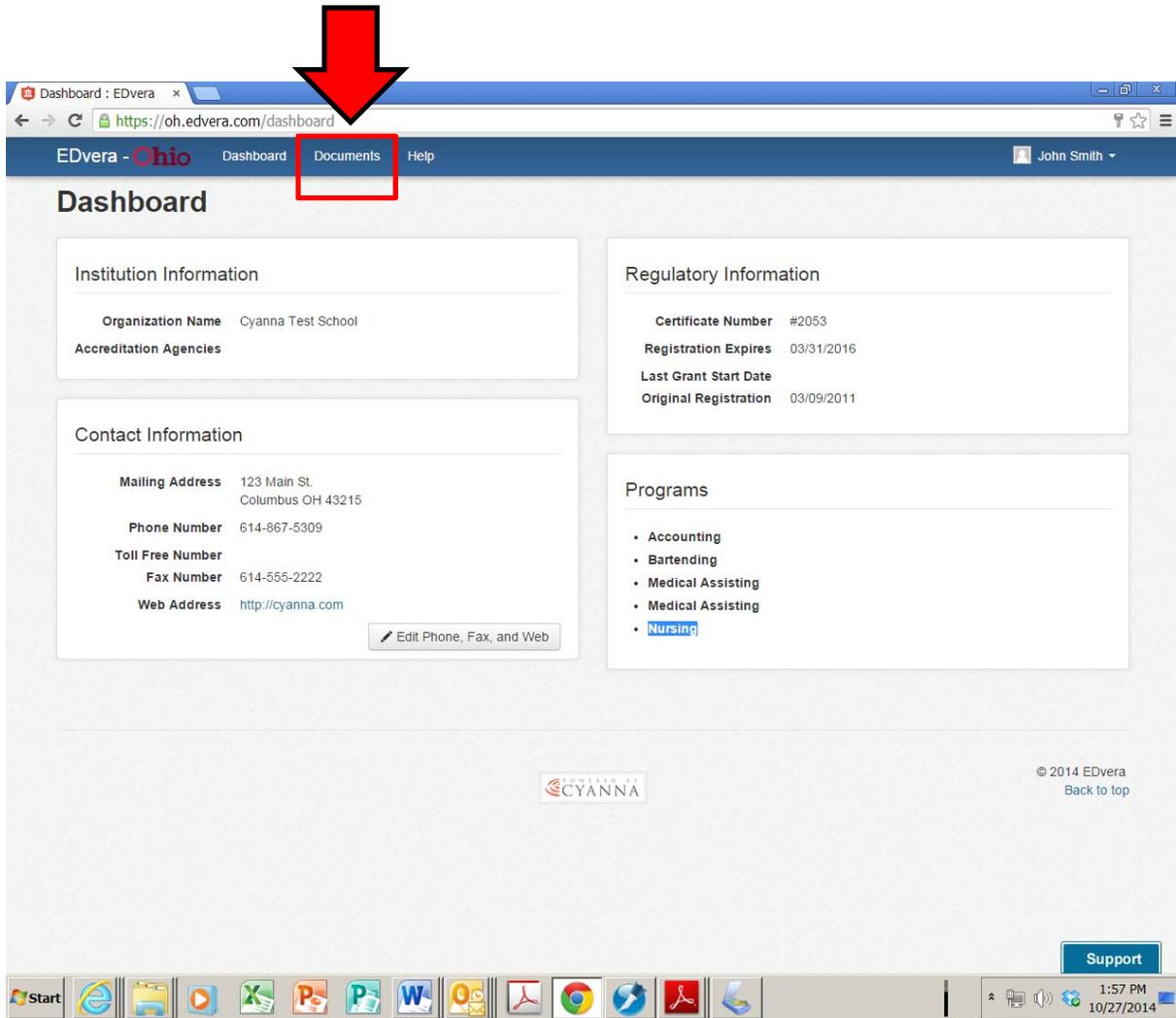
**Main Dashboard Screen:** This main dashboard screen contains general directory information about your school. Note that some information may be missing and/or incorrect and will be corrected during the data verification process. When you have technical problems with the system you can click on the “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).



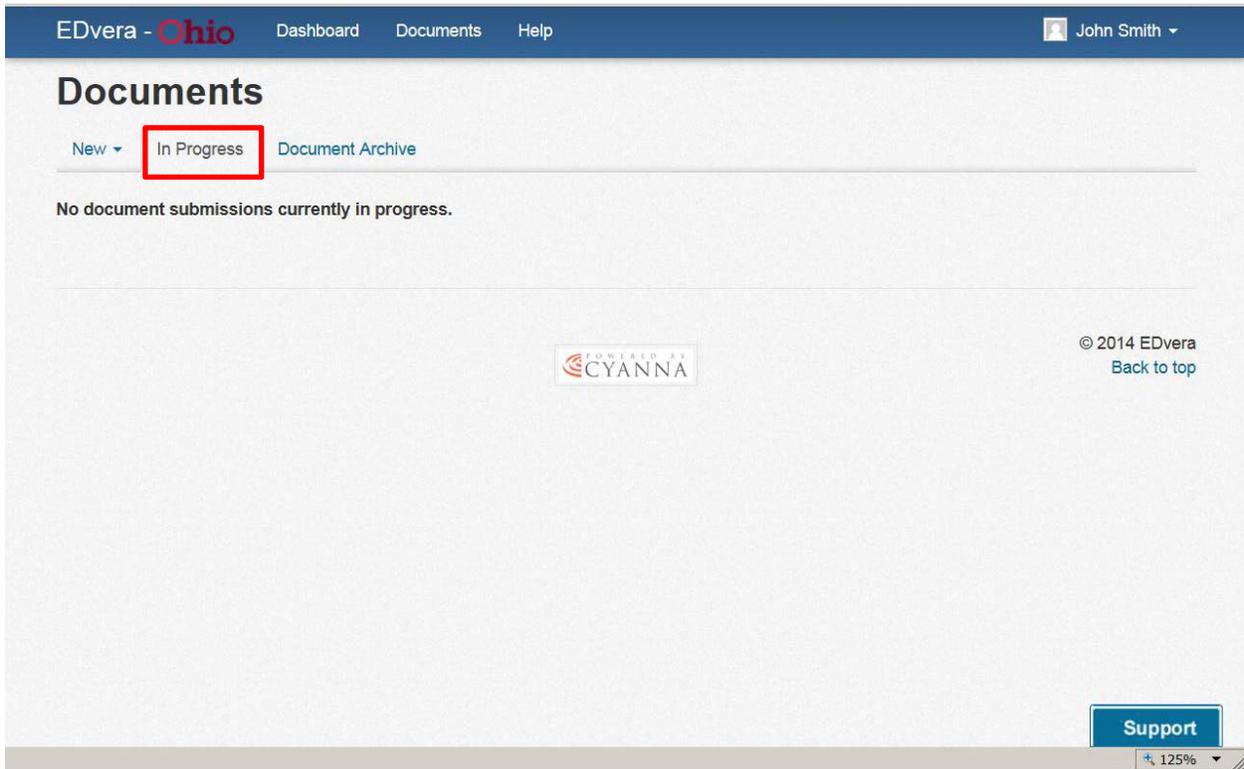
**System Support Screen:** Please fill in the requested information and you will be contacted via email to resolve your support issue.



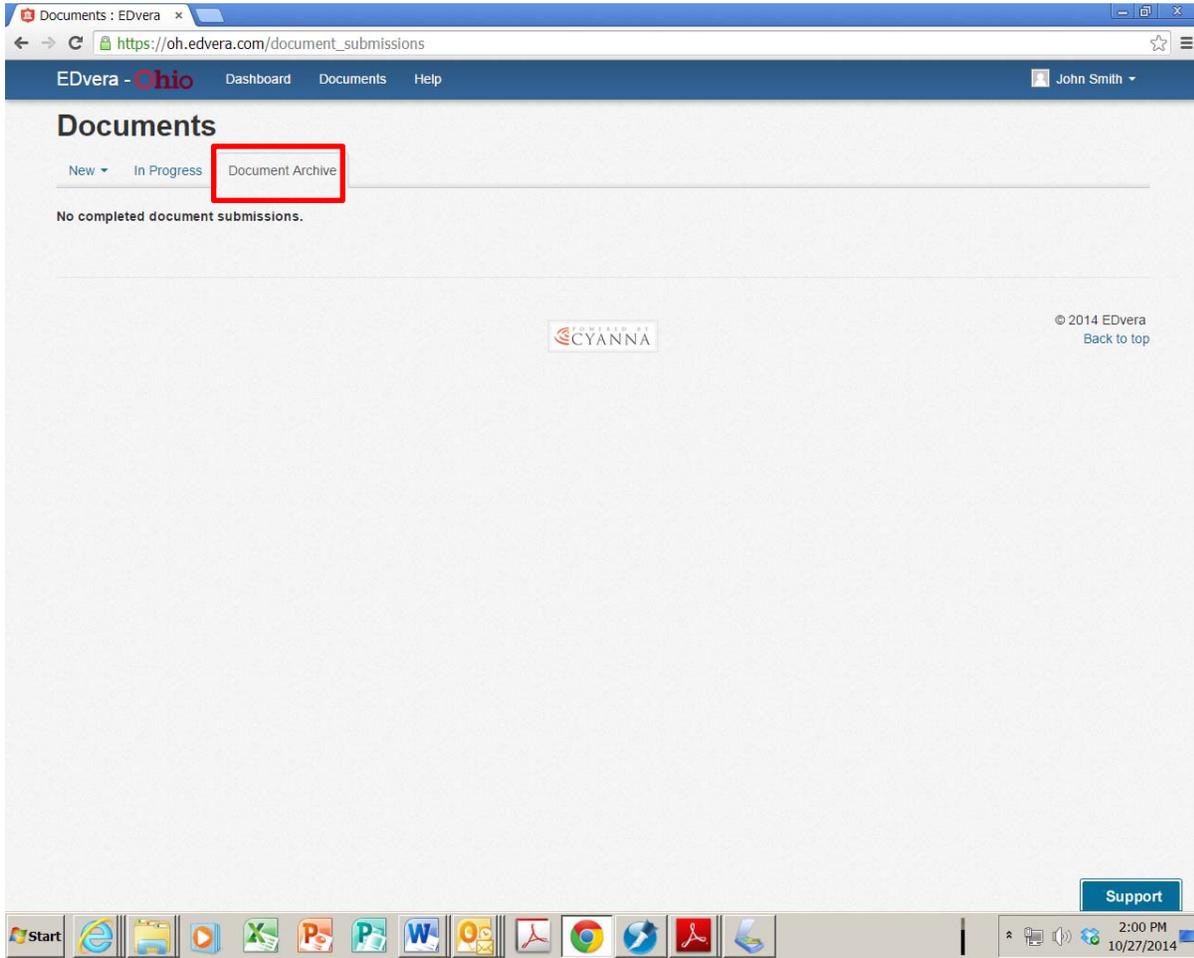
**Documents Tab:** The first step in completing the Data Verification and Annual Report documents is the click on the “Documents” tab.



**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 you may see some documents already in progress for your school). Under the “In Progress” heading you 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 you will see previously submitted documents that were completed and approved.



**Documents Tab (Continued):** The Documents tab also contains a heading for “New” documents. If you click on that heading you will see two choices: Annual Report or Data Verification Form. In the future you will see other options here including new program, school renewal, agent application, etc. For this example you should click on “Data Verification Form. [Note: You may already have a Data Verification Form listed in your Documents under the “In Progress” heading. You can also begin the Data Verification process by going to that document and clicking on Edit/Submit]

EDvera - Ohio Dashboard Documents Help John Smith

## Documents

New In Progress Document Archive

Annual Report currently in progress.

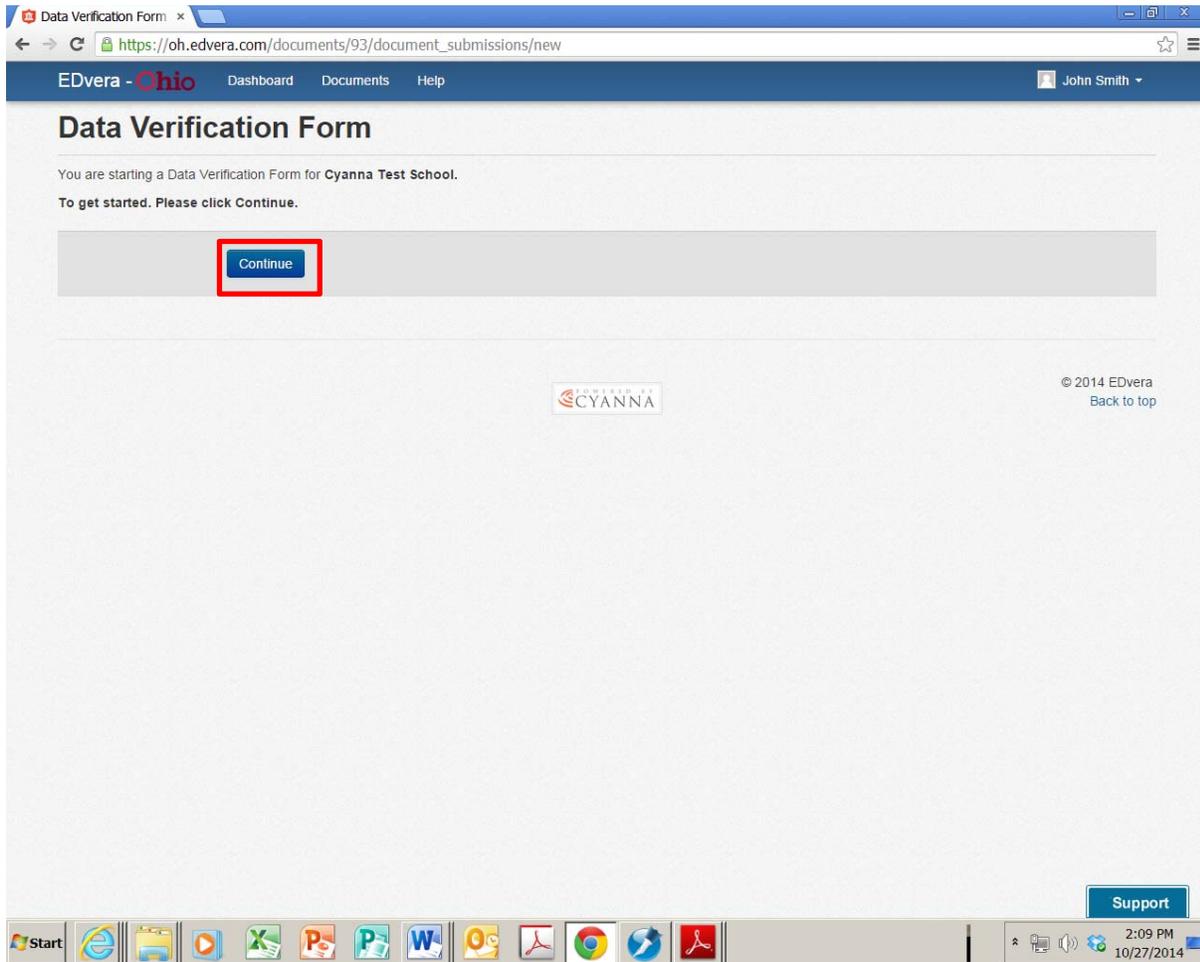
Data Verification Form

© 2014 EDvera Back to top

Support

https://oh.edvera.com/documents/93/document\_submissions/new 125%

**Data Verification Form:** Once you have started the Data Verification form you will be brought to this page. Click on “Continue” to begin the process.



**Data Verification Form (Continued):** Once you have started the Data Verification form you will be brought to this page. Please note that there are five (5) parts to the Data Verification Form 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

**Data Verification Form: Section 1:** Institutional Information: Please review and complete the information in Part 1 of the Data Verification Form. Please note that you will need to scroll down the page to complete all of the information.

Data Verification Form

1. Institution Information 2. Admissions & Recruiting 3. Programs & Instruction 4. Faculty & Staff 5. Review & Authorization

Five Sections

General

School Name: Cyanna Test School Country: United States

Phone Number: 614-867-5309 Street 1: 123 Main St.

Fax Number: 614-555-2222 Street 2:

Web Address: cyanna.com City: Columbus

State: Ohio Zip Code: 43215

Contacts

Primary Contact: John Smith (johnsmith@cya) School Director: John Smith (johnsmith@cya)

Accreditations

Please list details for each accreditation that you hold. Please note, SBCCS is not an accreditor. Click on the "Add an Accreditor" button to add accreditation details.

My Agency Doesn't Appear Here

Accreditation Agency: Accrediting Commission of Career Schools and Colleges (ACCSC)

Support

2:10 PM 10/27/2014

**Data Verification Form: Section 1 (Continued):** when you scroll down the page in Section 1 you will see additional requests for information about accreditation, ownership and financial aid. Please complete all applicable information. Please note that you will need to scroll down the page to complete all of the information.

The screenshot displays the EDvera Data Verification Form in a web browser. The browser's address bar shows the URL: [https://oh.edvera.com/documents/93/document\\_submissions/8718/edit](https://oh.edvera.com/documents/93/document_submissions/8718/edit). The page header includes the EDvera logo and navigation links for Dashboard, Documents, and Help. The user is logged in as John Smith. The form is divided into several sections: 1. Institution Information (with a Zip Code field containing 43215), 2. Admissions & Recruiting, 3. Programs & Instruction, 4. Faculty & Staff, and 5. Review & Authorization. The 'Contacts' section shows fields for Primary Contact and School Director, both populated with John Smith (johnsmith@cya). The 'Accreditations' section includes a checkbox for 'My Agency Doesn't Appear Here', a dropdown for Accreditation Agency (set to Accrediting Commission of Career Schools and Colleges (ACCSC)), and fields for Accreditation Date (Mar 2013) and Expiration Date (Mar 2017). There is also a text area for Conditions and a file upload button for 'Supporting documents'. The 'Ownership' section is partially visible at the bottom. The Windows taskbar at the bottom shows various application icons and the system clock indicating 2:11 PM on 10/27/2014.

**Data Verification Form: Section 1 (Continued):** When filling out the accreditation information you will see a drop-down list of recognized accrediting agencies. In addition you will be asked to electronically attach a copy of you latest accreditation approval letter. You 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.

The screenshot displays the EDvera Data Verification Form in a web browser. The browser address bar shows the URL: [https://oh.edvera.com/documents/93/document\\_submissions/8718/edit](https://oh.edvera.com/documents/93/document_submissions/8718/edit). The user is logged in as John Smith. The form is currently on the '5. Review & Authorization' step.

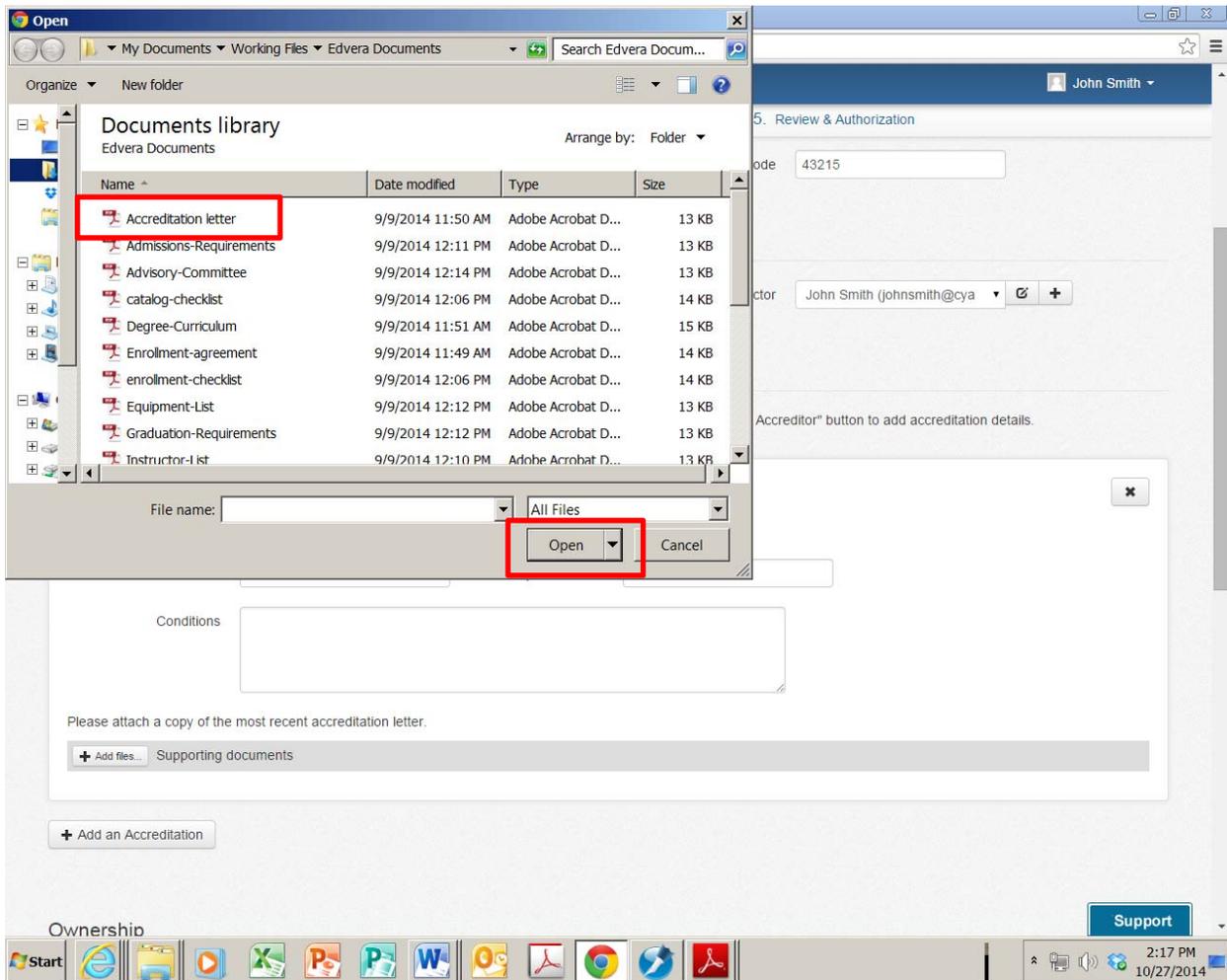
The 'Accreditations' section is active, showing a dropdown menu for 'Accreditation Agency'. The dropdown list includes various agencies, with 'Accrediting Commission of Career Schools and Colleges (ACCSC)' selected and highlighted in blue. Other agencies listed include the Accreditation Council for Business Schools and Programs, Accreditation Board for Engineering and Technology (Applied Science, Computing, Engineering, and Technology Commissions), Accreditation Commission for Acupuncture and Oriental Medicine, Accreditation Commission for Midwifery Education, Accrediting Bureau of Health Education Schools (ABHES), Accrediting Commission for Career Schools and Colleges of Technology, Accrediting Council for Continuing Education & Training, Accrediting Council for Independent Colleges and Schools (ACICS), American Academy for Liberal Education, American Board of Funeral Service Education, Association Montessori Internationale, Association of Real Estate License Law Officials, Association of Theological Schools, and Association to Advance Collegiate Schools of Business.

Below the dropdown menu, the 'Accreditation Agency' is set to 'Accrediting Commission of Career Schools and Colleges (ACCSC)'. The 'Accreditation Date' is 'Mar 2013' and the 'Expiration Date' is 'Mar 2017'. There is a text area for 'Conditions'.

A red box highlights the instruction: 'Please attach a copy of the most recent accreditation letter.' Below this instruction is a file upload area with a '+ Add files...' button and the text 'Supporting documents'. A large red arrow points from this area to the right, labeled 'Upload Files'.

The Windows taskbar at the bottom shows the Start button, several application icons (Internet Explorer, File Explorer, VLC, Word, PowerPoint, Outlook, Chrome, Firefox, Adobe Reader), and the system tray with the time '2:15 PM' and date '10/27/2014'.

**Data Verification Form: Section 1 (Continued):** When you click on the “Add Files” button you will need to find the appropriate files on your computer. Once you have located the file, select the file and click on “Open” in the file upload box and your file will be uploaded into the system. Note in the example below I have placed a number of files to be uploaded into the system into the same folder for ease of use.



**Data Verification Form: Section 1 (Continued):** Once you have uploaded the file you will see the file appear below the “Add Files” box. If you need to upload another file, click on the “Add Files” again. If you need to remove the file that was previously uploaded, click on the red trash icon on the far right of the uploaded file.

The screenshot displays the EDvera web application interface. At the top, the browser address bar shows the URL [https://oh.edvera.com/documents/93/document\\_submissions/8718/edit](https://oh.edvera.com/documents/93/document_submissions/8718/edit). The application header includes the EDvera logo, navigation tabs (Dashboard, Documents, Help), and the user name John Smith. A progress bar at the top indicates the current step: 1. Institution Information, 2. Admissions & Recruiting, 3. Programs & Instruction, 4. Faculty & Staff, and 5. Review & Authorization.

The main content area is titled "Contacts" and shows fields for "Primary Contact" and "School Director", both set to John Smith (johnsmith@cya). Below this is the "Accreditations" section, which includes a checkbox for "My Agency Doesn't Appear Here" and a dropdown menu for "Accreditation Agency" (set to Accrediting Commission of Career Schools and Colleges (ACCSC)). It also has input fields for "Accreditation Date" (Mar 2013) and "Expiration Date" (Mar 2017), and a text area for "Conditions".

Below the form fields is a file upload area. It contains a button "+ Add files..." and a list of "Supporting documents". One file, "Accreditation letter.pdf", is listed with a red box around its name. A red arrow labeled "Uploaded Files" points to this file. To the right of the file name is a red trash icon, also enclosed in a red box, with a red arrow labeled "Remove Files" pointing to it. The file's last update date is shown as "Updated 10/27/2014 02:18P".

At the bottom of the page, there is a "Support" button and a question: "1. How is the ownership of this institution structured?". The Windows taskbar at the very bottom shows the Start button, several application icons, and the system tray with the time 2:18 PM and date 10/27/2014.

**Data Verification Form: Section 1 (Continued):** If you have additional institutional or programmatic accreditors they can added by clicking on the “Add Accreditation” button and entering the appropriate information in the same manner.

The screenshot displays the EDvera - Ohio Data Verification Form interface. The browser address bar shows the URL: [https://oh.edvera.com/documents/93/document\\_submissions/8718/edit](https://oh.edvera.com/documents/93/document_submissions/8718/edit). The navigation menu includes: 1. Institution Information, 2. Admissions & Recruiting, 3. Programs & Instruction, 4. Faculty & Staff, 5. Review & Authorization. The user is logged in as John Smith.

**Contacts**

Primary Contact: John Smith (johnsmith@cya) [Email] [Add]

School Director: John Smith (johnsmith@cya) [Email] [Add]

**Accreditations**

Please list details for each accreditation that you hold. Please note, SBCCS is not an accreditor. Click on the "Add an Accreditor" button to add accreditation details.

My Agency Doesn't Appear Here [Close]

Accreditation Agency: Accrediting Commission of Career Schools and Colleges (ACCSC)

Accreditation Date: Mar 2013      Expiration Date: Mar 2017

Conditions: [Text Area]

Please attach a copy of the most recent accreditation letter.

+ Add files... Supporting documents

Accreditation letter.pdf      Updated 10/27/2014 02:18PM [Close]

**+ Add an Accreditation** ← **Add Accreditations**

**Ownership**

1. How is the ownership of this institution structured?

Proprietorship    Partnership    Private Corporation    United Liability Company    Publicly Traded Corporation

Support

Windows Taskbar: Start, Internet Explorer, File Explorer, VLC, Excel, PowerPoint, Word, OneDrive, PDF Reader, Chrome, Firefox, Edge, System Tray (2:18 PM, 10/27/2014)

**Data Verification Form: Section 1 (Continued):** After you have entered the appropriate accreditation information, you will be asked to complete information about ownership and federal financial aid. Please note that if you click “yes” that you participate in federal financial aid you will be asked to enter information about your Institutional Cohort Default Rate as well as your Institutional Composite Financial Score.

The screenshot shows a web browser window with the URL [https://oh.edvera.com/documents/93/document\\_submissions/8718/edit](https://oh.edvera.com/documents/93/document_submissions/8718/edit). The page title is "Data Verification Form" and the user is logged in as "John Smith". The navigation menu includes "Dashboard", "Documents", and "Help". The main content area is titled "Title IV Federal Financial Aid" and contains the following sections:

1. Is the institution approved to participate in Title IV federal financial aid?  
 Yes  No  
Please provide the following information regarding your Title IV disbursements.  
**U.S. DOE Financial Responsibility Composite Scores**  
U.S. DOE Cohort Default Rate   
U.S. DOE Composite Financial Score
2. Please explain and upload any relevant documentation from the U.S. DOE  
  
[+ Add files...](#) Supporting documents
3. Are there any ongoing investigations regarding Title IV federal financial aid?  
 Yes  No

At the bottom of the form, there are three buttons: "Save and Exit", "Save", and "Save and Proceed to Next Section". The footer of the page includes the EDvera logo, copyright information "© 2014 EDvera", a "Back to top" link, and a "Support" button. The Windows taskbar at the bottom shows the Start button, several application icons (Internet Explorer, File Explorer, VLC, Excel, PowerPoint, Word, OneDrive, Adobe Reader, Chrome, Firefox, and a red icon), and the system tray with the date and time "2:21 PM 10/27/2014".

**Data Verification Form: Section 1 (Continued):** Once you have completed this section you can click on “Save and Proceed to Next Section” at the bottom of the page. Please note that you can also click on “Save” at any time while completing the document or “Save and Exit” which will take you out of the Data Verification Form and back to the Documents section.

The screenshot shows a web browser window with the URL [https://oh.edvera.com/documents/93/document\\_submissions/8718/edit](https://oh.edvera.com/documents/93/document_submissions/8718/edit). The page title is "Data Verification Form" and the user is logged in as "John Smith". The navigation menu includes "Dashboard", "Documents", and "Help". The main content area is titled "Title IV Federal Financial Aid" and contains the following sections:

1. Is the institution approved to participate in Title IV federal financial aid?  
 Yes  No  
Please provide the following information regarding your Title IV disbursements.  
**U.S. DOE Financial Responsibility Composite Scores**  
U.S. DOE Cohort Default Rate: 15.5%  
U.S. DOE Composite Financial Score: 1.8
2. Please explain and upload any relevant documentation from the U.S. DOE  
[Text area for explanation and file upload]  
+ Add files... Supporting documents
3. Are there any ongoing investigations regarding Title IV federal financial aid?  
 Yes  No

At the bottom of the form, there are three buttons: "Save and Exit", "Save", and "Save and Proceed to Next Section". The "Save and Proceed to Next Section" button is highlighted with a red rectangular box.

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Back to top  
Support

The Windows taskbar at the bottom shows the Start button, several application icons (Internet Explorer, File Explorer, VLC, Excel, PowerPoint, Word, OneDrive, Adobe Reader, Chrome, Firefox, PDFelement), and the system tray with the date and time: 2:23 PM, 10/27/2014.

**Data Verification Form: Section 2:** Once you have clicked on “Save and Proceed to Next Section” you will proceed to Section 2: Admissions and Recruiting. This section has only two (2) items. For Item #1 you will need to upload a copy of the enrollment agreement checklist and a copy of your school’s enrollment agreement. For item #2 you will need to upload a copy of your catalog and a copy of the catalog checklist.

The screenshot displays a web browser window with the URL [https://oh.edvera.com/documents/93/document\\_submissions/8718](https://oh.edvera.com/documents/93/document_submissions/8718). The page title is "Data Verification Form" and the user is logged in as "John Smith". A green notification bar at the top states "Document submission updated." Below this, the "Data Verification Form" title is followed by a progress bar with five sections: 1. Institution Information, 2. Admissions & Recruiting (highlighted with a red box), 3. Programs & Instruction, 4. Faculty & Staff, and 5. Review & Authorization. The "Admissions & Recruiting" section contains two numbered instructions: 1. "Please attach a completed Enrollment Information Checklist and upload current enrollment agreement numbered in accordance with checklist." This instruction includes a link to "Ohio-approved sample Enrollment Agreement" and a file upload area with a "+ Add files..." button and the text "Supporting documents". 2. "Please attach a completed Catalog Checklist and upload current catalog with page numbers in accordance with checklist." This instruction also includes a file upload area with a "+ Add files..." button and the text "Supporting documents". At the bottom of the form, there are three buttons: "Save and Exit", "Save", and "Save and Proceed to Next Section". The footer of the page includes the "EDVERA BY CYANNA" logo, the copyright notice "© 2014 EDvera", and a "Back to top" link. A "Support" button is located in the bottom right corner of the page content. The Windows taskbar at the bottom shows the Start button, several application icons (Internet Explorer, File Explorer, VLC, Excel, PowerPoint, Word, OneDrive, Adobe Reader, Chrome, Firefox, and another Adobe Reader), and the system tray with the time "2:25 PM" and date "10/27/2014".

**Data Verification Form: Section 2 (continued):** To upload files click on the “Add Files” button and select the appropriate file from your computer. You can get a copy of the enrollment agreement checklist and the catalog checklist by clicking on the links in the form. Once you have completed the checklists you can upload the completed checklists into the document.

The screenshot shows a web browser window displaying the Edvera Data Verification Form. The browser address bar shows the URL: [https://oh.edvera.com/documents/93/document\\_submissions/8718](https://oh.edvera.com/documents/93/document_submissions/8718). The page title is "Data Verification Form". The navigation menu includes "Dashboard", "Documents", and "Help". The user is logged in as "John Smith".

The form is divided into five sections: 1. Institution Information, 2. Admissions & Recruiting, 3. Programs & Instruction, 4. Faculty & Staff, and 5. Review & Authorization. The current section is "Admissions & Recruiting".

Section 2 instructions: "Please attach a completed Enrollment Information Checklist and upload current enrollment agreement numbered in accordance with checklist." Below this, there is a link for "Ohio-approved sample Enrollment Agreement" and a red-bordered "Add files..." button for "Supporting documents".

Section 3 instructions: "Please attach a completed Catalog Checklist and upload current catalog with page numbers in accordance with checklist." Below this, there is a red-bordered "Add files..." button for "Supporting documents".

An "Open" file explorer window is overlaid on the form, showing the "Documents library" for "Edvera Documents". The window lists several files:

Name	Date modified	Type	Size
Accreditation letter	9/9/2014 11:50 AM	Adobe Acrobat D...	13 KB
Admissions-Requirements	9/9/2014 12:11 PM	Adobe Acrobat D...	13 KB
Advisory-Committee	9/9/2014 12:14 PM	Adobe Acrobat D...	13 KB
catalog-checklist	9/9/2014 12:06 PM	Adobe Acrobat D...	14 KB
Degree-Curriculum	9/9/2014 11:51 AM	Adobe Acrobat D...	15 KB
Enrollment-agreement	9/9/2014 11:49 AM	Adobe Acrobat D...	14 KB
enrollment-checklist	9/9/2014 12:06 PM	Adobe Acrobat D...	14 KB
Enrollment-list	9/9/2014 12:12 PM	Adobe Acrobat D...	13 KB

The file explorer window also shows a "File name:" field and "All Files" filter. The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time "2:26 PM" and date "10/27/2014". A "Support" button is visible in the bottom right corner of the form.

**Data Verification Form: Section 2 (continued):** Once you have uploaded the file you will see the file appear below the “Add Files” box. If you need to upload another file, click on the “Add Files” again. If you need to remove the file that was previously uploaded, click on the red trash icon on the far right of the uploaded file.

Once you have completed this section you can click on “Save and Proceed to Next Section” at the bottom of the page. Please note that you can also click on “Save” at any time while completing the document or “Save and Exit” which will take you out of the Data Verification Form and back to the Documents section.

The screenshot displays the Edvera Data Verification Form interface. At the top, a navigation bar includes 'Dashboard', 'Documents', and 'Help', with a user profile for 'John Smith'. A green notification bar states 'Document submission updated.' Below this, the 'Data Verification Form' title is followed by a progress indicator with five steps: 1. Institution Information, 2. Admissions & Recruiting, 3. Programs & Instruction, 4. Faculty & Staff, and 5. Review & Authorization. Step 1 is currently active. The first instruction reads: 'Please attach a completed Enrollment Information Checklist and upload current enrollment agreement numbered in accordance with checklist.' Below this, a sample document 'Ohio-approved sample Enrollment Agreement' is shown. A file upload area contains two files: 'Enrollment-agreement.pdf' and 'enrollment-checklist.pdf', both highlighted with red boxes. A large red arrow labeled 'Uploaded Files' points to these files. To the right, a red arrow labeled 'Remove Files' points to a trash icon, which is also highlighted with a red box. The second instruction reads: 'Please attach a completed Catalog Checklist and upload current catalog with page numbers in accordance with checklist.' Below this, a file 'catalog-checklist.pdf' is shown, also highlighted with a red box. At the bottom of the form, three buttons are visible: 'Save and Exit', 'Save', and 'Save and Proceed to Next Section', with the latter highlighted by a red box. The footer includes the 'CYANNA' logo, copyright information '© 2014 Edvera', and a 'Back to top' link. A 'Support' button is located in the bottom right corner. The Windows taskbar at the bottom shows various application icons and the system clock indicating 2:27 PM on 10/28/2014.

**Data Verification Form: Section 3:** The programs and instruction section is the longest section of the Data Verification Form. On the first page you should see two items. One item asks the types of programs you offered: Residential (on-site) and/or Distance Education. If you offer both types of programs please check both boxes. Once you have answered this question please click the “Save” button at the bottom of the page.

The screenshot shows a web browser window with the URL [https://oh.edvera.com/documents/93/document\\_submissions/8717/edit?section=207](https://oh.edvera.com/documents/93/document_submissions/8717/edit?section=207). The page title is "Data Verification Form" and the user is logged in as "John Smith". The navigation menu includes "Dashboard", "Documents", and "Help". The main content area is titled "Data Verification Form" and has a progress indicator with five steps: 1. Institution Information, 2. Admissions & Recruiting, 3. Programs & Instruction (current), 4. Faculty & Staff, and 5. Review & Authorization.

Step 1: Which instructional program modes does your institution offer?

- Distance Education
- Resident

Step 2: Please submit the Program Verification Form for all of the currently approved programs listed below.

+ Program Verification Form

Note: to add an additional program, click the Program Verification Form button again.

- Accounting (no submission) - Diploma Program
- Bartending (no submission) - Certificate Program
- Medical Assisting (no submission) - Associate of Applied Science
- Medical Assisting (no submission) - Diploma Program
- Nursing (no submission) - Diploma Program

At the bottom of the form, there are three buttons: "Save and Exit", "Save" (highlighted with a red box), and "Save and Proceed to Next Section".

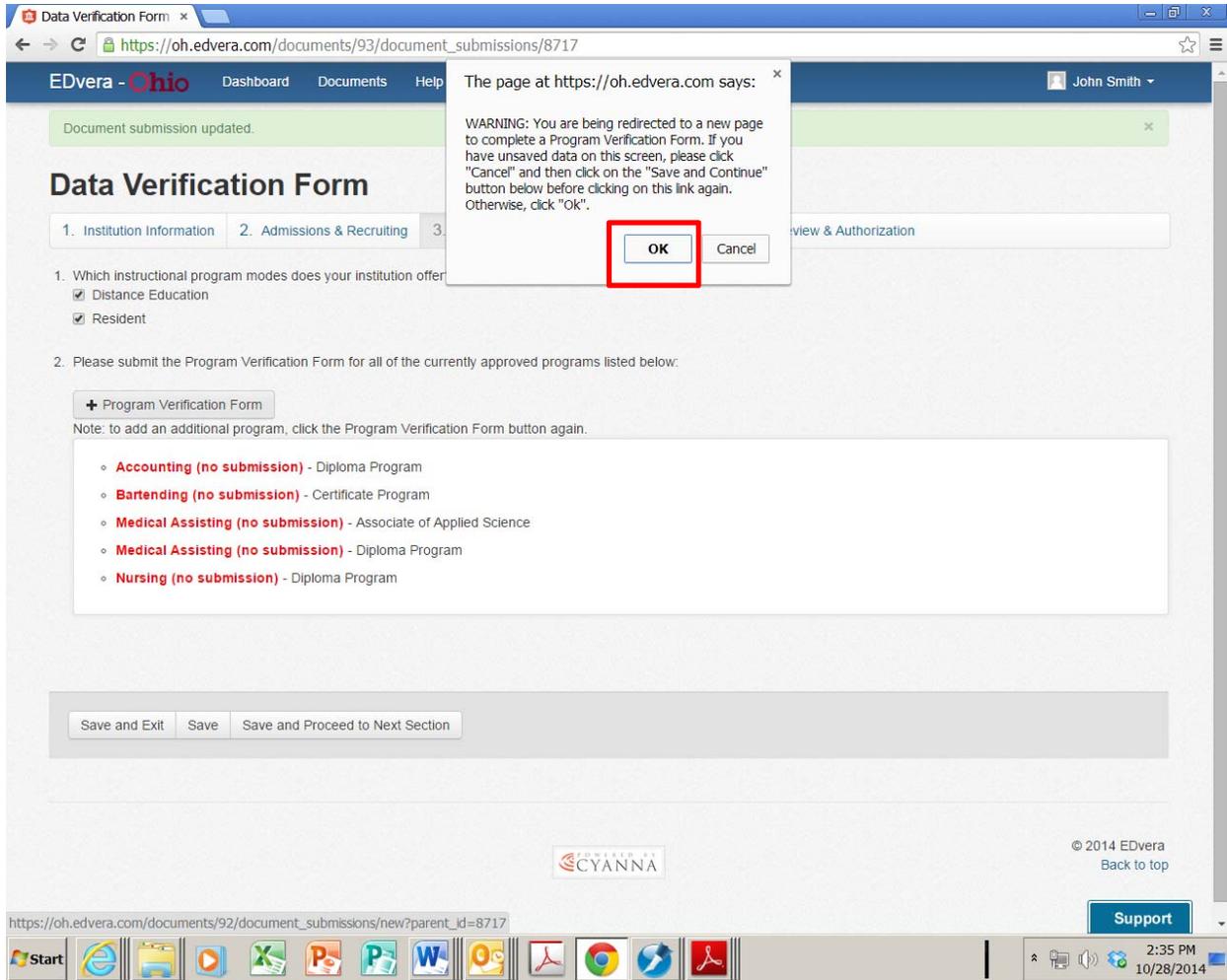
© 2014 EDvera  
Back to top

Support

Windows taskbar: Start, Internet Explorer, File Explorer, VLC, Excel, PowerPoint, Word, OneDrive, Adobe Reader, Chrome, Firefox, Edge, and a system tray showing the time as 2:34 PM on 10/28/2014.



**Data Verification Form: Section 3 (Continued):** Please note that when you click on the “+Program Verification Form” button you may get a warning box about saving information (see picture below). Click on “Ok” to continue.



**Data Verification Form: Section 3 (Continued):** When you get to the Program Verification Form main page you will see a drop-down list of programs. You will need to complete a Program Verification Form for each program listed. To start a Program Verification Form, select a program from the list. For the first example, we will select the Accounting – Diploma Program.

The screenshot shows a web browser window with the URL [https://oh.edvera.com/documents/92/document\\_submissions/new?parent\\_id=8717](https://oh.edvera.com/documents/92/document_submissions/new?parent_id=8717). The page title is "Program Verification Form". The user is logged in as "John Smith". The main content area contains the instruction "Please select the program you would like to update:" followed by a dropdown menu. The dropdown menu is open, showing the following options: "Medical Assisting - Associate", "Accounting - Diploma Program", "Bartending - Certificate Program", "Medical Assisting - Associate of Applied Science", "Medical Assisting - Diploma Program", and "Nursing - Diploma Program". The "Medical Assisting - Associate of Applied Science" option is currently selected. At the bottom of the page, there is a "Support" button and a copyright notice "© 2014 EDvera Back to top". The Windows taskbar at the bottom shows the Start button, several application icons (Internet Explorer, File Explorer, VLC, Excel, PowerPoint, OneNote, Word, Outlook, Adobe Reader, Chrome, Firefox, and another Adobe Reader), and the system tray with the date and time "3:29 PM 10/28/2014".

**Program Verification Form:** Once you have selected a program you will be directed to the page shown below. You will need to start filling out the missing information. Note that for the “CIP Code” box you need to start typing the program subject matter and you will see a list of possible CIP Code matches. Please select the closest match. In the example below we have typed “Accounting” and selected the main Accounting CIP Code.

The screenshot shows the "Program Verification Form" in a web browser. The form is titled "Program Verification Form" and is part of the "EDvera - Ohio" system. The user is logged in as "John Smith". The form is divided into several sections:

- Program Information:** Includes fields for "Program Name" (Accounting), "Program Award Level" (Diploma Program), "Length Of Program" (52 weeks), "Estimated Program Tuition" (\$ 10000), "Program Fees" (\$ 500), and "Estimated Program Other Costs" (\$ 0.0).
- CIP Code:** A dropdown menu showing a list of CIP codes, with "52.0301 - Accounting" selected. A red arrow points to this dropdown with the text "Select CIP Code best match".
- Program Hours:** Includes fields for "Total Or Per Week" and "Hour Type".
- Hours must be in whole or half credit hours. Schools using fractional hours must use Alternative Credit Hours.**
- Table:** A table with columns "Clock hours" and "Credit hours" and rows for "Lecture", "Lab", "Internship/Externship", and "(Total)".

Red boxes highlight the "52 weeks" field, the "Estimated Program Tuition" field, the "Estimated Program Fees" field, the "Estimated Program Other Costs" field, and the "CIP Code" dropdown menu. A red arrow points to the "Enter Information" text, and another red arrow points to the "Select CIP Code best match" text.

**Program Verification Form: (Continued):** You will next need to enter the program hours. You can enter the total program hours (or weekly hours for some clock hour programs) and select the type of hours for the program (Clock Hour, Quarter Credit Hour, Semester Credit Hour). Next you will enter the program clock hours for lecture, lab, and internship/externships. Once you have entered the clock hours, the credit hours will be automatically calculated using standard Carnegie Unit credit hour calculations. (**Note:** For clock hour programs the credit hours will not be calculated). If your credit hour calculation is different what is automatically calculated, you will need to click on the box below the total clock/credit hours and manually enter the totals. (See next page)

The screenshot shows the EDvera Program Verification Form. The 'Program Hours' section is highlighted with a red box. It contains the following fields and options:

- Total Or Per Week:** Radio buttons for 'Total' (selected) and 'Per Week'.
- Hour Type:** Radio buttons for 'Clock' (selected), 'Quarter', and 'Semester'.
- Hours must be in whole or half credit hours. Schools using fractional hours must use Alternative Credit Hours.**
- Table of Hours:**

	Clock hours	Credit hours
Lecture	400	40
Lab	60	3
Internship/Externship	180	6
<b>(Total)</b>	<b>640</b>	<b>49</b>

Below the table is a checkbox:  My Credit Hour Conversion Calculation Differs From The Calculation Above.

**Supporting Documentations**

- Please attach a copy of the program's curriculum outline. You may use the [Board Form](#), or you may upload another document that contains the required information.

At the bottom of the page, there is a 'Support' button and a system tray showing the time as 2:46 PM on 10/28/2014.

**Annotations:**

- A red arrow points to the 'Total Or Per Week' and 'Hour Type' radio buttons with the text: "Select program hour classification".
- A red arrow points to the 'Clock hours' column of the table with the text: "Enter clock hours".

**Program Verification Form: (Continued):** If your program is a credit hour program and your credit hour calculation is different what is automatically calculated, you will need to click on the box below the total clock/credit hours and manually enter the totals. Please note that if your credit hour calculations differ significantly from the standard Carnegie Unit credit hour calculations, you may be asked to provide documentation to support your calculations.

The screenshot shows the EDvera Program Verification Form. The 'Program Hours' section is active, with 'Total' selected under 'Total Or Per Week' and 'Quarter' selected under 'Hour Type'. A table displays the following data:

	Clock hours	Credit hours	Alt Credit hours
Lecture	400	40	40
Lab	85	4.25	4
Internship/Externship	180	6	6
<b>(Total)</b>	<b>665</b>	<b>50.25</b>	<b>50</b>

Below the table, the checkbox  'My Credit Hour Conversion Calculation Differs From The Calculation Above.' is highlighted with a red box. A red arrow points to this checkbox with the text 'Step 1: Check this box to modify credit hours'. Another red arrow points to the 'Alt Credit hours' column of the table with the text 'Step 2: Enter revised credit hours'. The 'Support' button is visible in the bottom right corner of the form area.

**Program Verification Form: (Continued):** Once you have completed entering the total program hours you can proceed with providing the remaining required program information and documentation. For Question #1, you will need to provide a copy of your program’s curriculum outline. You can provide that information by using either the Board’s “Exhibit A” form or another form/document that contains the same information (e.g. an accreditation form). In answering the questions in this section, you may in some cases either type in the requested information in the text box below the question or upload a document from your computer that contains the required information.

The screenshot shows a web browser window with the URL [https://oh.edvera.com/documents/92/document\\_submissions/8734](https://oh.edvera.com/documents/92/document_submissions/8734). The page header includes "EDvera - Ohio", "Dashboard", "Documents", "Help", and a user profile for "John Smith". Below the header, there are input fields for "Total" with values 665.0, 50.25, and 50.0. A checkbox is checked with the text "My Credit Hour Conversion Calculation Differs From The Calculation Above." Below this is a light blue instruction box: "Please enter your credit hours above in the 'Alt Credit Hours' column."

The main section is titled "Supporting Documentations" and contains five numbered questions:

1. Please attach a copy of the program's curriculum outline. You may use the [Board Form](#). **Link to Board's "Exhibit A" form**
2. Please attach instructor(s)' resume or a search electronic spreadsheet that lists the instructor names, degree(s) they hold, where they obtained their degree(s) and the courses they teach. **Upload Files**
3. Please attach a copy of the program description. **Type answer in text box or upload files below**
4. Identify specific program objectives.
5. List the requirements for admission to the program.

Each question has a text input area and an "Add files..." button labeled "Supporting documents". A "Support" button is located at the bottom right of the form area. The Windows taskbar at the bottom shows the Start button, various application icons, and the system tray with the date and time: 2:51 PM, 10/28/2014.

**Program Verification Form: (Continued):** In the example below, the user is uploading the Program curriculum file into Question #1.

The screenshot shows the EDvera web application interface. The browser address bar displays [https://oh.edvera.com/documents/92/document\\_submissions/8734](https://oh.edvera.com/documents/92/document_submissions/8734). The application header includes "EDvera - Ohio", "Dashboard", "Documents", and "Help", along with a user profile for "John Smith".

The main content area features a "Hours Type" section with radio buttons for "Clock", "Quarter", and "Semester". Below this is a table for credit hour conversions:

	Clock hours	Credit hours	Alt Credit hours
Lecture	400.0	40.0	40.0
Lab	85.0	4.25	4.0
Internship/Externship	180.0	6.0	6.0
(Total)	665.0	50.25	50.0

Below the table, there is a checkbox for "My Credit Hour Conversion Calculation Differs From The Calculated" and a text prompt: "Please enter your credit hours above in the 'Alt Credit Hours' column".

The "Supporting Documentations" section contains two numbered instructions:

1. Please attach a copy of the program's curriculum outline. You can upload a file or use the "Add files..." button.
2. Please attach instructor(s) resume or a searchable electronic copy of the curriculum they teach.

An "Open" file dialog box is overlaid on the screen, showing the "Documents library" for "Edvera Documents". The file "Program-Curriculum" is selected. A large red arrow points from the text "Uploading program curriculum file" to the selected file. The dialog box also shows other files like "Accreditation letter", "Admissions-Requirements", "Advisory-Committee", "catalog-checklist", "Degree-Curriculum", "Enrollment-agreement", "enrollment-checklist", "Equipment-List", "Graduation-Requirements", "Instructor-List", "Instructors-Degree", "Misc-Item", "Misc-Item-2", "Misc-Item-3", "Misc-Item-4", "Misc-Item-5", "Misc-Item-6", "program description", and "program description-MA-Degree". The "File name" field contains "Program-Curriculum" and the file type is set to "All Files".

The Windows taskbar at the bottom shows the Start button, several application icons (Internet Explorer, File Explorer, VLC, Word, PowerPoint, Outlook, Adobe Reader, Chrome, Firefox), and the system tray with the date and time: "2:55 PM 10/28/2014".

**Program Verification Form: (Continued):** The example below shows that Questions #1-#3 have been answered by uploading files and Question #4 has been answered by typing the appropriate answer into the text box.

The screenshot displays a web browser window with the URL [https://oh.edvera.com/documents/92/document\\_submissions/8734](https://oh.edvera.com/documents/92/document_submissions/8734). The page title is "Supporting Documentations".

Question 1: "Please attach a copy of the program's curriculum outline. You may use the **Board Form**, or you may upload another document that contains the required information." Below this is a text area and a file upload section. A red arrow labeled "Uploaded File" points to the file "Program-Curriculum.pdf" which was updated on 10/28/2014 at 02:56PM.

Question 2: "Please attach instructor(s)' resume or attachable electronic spreadsheet that lists the instructor names, degree(s) they hold, where they obtained their degree(s) and the courses they teach." Below this is a text area and a file upload section. A red arrow labeled "Uploaded File" points to the file "Instructor-List.pdf" which was updated on 10/28/2014 at 02:56PM.

Question 3: "Please attach a copy of the program description." Below this is a text area and a file upload section. A red arrow labeled "Uploaded File" points to the file "program description.pdf" which was updated on 10/28/2014 at 02:57PM.

Question 4: "Identify specific program objectives." Below this is a text box containing the text "Program objectives typed here.....". A red arrow labeled "Answer provided in text box" points to this text box. Below the text box is a prompt: "If you have this information in a document, please upload it below:" followed by another file upload section.

Question 5: "List the requirements for admission to the program." Below this is a text area.

The Windows taskbar at the bottom shows the Start button, icons for Internet Explorer, File Explorer, Windows Media Center, Microsoft Excel, Microsoft PowerPoint, Microsoft Word, OneDrive, Adobe Reader, Google Chrome, and Firefox. The system tray shows the date and time as 2:57 PM on 10/28/2014, along with a "Support" button.

**Program Verification Form: (Continued):** The example below shows that Questions #5,6, and 8 have been answered by uploading files and Question #7 has been answered by typing the appropriate answer into the text box. If you need to remove or replace a file that was previously uploaded, click on the red trash icon on the far right of the uploaded file. Then upload the replacement file.

The screenshot shows a web browser window displaying the EDvera Program Verification Form. The browser address bar shows the URL: [https://oh.edvera.com/documents/92/document\\_submissions/8734](https://oh.edvera.com/documents/92/document_submissions/8734). The page header includes "EDvera - Ohio", "Dashboard", "Documents", "Help", and a user profile for "John Smith".

The form contains several sections for document uploads and text input:

- Question 5:** A text box for "List the graduation requirements for admission to the program." Below it is a section for uploading supporting documents. A file named "Admissions-Requirements.pdf" is listed with a "Supporting documents" label, an "Add files..." button, and a "Remove Files" trash icon. A red arrow labeled "Uploaded File" points to the file name.
- Question 6:** A text box for "List the graduation requirements." Below it is a section for uploading supporting documents. A file named "Graduation-Requirements.pdf" is listed with a "Supporting documents" label, an "Add files..." button, and a "Remove Files" trash icon. A red arrow labeled "Uploaded File" points to the file name, and another red arrow labeled "Remove Files" points to the trash icon.
- Question 7:** A text box for "List representative job titles for which graduate would be qualified." The text box contains a list: "1. Accounting assistant", "2. Account Clerk", and "3. Billing Clerk". A red arrow labeled "Answer provided in text box" points to the text box.
- Question 8:** A text box for "List the equipment, instructional material provided for the program, and the plan of acquisition." Below it is a section for uploading supporting documents. A file named "Equipment-List.pdf" is listed with a "Supporting documents" label, an "Add files..." button, and a "Remove Files" trash icon. A red arrow labeled "Uploaded File" points to the file name.

The Windows taskbar at the bottom shows the Start button, several application icons (Internet Explorer, File Explorer, VLC, Word, PowerPoint, Excel, OneDrive, Adobe Reader, Chrome, Firefox, Edge), and system tray icons including a clock showing 2:59 PM on 10/28/2014 and a "Support" button.

**Program Verification Form: (Continued):** After you have completed the “Supporting Documentation” section, please proceed with answering the questions related to program type. In the example below, all questions have been answered “No”. If a question is answered “Yes” you will be asked to provide additional information. (See next page). Also not that at the bottom of the page there is a “Save” button. At anytime in the process you can click on this button to save the current information you have entered.

The screenshot shows a web browser window with the URL [https://oh.edvera.com/documents/92/document\\_submissions/8734](https://oh.edvera.com/documents/92/document_submissions/8734). The page header includes "EDvera - Ohio" and navigation links for "Dashboard", "Documents", and "Help". A user profile for "John Smith" is visible in the top right. Below the header, there is a section for uploading documents, showing a file named "Equipment-List.pdf" uploaded on 10/28/2014 at 02:58PM. The main content area is titled "Program Type Specific Questions" and contains seven questions, each with radio button options for "Yes" and "No". All "No" options are selected. The questions are:

1. Is this program a clock hour program?  
 Yes  No
2. Does this program require approval of another state agency?  
 Yes  No
3. Do graduates of this program require a state license or other certification in order to become employed?  
 Yes  No
4. Does this program require clinical externships?  
 Yes  No
5. Is any part of this program offered via distance education?  
 Yes  No
6. Is the program a "Major"?  
 Yes  No
7. Is this program a "Concentration"?  
 Yes  No

Below the questions is a section titled "Program Award Level Information" with the text "There are no questions to be displayed for the award level chosen." At the bottom of the form, there are three buttons: "Save and Exit", "Save", and "Submit". The "Save" button is highlighted with a red rectangular box. In the bottom right corner of the page, there is a blue "Support" button. The Windows taskbar at the bottom shows various application icons and the system clock indicating 3:00 PM on 10/28/2014.

**Program Verification Form: (Continued):** In the example below, the user has answered “Yes” to Question #5 concerning distance education. Note that additional information is now required related to the distance education portion of the program.

The screenshot shows a web browser window with the URL [https://oh.edvera.com/documents/92/document\\_submissions/8734](https://oh.edvera.com/documents/92/document_submissions/8734). The page title is "EDvera - Ohio" and the user is logged in as "John Smith". The form contains several questions with radio button options:

- Question 3: "Do graduates of this program require a state license or other certification in order to become employed?" (Yes , No )
- Question 4: "Does this program require clinical externships?" (Yes , No )
- Question 5: "Is any part of this program offered via distance education?" (Yes , No )

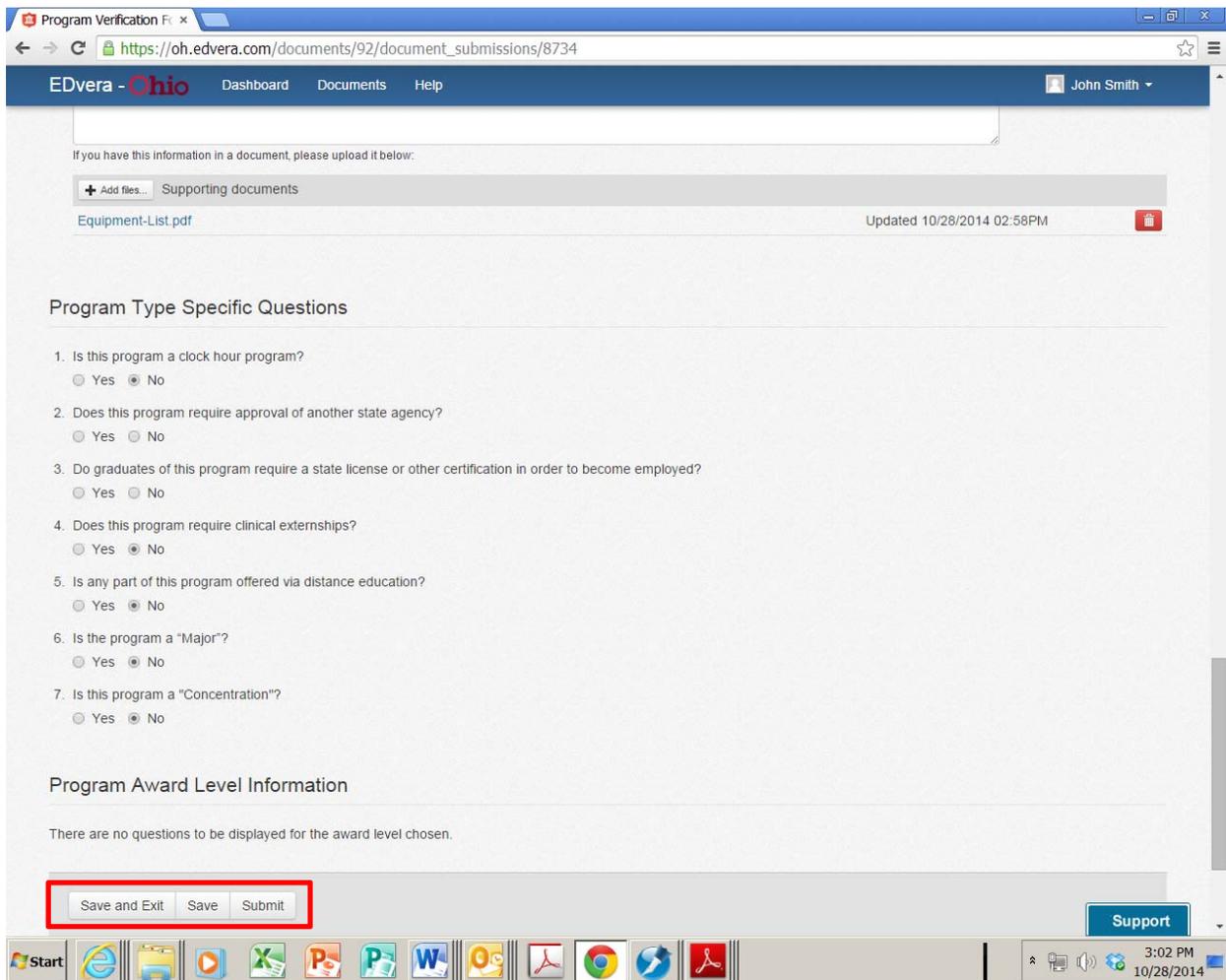
A red arrow points to the "Yes" radio button for Question 5, with a text box containing the text: "Yes answer has prompted request for additional information". Below Question 5, there is a text area for providing details: "If the program will contain both onsite residential courses and distance education courses, please identify the specific courses are going to be offered via distance education. Please also identify courses where the student may elect either distance education or onsite training. If the entire program is offered via distance education, please designate "all courses" as distance education." This is followed by a "Supporting documents" upload section with an "Add files..." button.

Below Question 5, there is another question: "What method of communications will the school use to deliver instructions (e.g. Internet, correspondence, paper, other)? If special software is used as the primary median for instruction, please identify it, and the extent of faculty training needed with the software to become proficient. Please note that if the school changes software vendors or makes other substantive changes to how the course is delivered to students, the new information must be submitted to the Board via a program revision request." This is followed by another text area and a "Supporting documents" upload section.

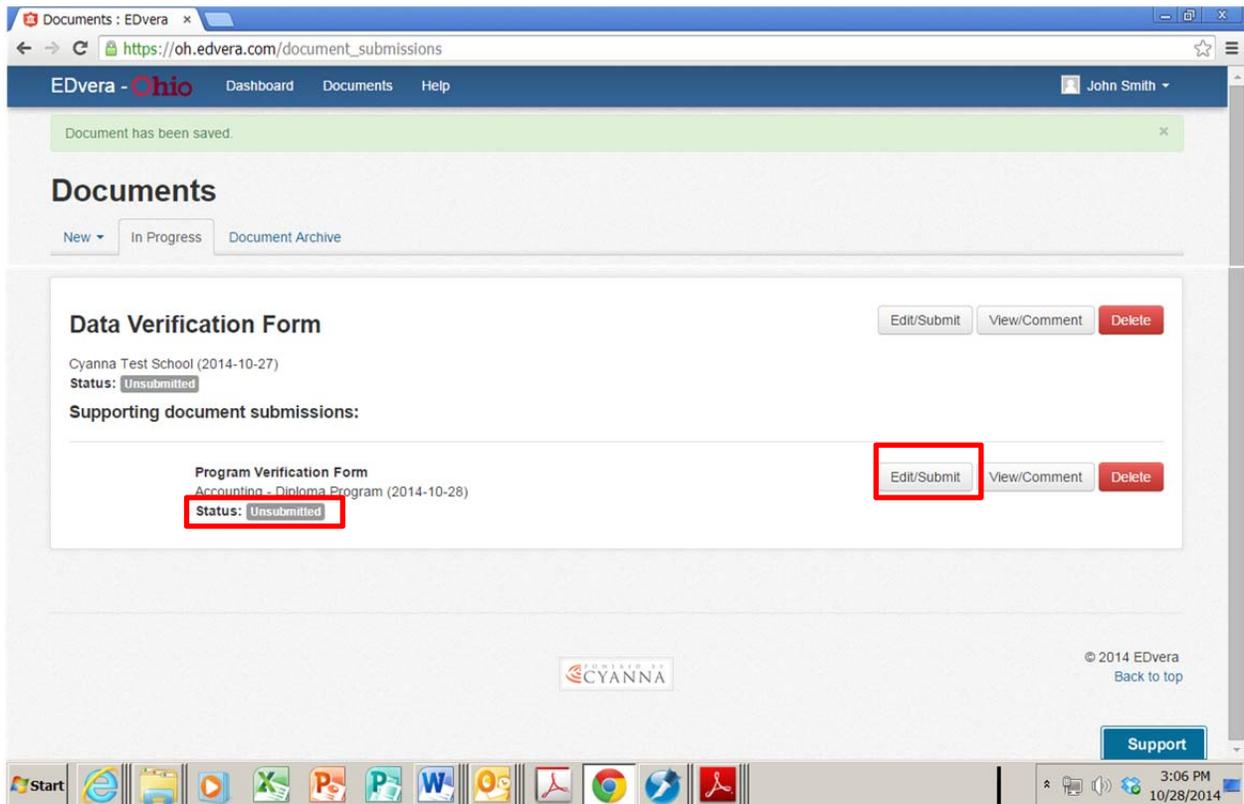
At the bottom of the form, there is a final question: "In many programs, completion of coursework requires specific computer hardware and/or software proficiency. Who will supply the computer hardware/software? How will the school determine if the prospective student is computer literate sufficiently to understand the instructions?" This is followed by a text area and a "Supporting documents" upload section.

The Windows taskbar at the bottom shows the Start button, several application icons (Internet Explorer, File Explorer, VLC, Excel, PowerPoint, Word, OneDrive, Adobe Reader, Chrome, Firefox, Edge), and the system tray with the date and time: 3:01 PM, 10/28/2014.

**Program Verification Form: (Continued)** Once you are finished entering the information into the program verification form, you can scroll to the bottom of the page and click on either “Save and Exit” or “Submit”. You should only “Submit” the Program Verification Form if you are finished entering all the information for this particular program. For the first example, the user in this case will click on “Save and Exit”.



**Program Verification Form: (Continued):** If you click on “Save and Exit” you will return to the “Documents” section of your school’s portal and see the current “In Progress” documents. In the example below we see the Data Verification Form and the Program Verification Form that are both in progress. Note that the status for the documents is listed as “Unsubmitted”. To return to either of these documents click on the “Edit/Submit” button. In this example, the user will click on the “Edit/Submit” button for the Program Verification Form.



**Program Verification Form: (Continued):** When the user clicked on the “Edit/Submit” button for the Program Verification Form there were returned to the page shown below for the Accounting Program Verification Form. Once this Program Verification Form has been completed the user can scroll to the bottom of the page and click on the “Submit” button.

**Program Verification Form**

Program Information

Program Name: Accounting

Program Award Level: Diploma Program

Length Of Program: 52 weeks

CIP Code: 52.0301 - Accounting  
*Enter CIP codes in the format ##.####. You can also search using keywords. See [nces.ed.gov](http://nces.ed.gov) for more information.*

Estimated Program Tuition: \$ 10000.0

Estimated Program Fees: \$ 500.0

Estimated Program Other Costs: \$ 0.0

**Program Hours**

Total Or Per Week:  Total  Per Week

Hour Type:  Clock  Quarter  Semester

Hours must be in whole or half credit hours. Schools using fractional hours must use Alternative Credit Hours.

	Clock hours	Credit hours	Alt Credit hours
Lecture	400.0	0.0	40.0
Lab	85.0	0.0	4.0
Internship/Externship	180.0	0.0	6.0
<b>(Total)</b>	0.0	0.0	0.0

My Credit Hour Conversion Calculation Differs From The Calculation Above.

[Support](#)

**Program Verification Form: (Continued):** When the user clicked on the “Submit” button for the Program Verification Form they were directed to the page shown below for the Accounting program’s verification form. This Program Verification Form is now “Pending Office Operations Approval”. The user can now review the information submitted but it cannot be changed. The user can also “Print” the information that was submitted by clicking on the “Print” button or generate an electronic zip file that can be saved by the user by clicking on the “Generate Zip” button.

The screenshot shows the EDvera web interface for a Program Verification Form. The status is "Pending Office Operations Approval". The program is for Accounting, with an estimated tuition of \$10,000.00. The form includes fields for program name, award level, length, hours, and CIP code. A table shows program hours for Lecture, Lab, and Internship/Externship. The submission is supported by a curriculum outline document.

**To print the document or generate an electronic zip file click here**

**This program verification form for the Accounting program is now pending office review**

	Clock hours	Credit hours	Alt credit hours	Total Per Week	Total
Lecture	400.0	0.0	40.0		
Lab	85.0	0.0	4.0		
Internship/Externship	180.0	0.0	6.0		
<b>Total</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>		

Hour type	quarter

**Program Verification Form: (Continued):** Once the user is prepared to continue with completing the Data Verification Form they can click on the “Back to Data Verification Form” button.

Program Verification Form

Document has been saved.

EDvera - Ohio Dashboard Documents Help John Smith

Document Submissions: 8734

Back to Data Verification Form Generate Zip Print

Submission Comments (0) Status: Pending Office Operations Approval

### Program Information

Program name	Accounting	Estimated program tuition	\$10,000.00
Program award level	Diploma Program	Estimated program fees	\$500.00
Length of program	52	Estimated program other costs	\$0.00
Program hours	950		
Cip code	52.0301 - Accounting.		

### Program Hours

	Clock hours	Credit hours	Alt credit hours	Total Per Week	Total
Lecture	400.0	0.0	40.0		
Lab	85.0	0.0	4.0		
Internship/Externship	180.0	0.0	6.0		
Total	0.0	0.0	0.0		

Hour type: quarter

### Supporting Documentations

Support

1 Curriculum outline

Windows Taskbar: Start, Internet Explorer, File Explorer, VLC, Word, PowerPoint, Outlook, Adobe Reader, Chrome, Firefox, Edge, System tray: 3:23 PM, 10/28/2014

**Data Verification Form: Section 3 (Continued):** When the user clicked on the “Back to Data Verification Form” button they were returned to the first page of the Data Verification form shown below. Since the user has already completed Sections 1 & 2, the user will return to Section 3 “Programs and Instruction” to complete the Program Verification Forms for any remaining programs [Note: If there are no other programs at the school or if all Program Verification Forms have been completed, the user can proceed directly to Section 4.]

The screenshot shows the EDvera Data Verification Form interface. The browser address bar displays the URL: [https://oh.edvera.com/documents/93/document\\_submissions/8717/edit](https://oh.edvera.com/documents/93/document_submissions/8717/edit). The navigation menu includes "Dashboard", "Documents", and "Help". The user is logged in as "John Smith".

The main heading is "Data Verification Form". Below it, a progress bar shows five sections: "1. Institution Information", "2. Admissions & Recruiting", "3. Programs & Instruction", "4. Faculty & Staff", and "5. Review & Authorization". The "3. Programs & Instruction" section is highlighted with a red box.

A red arrow points from a red callout box to the highlighted section. The callout box contains the text: "Click here to return to Section 3 and complete the remaining program verification forms".

The "General" section contains the following fields:

- School Name: Cyanna Test School
- Country: United States
- Phone Number: 614-867-5309
- Fax Number: 614-555-2222
- Web Address: cyanna.com
- State: Ohio
- Zip Code: 43215

The "Contacts" section contains the following fields:

- Primary Contact: John Smith (johnsmith@cya)
- School Director: John Smith (johnsmith@cya)

The "Accreditations" section contains the following fields:

- My Agency Doesn't Appear Here:
- Accreditation Agency: Accrediting Commission of Career Schools and Colleges (ACCSC)

The Windows taskbar is visible at the bottom, showing the Start button, taskbar icons for Internet Explorer, File Explorer, and various applications, and the system tray showing the time as 3:24 PM on 10/28/2014.

**Data Verification Form: Section 3 (Continued):** When the user returns to Section #3 the list of programs will appear again. Note that the Accounting program now shows that the Program Verification Form has been submitted for that program. To start the process for submitting another Program Verification Form click on the “+Program Verification Form” button.

The screenshot shows a web browser window with the URL [https://oh.edvera.com/documents/93/document\\_submissions/8717/edit?section=207](https://oh.edvera.com/documents/93/document_submissions/8717/edit?section=207). The page title is "Data Verification Form" and the user is logged in as "John Smith". The interface has a navigation bar with sections: 1. Institution Information, 2. Admissions & Recruiting, 3. Programs & Instruction (active), 4. Faculty & Staff, and 5. Review & Authorization. Below the navigation bar, there are two questions. Question 1 asks for instructional program modes, with "Distance Education" and "Resident" checked. Question 2 asks to submit the Program Verification Form. A red arrow points to a "+ Program Verification Form" button with the text "This button will continue the program verification process". Below this button is a list of programs with their submission status: Accounting (submitted), Bartending (no submission), Medical Assisting (no submission), and Nursing (no submission). Another red arrow points to the "Accounting (submitted)" entry with the text "The program verification form for the Accounting program has already been submitted." At the bottom of the form, there are buttons for "Save and Exit", "Save", and "Save and Proceed to Next Section". The footer includes the "CYANNA" logo, copyright information for 2014 EDvera, and a "Support" button. The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 3:27 PM and date 10/28/2014.

**Program Verification Form: (Continued)** When you return to the Program Verification Form main page you will see the drop-down list of programs again. To start a new Program Verification Form, select another program from the list. For the next example, we will select the Medical Assisting – Associate of Applied Science Program.

Program Verification Form

Please select the program you would like to update:

- Medical Assisting - Associate of Applied Science
- Accounting - Diploma Program
- Bartending - Certificate Program
- Medical Assisting - Diploma Program
- Nursing - Diploma Program

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Back to top

Support

3:29 PM  
10/28/2014

**Program Verification Form: (Continued):** The Program Verification Form for the Medical Assisting – Associate of Applied Science Program should be completed in the same manner as the previous Program Verification Form.

**Program Verification Form**

**Program Information**

Program Name: Medical Assisting

Program Award Level: Associate of Applied Science

Length Of Program: 24 months

Estimated Program Tuition: \$ 20000.0

Estimated Program Fees: \$ 1500.0

Estimated Program Other Costs: \$ 0.0

CIP Code: 51.08 - Allied Health and Medical Assisting Services.  
*Enter CIP codes in the format ##.####. You can also search using keywords for more information.*

**Program Hours**

Total Or Per Week:  Total  Per Week

Hour Type:  Clock  Quarter  Semester

Hours must be in whole or half credit hours. Schools using fractional hours must use Alternative Credit Hours.

	Clock hours	Credit hours
Lecture	600	60
Lab	400	20
Internship/Externship	360	12
<b>(Total)</b>	<b>1360</b>	<b>92</b>

My Credit Hour Conversion Calculation Differs From The Calculation Above.

Support

3:31 PM 10/28/2014

**Program Verification Form: (Continued):** Note that there is an additional question about the program advisory committee on this form [at the bottom of the page below] since it's a degree level program that requires an advisory committee. Once this Program Verification Form has been completed the user can scroll to the bottom of the page and click on the "Submit" button.

The screenshot shows a web browser window with the URL [https://oh.edvera.com/documents/92/document\\_submissions/8736/edit](https://oh.edvera.com/documents/92/document_submissions/8736/edit). The page title is "Program Verification Form" and the user is logged in as "John Smith".

**Program Type Specific Questions**

1. Is this program a clock hour program?  
 Yes  No
2. Does this program require approval of another state agency?  
 Yes  No
3. Do graduates of this program require a state license or other certification in order to become employed?  
 Yes  No
4. Does this program require clinical externships?  
 Yes  No
5. Is any part of this program offered via distance education?  
 Yes  No
6. Is the program a "Major"?  
 Yes  No
7. Is this program a "Concentration"?  
 Yes  No

**Program Award Level Information**

- Submit a list of the advisory committee members with a current occupation on each individual member.

Supporting documents:

- Advisory-Committee.pdf (Updated 10/28/2014 03:33PM)

Buttons: Save and Exit, Save, **Submit**

Windows taskbar shows the time as 3:33 PM on 10/28/2014.

Two red arrows with black outlines are overlaid on the image:  
1. A large arrow pointing left from the right side of the page towards the "Advisory-Committee.pdf" document entry, with the text "Additional question for degree programs" inside it.  
2. A large arrow pointing left from the bottom right towards the "Submit" button, with the text "Submit program verification form when finished" inside it.

**Program Verification Form: (Continued):** When the user clicked on the “Submit” button for the Program Verification Form they were directed to the page shown below for the Medical Assisting program’s verification form. This Program Verification Form is now “Pending Office Operations Approval”. The user can now review the information submitted but it cannot be changed. The user can also “Print” the information that was submitted by clicking on the “Print” button or generate an electronic zip file that can be saved by the user by clicking on the “Generate Zip” button. Once the user is prepared to continue with completing the Data Verification form they can click on the “Back to Data Verification Form” button.

The screenshot shows a web browser window with the URL [https://oh.edvera.com/documents/92/document\\_submissions/8736](https://oh.edvera.com/documents/92/document_submissions/8736). The page title is "Program Verification Form". A notification at the top says "Document has been saved." The status is "Pending Office Operations Approval". The program name is "Medical Assisting", the award level is "Associate of Applied Science", and the length is 24 weeks. The estimated program cost is \$20,000.00. The program hours are 90. The CIP code is 51.08 - Allied Health and Medical Assisting Services. The program hours table is as follows:

	Clock hours	Credit hours
Lecture	600.0	0.0
Lab	400.0	0.0
Internship/Externship	360.0	0.0
Total	0.0	0.0

The total per week is 0.0. The hour type is quarter. The supporting documentations list includes "1. Curriculum outline:". The system tray shows the time as 3:34 PM on 10/28/2014.

**Data Verification Form: Section 3 (Continued):** When the user clicked on the “Back to Data Verification Form” button they were returned to the first page of the Data Verification form shown below. Since the user has already completed Sections 1 & 2, the user will return to Section 3 “Programs and Instruction” to complete the Program Verification Forms for any remaining programs [Note: If there are no other programs at the school or if all Program Verification Forms have been completed, the user can proceed directly to Section 4.]

The screenshot shows the EDvera Data Verification Form interface. At the top, there is a navigation bar with 'EDvera - Ohio', 'Dashboard', 'Documents', and 'Help'. The user is logged in as 'John Smith'. The main heading is 'Data Verification Form'. Below this, there are five tabs: '1. Institution Information', '2. Admissions & Recruiting', '3. Programs & Instruction', '4. Faculty & Staff', and '5. Review & Authorization'. The '3. Programs & Instruction' tab is highlighted with a red box. A red arrow points from this tab to a red callout box that says 'Click here to return to Section 3 and complete the remaining program verification forms'. The form is divided into several sections: 'General' with fields for School Name (Cyanna Test School), Phone Number (614-867-5309), Fax Number (614-555-2222), Web Address (cyanna.com), Country (United States), State (Ohio), and Zip Code (43215); 'Contacts' with Primary Contact and School Director (both John Smith); and 'Accreditations' with a checkbox for 'My Agency Doesn't Appear Here' and a dropdown for 'Accreditation Agency' (Accrediting Commission of Career Schools and Colleges (ACCSC)). A 'Support' button is visible in the bottom right corner of the form area. The Windows taskbar at the bottom shows various application icons and the system clock indicating 3:36 PM on 10/28/2014.

**Data Verification Form: Section 3 (Continued):** When the user returns to Section #3 the list of programs will appear again. Note that both the Accounting program and the Medical Assisting program now show that the program verification form has been submitted for those programs. To start the process for submitting another program verification form click on the “+Program Verification Form” button. This will return the use to the start of the program verification process once again.

The screenshot shows a web browser window with the URL [https://oh.edvera.com/documents/93/document\\_submissions/8717/edit?section=207](https://oh.edvera.com/documents/93/document_submissions/8717/edit?section=207). The page title is "Data Verification Form" and the user is logged in as "John Smith". The interface has a navigation bar with sections: 1. Institution Information, 2. Admissions & Recruiting, 3. Programs & Instruction (active), 4. Faculty & Staff, and 5. Review & Authorization. Below the navigation bar, there are two questions. Question 1 asks for instructional program modes, with "Distance Education" and "Resident" checked. Question 2 asks to submit the Program Verification Form for all currently approved programs. A list of programs is shown with their submission status: Accounting (submitted), Bartending (no submission), Medical Assisting (submitted), Medical Assisting (no submission), and Nursing (no submission). A red box highlights the "+ Program Verification Form" button, with a red arrow pointing to it and the text "This button will continue the program verification process". Another red arrow points to the "submitted" status of the Accounting and Medical Assisting programs, with the text "The program verification forms for the Accounting and Medical Assisting programs have already been submitted." At the bottom of the form, there are buttons for "Save and Exit", "Save", and "Save and Proceed to Next Section". The footer includes the "CYANNA" logo, "© 2014 EDvera", and a "Back to top" link. A "Support" button is visible in the bottom right corner. The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 3:36 PM and date 10/28/2014.

**Data Verification Form: Section 3 (Continued):** When the user has completed all the Program Verification Forms, they should see all of the programs listed as “submitted” and coded in the color green (see below). The user can click on “Save and Proceed to the Next Section” which will take the user to Section 4 of the Data Verification Form

The screenshot displays the EDvera Data Verification Form interface. At the top, the browser address bar shows the URL: [https://oh.edvera.com/documents/93/document\\_submissions/8717/edit?section=207](https://oh.edvera.com/documents/93/document_submissions/8717/edit?section=207). The navigation menu includes "Dashboard", "Documents", and "Help", with the user name "John Smith" displayed. The main heading is "Data Verification Form". Below this, a progress bar shows five sections: 1. Institution Information, 2. Admissions & Recruiting, 3. Programs & Instruction (active), 4. Faculty & Staff, and 5. Review & Authorization. The active section contains two questions. Question 1 asks for instructional program modes, with "Distance Education" and "Resident" checked. Question 2 asks for currently approved programs. A list of five programs is shown, all marked as "submitted" in green: Accounting (Diploma Program), Bartending (Certificate Program), Medical Assisting (Associate of Applied Science), Medical Assisting (Diploma Program), and Nursing (Diploma Program). A red arrow points to this list with the text: "The program verification forms for all programs have been submitted." At the bottom of the form, three buttons are visible: "Save and Exit", "Save", and "Save and Proceed to Next Section", with the latter button highlighted by a red box. The footer includes the "FORWARD BY CYANNA" logo, a copyright notice for 2014 EDvera, and a "Back to top" link. A "Support" button is located in the bottom right corner. The Windows taskbar at the bottom shows the Start button, application icons for Internet Explorer, File Explorer, and several Office applications, along with the system tray showing the time as 3:44 PM on 10/28/2014.

**Data Verification Form: Section 4:** Section 4 requires that the user verify the current school director. If the information listed is correct, the user can click on “Save and Proceed to the Next Section” which will take the user to Section 5 of the Data Verification Form. If the name of the current Director is incorrect, the user should click on the “New Director Change Form” to submit information about the current school director.

The screenshot displays the EDvera Ohio Data Verification Form interface. At the top, the browser address bar shows the URL: [https://oh.edvera.com/documents/93/document\\_submissions/8717/edit?section=204](https://oh.edvera.com/documents/93/document_submissions/8717/edit?section=204). The navigation bar includes "EDvera - Ohio", "Dashboard", "Documents", "Help", and a user profile for "John Smith".

The main heading is "Data Verification Form". Below it, a progress bar shows five sections: 1. Institution Information, 2. Admissions & Recruiting, 3. Programs & Instruction, 4. Faculty & Staff (highlighted with a red box), and 5. Review & Authorization.

The content area contains the following text: "1. The following list contains all of the directors that we have on file for your institution. Please uncheck any directors that are no longer at your institution, or submit an additional new director request for any directors." Below this text is a list of directors with a checkbox next to "John Smith". A red arrow points to the checkbox with the text "Name of current school director". Below the list is a button labeled "+ New Director Change Form". A red arrow points to this button with the text "To change the school director click here".

At the bottom of the form, there are three buttons: "Save and Exit", "Save", and "Save and Proceed to Next Section".

The footer of the page includes the "CYANNA" logo, the copyright notice "© 2014 EDvera", and a "Back to top" link. A "Support" button is located in the bottom right corner.

The Windows taskbar at the bottom shows the Start button, several application icons (Internet Explorer, File Explorer, VLC, Excel, PowerPoint, Word, Outlook, Adobe Reader, Chrome, Firefox, and another Adobe Reader), and the system tray with the date and time: "3:44 PM 10/28/2014".

**Director Change Form:** If the user clicks on “New Director Change Form” in Section 4 they will be brought to this page to submit information about the current school director. To add a new director click on the “+” button next to the currently listed director and you will be asked to add the new director’s contact information. Once the user has added the new director and completed the rest of the questions on this page they should click on “Submit” at the bottom of the page and then return to the main page of the Data Verification Form to complete Section 5.

**Director Change Form**

Director Assignment

School Director: John Smith (johnsmith@cya)

Click on the “+” to add a new school director.

Additional Director Information

- Name of School Where Employed

1. Have you ever had a diploma, credential, license, or certificate denied, revoked or suspended?

Yes  No

2. Have you ever been found guilty of, pleaded guilty to, or entered a plea of no contest to a charge of immoral conduct?

Yes  No

3. Have you ever been dismissed or asked to resign from any position for immoral or unprofessional conduct?

Yes  No

4. Have you ever been sued successfully for fraud or deceptive trade practice?

Yes  No

5. Have you ever been convicted of a felony or a misdemeanor other than minor traffic offenses?

(Verified explanation required plus: (1) certified copy of final judgment; (2) copy of probation order/release.)

Yes  No

Education

- List any relevant post-secondary education credentials and degrees awarded.

Support

3:45 PM  
10/28/2014

**Data Verification Form: Section 4 (Continued):** When 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.

The screenshot displays a web browser window with three tabs: 'Data Verification Form', 'Program Verification F...', and 'Data Verification Form'. The address bar shows the URL: [https://oh.edvera.com/documents/93/document\\_submissions/8717/edit?section=204](https://oh.edvera.com/documents/93/document_submissions/8717/edit?section=204). The page header includes 'EDvera - Ohio' and navigation links for 'Dashboard', 'Documents', and 'Help'. The user's name, 'John Smith', is displayed in the top right corner.

### Data Verification Form

1. Institution Information   2. Admissions & Recruiting   3. Programs & Instruction   4. Faculty & Staff   5. Review & Authorization

1. The following list contains all of the directors that we have on file for your institution. Please uncheck any directors that are no longer at your institution, or submit an additional new director request for any directors not shown here.

John Smith

[+ New Director Change Form](#)

[Save and Exit](#)   [Save](#)   [Save and Proceed to Next Section](#)

© 2014 EDvera  
[Back to top](#)

[Support](#)

Start | Internet Explorer | File Explorer | Windows Media Center | Microsoft Office Word | Microsoft Office PowerPoint | Microsoft Office Excel | Adobe Reader | Google Chrome | Firefox | Microsoft Edge | System tray: 3:44 PM, 10/28/2014

**Data Verification Form: Section 5:** In Section #5 the User can review the information that has been previously entered into the Data Verification Form.

The screenshot displays a web browser window with the URL [https://oh.edvera.com/documents/93/document\\_submissions/8717/edit?section=208](https://oh.edvera.com/documents/93/document_submissions/8717/edit?section=208). The page title is "Data Verification Form" and the user is logged in as "John Smith". The navigation menu includes "Dashboard", "Documents", and "Help". The main content area shows a progress bar with five steps: 1. Institution Information, 2. Admissions & Recruiting, 3. Programs & Instruction, 4. Faculty & Staff, and 5. Review & Authorization. The "Review & Authorization" step is highlighted with a red box. Below the progress bar, the form is divided into sections: "General", "Contacts", and "Accreditations". The "General" section contains fields for School Name (Cyanna Test School), Address (123 Main St, Columbus OH 43215), Phone Number (614-867-5309), Fax Number (614-555-2222), and Web Address (http://cyanna.com). The "Contacts" section has fields for Primary Contact (John Smith) and School Director (John Smith). The "Accreditations" section is titled "Accrediting Commission of Career Schools and Colleges (ACCSC)" and lists Accreditation Date (2013-03-01), Expiration Date (2017-03-01), and an Accreditation letter (Accreditation letter.pdf). A "Support" button is located in the bottom right corner of the form area. The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 3:46 PM and date 10/28/2014.

**Data Verification Form: 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 Data Verification Form will be submitted to the SBCCS staff for review.

The screenshot displays a web browser window with the URL [https://oh.edvera.com/documents/93/document\\_submissions/8717/edit?section=208](https://oh.edvera.com/documents/93/document_submissions/8717/edit?section=208). The page header includes "EDvera - Ohio" and navigation tabs for "Dashboard", "Documents", and "Help". A user profile for "John Smith" is visible in the top right. The main content area shows a list of submitted programs: "Medical Assisting (submitted) - Associate of Applied Science", "Medical Assisting (submitted) - Diploma Program", and "Nursing (submitted) - Diploma Program". Below this is the "Faculty & Staff" section, which lists "John Smith" as a director. The "Attestation" section contains a red-bordered box with a checkbox and the text: "By clicking this checkbox you are verifying that to the best of your knowledge and belief the forgoing information is true and correct." At the bottom of the form, there are three buttons: "Save and Exit", "Save", and "Submit", with the "Submit" button highlighted by a red box. The footer includes the "CYANNA" logo, copyright information "© 2014 EDvera", a "Back to top" link, and a "Support" button. The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time "3:47 PM" and date "10/28/2014".

**Data Verification Form: Section 5 (Continued):** Once the user has submitted the form it will be “Pending Office Operations Approval” (see below). You can also print the form or save an electronic zip file of the Form on this page.

The screenshot displays the EDvera web application interface. At the top, a navigation bar includes "EDvera - Ohio", "Dashboard", "Documents", and "Help", along with a user profile for "John Smith". A green notification bar states "Document has been saved." The main heading is "Data Verification Form". To the right of the heading are buttons for "Back to Documents", "Generate Zip", and "Print", with the latter two highlighted by a red box. Below the heading, a "Status" dropdown menu is set to "Pending Office Operations Approval", also highlighted by a red box. The form is organized into sections: "General" (School name: Cyanna Test School, Address: 123 Main St, Columbus OH 43215, Phone number: 614-867-5309, Fax number: 614-555-2222, Web address: http://cyanna.com), "Contacts" (Primary contact: John Smith, School director: John Smith), and "Accreditations" (Accrediting Commission of Career Schools and Colleges (ACCSC), Accreditation Date: 2013-03-01, Expiration Date: 2017-03-01, Conditions: ., Accreditation letter: Accreditation letter.pdf). A "Support" button is located in the bottom right corner of the form area. The Windows taskbar at the bottom shows various application icons and the system clock indicating 3:52 PM on 10/28/2014.

**Data Verification Form: Approve Process:** When you return to the documents section you will now see the Data Verification Form and all the Program Verification Forms are “Pending Office Operations Approval”. When the user has reached this point, the next step will be to wait until the forms that have been submitted are reviewed by the SBCCS office. Once the forms have been reviewed, you 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.

The screenshot displays the EDvera Ohio interface. The top navigation bar includes 'EDvera - Ohio', 'Dashboard', 'Documents' (highlighted with a red box), and 'Help'. The user's name 'John Smith' is visible in the top right. The main content area is titled 'Data Verification Form' and shows a list of forms for 'Cyanna Test School (2014-10-27)'. The status for the main form and five associated Program Verification Forms is 'Pending Office Operations Approval', with the first instance highlighted by a red box. Each form entry includes a 'View/Comment' button. A 'Support' button is located at the bottom right of the interface.

Form Title	Status	Action
Data Verification Form Cyanna Test School (2014-10-27)	Pending Office Operations Approval	View/Comment
Program Verification Form Accounting - Diploma Program (2014-10-28)	Pending Office Operations Approval	View/Comment
Program Verification Form Medical Assisting - Associate of Applied Science (2014-10-28)	Pending Office Operations Approval	View/Comment
Program Verification Form Bartending - Certificate Program (2014-10-28)	Pending Office Operations Approval	View/Comment
Program Verification Form Medical Assisting - Diploma Program (2014-10-28)	Pending Office Operations Approval	View/Comment
Program Verification Form Nursing - Diploma Program (2014-10-28)	Pending Office Operations Approval	View/Comment

**Data Verification Form: Approval Process (Continued):** After the forms have been reviewed, you can log back into the system and return to the Documents section to review your pending documents. In the example below while the Data Verification Form is still “Pending Office Operations Approval” the status of the Program Verification Forms has changed. Three of the Program Verification Forms have been “Approved” and two of the forms have been “Reverted”. The user will need to correct the reverted forms. To make corrections, the user should click on the “View/Comment” button. In this example, the user will click on the “View/Comment” button for the Nursing program.

The screenshot shows the EDvera - Ohio interface. The top navigation bar includes 'Dashboard', 'Documents' (highlighted with a red box), and 'Help'. The user 'John Smith' is logged in. The main content area is titled 'Data Verification Form' and includes a 'View/Comment' button. Below this, the main form is for 'Cyanna Test School (2014-10-27)' with a status of 'Pending Office Operations Approval' (highlighted with a red box). Under 'Supporting document submissions:', there are five entries:

- Program Verification Form: Medical Assisting - Diploma Program (2014-10-28). Status: **Approved** (highlighted with a red box). View/Comment button.
- Program Verification Form: Medical Assisting - Associate of Applied Science (2014-10-28). Status: **Approved**. View/Comment button.
- Program Verification Form: Nursing - Diploma Program (2014-10-28). Status: **Reverted** (highlighted with a red box). Edit/Submit and View/Comment buttons (the View/Comment button is highlighted with a red box).
- Program Verification Form: Bartending - Certificate Program (2014-10-28). Status: **Approved**. View/Comment button.
- Program Verification Form: Accounting - Diploma Program (2014-10-28). Status: **Reverted**. Edit/Submit and View/Comment buttons.

At the bottom right, there is a 'Support' button and a zoom level of 125%.

**Data Verification Form: Approval Process (Continued):** When the user clicks on the “View Comment” button they will be returned to the Program Verification Form. 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.

The screenshot displays the 'Program Verification Form' interface. At the top, the navigation bar includes 'EDvera - Ohio', 'Dashboard', 'Documents', 'Help', and a user profile for 'John Smith'. The main title is 'Program Verification Form', with navigation options: 'Back to Data Verification Form', 'Generate Zip', and 'Print'. Below the title, there are three tabs: 'Submission', 'Comments' (highlighted with a red box and a '1' indicator), and 'Status: Reverted' (also highlighted with a red box). The 'Program Information' section contains the following fields:

Program name	Nursing	Estimated program tuition	\$0.00
Program award level	Diploma Program	Estimated program fees	\$0.00
Length of program		Estimated program other costs	\$0.00
Program hours			
Cip code	51.1601 - Nursing/Registered Nurse (RN, ASN)		

The 'Program Hours' section is partially visible at the bottom, showing columns for 'Clock' and 'Credit'. A 'Support' button is located in the bottom right corner. The browser zoom level is set to 125%.

**Data Verification Form: 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 Nursing Program Verification Form. In order to make the corrections the user will need to return to the “Documents” section.

The screenshot displays the EDvera - Ohio web application interface. At the top, a navigation bar includes 'Dashboard', 'Documents' (highlighted with a red box), and 'Help'. The user 'John Smith' is logged in. The main heading is 'Program Verification Form', with navigation options: 'Back to Data Verification Form', 'Generate Zip', and 'Print'. Below the heading, there are tabs for 'Submission' and 'Comments' (the latter has a '1' and is highlighted with a red box), and a status indicator 'Status: Reverted'. A comment from 'John Ware' is shown, dated '02:13 PM EST on 11 Dec 2014 (9 minutes ago)'. The comment text reads: 'The program was missing the following items: 1. List of clinical sites 2. List of program equipment. Please correct and re-submit.' At the bottom right, there is a 'Support' button. The footer contains the URL 'https://oh.edvera.com/documents/92/document\_submissions/8741#document\_comments' and a zoom level of '125%'.

**Data Verification Form: Approval Process (Continued):** To make corrections to any of the forms the user needs to click on the “Edit/Submit” button next to the form. Note that only forms that need corrections have an “Edit/Submit” button. In the example below, the user will click on “Edit/Submit” to make corrections to the Nursing Program Verification Form.

EDvera - Ohio Dashboard Documents Help John Smith

### Data Verification Form

Cyanna Test School (2014-10-27)  
Status: Pending Office Operations Approval

Supporting document submissions:

Program Verification Form Medical Assisting - Diploma Program (2014-10-28) Status: Approved	View/Comment
Program Verification Form Medical Assisting - Associate of Applied Science (2014-10-28) Status: Approved	View/Comment
Program Verification Form Nursing - Diploma Program (2014-10-28) Status: Reverted	<b>Edit/Submit</b> View/Comment
Program Verification Form Bartending - Certificate Program (2014-10-28) Status: Approved	View/Comment
Program Verification Form Accounting - Diploma Program (2014-10-28) Status: Reverted	Edit/Submit View/Comment

POWERED BY Support 125%

**Data Verification Form: Approval Process (Continued):** When the user clicked on “Edit/Submit” for the Nursing program they are brought back to the Program Verification form for the Nursing Program which can now be edited or corrected based upon the comments that the user previously viewed.

The screenshot shows the 'Program Verification Form' interface. At the top, there is a navigation bar with 'EDvera - Ohio', 'Dashboard', 'Documents', 'Help', and a user profile for 'John Smith'. The main heading is 'Program Verification Form'. Below this, the 'Program Information' section contains several input fields: 'Program Name' (text box with 'Nursing'), 'Estimated Program Tuition' (text box with '\$ 10000'), 'Program Award Level' (dropdown menu with 'Diploma Program'), 'Estimated Program Fees' (text box with '\$ 1000'), 'Length Of Program' (text box with '1' and a dropdown menu with 'days'), and 'Estimated Program Other Costs' (text box with '\$ 500'). The 'CIP Code' dropdown menu is set to '51.1601 - Nursing/Registered Nurse (RN, ASN, BSN, MSN)'. A note below the CIP code field reads: 'Enter CIP codes in the format ##.####. You can also search using keywords. See [nces.ed.gov](https://nces.ed.gov) for more information.' The 'Program Hours' section at the bottom has radio buttons for 'Total' (selected) and 'Per Week'. A blue 'Support' button is located in the bottom right corner. The browser's zoom level is set to 125%.

**Data Verification Form: Approval Process (Continued):** Once the user has made the necessary corrections, 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.]

The screenshot displays the EDvera - Ohio web interface. At the top, there is a navigation bar with 'EDvera - Ohio', 'Dashboard', 'Documents', and 'Help'. A user profile for 'John Smith' is visible in the top right. Below the navigation bar, there is a section for 'Supporting documents' with an 'Add files...' button. The main content area contains two questions:

- 6. Is the program a "Major"?  
 Yes  No
- 7. Is this program a "Concentration"?  
 Yes  No

Below the questions is a section titled 'Program Award Level Information' with the text: 'There are no questions to be displayed for the award level chosen.'

At the bottom of the form, there are three buttons: 'Save and Exit', 'Save', and 'Re-submit'. The 'Re-submit' button is highlighted with a red rectangular box.

At the bottom of the page, there is a logo for 'CYANNA' and a copyright notice: '© 2014 EDvera'. A 'Support' button is located in the bottom right corner, and the page is zoomed to 125%.

**Data Verification Form: Approval Process (Continued):** When the user clicked on “Re-Submit” they are taken back to the page below that shows that the Nursing Program Verification Form 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.

EDvera - Ohio Dashboard Documents Help John Smith

Document has been saved.

### Program Verification Form

Back to Data Verification Form Generate Zip Print

Submission Comments 1 Status: Pending Office Operations Approval

#### Program Information

Program name	Nursing	Estimated program tuition	\$10,000.00
Program award level	Diploma Program	Estimated program fees	\$1,000.00
Length of program		Estimated program other costs	\$500.00
Program hours			
Cjp code	51.1601 - Nursing/Registered Nurse (RN, ASN)		

Program Hours Support 125%

**Data Verification Form: Approval Process (Continued):** When you return to the documents section you will now see the Nursing Program Verification Form is “Pending Office Operations Approval” again. In the example below, the user will click on “View/Comment” to view the comments related to the Accounting Program Verification Form which was also reverted.

The screenshot displays the EDvera - Ohio interface with a navigation bar (Dashboard, Documents, Help) and a user profile (John Smith). The main content area lists three program verification forms:

- Program Verification Form**  
Bartending - Certificate Program (2014-10-28)  
Status: **Approved** (highlighted in green)  
Action: View/Comment
- Program Verification Form**  
Accounting - Diploma Program (2014-10-28)  
Status: **Reverted** (highlighted in red)  
Actions: Edit/Submit, View/Comment (highlighted in red)
- Program Verification Form**  
Nursing - Diploma Program (2014-10-28)  
Status: **Pending Office Operations Approval** (highlighted in red)  
Action: View/Comment

The footer includes the logo "POWERED BY CYANNA", copyright information "© 2014 EDvera", a "Back to top" link, a "Support" button, and a zoom level of 125%.

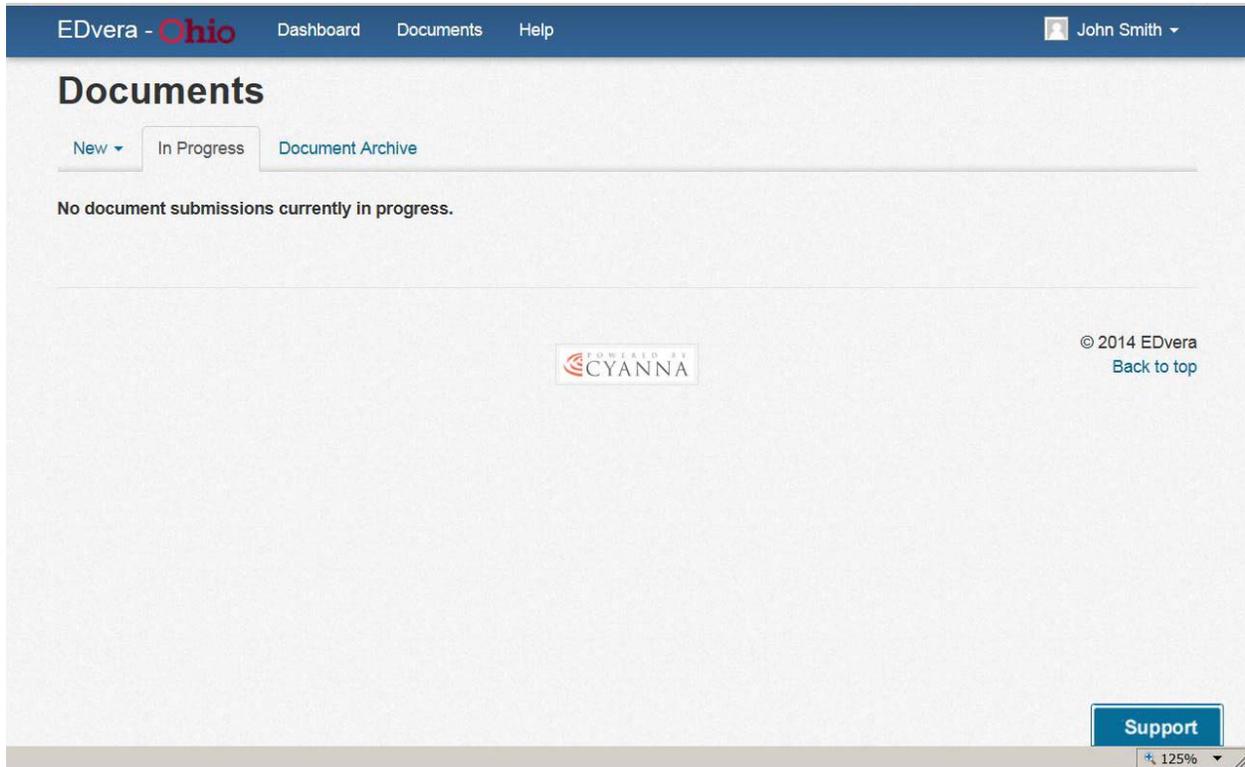
**Data Verification Form: Approval Process (Continued):** When the user clicked on the “View Comment” button they were returned to the Accounting Program Verification Form. There are three tabs at the top of the form: “Submission”, “Comments” and “Status”. In the example below the user is currently looking 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.

The screenshot displays the 'Program Verification Form' interface. At the top, the navigation bar includes 'EDvera - Ohio', 'Dashboard', 'Documents', 'Help', and a user profile for 'John Smith'. The main title is 'Program Verification Form', with navigation links for 'Back to Data Verification Form', 'Generate Zip', and 'Print'. Below the title, there are three tabs: 'Submission', 'Comments' (with a '1' indicator), and 'Status: Reverted'. The 'Program Information' section contains several input fields: 'Program name' (Accounting), 'Estimated program tuition' (\$10,000.00), 'Program award level' (Diploma Program), 'Estimated program fees' (\$500.00), 'Length of program' (52), 'Estimated program other costs' (\$0.00), 'Program hours' (950), and 'Cip code' (52.0301 - Accounting). The 'Program Hours' section is partially visible at the bottom, showing a table with columns for 'Clock', 'Credit', and 'Alt'. A 'Support' button is located in the bottom right corner. The browser's zoom level is set to 125%.

**Data Verification Form: 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 Accounting Program Verification Form. In order to make the corrections the user will need to return to the “Documents” section. The user will then proceed to make the necessary corrections to the Accounting Program Verification Form and re-submit the form for review.

The screenshot displays the EDvera - Ohio interface. The top navigation bar includes 'Dashboard', 'Documents' (highlighted with a red box), and 'Help'. The user 'John Smith' is logged in. The main heading is 'Program Verification Form'. Below this, there are buttons for 'Back to Data Verification Form', 'Generate Zip', and 'Print'. A status bar shows 'Submission', 'Comments 1', and 'Status: Reverted'. A comment from 'John Ware' is displayed, dated '02:16 PM EST on 11 Dec 2014 (21 minutes ago)'. The comment text, enclosed in a red box, reads: 'The document is missing the following information: 1. List of instructors. Please add this information and re-submit.' At the bottom right, there is a 'Support' button and a zoom level of '125%'.

**Data Verification Form: Final Steps:** Once the user has made all the necessary corrections and all the Program Verification Forms and the Data Verification Form has been approved by the SBCCS staff, the process is now complete and the user will see the information on the page below under the “In Progress” tab of the Documents section.



The screenshot shows the EDvera - Ohio web application interface. The top navigation bar includes 'Dashboard', 'Documents', and 'Help', with a user profile for 'John Smith'. The main heading is 'Documents', with tabs for 'New', 'In Progress', and 'Document Archive'. The 'In Progress' tab is active, displaying the message: 'No document submissions currently in progress.' The page includes a 'Support' button in the bottom right corner, a 'Back to top' link, and a copyright notice for © 2014 EDvera. A logo for 'POWERED BY CYANNA' is also visible. The browser's zoom level is set to 125%.

**Data Verification Form: Final Steps:** If the user wants to review the submitted and approved Data Verification Form, the forms can be viewed under the “Document Archive” tab in the Documents section.

The screenshot displays the EDvera - Ohio web interface. The top navigation bar includes 'Dashboard', 'Documents', and 'Help', with a user profile for 'John Smith'. The main heading is 'Documents', with sub-tabs for 'New', 'In Progress', and 'Document Archive'. The 'Document Archive' tab is highlighted with a red box. Below the tabs, a document entry is shown for 'Data Verification Form' from 'Cyanna Test School (2014-10-27)', with a status of 'Approved'. A 'View' button is located to the right of the document title. At the bottom of the page, there is a 'Support' button and a zoom level indicator set to 125%.

## **Notes**