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 or 614-466-7833.
**Main Dashboard Screen:** This main dashboard screen contains general directory information about your school. Note that some information may be missing and/or incorrect and will be corrected during the data verification process. When you have technical problems with the system you can click on the “Support” tab that appears at the bottom of each page. When you click on support you will see the system support screen (see next page).
**System Support Screen:** Please fill in the requested information and you will be contacted via email to resolve your support issue.
**Documents Tab:** The first step in completing 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]
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 not 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: 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.
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 your 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.
**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.
**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.
**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.
**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.
**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.
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.
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.
**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.
Data Verification Form: Section 3 (Continued): Item #2 requires that you submit a Program Verification Form for each type of program listed in the box below. (The school in the example below has five programs) Note that this list should reflect the programs you currently have approved with the State Board of Career Colleges and Schools. If you believe that the list is incorrect please contact our office. (Note: You can still proceed with submitting the information required for the rest of the programs). To start the process click on the “+Program Verification Form” button.
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.
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 the 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.
**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)
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 you credit hour calculations differ significantly from the standard Carnegie Unit credit hour calculations, you may be asked to provide documentation to support your calculations.

Step 1: Check this box to modify credit hours

Step 2: Enter revised credit hours
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.

Link to Board’s “Exhibit A” form

Upload Files

Type answer in text box or upload files below
**Program Verification Form: (Continued):** In the example below, the user is uploading the Program curriculum file into Question #1.
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.
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.
**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.
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.

“Yes” answer has prompted request for additional information
**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](image-url)
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: (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.

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
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.
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.]
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.
**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: (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: (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.
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.

This program verification form for the Medical Assisting program is now pending office review.
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.]

Click here to return to Section 3 and complete the remaining program verification forms.
**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.
**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.

![Image of Data Verification Form]

The program verification forms for all programs have been submitted.
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.
**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. One 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.
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.
**Data Verification Form: Section 5:** In Section #5 the User can review the information that has been previously entered into the Data Verification Form.
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.
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.
**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.
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.
**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.

<table>
<thead>
<tr>
<th>Program Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program name</strong></td>
<td>Nursing</td>
</tr>
<tr>
<td><strong>Estimated program tuition</strong></td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Program award level</strong></td>
<td>Diploma Program</td>
</tr>
<tr>
<td><strong>Estimated program fees</strong></td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Length of program</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Estimated program other costs</strong></td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Program hours</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Cip code</strong></td>
<td>51.1601 - Nursing/Registered Nurse (RN. ASN)</td>
</tr>
</tbody>
</table>

**Program Hours**
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.
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.
**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.
**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.]
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.
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.
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.
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.
**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.
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.
Notes