

# EDvera User Manual

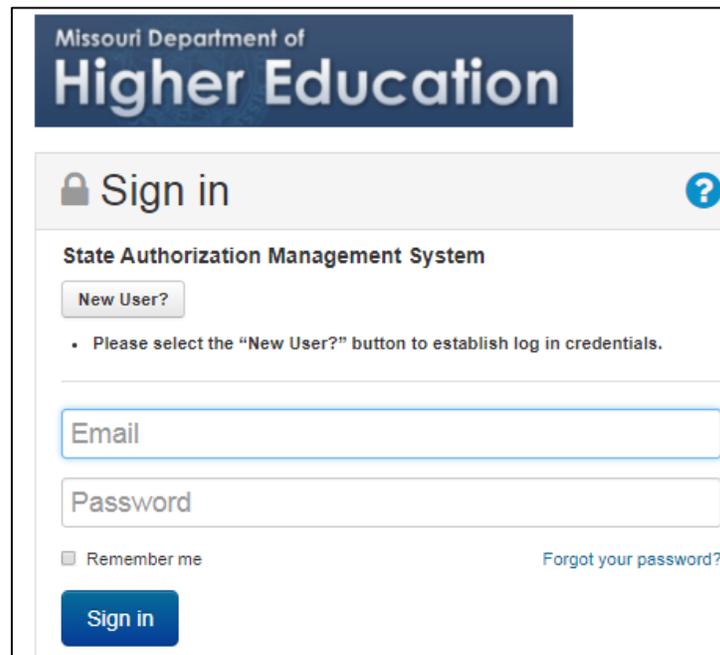
The Missouri Department of Higher Education (MDHE) has contracted with Cyanna Education Services to develop a cloud-based workflow system called EDvera. Upon approval, you will be able to access your school's information from anywhere that has an internet connection. Schools may submit and review data and documents electronically through EDvera rather than submitting paper documents.

This manual will provide information on how to:

- [Apply for Access to the EDvera System](#)
  - [Submit an Initial Inquiry](#)
  - [Submit an Initial Application to Operate in Missouri](#)
- 

## Apply for Access to the EDvera System

1. Go to Missouri's EDvera login screen – <https://mo.edvera.com>.



2. Click on the “New User?” button.
3. If you are interested in opening a new school, enter your name and email address in the spaces provided. In the “How can we help you?” text box, provide the proposed name of the school and a brief description of the program(s) to be offered.

If you are with a currently certified school, enter your name and email address in the spaces provided. In the “How can we help you?” text box, provide the name of the school and a brief description of your intended purpose so we can best assign your user role(s).

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4. Click the “Submit” button.
5. Your request will be sent to the MDHE Helpdesk. For new schools, MDHE staff will open an account to include the proposed name of the school and grant access for the new user to submit an Initial Inquiry. For new users of schools already in the EDvera system, MDHE staff will assign a temporary password.
6. You will receive an email with your temporary password. Go to Missouri’s EDvera login screen (<https://mo.edvera.com>) and enter your email and temporary password. You should be prompted to change the password to one of your own choosing.
7. If you do not receive a prompt to change the password, click on the dropdown box next to your name on the far right side of the page. Select “Profile” and “Change Password.”



8. You can also update your personal profile information from the “Profile” link.

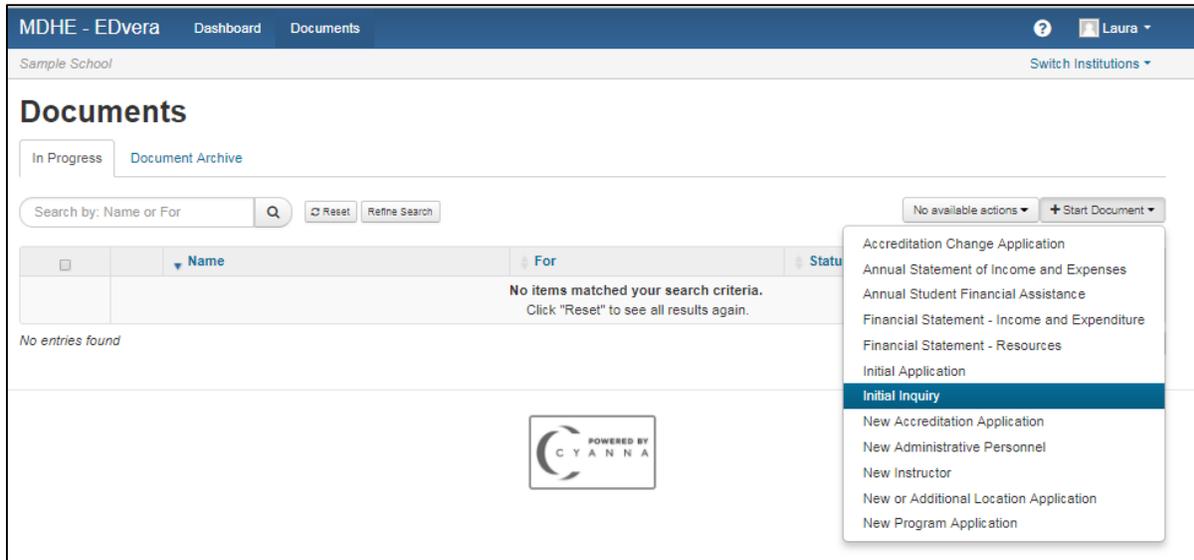
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## Submit an Initial Inquiry

Once your credentials have been established allowing access to the EDvera system, you will need to submit an Initial Inquiry form. This form will provide information necessary to the MDHE so we may ensure you submit the correct application.

1. Access EDvera through the login screen (<https://mo.edvera.com>).
2. You will see two tabs at the top – one for Dashboard and one for Documents. Click on the Documents tab, and select “Initial Inquiry” from the dropdown menu.

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3. Fill out as much of the document as possible to assist MDHE staff in understanding your school's scope of operation and to provide you with the appropriate application form.

A screenshot of the 'Initial Inquiry' form in the MDHE - EDvera system. The form is titled 'Initial Inquiry' and has tabs for 'Submission', 'Comments', 'Status' (set to 'Dissubmitted'), and 'History'. The 'Institution Information' section includes fields for 'School Name' (Sample School), 'Country', 'Phone number', 'Fax number', 'Web address', 'Street 1', 'Street 2', 'City', 'State', and 'Zip'. The 'Type of Application' section has three radio button options: 'To offer instruction or to establish a new postsecondary school in Missouri', 'To recruit students from Missouri to attend a school in another state or country', and 'To seek exemption from certification standards'. The 'Questionnaire' section has two questions: '1. Where is the school's proposed location to offer training?' and '2. What type of training will the school offer?'. A rich text editor is visible at the bottom of the form.

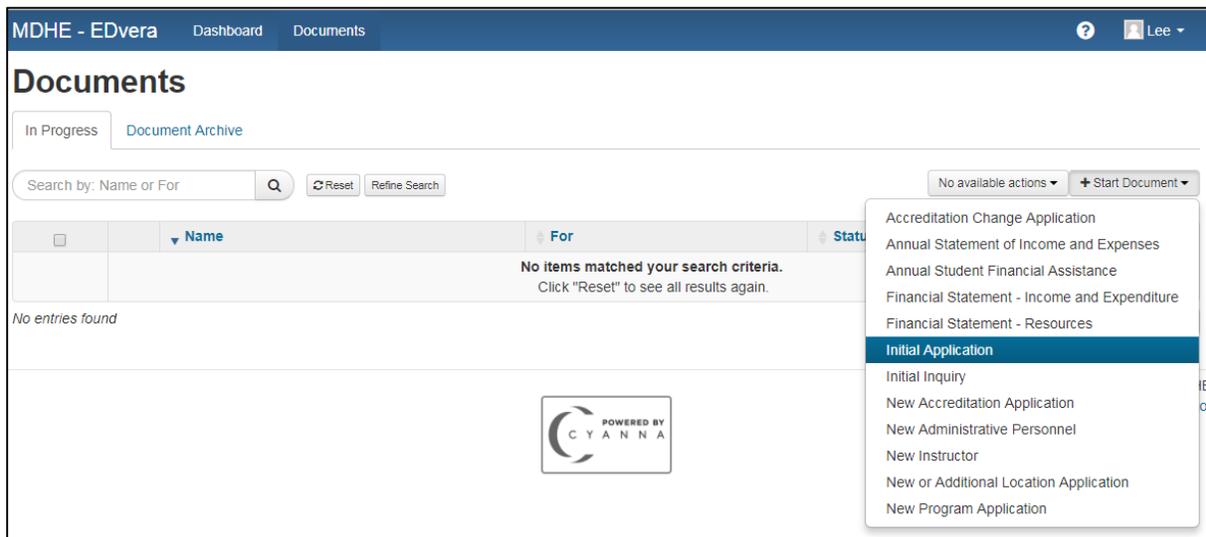
4. The MDHE will review the Initial Inquiry form and either approve the school to submit a formal application or revert the form back to the school.
5. If the Initial Inquiry form is reverted to the school, the MDHE will specify what additional information is required in order to complete the inquiry process.

If the Initial Inquiry form is accepted, the school will receive notification from the MDHE and may begin the appropriate application within EDvera.

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## Submit an Initial Application to Operate in Missouri

1. Access EDvera through the login screen (<https://mo.edvera.com>).
2. From the Documents tab, select “Initial Application” from the dropdown menu.



3. Read items 1 – 4 and check the attestation box indicating agreement with the terms of the electronic application then click “Continue.” There is a link on this page to the MDHE rules regarding school certification. You may also find these rules on the [MDHE website](#).
4. The Initial Application has five (5) sections:
  - I. Institution Information
  - II. Personnel
  - III. Program(s)
  - IV. Exhibits
  - V. Financials

### **Section I – Institution Information**

- Indicate the name of the school as well telephone, fax, and website, if known. If the contact information has not been finalized, indicate “N/A” for the initial submission.
- Indicate where the school is (or will be) located (In State, Out-of-State, Other).
- Indicate the school’s current mailing address.

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- The Institutional Contact and Chief Administrator can be the same individual who submitted the Initial Inquiry. You may add additional users. Unless the new contacts will be the one(s) to complete the application, do not change the Institutional Contact role as that will lock you out of the system.

**Before adding any additional users, go to the bottom of the form and click “Save” in order to keep all data currently entered.**

- Indicate how the school is organized (sole owner, partnership, corporation, LLC, or other). You will need to upload a copy of your documentation from the appropriate Secretary of State to verify organizational status.
- Indicate if the school will be operated as a for-profit or a non-profit.
- Indicate if the school will offer certificates, degrees, or both. If the school intends to offer a degree program, the school must be accredited or be actively pursuing recognized accreditation. Degree-granting schools will be required to undergo a site visit and examination of programs by external consultants approved by the MDHE. All expenses related to external consultants must be paid by the school; such expenses may include travel, meals, and an honorarium for consultants.
- Indicate if the school is a branch campus of another school currently operating outside of Missouri.
- If the school is currently accredited by a recognized accrediting agency, select “New Accreditation Application” and follow instructions on that form. If the school is not accredited, you may skip this section.

**Before adding any accreditation information, go to the bottom of the form and click “Save” in order to keep all data currently entered.**

- Provide the instructional location of the school. If an instructional location has not been determined, you may skip this section. You will be required to complete this information prior to final approval of the Initial Application.

**Before adding any location information, go to the bottom of the form and click “Save” in order to keep all data currently entered.**

- Check the attestation box indicating the appropriateness of the school’s governance structure. Click “Save and Proceed to Next Section.”

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## Section II – Personnel

- In the left hand column, indicate the total number of administrators and instructors (full time and part time) the school has or will employ at start up. In the right hand column, indicate the total number of administrators and instructors (full time and part time) the school expects to have in its employ within the first six months of certification.

**If an administrator is also an instructor, count them as part time in each category.**

**Ensure all personnel fields have a number, even if it is zero.**

- Click on the “New Administrative Personnel” button, which will open the document in a different tab. The school must identify one person for each of the key administrative functions (Branch Campus Director, Chief Academic Officer, Data Coordinator, Financial Officer, Main Campus Director, State Licensing Liaison, Student Financial Assistance Officer). Upload a detailed resume on each administrator.

**NOTE - The “Student Financial Assistance Officer” is the individual with primary responsibility for ensuring proper payment and refund of tuition and/or fees regardless of the funding source. The “Financial Officer” is the individual with primary responsibility for the accounts payable/receivable of the school.**

**If you need to leave the “New Administrative Personnel” document before you have completed or uploaded all required information, click “Save” or “Save and Exit.” Click “Submit” if all required information has been entered for that individual.**

**You must complete a separate “New Administrative Personnel” document for each Administrator who will hold one of the key positions with the school. If the school is not a Branch Campus, that administrative function may remain empty.**

- After all administrative personnel have been entered, you should find those individuals listed on the Initial Application. This will also show whether those forms have been submitted or if they have been approved by the MDHE.
- Click on the “New Instructor” button, which will open the document in a different tab. The school must identify each individual who will teach a course for the school.

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**If the school is accredited by a recognized accrediting agency, the school must only provide a list of instructors and the course(s) taught on the form provided.**

- Upload a detailed resume, transcript, etc. on each instructor. Include copies of any current industry certifications that qualify the individual as a postsecondary instructor in the course/program field.

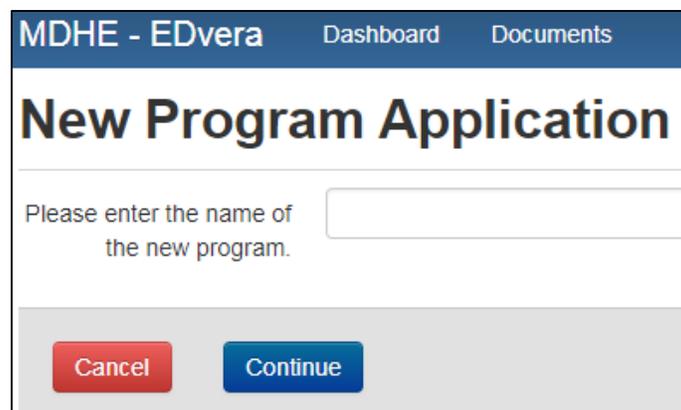
**If you need to leave the “New Instructor” document before you have completed or uploaded all required information, click “Save” or “Save and Exit.” Click “Submit” if all required information has been entered for that individual.**

**You must complete a separate “New Instructor” document for each faculty member of the school.**

- After all instructors have been entered you should find those individuals listed on the Initial Application. This will also show whether those forms have been submitted or if they have been approved by the MDHE.
- Check the attestation boxes indicating the school will maintain appropriately qualified administrative and instructional personnel.
- Click “Save and Proceed to Next Section.”

## **Section III – Programs**

- Check the attestation boxes indicating the school will abide by regulations pertaining to the purpose and awarding of certificates or degrees.
- Enter the name of the proposed program (for example, “Medical Assistant”) and click “Continue.”



The screenshot shows a web interface for 'MDHE - EDvera'. At the top, there are navigation links for 'Dashboard' and 'Documents'. The main heading is 'New Program Application'. Below the heading, there is a text input field with the placeholder text 'Please enter the name of the new program.' At the bottom of the form, there are two buttons: a red 'Cancel' button and a blue 'Continue' button.

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- Assign the Program Award Level. Non-degree programs are considered Certificates and are either less than one year in length or one year or more. In this section, also include the estimated number of students you expect to enroll in the program during its first year of operation.

MDHE - EDvera Dashboard Documents

## New Program Application

Submission **Child** Comments **0** Status: **Unsubmitted** History Parent Submission ▾

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**Program Information** **Enrollment Projections**

Name:

Program Award Level:   
Associate Degree  
Bachelor's Degree  
Certificate (less than one year)  
Certificate (one year or more)  
Doctoral Degree  
Graduate Certificate  
Master's Degree  
Post-Baccalaureate Certificate

Outcome Award:

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

Projected cumulative enrollment for the first year of operation:

- Assign a six-digit Classification of Instructional Program (CIP) code. You may go the [National Center for Educational Statistics](http://nces.ed.gov) (NCES) website to search for an appropriate program code, or you may start typing program keywords (for example, medical assist). The system will provide you with potential matches. Select the six digit code most closely related to your program.

MDHE - EDvera Dashboard Documents

## New Program Application

Submission **Child** Comments **0** Status: **Unsubmitted** History Parent Submission ▾

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**Program Information** **Enrollment Projections**

Name:

Program Award Level:

Outcome Award:

CIP Code:   
medical assist  
51.08 - Allied Health and Medical Assisting Services.  
**51.0899 - Allied Health and Medical Assisting Services, Other.**

Projected cumulative enrollment for the first year of operation:

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- Indicate the total number of hours in the program and the length of the program in weeks. Designate if these are clock hours, credit hours (Quarter or Semester) or if hours are calculated in a different format.

MDHE - EDvera Dashboard Documents

Program Hours

How are the program hours calculated?  Clock Hour  Quarter Credit Hour  Semester Credit Hour  Other

Total Program Hours

Length in weeks

- Indicate the admission requirements for the program. You may also attach the school's admission policy for MDHE review.
- Indicate how the school will provide instruction by placing the approximate percentage of instruction in the appropriate box. Is it all lecture/classroom based? Are there times students will be in lab setting (for example, computer lab or health lab)? Are part of the required hours to be spent in an internship or externship? Are some hours taught online? The total of all teaching methods must equal 100%.

2. Teaching Methodologies: Check all the methods that are used in the program. The total must equal 100%.

Teaching Methodologies	%
Classroom Instruction	<input type="text" value="80"/>
Laboratory Instruction	<input type="text" value="10"/>
Internship Externship	<input type="text" value="10"/>
Independent Study	<input type="text"/>
Distance Education (Specify Below) <input type="text"/>	<input type="text"/>
Supervised Research	<input type="text"/>
Other (Specify Below) <input type="text"/>	<input type="text"/>
Total	<input type="text" value="100"/>

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- Indicate the grading systems used by the school to evaluate student performance. This may be through letter grades, percentages, or pass/fail (including the percentage at which a student is deemed to have passed). You may also attach the school's grading policy for MDHE review.

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3. Student Evaluation: Identify and describe the grading system(s) used for this program. The school may identify a rank type grade system (letter grade, percentage, score, etc.), a pass/fail system (identifying the minimum pass score or performance), or other type of grade system (be specific). If more than one system is used, include a detailed explanation of the function each system serves. This item will be reviewed in conjunction with the publication description of evaluation and grading to ensure that consistent information has been provided to the department regarding the system of evaluation and grading used for each of the school's programs.

- Indicate the requirements for graduation. As a reminder, while the school can require a student to take an external / third party examination, the school cannot require the student to pass the exam in order to successfully complete the school's program of study. Additionally, the school may be required to provide the student with an unofficial transcript even if the student has an outstanding financial obligation.
- Indicate the number of hours the school will accept in transfer (for example, training at another school, work experience, etc.). For certificate and undergraduate programs, the school must provide a minimum of 25% of all instructional hours in order to offer a program; for graduate programs, schools must provide at least 75% of all instructional hours.

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4. List the requirements for graduation from the program. For example, minimum cumulative grade, minimum attendance requirements, etc.

- Competencies Mastered

Complete 400 contact hours  
Maintain a 2.5 cumulative GPA  
Pass the final exam with a minimum score of 85%

To attach a file drag & drop here or click to choose

5. Study Equivalency: Other methods by which program requirements may be met are included in the chart below. Please check all that apply and input the maximum number of contact or credit hours accepted.

Study Equivalency	Hrs.
Study At Another Institution	<input type="text" value="0"/>
Work Experience	<input type="text" value="0"/>
Testing Out	<input type="text" value="0"/>
Other (Specify Below)	<input type="text" value="0"/>

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- Indicate the cost in tuition, fees, and books and supplies. Identify each fee in the text box (for example, registration fee, background check, drug screening, etc.).

MDHE - EDvera Dashboard Documents

Costs

Tuition \$ 4000

Fees \$ 350

Costs of Books and Supplies \$ 150

Identify each fee associated with this program (e.g., application fee, background check, etc.).

Enrollment fee - \$100  
National exam fee - \$200  
Background Check - \$20  
Drug Screen - \$30

- List each course, unit, or module within the program of study or attach a copy of the syllabus or detailed outline of the course, unit, or module of instruction.

Attachments

1. Please attach a list of all courses, units, or modules required for completion of the program.

To attach a file drag & drop here or click to choose

Courses.docx - Updated 07/13/2017 05:10PM

2. Please attach a syllabus or outline for each course, unit, or module of instruction.

To attach a file drag & drop here or click to choose

Syllabus.docx - Updated 07/13/2017 05:11PM

- If the school has more than one location, identify at which campus (-es) this program will be available.

Locations at Which Program Is Offered

Select all Select none

Save and Exit Save Submit

**If you need to leave the “New Program” document before you have completed or uploaded all required information, click “Save” or “Save and**

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**Exit.” Click “Submit” if all required information has been entered for that program.**

**You must complete a separate “New Program” document for each program to be offered by the school.**

- Click “Save and Proceed to Next Section.”

## **Section IV – Exhibits**

- Check the attestation box indicating the school agrees to maintain a publically available catalog or similar document that publishes all information disclosures as required by regulations.
- Exhibit One is the school’s catalog / handbook / website. The school will upload a copy of the publication for MDHE review. If all of the school’s publications are on the website, the school must provide a link and either a PDF of the most recent version or provide screen shots from the webpage for each required information disclosure. The MDHE will not accept a only link to the school’s website as web pages often change. The uploaded catalog/publication identifies the school’s policies and programs at the moment of application.
- To assist in the department’s review of the school’s publication, ensure the school’s uploaded documents are numbered. Identify the page number for each item on the Exhibit One checklist.
- Exhibit Two is the school’s enrollment agreement. The school will upload a copy of the document for MDHE review. The enrollment agreement must include all items on the Enrollment Agreement Checklist including all cost information and the school’s cancellation and refund policies.
- If the school’s enrollment agreement is multiple pages, number each page and identify the page number for each item on the Exhibit Two checklist.
- Exhibit Three is the school’s transcript. The school will upload a copy of the document for MDHE review. The transcript must include all items on the Transcript Checklist.
- In Item 1, provide a list of all instructional equipment the school currently owns. In Item 2 upload a list of equipment the school intends to purchase and a proposed timeline for purchase.
- If the school already has an instructional location, provide in Item 3 a copy of the floor plan and a detailed description to include square footage, the number of classrooms, computer labs, administration offices, etc. If an instructional location

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has not been selected, leave blank. Please note, this information is required before the school will receive final certification.

- In Item 4, provide specific documentation regarding current job availability and starting salaries for graduates in the geographic region served by the school.

The screenshot shows a web browser window with the URL [https://mo.stage.edvera.com/documents/259/document\\_submissions/173949?section=599](https://mo.stage.edvera.com/documents/259/document_submissions/173949?section=599). The page title is "MDHE - EDvera" and the user is logged in as "Lee". The navigation menu includes "Dashboard" and "Documents". The main content area is titled "4. Exhibits" and contains five numbered items, each with a text input field and a "To attach a file drag & drop here or click to choose" button:

1. Please list or upload the equipment that is available to students for each program offered.
2. Please list or upload the equipment that will be purchased in the future, and a propose schedule for their purchase based on projected growth and/or addition of approved programs.
3. If the school facility has already been chosen, please upload a copy of the actual floor plan and describe the location. If the facility has not been chosen, include a detailed description of the minimum requirements that the school has set for the building.
4. Please detail specific written documentation on the employment potential of job availability for students completing the schools programs of study. Include the salary of compensation expectations for students in the geographic area served by the school.
5. Please attach additional documentation as the school deems important in support of the application for review by the department.

- In Item 5, provide any additional documentation or information you believe will assist the department in its review of the school’s application.

**If you need to leave the Exhibit Tab before you have completed or uploaded all required information, click “Save” or “Save and Exit.”**

- Click “Save and Proceed to Next Section.”

## Section V – Financials

Schools are required to provide evidence of the existence and availability of adequate cash and assets to support the school through the first cohort of students without relying on student tuition and fees.

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**The EDvera system requires the Financial Statement of Resources and the Financial Statement of Income and Expenditures to be attested to by the school's Chief Administrative Officer only.**

- Select the “Financial Statement – Resources” link.
- Review the information about the Financial Statement of Resources and click “Continue.”
- **CORPORATE ASSETS** - If the school is a corporation, or if the school is financially supported by a corporation, indicate the name and location of the corporate entity. In the right hand column, list the dollar value of cash and near cash assets the corporate entity is dedicating to the first year of operation of the school. The school will be required to upload documentation from the corporation’s Board verifying support of the financial claim.
- **CHECKING ACCOUNT(S)** – Provide the name and location of each financial institution that the owner(s) and/or the school uses for financial transactions. In the right hand column, list the current balance of each account. The school will be required to upload documentation (i.e., most recent bank statements) in support of the financial claim.
- **LINES OF CREDIT** – Provide the name and location of each financial or business entity that has provided the owner/school with a line of credit. In the right hand column, list the total amount of credit extended to the school. The school will be required to upload documentation (i.e., credit agreements) in support of the financial claim.
- **OTHER** – Provide any additional sources of cash and/or assets to which the school has access in order to support the first year of operation of the school.
- The school’s Chief Administrative Officer must check the attestation box indicating the information provided is true and accurate.

**If you need to leave the “Financial Statement - Resources” document before you have completed or uploaded all required information, click “Save” or “Save and Exit.” Click “Submit” if all required information has been entered.**

- Select the “Financial Statement – Income and Expenditure” link then click “Continue.”
- Review the information about the Financial Statement of Resources and click “Continue.”

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- Indicate the school’s fiscal year (twelve month period of the school’s choosing). For example, January 1 – December 31 or July 1 - June 30.

- Indicate the school’s best estimate of income (tuition, fees, other) for the first year of operation. The “Cash/Self Pay” section is for students who will pay out of pocket; the “All Other Tuition Income” section is for students who receive funding from a third party such as the Veteran’s Administration. The EDvera system will calculate the totals.
- If the school indicates “All Other...” funding, or if the school will be supported through Sales of Services/Products, Endowments/Investments, or any Other Income, the school must attach a detailed explanation of such funding sources.

Sources and Estimated amounts of School Income for the First Full Fiscal Year of Operation.

Estimate Sources Of Tuition Income:		Total Estimated Income:	
Cash/Self Pay Tuition Income	\$ 0.00	Total Tuition Income	\$ 0.00
All Other Tuition Income <i>(Identify "All other" sources in Exhibit Nine)</i>	\$ 0.00	Student Fees	\$ 0.00
Total Tuition Income	\$ 0.00	Sales Of Services/Products	\$ 0.00
		Endowment/Investement	\$ 0.00
		All Other Income	\$ 0.00
		Total Estimated Income	\$ 0.00

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- Indicate the school’s best estimate of expenditures (payroll and expenses) for the first year of operation. The EDvera system will calculate the totals.

Personal Services:		Expense And Equipment (E & E):	
Payroll	\$ 0.00	Facility Lease/Rent/Mortgage Payment	\$ 0.00
Fringe Benefits	\$ 0.00	Facility Remodeling Or Construction	\$ 0.00
Other Services	\$ 0.00	Facility Overhead And Utilities	\$ 0.00
Total Personal Services	\$ 0.00	Licensing And Legal Fees	\$ 0.00
		Office Equipment And Supplies	\$ 0.00
		Instructional Equipment And Supplies	\$ 0.00
		Communication (Phone, Mail, Etc.)	\$ 0.00
		Student Recruitment	\$ 0.00
		Personnel (Staff) Recruitment	\$ 0.00
		Other	\$ 0.00
		Total Estimated E & E Expenditures	\$ 0.00
		Grand Total Of Personal Expense And E & E Expenditures	\$ 0.00

- The school’s Chief Administrative Officer must check the attestation box indicating the information provided is true and accurate.

**If you need to leave the “Financial Statement – Income and Expenditures” document before you have completed or uploaded all required information, click “Save” or “Save and Exit.” Click “Submit” if all required information has been entered.**

When both Financial Statements have been saved and/or submitted, those documents should be viewable from the Initial Application Financials tab.

- In Item 3, attach a copy of the school and/or owner(s) bank or financial institution statement showing the current checking account balance. The bank statement must verify the existence of the cash assets claimed on the **Financial Statement of Resources**.
- In Item 4, attach a copy of the letter(s) of credit claimed on the **Financial Statement of Resources**. If the school does not have letters of credit, leave this section blank.
- In Item 5, provide a copy of any certificates of deposit the school will use as collateral to support the first year of operation of the school. If the school does not have certificates of deposit, leave this section blank.

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- In Item 6, provide a copy of the school’s most recent verified financial statements to include at least a balance sheet, income statement (profit/loss), and statement of cash flows. If the school does not have verified financial statements, leave this section blank.

The screenshot shows the 'MDHE - EDvera' interface with a navigation bar containing 'Dashboard' and 'Documents'. Below the navigation bar are tabs for '1. Institution Information', '2. Personnel', '3. Programs', '4. Exhibits', and '5. Financials'. The '5. Financials' section is active and contains four sub-sections, each with a file upload button:

- 3. Bank or financial institution account statements
- 4. Letters of credit or documentation of lines of credit on letterhead stationary of financial institutions
- 5. Copies of certificates of deposit
- 6. Verified financial statements

- Carefully review each of the final Attestations and click the check box for each.

The screenshot shows the 'MDHE - EDvera' interface with a navigation bar containing 'Dashboard' and 'Documents'. Below the navigation bar are tabs for '1. Institution Information', '2. Personnel', '3. Programs', '4. Exhibits', and '5. Financials'. The '5. Financials' section is active and contains a sub-section titled 'Attestations' with four statements and checkboxes:

- The school has a sound financial structure with sufficient resources for its continued operation.  
 I agree
- The school demonstrates financial stability and responsibility through reasonably prompt satisfaction of operational financial obligations, its capital indebtedness obligations, its personnel payroll, and its student financial refund obligations.  
 I agree
- The school will maintain the required financial security deposit as identified on forms provided by the department.  
 I agree
- If financial aid is available to students attending the school, the school attests that the administration of governmental student financial aid, including grants and loans, awarded through or by the school, is in compliance with all applicable laws and regulations.  
 I agree

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- Carefully review each of the final Certification Standards and click the check box for each. The school is responsible for knowing, understanding, and abiding by all certification standards. Failure to adhere to these standards may result in denial of an application and/or loss of a certified school's approval to operate.

MDHE - EDvera Dashboard Documents ? Lee

1. Institution Information 2. Personnel 3. Programs 4. Exhibits 5. Financials

### Certification Standards

Directions: Please review the entire document prior to submission. Revisions must be made on the appropriate page. When complete, scroll to the very bottom of the page and click "Submit".

I understand the standard certification year begins on July 1 and ends at midnight on the following June 30. Initial approval to operate is effective only until June 30 of the current certification year. I understand the school will be required to apply for recertification annually through the online portal available on the Proprietary School Certification website.

I agree

I understand during recertification the school will be required to submit current and accurate information regarding school operations, including, but not limited to, student financial aid, student enrollment and completion, and the employment of program graduates.

I agree

I understand the information supplied in this application establishes the basis for, and scope of, approval to operate. I further understand any changes to this information must be submitted through the online portal and must be approved by department staff before implementation. Failure to submit and receive approval for such changes prior to implementation may be considered a violation of certification standards. Additional information regarding changes (including but not limited to, new programs or program revisions, extension site requests, and changes of ownership, name, or location) is available at <http://dhe.mo.gov/psc/substantivechanges.php>.

I agree

I understand the school must submit student level enrollment and exit data through an online student record system. I further understand compliance with submission of student unit record data is a requirement for annual certification. Enrollment data to be collected include:

- Program of study
- Full-time / part-time status
- Gender
- Age
- Ethnic origin
- Prior postsecondary educational experience

Exit data must include:

- Graduation / completion date; or
- Withdrawal / termination date

I agree

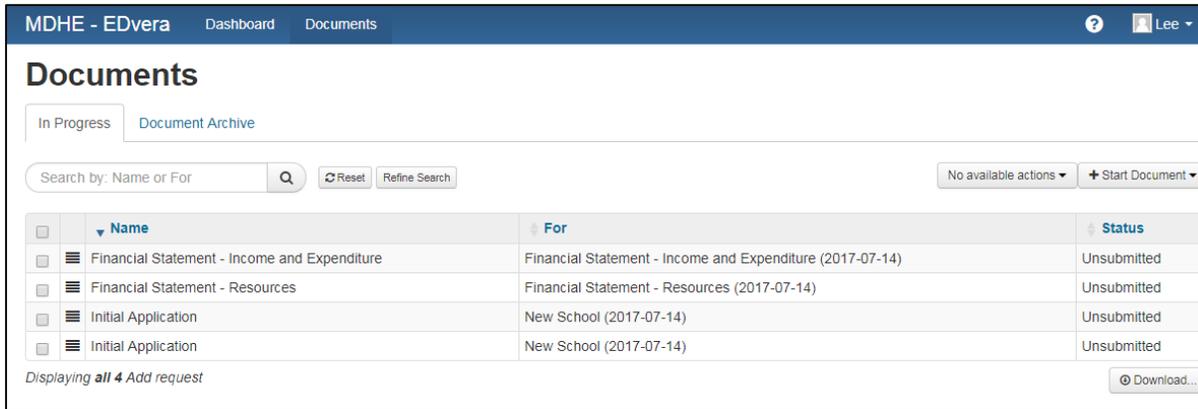
**If you need to leave the “Financials” tab before you have completed or uploaded all required information, click “Save” or “Save and Exit.”**

Click “Save” before submitting the document.

Click “Submit.” The EDvera system will do a brief review of the application to ensure all required fields have been completed. If errors are located, the system will indicate the appropriate tab. Make all required corrections and click “Save” then “Submit.”

You can double check that all documents have been submitted by clicking on the “Documents” tab at the top of the page. All documents entered by the school will be listed and the current status of those documents is in the right hand column. If you wish to review a specific document, click on its title, and the system will open the document for your review and/or action.

# EDvera User Manual



MDHE staff will conduct a cursory review of the information in the system to ensure all required items have been included and/or uploaded. You will be alerted if any information is missing. All missing information must be submitted before MDHE staff will accept the document for review. When your application is deemed complete, you will be contacted by the MDHE to submit the application fee of \$200. At this time, payment must be made by check or money order only.

After submission of payment, your application will be moved to the Initial Review state. You will be alerted each time a document is approved or reverted for additional information or correction.

## **Submitting the Security Deposit and Certification Fee**

When your Initial Review is complete and all outstanding items have been successfully addressed, you will be sent forms to complete a security deposit, which is initially set as ten percent (10%) of the estimated Total Tuition Income for the first year of operation (found on the Financial Statement – Income and Expenditures). The deposit will be at least \$5,000 and no more than \$100,000 in value. **Security deposits are not submitted as cash or check.**

Security deposits will be in the form of a Surety Bond, which you would obtain from an approved insurance provider, or a Certificate of Deposit or Letter of Credit from your financial institution. Please submit the security deposit information only on the forms the MDHE will provide to you.

The Security Deposit must be returned to the MDHE on the forms provided. The MDHE will verify the deposit information and, if all other application items have been reviewed and approved, the MDHE will contact you for payment of the \$300 certification fee.

After acceptance of the certification fee, the MDHE will approve the school for initial certification, and a hard copy Certificate of Approval to Operate will be mailed to the designated individual at the address provided in the application. The school's EDvera Dashboard will also be updated with all appropriate certification information.