

Q&A from Live Webinar December 19, 2017

Q: Should we already have a password?

A: The MDHE sent each school a User ID and temporary password via email on November 28, 2017. If you did not receive the email, please send a Help Desk message to MDHE-Support@cyanna.com.

Q: Do all schools currently operating need to complete the Initial Application in EDvera.

A: Yes.

Q: When do schools need to have their information into EDvera?

A: Schools should complete the Initial Application as soon as possible as we will be using EDvera to process the 2018-2019 recertification applications.

Q: Do you know if this is the same system that Kansas (KBOR) uses?

A: Kansas, Ohio, and Georgia currently use their own version of EDvera. While the process for each state will be very similar, each state has its own model and requirements.

Q: When will we be able to complete all of the other documents such as financial statements?

A: The two Annual documents will be completed in conjunction with the recertification applications, which is still being developed with Cyanna. All other documents should be available for completion by schools as needed.

Q: I am the one who uploads the data, but I get it from various sources. Will there be a way to print out a copy of these screens?

A: Each document has a Print option on the right side of the screen. While schools may print the pages and work on entering data, the data must be entered into the document in the EDvera system.

Q: Will we receive a notification if everything has been received?

A: Each time a document is submitted, approved, reverted, or denied, the school user(s) will be notified via email and/or through EDvera. Occasionally, the MDHE will provide information in a "Comment" within a document. You will be notified if a comment has been left for you, and you will see the comment when you open the Comment tab in the document.

Q: Do locations need to be entered individually?

A: Missouri's EDvera system shows each main campus and branch campus as separate locations in the system. Schools will need to add location documents for extension sites and franchise locations.

Q: Will enrollment and completions information need to be included in EDvera?

A: Cyanna and the MDHE are working on the EDvera version of the DHE-27P document, where this data is typically reported during recertification. Until such time as Cyanna

completes work on the document, schools seeking recertification will be required to complete the DHE 27-P in hard copy as in prior years.

Q: What information do we need to input into the system?

A: The Checklist of required information as well as the Webcast for Currently Certified Schools provides information on the specific documents that must be completed. This information includes program and personnel documents. Exhibits such as catalogs and enrollment agreements may be uploaded in the appropriate tab, but they are not necessary for the Initial Application.

Q: Can the individuals with responsibility for key administrative functions (President, Campus Director, Chief Academic Officer, Data Coordinator, Financial Officer, State Licensing Liaison, and Student Financial Assistance Officer) be the same person?

A: Yes, these can be the same people or all different. However, schools must identify the primary person for each. Failure to identify a key administrator will result in the application being reverted to the school for correction.

Q: Do we need to submit a New Program Application for programs that are already approved?

A: Yes, but this information will only need to be entered once. Also, if the program is currently approved, no additional documentation is needed.

Q: Will EdVera notify us when the Chief Contact needs to approve a document?

A: Yes. Certain financial documents and attestations must be completed by the Chief contact; EDvera will not allow an unauthorized contact to submit those documents.

Q: For the program information do you want the original start date of the program or just the date we are submitted since we are already approved?

A: For programs that have been previously approved, you can put today's date or any prior start date.