

EDvera User Manual for Certified Schools

This manual will provide information on how to [Apply for Access to the EDvera System for new users](#). This manual will also provide information on how to submit the following documents in EDvera:

- [Accreditation Change Application](#)
- [Annual Statement of Enrollments, Completions, and Employment](#)
- [Annual Statement of Income and Expenses](#)
- [Annual Student Financial Assistance](#)
- Change of Ownership (Currently under development)
- Location Change Application (Currently under revision)
- [New Accreditation Application](#)
- [New Administrative Personnel](#)
- [New Instructor](#)
- [New or Additional Location Application](#) (Currently under revision)
- [New Program Application](#)
- [Program Change Application](#) (Currently under revision)
- [Recertification Application](#)

NOTE: For schools seeking to open a branch campus or a new main campus (in addition to the current main campus), please contact the MDHEWD to add the new school name to the system then complete an Initial Application. You may review the [EDvera User Manual for Schools Seeking Initial Certification](#) for guidance.

Apply for Access to the EDvera System

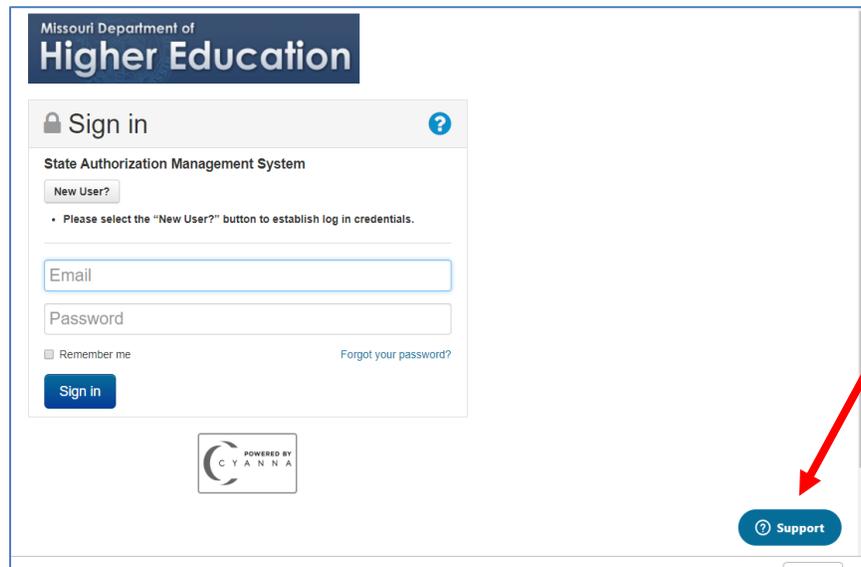
Schools should authorize access to EDvera only for those personnel who will be entering and reviewing data and submitting documents within the system. EDvera access is not required for all administrative personnel and/or instructors. There are three possible EDvera roles:

- **Chief Administrator** – This EDvera role will have authority to prepare, review, and submit all documents within the system. *The Chief Administrator is the only individual role that may prepare and submit the school's annual financial statements.* Only one person may be designated as the Chief Administrator.
- **Institutional Contact** – This EDvera role has the authority to prepare, review, and submit documents within the system except for financial statements. Only one person may be designated as the Institutional Contact.
- **Application Administrator** - This EDvera role has the authority to prepare, review, and submit documents within the system except for financial statements. Multiple people may hold this designation, but it is typically used for schools with multiple branch campuses or schools with oversight from external entities (e.g., out of state corporate staff).

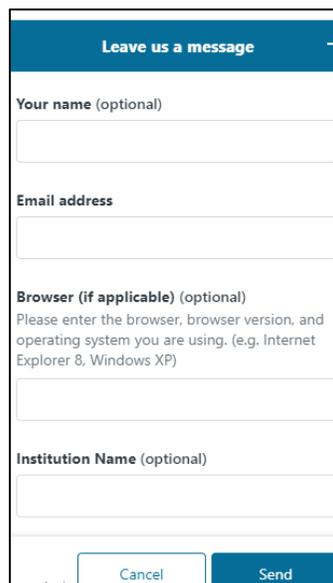
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To receive access:

1. Contact your school's Chief Administrator, Institutional Contact, or Application Administrator and request access to the EDvera system.
2. The Chief Administrator, Institutional Contact, or Application Administrator will submit a Help Desk ticket by clicking on the blue "Support" button on the bottom right corner of any EDvera screen.



3. An email shortcut will pop up on the screen. Enter the name and email address of the Chief Administrator, Institutional Contact, or Application Administrator (if not already filled in). Enter the name of the individual who requires access, their email address, and the role that individual requires in EDvera, then click Send.



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4. You will receive an email from the MDHEWD with your login information. Go to the 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.
5. 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.”



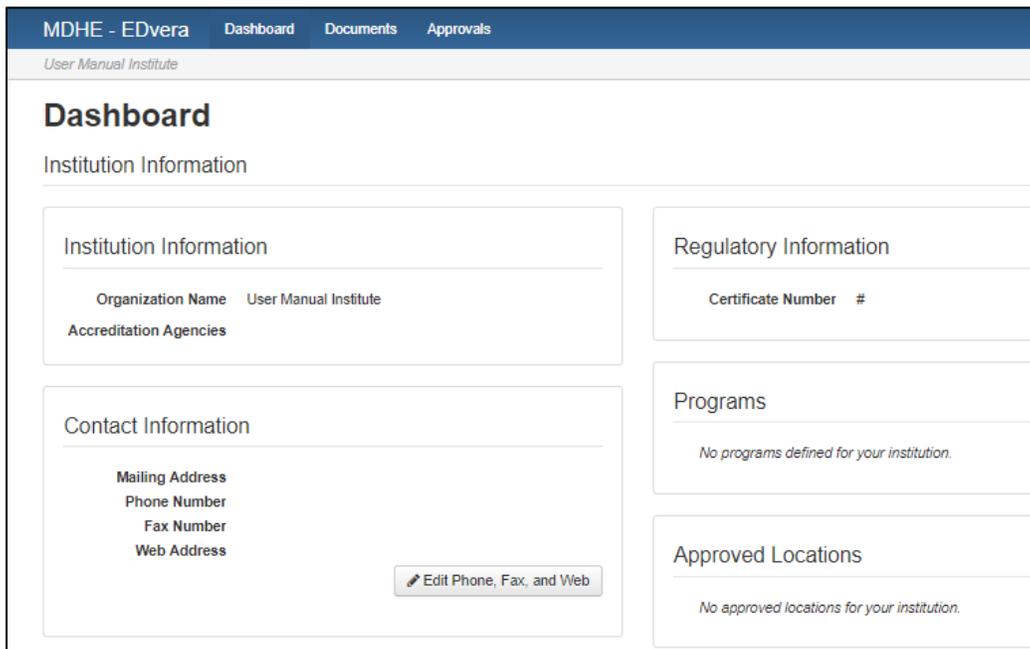
6. You can also edit your personal profile information from the “Profile” link.
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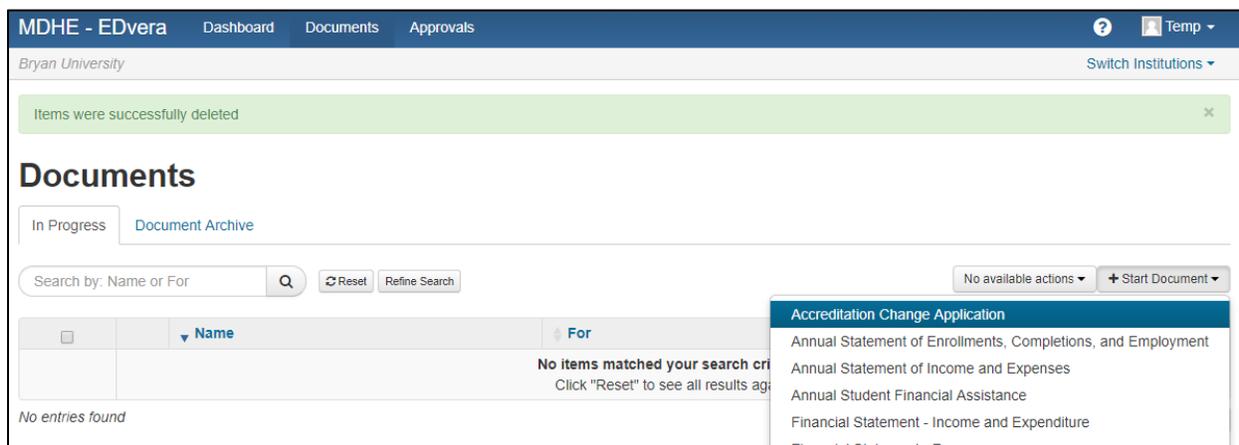
Accreditation Change Application

If an accredited institution changes accrediting bodies, this document should be submitted as soon as the approvals are received.

1. Log into EDvera with your email address and password. You will see three tabs: Dashboard, Documents, and Approvals. Select the Documents tab to begin.

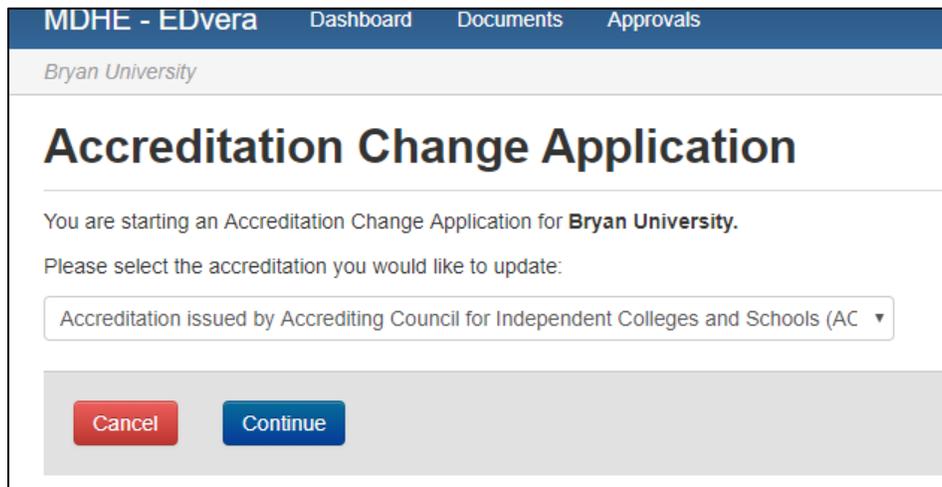


2. On the right side of the screen will be a drop down box titled Start Document. Click on that box then select “Accreditation Change Application” from the dropdown menu.



3. Select the accreditation that is being changed from the drop down menu, then click Continue. Some schools have institutional as well as programmatic accreditations, so please ensure you are selecting the correct item to be changed.

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MDHE - EDvera Dashboard Documents Approvals

Bryan University

Accreditation Change Application

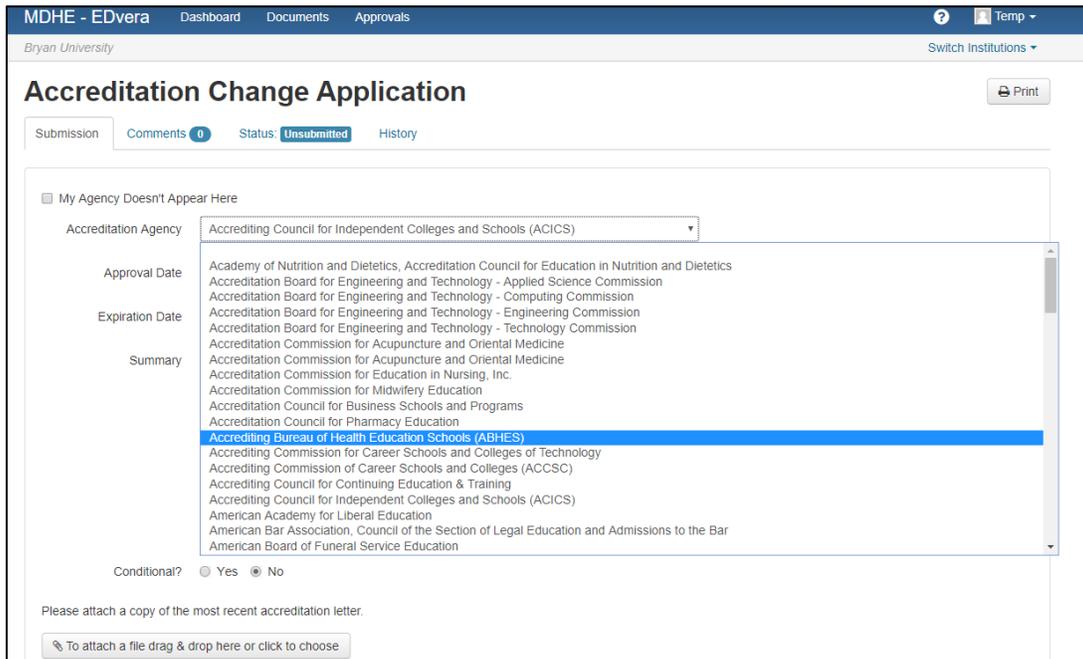
You are starting an Accreditation Change Application for **Bryan University**.

Please select the accreditation you would like to update:

Accreditation issued by Accrediting Council for Independent Colleges and Schools (AC) ▾

Cancel Continue

4. Select the new accrediting agency from the drop down list.



MDHE - EDvera Dashboard Documents Approvals

Bryan University

Accreditation Change Application

Submission Comments (0) Status: Unsubmitted History

Print

My Agency Doesn't Appear Here

Accreditation Agency: Accrediting Council for Independent Colleges and Schools (ACICS) ▾

Approval Date: Academy of Nutrition and Dietetics, Accreditation Council for Education in Nutrition and Dietetics
Accreditation Board for Engineering and Technology - Applied Science Commission
Accreditation Board for Engineering and Technology - Computing Commission
Accreditation Board for Engineering and Technology - Engineering Commission
Accreditation Board for Engineering and Technology - Technology Commission
Accreditation Commission for Acupuncture and Oriental Medicine
Summary: Accreditation Commission for Acupuncture and Oriental Medicine
Accreditation Commission for Education in Nursing, Inc.
Accreditation Commission for Midwifery Education
Accreditation Council for Business Schools and Programs
Accreditation Council for Pharmacy Education
Accrediting Bureau of Health Education Schools (ABHES)
Accrediting Commission for Career Schools and Colleges of Technology
Accrediting Commission of Career Schools and Colleges (ACCSC)
Accrediting Council for Continuing Education & Training
Accrediting Council for Independent Colleges and Schools (ACICS)
American Academy for Liberal Education
American Bar Association, Council of the Section of Legal Education and Admissions to the Bar
American Board of Funeral Service Education

Conditional? Yes No

Please attach a copy of the most recent accreditation letter.

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

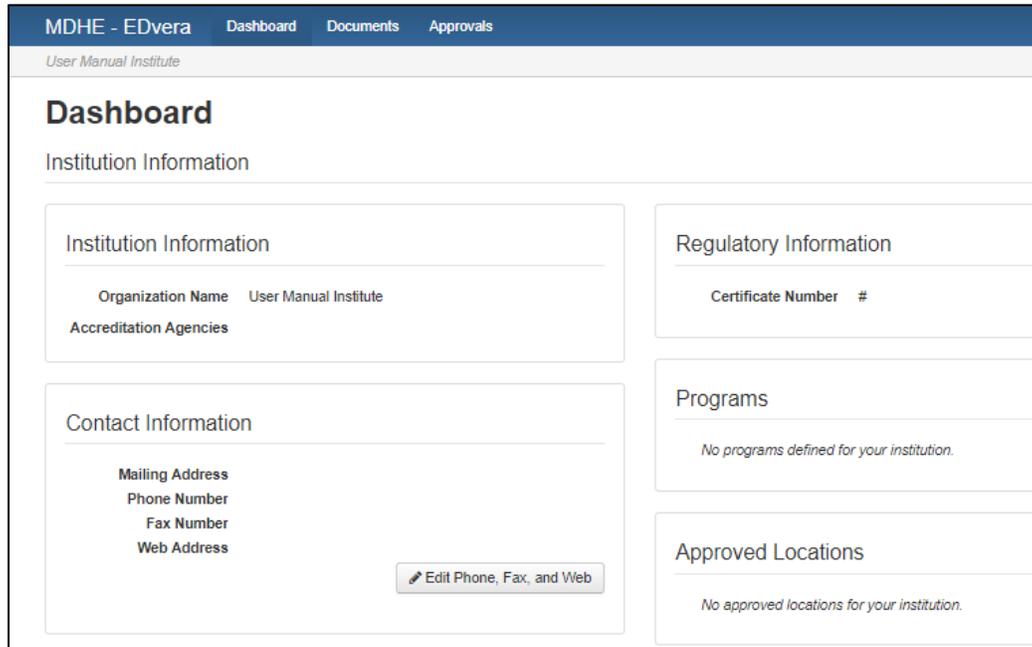
5. Enter the date of approval and the expiration date. If the accreditation is conditional, a text box will appear and the school will need to explain the conditions of accreditation.
6. Upload a copy of the school's letter of accreditation.
7. Click Submit.

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Annual Statement of Enrollments, Completions, and Employment

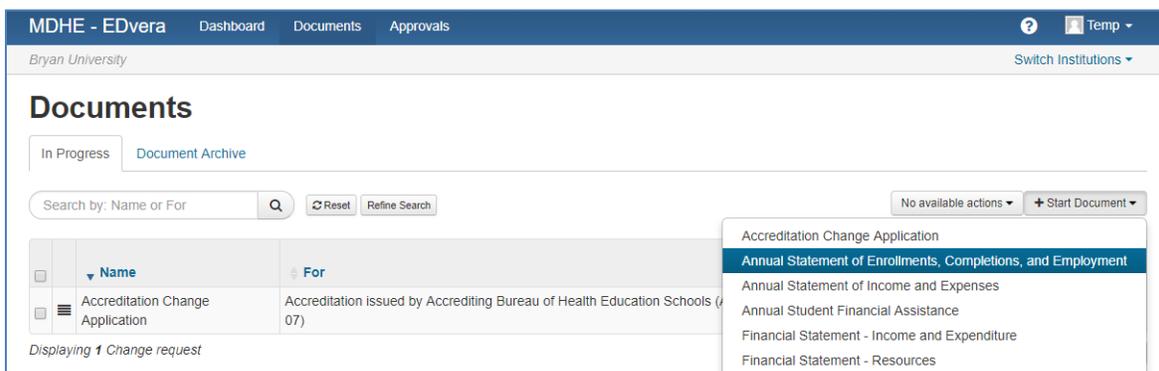
This Annual Statement replaces the hard copy MDHEWD 27-P.

1. Log into EDvera with your email address and password. You will see three tabs: Dashboard, Documents, and Approvals. Select the Documents tab to begin.



The screenshot shows the EDvera Dashboard for 'User Manual Institute'. The top navigation bar includes 'MDHE - EDvera', 'Dashboard', 'Documents', and 'Approvals'. Below the navigation bar, the 'Dashboard' title is followed by 'Institution Information'. The main content area is divided into several sections: 'Institution Information' (Organization Name: User Manual Institute, Accreditation Agencies), 'Regulatory Information' (Certificate Number #), 'Contact Information' (Mailing Address, Phone Number, Fax Number, Web Address, and an 'Edit Phone, Fax, and Web' button), 'Programs' (No programs defined for your institution.), and 'Approved Locations' (No approved locations for your institution.).

2. On the right side of the screen will be a drop down box titled Start Document. Click on that box then select “Annual Statement of Enrollments, Completions, and Employment” from the dropdown menu.



The screenshot shows the EDvera Documents page for 'Bryan University'. The top navigation bar includes 'MDHE - EDvera', 'Dashboard', 'Documents', and 'Approvals'. Below the navigation bar, the 'Documents' title is followed by 'In Progress' and 'Document Archive' tabs. A search bar is present with 'Search by: Name or For', a search icon, and 'Reset' and 'Refine Search' buttons. A table lists documents, with one entry: 'Accreditation Change Application' (Accreditation issued by Accrediting Bureau of Health Education Schools (07)). A dropdown menu is open, showing a list of document types: 'Accreditation Change Application', 'Annual Statement of Enrollments, Completions, and Employment' (highlighted), 'Annual Statement of Income and Expenses', 'Annual Student Financial Assistance', 'Financial Statement - Income and Expenditure', and 'Financial Statement - Resources'. A 'Start Document' button is visible in the top right corner of the document list area.

3. Select the correct reporting year from the drop down menu then click Continue. **NOTE: If you select the wrong reporting year, your document will be Denied by the MDHEWD.** The reporting year will always be the calendar year prior to recertification. For example, during the 2018 recertification cycle, the correct reporting period was January 1, 2017 –December 31, 2017.

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MDHE - EDvera Dashboard Documents Approvals

Bryan University

Annual Statement of Enrollments, Completions, and Employment

You are starting a new Annual Statement of Enrollments, Completions, and Employment for **Bryan University**

To get started, please choose a reporting year and click Continue.

Reporting Year: January 1, 2015 - December 31, 2015 ▼

- January 1, 2015 - December 31, 2015
- January 1, 2016 - December 31, 2016
- January 1, 2017 - December 31, 2017

4. In the first box, enter the total headcount enrollment for the calendar year.
5. If the school offers placement assistance, click the “Yes” radio button. You will be required to enter the current placement rate (%) for all program graduates. You will also be required to enter the time period covered by the placement rate (e.g., January 1, 2017 – December 31, 2017, July 1, 2014 – December 31, 2015, etc.). NOTE: The placement rate period is up to the institution and is based in part on cohort graduations and when the school conducts follow ups on placement. The time frame is up to the institution, but the MDHEWD does expect to see consistency from year to year during recertification.

MDHE - EDvera Dashboard Documents Approvals

Bryan University

Annual Statement of Enrollments, Completions, and Employment

Submission Comments 0 Status: **Unsubmitted** History

Enrollments

- The total headcount enrollment for the calendar year (2016) was:
- Does the school provide student placement assistance?
 Yes No
- Indicate the current placement rate for which documentation* is available:
*Schools may be required to provide documentation to verify placement rates upon staff request during sites visits or as part of the recertification application.
- Indicate the time period this rate covers: to

6. Enter the total number of students who graduated from each program offered by the school during the previous calendar year. **You must enter a number for each program, even if it is “0.”** NOTE: EDvera currently does not list the outcome award, so schools offering multiple options for a particular program (e.g., Certificate in Medical Assisting, AOS in Medical Assisting), need to be aware the programs are listed alphabetically and by outcome award. In the Medical Assisting example, the first program listed would be the AOS degree program and then the Certificate program. MDHEWD and Cyanna are working on a revision to this form to add the outcome award.

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MDHE - EDvera		
Dashboard Documents Approvals		
Bryan University		
Program Completions		
Program Name	CIP Code	Total Graduates
Allied Health Management	51.0701 - Health/Health Care Administration/Management.	1
Allied Health Management (Online)	51.0701 - Health/Health Care Administration/Management.	1
Auctioneer Training Program	52.1901 - Auctioneering.	3
Auctioneer Training Program (Online)	52.1901 - Auctioneering.	1
Blueprint Reading	46.0415 - Building Construction Technology.	0
Business Administration	52.0201 - Business Administration and Management, General.	0
Business Administration	52.0101 - Business/Commerce, General.	5
Business Administration & Management	52.0101 - Business/Commerce, General.	1
Business Administration & Management (Online)	52.0101 - Business/Commerce, General.	3

EDvera will calculate the Total Graduates. **NOTE: The Total Graduates number must equal the Totals of the Graduate Employment matrix.**

- The school must identify the employment (or other) of all program graduates. If the school does not track post-graduation employment of students, use the column marked “Unknown.”

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MDHE - EDvera Dashboard Documents Approvals ? Temp

Bryan University Switch Institutions

Total 33

Graduate Employment

For each program in which the school had graduates during the most recently completed calendar year, the school must identify if the graduates are now:

Program	CIP Code	Employed in a Training Related Job	Employed in a Non-Training Related Job	Enrolled for Further Education	Joined Military	Unavailable for Employment	Available but Unemployed	Unknown	Total
Allied Health Management	51.0701 - Health/Health Care Administration/Management.	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>
Allied Health Management (Online)	51.0701 - Health/Health Care Administration/Management.	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>
Auctioneer Training Program	52.1901 - Auctioneering.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="3"/>	<input type="text" value="3"/>
Auctioneer Training Program (Online)	52.1901 - Auctioneering.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="1"/>
Blueprint Reading	46.0415 - Building Construction Technology.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Business Administration	52.0201 - Business Administration and Management, General.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Business Administration	52.0101 - Business/Commerce, General.	<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text" value="2"/>	<input type="text"/>	<input type="text" value="5"/>

MDHE - EDvera Dashboard Documents Approvals ? Temp

Bryan University Switch Institutions

SKILLS

Workforce Skills- Computer Concepts	24.0102 - General Studies.	<input type="text"/>	<input type="text" value="0"/>						
Total		<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="2"/>	<input type="text" value="25"/>	<input type="text" value="33"/>

I attest the information provided regarding enrollments, completions, and employment for the most recently completed calendar year is correct and accurate to the best of my knowledge.

I agree

Save and Exit Save Submit

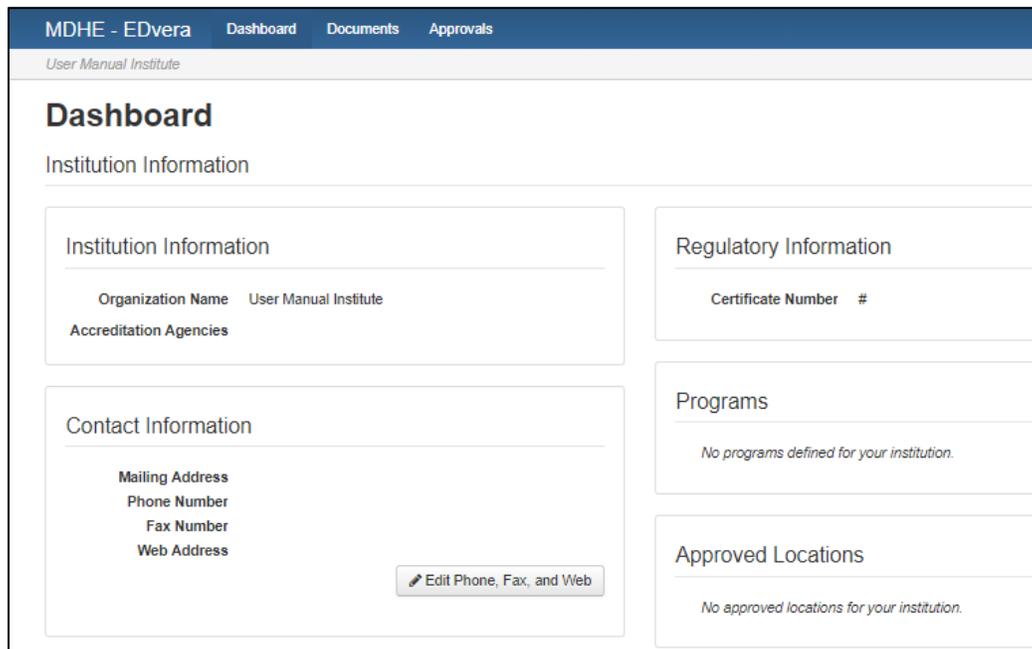
- Click the attestation check box, then click “Save.” If there are no errors noted by the system, click “Submit.” NOTE: By clicking “Save” before submitting, you will prevent the loss of any data that may occur if the system detects an error.

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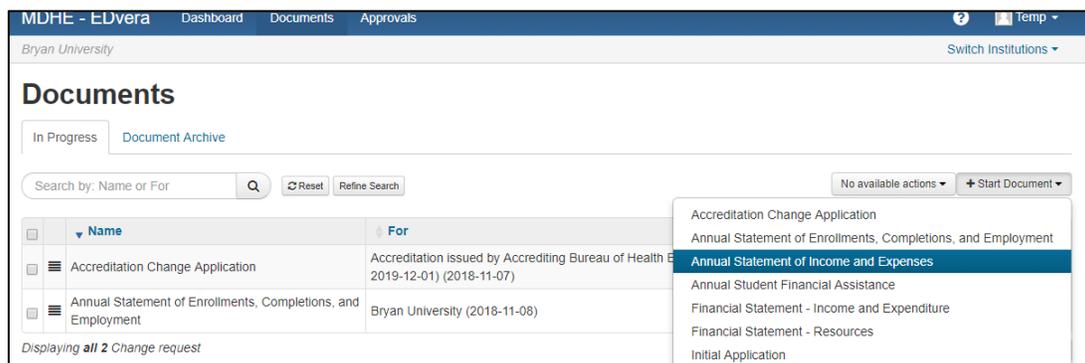
Annual Statement of Income and Expenses

This is a financial document, so only the Chief Administrator in EDvera will be able to access and submit this document.

1. Log into EDvera with your email address and password. You will see three tabs: Dashboard, Documents, and Approvals. Select the Documents tab to begin.



2. On the right side of the screen will be a drop down box titled Start Document. Click on that box then select “Annual Statement of Income and Expenses” from the dropdown menu.



3. Click Continue.
4. Click on the Start Date text box; a calendar will pop up. Select the beginning year of the school’s most recently completed fiscal year then click the month and day of the beginning

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of that fiscal year. For example, your school may have a July – June fiscal year, so for the 2018 recertification cycle you would select 2016, July, and 1 (July 1, 2016).

5. Click on the End Date text box; a calendar will pop up. Select the ending year of the school’s most recently completed fiscal year then click the month and day of the beginning of that fiscal year. For example, if your school has a July – June fiscal year, for the 2018 recertification cycle you would select 2017, June, and 30 (June 30, 2017).

It is up to the school if you go by fiscal year or calendar year, but you must be consistent year-to-year when filing recertification documents. **If your forms are inconsistent, the document will be Reverted for explanation or correction.**

Schools cannot use a future date for reporting purposes. For example, if you are completing the 2018 recertification documents, your calendar year or fiscal year cannot extend into 2018 as the documents are looking at the past performance of the school. **If you use a future date, your document will be Reverted for correction.**

The screenshot shows the EDvera interface for Bryan University. The main heading is "Annual Statement of Income and Expenses". Below this, there are tabs for "Submission", "Comments" (with a count of 0), "Status: Unsubmitted", and "History". The "Start Date" is set to "July 01 2016" and the "End Date" is set to "June 30 2017". A calendar pop-up is visible over the "End Date" field, showing the month of June 2017. The calendar has a grid with days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates (28, 29, 30, 31, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 1). The date "30" is highlighted in blue. Below the calendar, there are several input fields for financial data:

Category	Amount
Tuition (Less Refunds, Fees, Books And Supplies)	\$ 0.00
Fees (Not Included In Tuition)	\$ 0.00
Total Tuition And Fees	\$ 0.00
Other Income (Including Books, Tools And Supplies)	\$ 0.00
Total Income	\$ 0.00
Recertification Fee	\$ 500.00

6. Line 1, enter the Tuition earned by the school during the reporting period.
7. Line 2, enter the Fees earned by the school during the reporting period. EDvera will calculate the Total Tuition and Fees on Line 3.
8. Line 4, enter all other income earned by the school, such as books, supplies, or other fees not included on Line 2.
9. EDvera will calculate the Total Income (Line 5), the Recertification Fee (Line 6), and the Security Deposit (Line 7).

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MDHE - EDvera Dashboard Documents Approvals
Bryan University

Annual Statement of Income and Expenses

Submission Comments **0** Status: **Unsubmitted** History

Start Date: July 01 2016 End Date: June 30 2017

Income

Tuition (Less Refunds, Fees, Books And Supplies)	\$ 1000600
Fees (Not Included In Tuition)	\$ 10500
Total Tuition And Fees	\$ 1,011,100.00
Other Income (Including Books, Tools And Supplies)	\$ 12345
Total Income	\$ 1,023,445.00
Recertification Fee	\$ 1,314.43
Security Deposit	\$ 100,000.00

NOTE: Currently, the EDvera system rounds to the nearest cent. The MDHEWD and Cyanna are working on a revision to the form so it rounds to the nearest whole dollar.

10. Line 8, enter the school's payroll not including fringe benefits.
11. Line 9, enter all other expenses of the school.
12. EDvera will calculate the Total Expenses.

MDHE - EDvera Dashboard Documents Approvals
Bryan University

Expenses

Payroll (Total For All Employees, Not Including Fringe Benefits)	\$ 657433
Nonpayroll Expenses	\$ 231896
Total Expenses	\$ 889,329.00

Annual Statement Attestation
 I agree

Save and Exit Save Submit

13. Click the attestation check box then click "Save."
14. If no errors are noted by the system, click "Submit."

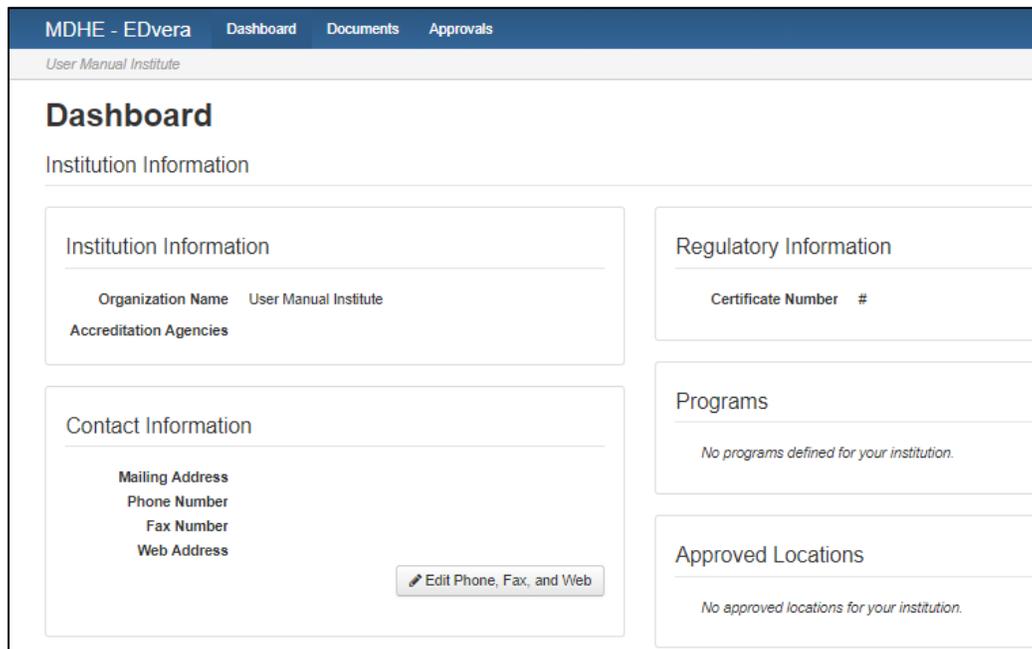
If a school shows a loss in consecutive recertification years, the school may be required to provide documentation on how it is addressing the gap.

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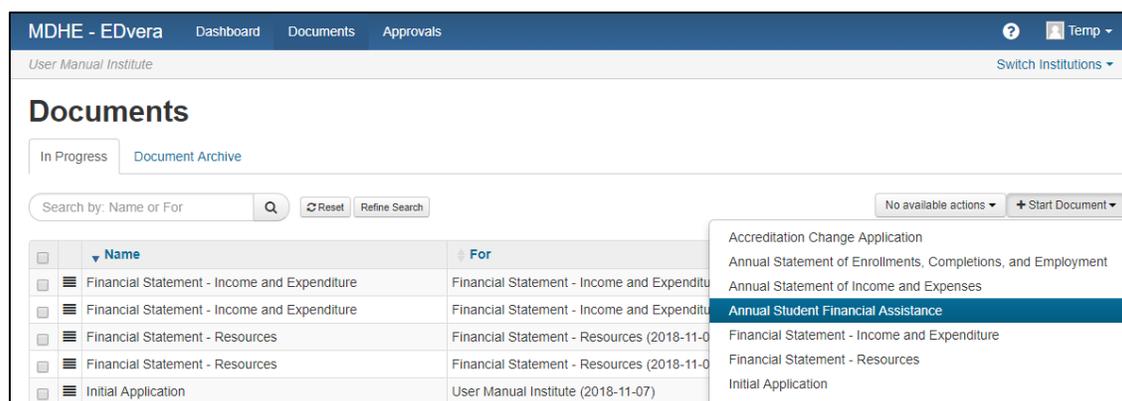
Annual Student Financial Assistance

This is a financial document, so only the Chief Administrator in EDvera will be able to access and submit this document.

1. Log into EDvera with your email address and password. You will see three tabs: Dashboard, Documents, and Approvals. Select the Documents tab to begin.



2. On the right side of the screen will be a drop down box titled Start Document. Click on that box then select “Annual Student Financial Assistance” from the dropdown menu.



3. Click Continue.
4. Click on the reporting period text box; a calendar will pop up. Select the year of the school’s most recently completed financial aid award year then click the month and day of

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the ending of that period. For example, if your school has a July – June financial aid award year, for the 2018 recertification cycle you would select 2017, June, and 30 (June 30, 2017). If your school is on a calendar year, you would select 2017, December, and 31 (December 31, 2017).

MDHE - EDvera Dashboard Documents Approvals

User Manual Institute

Annual Student Financial Assistance

Submission Comments **0** Status: **Unsubmitted** History

The following student financial assistance information is reported for the twelve month period which ended:

Please indicate the total number of students who received each type of financial assistance and the total amount.

Funding Source	Number of Students	Total Amount
Pell Grants		
Supplemental Education Opportunity Grants		
College Work Study		
Perkins Loan		

It is up to the school if you go by fiscal year or calendar year, but you must be consistent year-to-year when filing recertification documents. **If your forms are inconsistent, the document will be Reverted for explanation or correction.**

Schools cannot use a future date for reporting purposes. For example, if you are completing the 2018 recertification documents, your calendar year or fiscal year cannot extend into 2018 as the documents are looking at the past performance of the school. **If you use a future date, your document will be Reverted for correction.**

5. For the Financial Assistance matrix, enter the number of students who received funding from one of the listed sources. If a funding source is not listed, enter the number of students receiving a non-listed award on the line for “Other Funding Sources.”

Students often receive funding from multiple sources. Count that student in each funding source line item.

6. Enter the dollar amount (schools may round to the nearest whole dollar) of the financial aid awarded per funding source. EDvera will calculate the total of all funding sources.
7. Fill in the total “Unduplicated Number of Recipients.” **DO NOT** add the number of students in the column above as this item must be **unduplicated**. **NOTE:** While the Unduplicated Number of Recipients can be the same as or greater than the line item funding source with the greatest number of recipients, the Unduplicated Number can never be smaller than any number in the column above.

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For example, a school reports 800 students who received funding through WIOA and 200 students who received Institutional Grants/Scholarships. Therefore, the Unduplicated Number of Recipients must be at least 800, but could be as many as 1,000 depending upon how many WIOA recipients also received financial aid from the institution.

8. If any student is identified as having received funding from a non-listed source, the school must identify the funding source in the text box titled “List all other Funding Sources.” There may be multiple entries in this box, but the number of students and amount received must be consistent with the information the school included on the form.

The screenshot shows the EDvera user manual interface. At the top, there is a navigation bar with 'MDHE - EDvera', 'Dashboard', 'Documents', and 'Approvals'. Below this is a header for 'User Manual Institute' and a 'Switch Institutions' button. The main content is a table with the following rows:

Workforce Innovation and Opportunity Act (WIOA)	112	\$ 562000
Vocational Rehabilitation (VR)	10	\$ 5000
Trade Readjustment Act (TRA)		\$ 0.00
Institutional Grants/Scholarships	1	\$ 750
Institutional Loans		\$ 0.00
Institutional Jobs		\$ 0.00
Other Funding Sources (list each additional funding source below)	1	\$ 500
Total Financial Assistance Awarded		\$ 568,250.00
Unduplicated Number of Recipients	122	

Below the table is a text box titled 'List all other Funding Sources' containing the text: '1 student received a \$500 scholarship from a local business'. A red arrow points from the '1' in the 'Other Funding Sources' row to the text box, and another red arrow points from the text box to the '1' in the 'Unduplicated Number of Recipients' row.

9. Click the attestation check box then click “Save.”

10. If no errors are noted by the system, click “Submit.”

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New Accreditation Application

1. Log into EDvera with your email address and password. You will see three tabs: Dashboard, Documents, and Approvals. Select the Documents tab to begin.

The screenshot shows the MDHE - EDvera Dashboard for User Manual Institute. The top navigation bar includes 'Dashboard', 'Documents', and 'Approvals'. The main content area is titled 'Dashboard' and contains several sections: 'Institution Information' (Organization Name: User Manual Institute, Accreditation Agencies), 'Regulatory Information' (Certificate Number #), 'Contact Information' (Mailing Address, Phone Number, Fax Number, Web Address, and an 'Edit Phone, Fax, and Web' button), 'Programs' (No programs defined for your institution.), and 'Approved Locations' (No approved locations for your institution.).

2. On the right side of the screen will be a drop down box titled Start Document. Click on that box then select "New Accreditation Application" from the dropdown menu.

The screenshot shows the MDHE - EDvera Documents page for User Manual Institute. The page has tabs for 'In Progress' and 'Document Archive'. A search bar is present with 'Search by: Name or For' and buttons for 'Reset' and 'Refine Search'. A 'Start Document' button is visible in the top right corner. The dropdown menu is open, showing a list of document types. The 'New Accreditation Application' option is highlighted in blue.

Name	For
Annual Student Financial Assistance	Annual Student Financial Assistance (2018-11-07)
Financial Statement - Income and Expenditure	Financial Statement - Income and Expenditure (2018-11-07)
Financial Statement - Income and Expenditure	Financial Statement - Income and Expenditure (2018-11-07)
Financial Statement - Resources	Financial Statement - Resources (2018-11-07)
Financial Statement - Resources	Financial Statement - Resources (2018-11-07)
Initial Application	User Manual Institute (2018-11-07)
New Administrative Personnel	User Manual: Personnel for User Manual Institute (2018-11-07)
New Instructor	User Manual: Instructor for User Manual Institute (2018-11-07)
New Program Application	Medical Assistant - Certificate (less than one year)

3. Click Continue.

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The screenshot shows the 'New Accreditation Application' form in the EDvera system. The top navigation bar includes 'MDHE - EDvera', 'Dashboard', 'Documents', and 'Approvals'. Below the navigation bar, the page title is 'User Manual Institute'. The main heading is 'New Accreditation Application'. There are several tabs: 'Submission' (with a 'Child' indicator), 'Comments' (with a '0' indicator), 'Status: Unsubmitted', 'History', and 'Parent Submission'. The form contains the following fields and options:

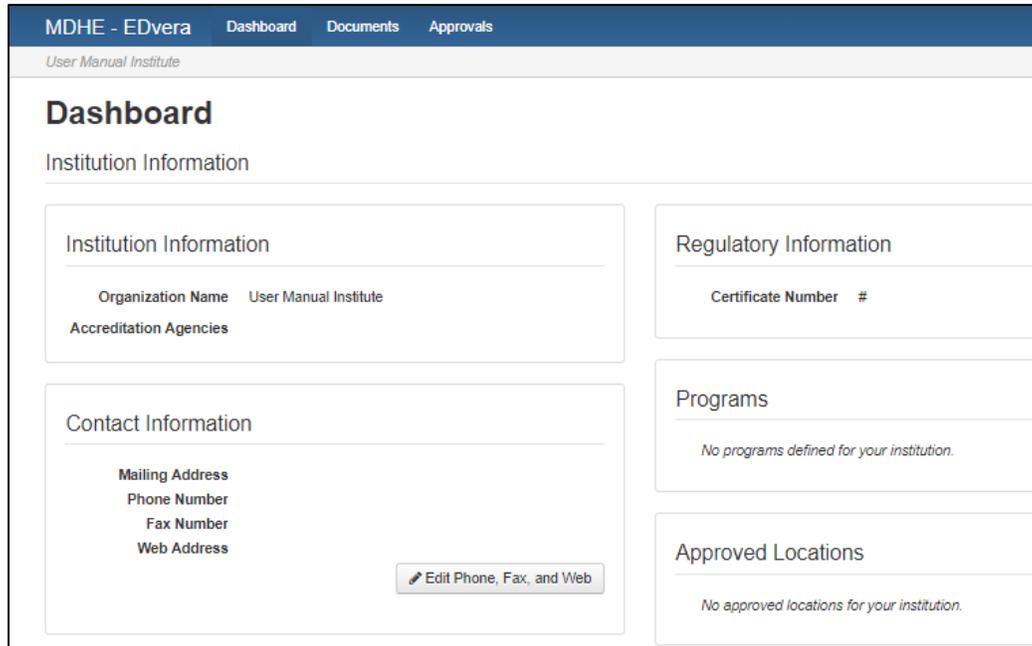
- My Agency Doesn't Appear Here
- Accreditation Agency: [Dropdown menu]
- Approval Date: [Text input field]
- Expiration Date: [Text input field]
- Summary: [Rich text editor with a toolbar containing Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, Table, Image, Video, and Code icons]
- Conditional?: Yes No
- Please attach a copy of the most recent accreditation letter.
- To attach a file drag & drop here or click to choose

4. Click the drop down arrow to select the school's accrediting agency then enter the date of initial approval and the expiration date. If the school's accreditation is conditional, a text box will appear and the school will need to explain the conditions of accreditation.
5. Upload a copy of the school's most recent letter of accreditation.
6. Click Submit.

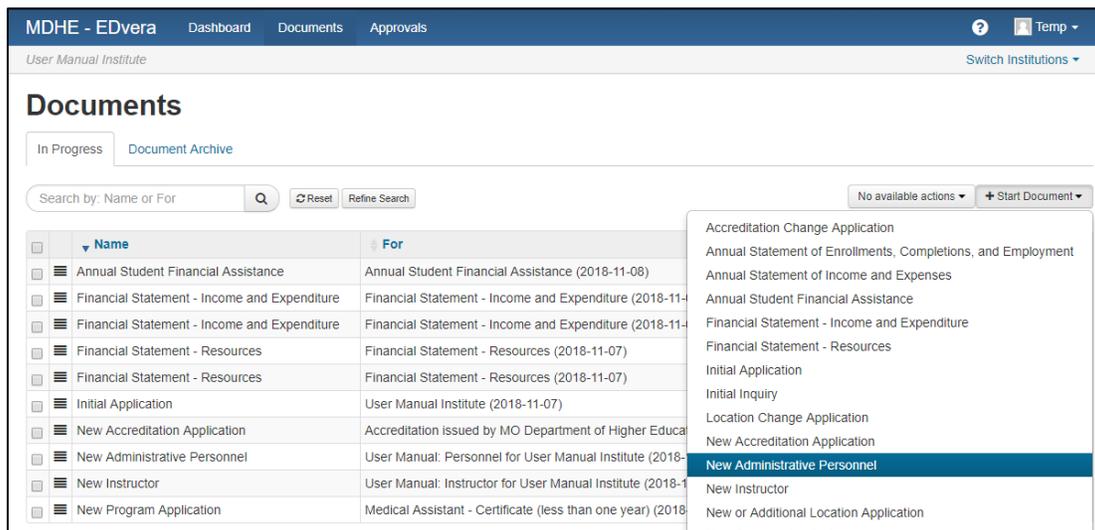
EDvera User Manual for Certified Schools

New Administrative Personnel

1. Log into EDvera with your email address and password. You will see three tabs: Dashboard, Documents, and Approvals. Select the Documents tab to begin.

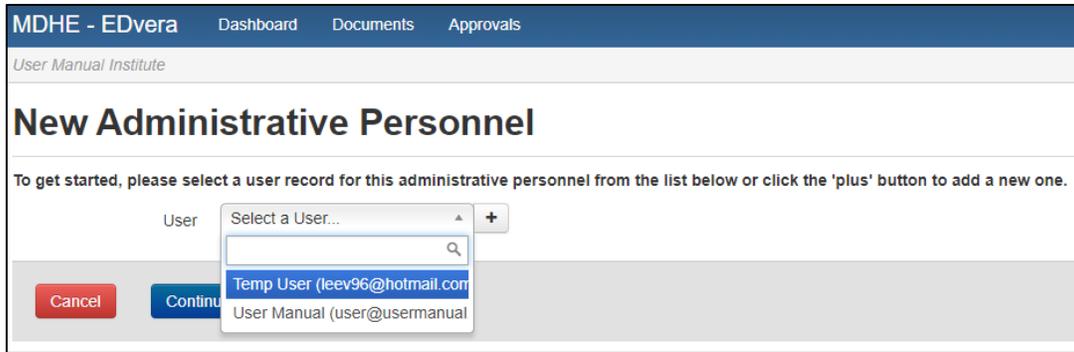


2. On the right side of the screen will be a drop down box titled Start Document. Click on that box then select "New Administrative Personnel" from the dropdown menu.



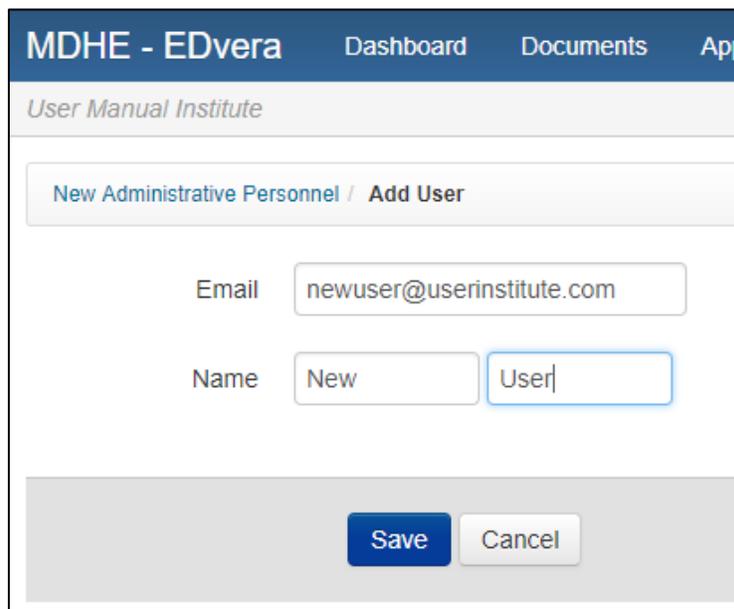
3. Select a User from the drop down menu.

EDvera User Manual for Certified Schools

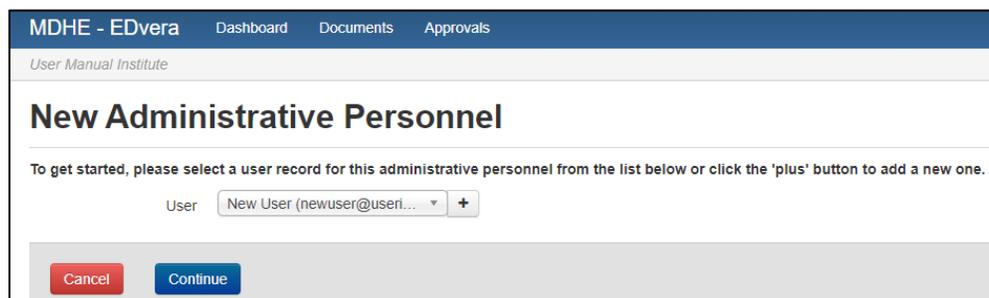


4. If the new administrator is not already in the EDvera system, click on “+” button to add them. **NOTE: EDvera requires users to have distinct email addresses. Do not use the same email as a current contact or that current user will be locked out of the system.**

If you do add a new user email, you will be prompted to enter the first and last name of the new administrator then click Save.



5. The new administrator email should now appear in the drop down box. Select the new administrator and click Continue.



EDvera User Manual for Certified Schools

6. Enter the new administrator's contact information and upload their resume.

The screenshot shows the 'New Administrative Personnel' form in the EDvera system. The form is titled 'New Administrative Personnel' and includes a navigation bar with 'MDHE - EDvera', 'Dashboard', 'Documents', and 'Approvals'. Below the navigation bar, there are tabs for 'Submission' (Child), 'Comments' (0), 'Status' (Unsubmitted), 'History', and 'Parent Submission'. The form is divided into two main sections: 'Administrative Personnel Form' and a resume upload section. The 'Administrative Personnel Form' section contains input fields for 'First name' (User), 'Last name' (Manual), 'Title', 'Phone number', and 'Email' (user@usermanualinstitute.com). The resume upload section includes a list of requirements for the resume and a file upload button.

New Administrative Personnel

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

Administrative Personnel Form

First name Phone number

Last name Email

Title

Please upload a copy of the Personnel's resume. The resume should include the following:

- Name and address of employee
- Complete education information that minimally includes the following:
 - Names of institutions attended
 - Period of attendance
 - Degree/certificates received and date of award conferral
 - Program of study
- Continuous experiential information that minimally includes the following:
 - Names of employers
 - Exact title of positions held and job duties
 - Years of employment with each
 - Any additional background information pertinent to the position currently held at the school

7. Click the check box(es) to identify the key functions performed by the new administrator. **IMPORTANT NOTE: Only one person should be identified for each key function, but one person may have more than one key responsibility. Additionally, only one person should be identified (check box) to receive the Certificate of Approval.**

The screenshot shows the 'Administrative Function' form in the EDvera system. The form is titled 'Administrative Function' and includes a navigation bar with 'MDHE - EDvera', 'Dashboard', 'Documents', and 'Approvals'. Below the navigation bar, there are tabs for 'Submission' (Child), 'Comments' (0), 'Status' (Unsubmitted), 'History', and 'Parent Submission'. The form is divided into two main sections: 'Administrative functions' and 'Other administrative duties'. The 'Administrative functions' section contains a list of roles with checkboxes, and the 'Other administrative duties' section contains a text input field. The form also includes a 'Certificate of approval' checkbox and a 'Save and Exit' button.

Administrative Function

Check all that apply

Administrative functions

- Branch Campus Director
- Chief Academic Officer
- Data Coordinator
- Financial Officer
- Main Campus Director
- President Chief Administrator
- State Licensing Liaison
- Student Financial Assistance Officer

Other administrative duties

Check if the following documents should be sent to this person's attention

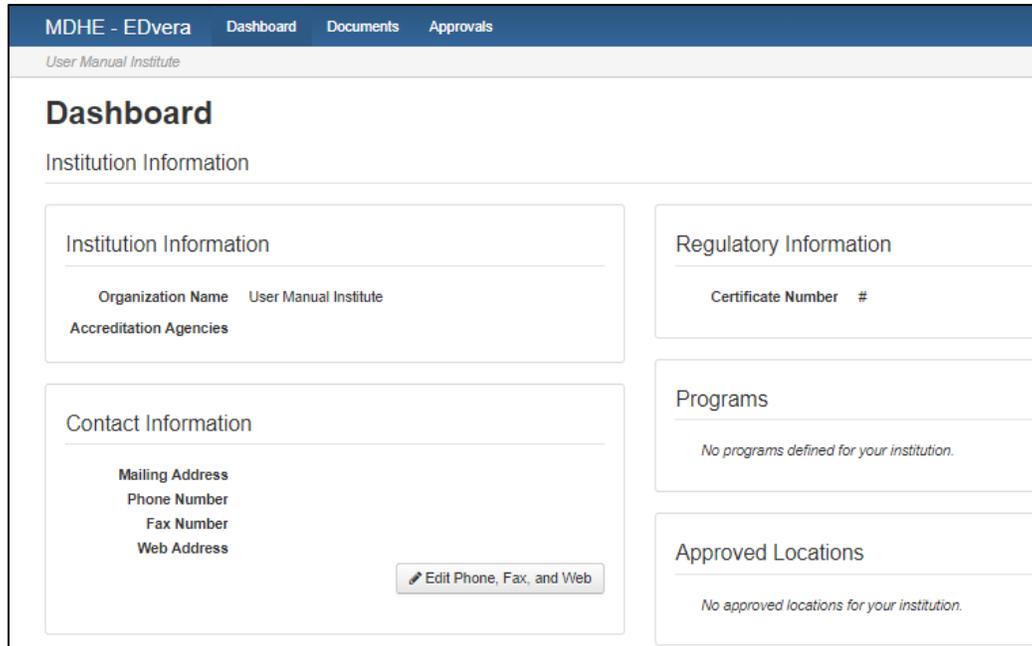
- Certificate of approval

8. Click Submit.

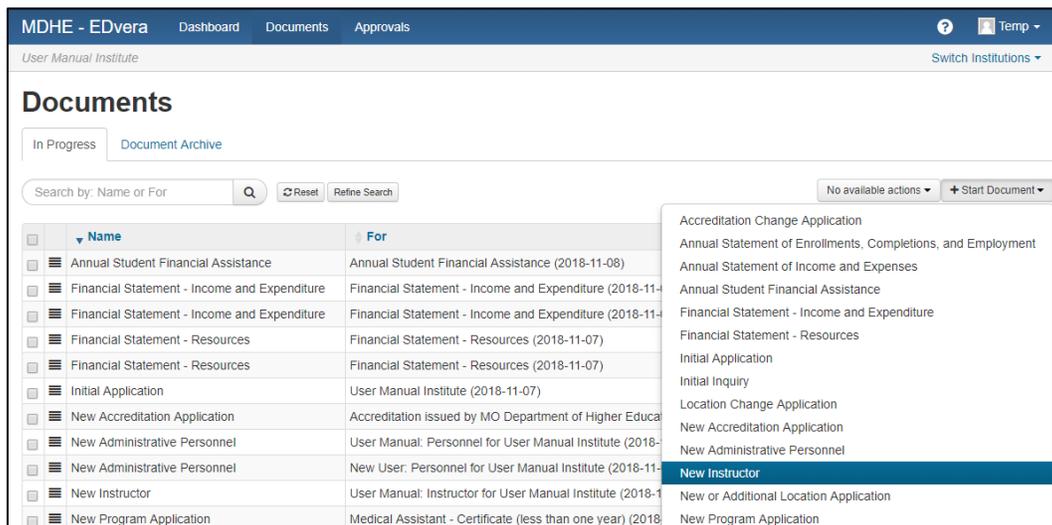
EDvera User Manual for Certified Schools

New Instructor

1. Log into EDvera with your email address and password. You will see three tabs: Dashboard, Documents, and Approvals. Select the Documents tab to begin.



2. On the right side of the screen will be a drop down box titled Start Document. Click on that box then select "New Instructor" from the dropdown menu.

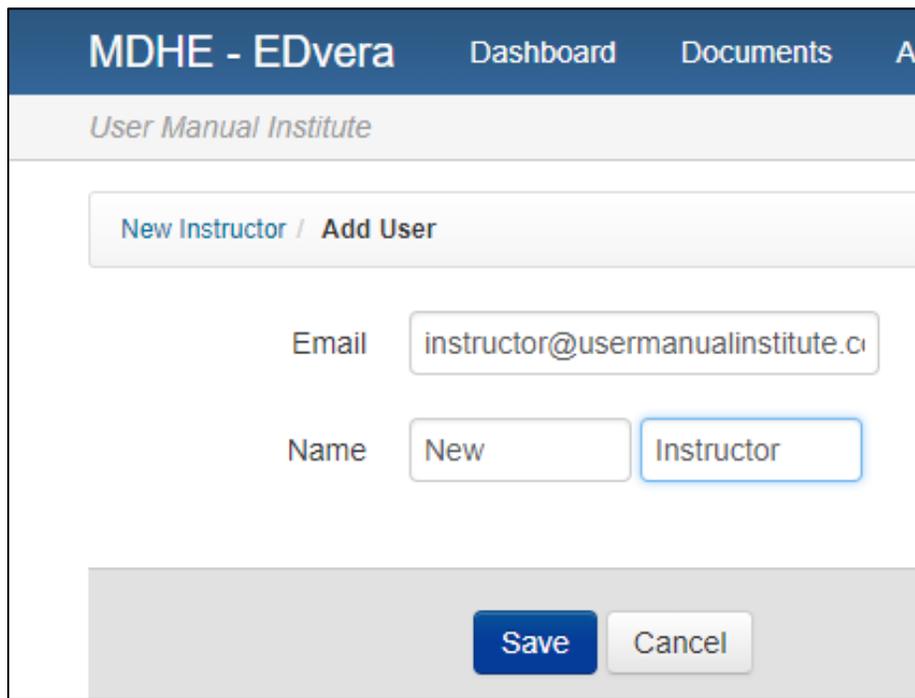


3. Select a User from the drop down menu.

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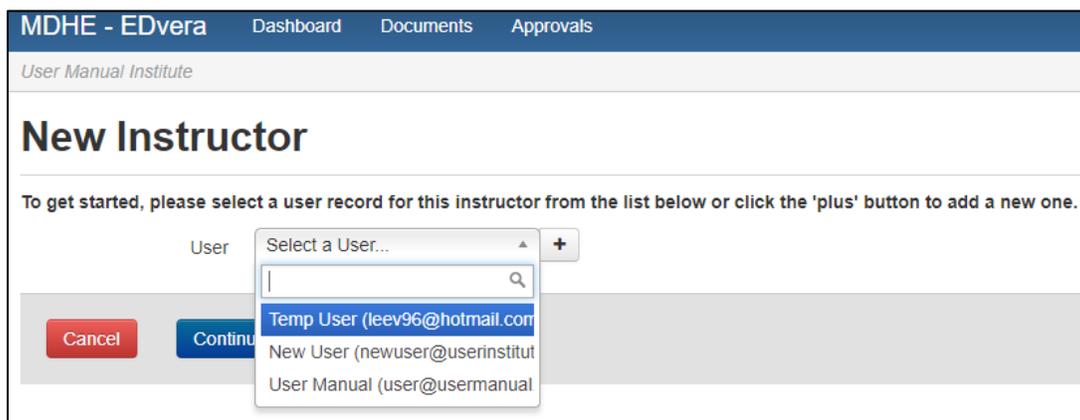
9. If the new instructor is not already in the EDvera system, click on “+” button to add them. **NOTE: EDvera requires users to have distinct email addresses. Do not use the same email as a current contact or that current user may be locked out of the system.** If the contact does not have an additional email address, you may create a dummy one.

If you do add a new user email, you will be prompted to enter the first and last name of the new instructor then click Save.



The screenshot shows the 'MDHE - EDvera' interface. At the top, there are navigation links for 'Dashboard', 'Documents', and 'Approvals'. Below this is the 'User Manual Institute' header. The main content area is titled 'New Instructor / Add User'. It contains two input fields: 'Email' with the value 'instructor@usermanualinstitute.ci' and 'Name' with two sub-fields containing 'New' and 'Instructor'. At the bottom, there are 'Save' and 'Cancel' buttons.

10. The new instructor email should appear in the drop down box. Select the new instructor and click Continue.



The screenshot shows the 'MDHE - EDvera' interface. At the top, there are navigation links for 'Dashboard', 'Documents', and 'Approvals'. Below this is the 'User Manual Institute' header. The main content area is titled 'New Instructor'. Below the title, there is a message: 'To get started, please select a user record for this instructor from the list below or click the 'plus' button to add a new one.' There is a 'User' field with a dropdown menu showing 'Select a User...' and a search icon. The dropdown menu is open, showing a list of users: 'Temp User (leev96@hotmail.com)', 'New User (newuser@userinstitut', and 'User Manual (user@usermanual'. At the bottom, there are 'Cancel' and 'Continue' buttons.

11. Enter the course(s) taught by the new instructor in the text box. Upload their resume and any industry credentials to support their qualifications for the position. For example, if the instructor teaches the driving portion of a CDL program, the school must upload a copy of

EDvera User Manual for Certified Schools

the instructor's current CDL. If an instructor will be teaching a CNA program, the school must upload copies of the appropriate credentials from the Department of Health and Senior Services.

The screenshot shows the 'New Instructor' form in the MDHE - EDvera system. The form is titled 'New Instructor' and has a status of 'Unsubmitted'. It includes the following fields and sections:

- Submission:** Comments (0), Status: Unsubmitted, History.
- Instructor Profile:**
 - First name: New
 - Last name: Instructor
 - Phone number: [Empty field]
 - Email: instructor@usermanualinstitute.com
 - Courses taught: Math 101, 102, and 103
 - Resume: Upload verification of instructional qualifications such as resumes, transcripts, and/or certifications or licensure in the field. [To attach a file drag & drop here or click to choose]
- Buttons:** Save and Exit, Save, Submit.

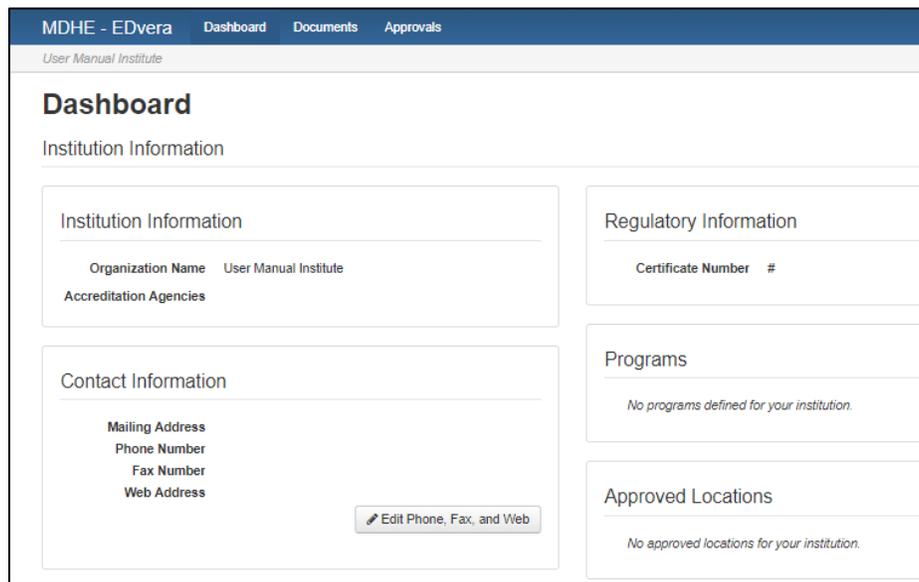
12. Click Submit.

EDvera User Manual for Certified Schools

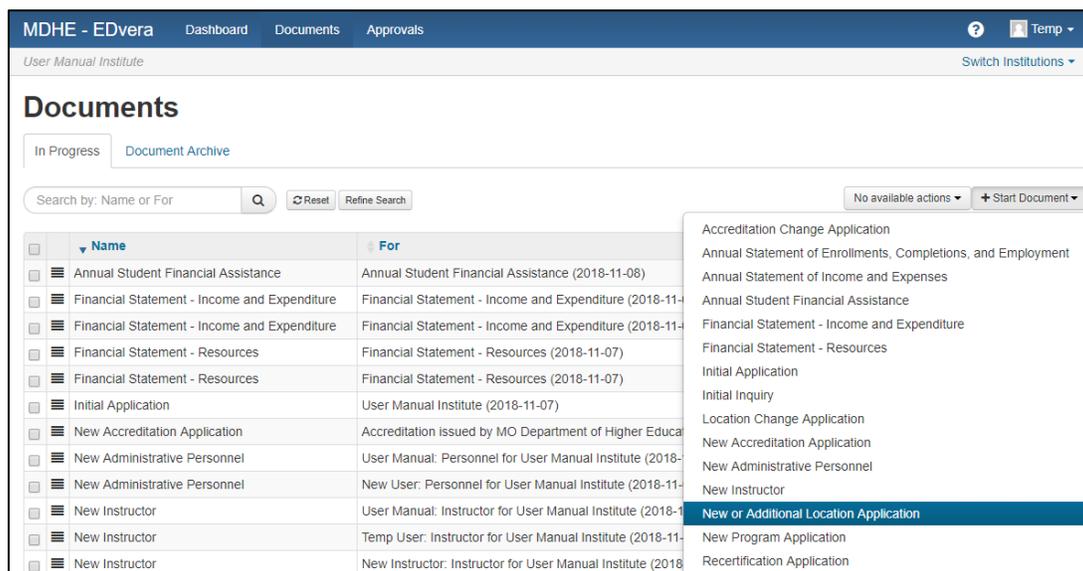
New or Additional Location Application

This document is for schools seeking to add Extension Sites or Franchises only. Schools seeking to open branch campuses or additional main campus locations must contact the MDHEWD to add the new school name to the EDvera system; schools will then complete the Initial Application document for the branch location. See the [EDvera User Manual for Schools Seeking Initial Certification](#) for guidance.

1. Log into EDvera with your email address and password. You will see three tabs: Dashboard, Documents, and Approvals. Select the Documents tab to begin.



2. On the right side of the screen will be a drop down box titled Start Document. Click on that box then select "New or Additional Location Application" from the dropdown menu.



EDvera User Manual for Certified Schools

IMPORTANT NOTE: This document is being revised to remove language regarding branch campuses. If your school is seeking to open a branch campus, you must contact the MDHEWD to add the new school name to the EDvera system and then you must complete a new Initial Application for the branch location.

MDHE - EDvera Dashboard Documents Approvals

User Manual Institute

New or Additional Location Application

Please enter the name of institution. ~~For branch campuses,~~ please ensure the branch campus name is distinct from the main campus (e.g., School Name (main), School Name - Jefferson City (branch)).

Name: User Manual Institute - Jefferson

Location Type: extension site

Cancel Continue

3. Enter the name of the new site, select either Extension Site or Franchise Site, then click Continue.
4. Enter the contact information of the new extension site.

MDHE - EDvera Dashboard Documents Approvals

User Manual Institute

New or Additional Location Application

Submission Comments 0 Status: Unsubmitted History

Name: User Manual Institute - Jefferson

Location Type: extension site

Phone Number: (573) 751-2361

Memo:

Country: United States

Street 1: 3515 Amazonas Drive

Street 2:

City: Jefferson City

State: Missouri

Zip: 65109

5. Upload the following information:
 - Letter from the institution

EDvera User Manual for Certified Schools

- Facility description and floor plan
 - Equipment at the extension/franchise site
 - Revised catalog to include information about the extension/franchise site
 - Accreditor approval (if school is accredited)
6. Click the check box next to each program that will be taught or will have courses from the program taught at the new site.

The screenshot shows the EDvera web application interface. The top navigation bar includes "MDHE - EDvera", "Dashboard", "Documents", and "Approvals". The user is logged in as "User Manual Institute" and is in the "Approvals" section. The main content area is titled "User Manual Institute" and contains the following text:

Upload the following documentation to request approval of an extension site:

1. Letter from the institution confirming the physical address of the extension site, the mailing address if different, the telephone and fax numbers for the site, and the effective date of occupation
2. Description of the extension site and a floor plan
3. List of equipment at the branch campus for instructional purposes
4. Revised school publications including the extension location and description
5. Accreditor approval (if applicable).

Below the list is a file upload area with the text "To attach a file drag & drop here or click to choose".

The section "Programs Offered at this Location" contains a "Select all" button (checked) and a "Select none" button (unchecked). Below this is a checkbox for "Medical Assistant".

Additional information regarding the proposed programs for a new initial application must be submitted through the Programs tab within the Initial Application.

At the bottom of the form are three buttons: "Save and Exit", "Save", and "Submit".

7. Click Submit.

EDvera User Manual for Certified Schools

New Program Application

1. Log into EDvera with your email address and password. You will see three tabs: Dashboard, Documents, and Approvals. Select the Documents tab to begin.

The screenshot shows the MDHE - EDvera Dashboard for User Manual Institute. The top navigation bar includes 'Dashboard', 'Documents', and 'Approvals'. The main content area is titled 'Dashboard' and contains several sections: 'Institution Information' with fields for Organization Name (User Manual Institute) and Accreditation Agencies; 'Regulatory Information' with a field for Certificate Number #; 'Contact Information' with fields for Mailing Address, Phone Number, Fax Number, and Web Address, and an 'Edit Phone, Fax, and Web' button; 'Programs' with the message 'No programs defined for your institution.'; and 'Approved Locations' with the message 'No approved locations for your institution.'

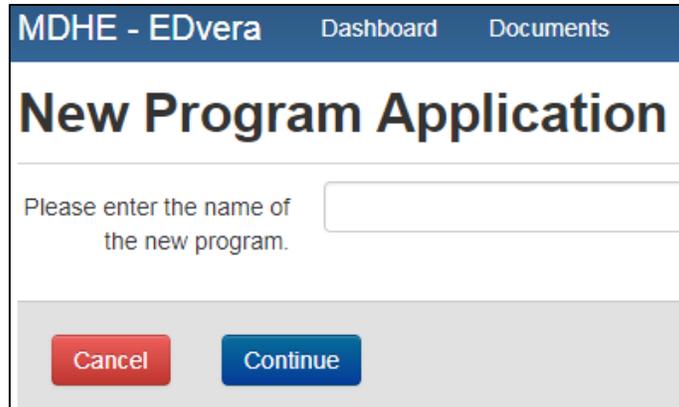
2. On the right side of the screen will be a drop down box titled Start Document. Click on that box then select “New Program Application” from the dropdown menu.

The screenshot shows the MDHE - EDvera Documents page for User Manual Institute. The top navigation bar includes 'Dashboard', 'Documents', and 'Approvals'. The main content area is titled 'Documents' and contains a search bar, a table of documents, and a 'Start Document' dropdown menu. The dropdown menu is open, showing a list of document types, with 'New Program Application' highlighted.

Name	For
Annual Student Financial Assistance	Annual Student Financial Assistance (2018-11-08)
Financial Statement - Income and Expenditure	Financial Statement - Income and Expenditure (2018-11-07)
Financial Statement - Income and Expenditure	Financial Statement - Income and Expenditure (2018-11-07)
Financial Statement - Resources	Financial Statement - Resources (2018-11-07)
Financial Statement - Resources	Financial Statement - Resources (2018-11-07)
Initial Application	User Manual Institute (2018-11-07)
New Accreditation Application	Accreditation issued by MO Department of Higher Education
New Administrative Personnel	User Manual: Personnel for User Manual Institute (2018-11-07)
New Administrative Personnel	New User: Personnel for User Manual Institute (2018-11-07)
New Instructor	User Manual: Instructor for User Manual Institute (2018-11-07)
New Instructor	Temp User: Instructor for User Manual Institute (2018-11-07)
New Instructor	New Instructor: Instructor for User Manual Institute (2018-11-07)
New or Additional Location Application	User Manual Institute - Jefferson City, Jefferson City, MO (Extension Site) (2018-11-08) Pending Payment

3. Enter the name of the proposed program (for example, “Medical Assistant”) and click “Continue.”

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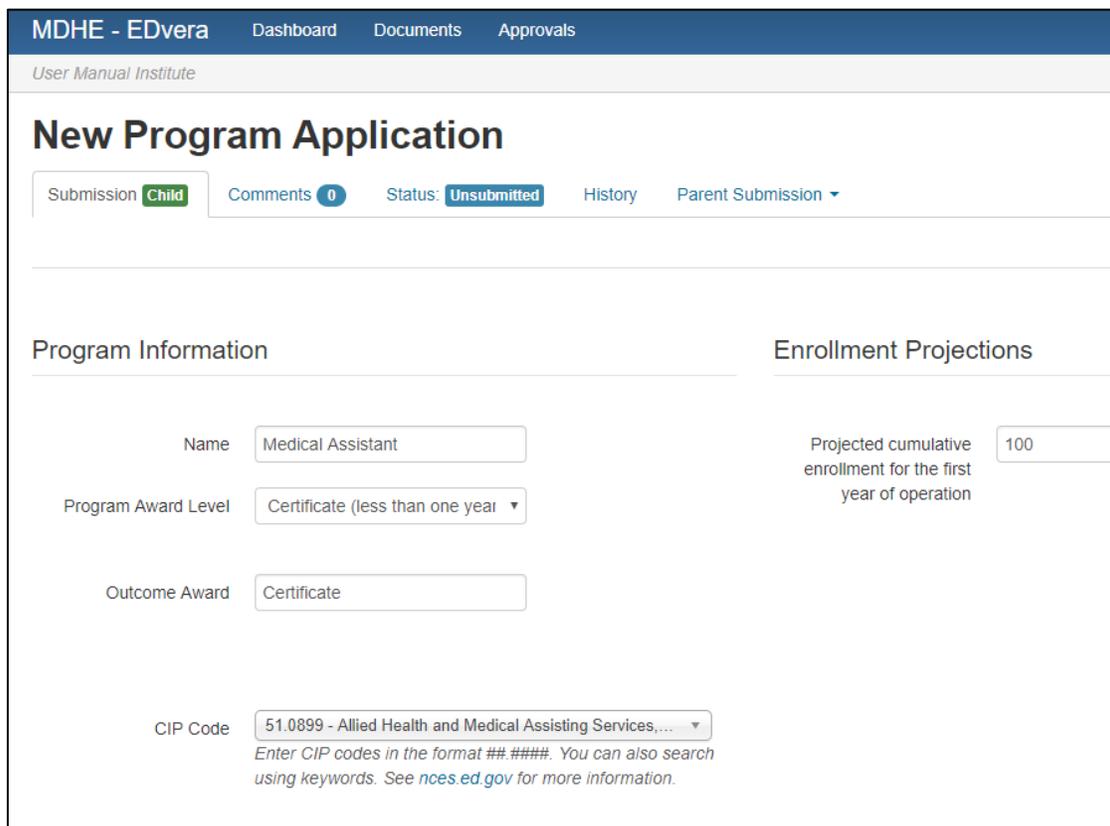
MDHE - EDvera Dashboard Documents

New Program Application

Please enter the name of the new program.

Cancel Continue

4. 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 Approvals

User Manual Institute

New Program Application

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

Program Information Enrollment Projections

Name

Program Award Level

Outcome Award

CIP Code
Enter CIP codes in the format ##.####. You can also search using keywords. See nces.ed.gov for more information.

Projected cumulative enrollment for the first year of operation

5. Assign a six-digit Classification of Instructional Program (CIP) code. You may go the [National Center for Educational Statistics](https://nces.ed.gov) (NCES) website to search for an appropriate program code, or 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.

EDvera User Manual for Certified Schools

- Indicate the total number of hours in the program and the length of the program in weeks (must be at least one week, even if the program is shorter). Designate if these are clock hours, credit hours (Quarter or Semester) or if hours are calculated in a different format.
- Indicate the admission requirements for the program. You may also upload a copy of the admissions section of the school catalog. Do not upload the entire catalog; only upload the specific section(s) relating to admissions.

MDHE - EDvera Dashboard Documents Approvals Temp

User Manual Institute Switch Institutions

Program Hours

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

Total Program Hours

Length in weeks

1. Admission Requirements: List all prerequisites, co-requisites, knowledge, skills or abilities students must have completed in order to enroll in the program.

Age 18+
Clean background check
Drug screening

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

- 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 of all teaching methods 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"/>
Supervised Research	<input type="text"/>
Other (Specify Below)	<input type="text"/>
Total	100

EDvera User Manual for Certified Schools

9. 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 MDHEWD review.

MDHE - EDvera Dashboard Documents Lee

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.

10. 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 not withhold the certificate or diploma of a student who has completed all graduation requirements but still has a financial obligation to the school. The school may, however, refrain from providing an official transcript if the student has an outstanding balance.

MDHE - EDvera Dashboard Documents

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

11. 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; for graduate programs, schools must provide at least 75% of all instructional hours.

5. Study Equivalency: Other methods by which program requirements 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"/>

12. 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.).

EDvera User Manual for Certified Schools

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

13. 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

14. Skip “Locations at Which Program Is Offered.”

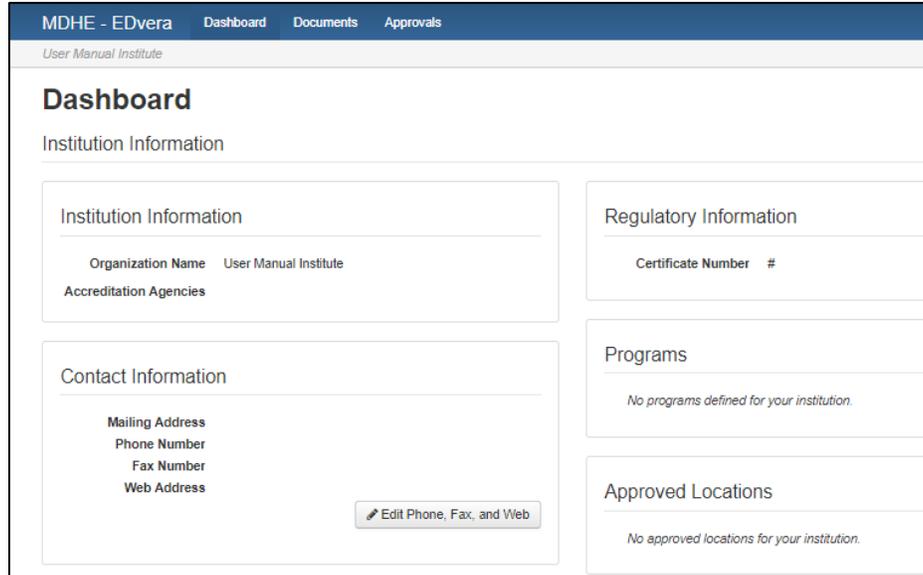
15. Click “Save.”

16. If no errors are noted by the system, click “Submit.”

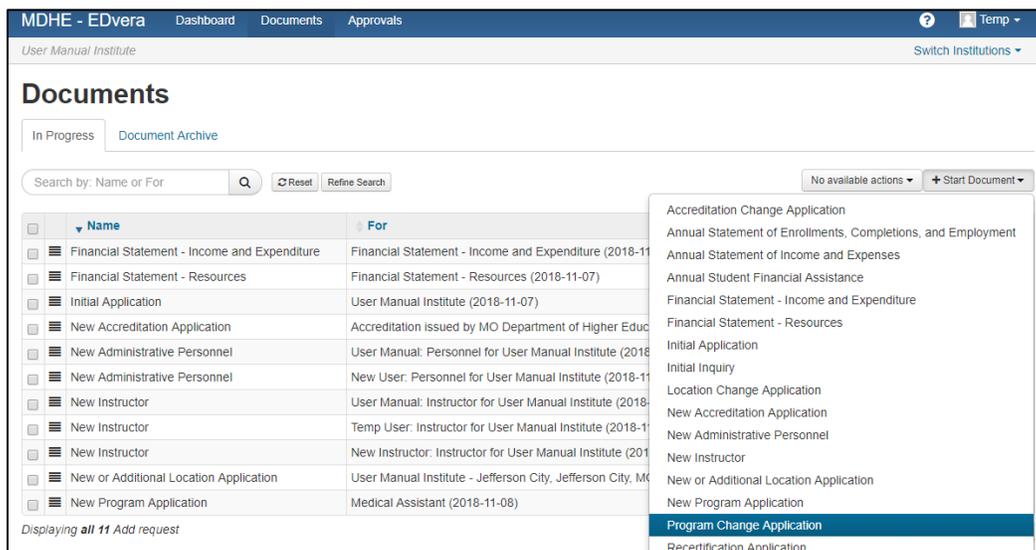
EDvera User Manual for Certified Schools

Program Change Application

1. Log into EDvera with your email address and password. You will see three tabs: Dashboard, Documents, and Approvals. Select the Documents tab to begin.



2. On the right side of the screen will be a drop down box titled Start Document. Click on that box then select "Program Change Application" from the dropdown menu.



3. Select the program to be revised from the drop down list then click Continue.

EDvera User Manual for Certified Schools

4. For changes to the program name, cost, or CIP code, make changes directly on the form.
5. Scroll to the bottom of the form and click “Save” to see changes highlighted on the form.

NOTE: This document is currently undergoing revision to separate Substance Changes from Non-Substantive Changes. Until the new document is released, please contact MDHEWD staff to make non-substantive changes to tuition, fees, and the cost of books and supplies.

6. If a program is being put into Teach Out, click the check box and upload a list of students currently enrolled in the program and each student’s anticipated graduation date.

EDvera User Manual for Certified Schools

MDHE - EDvera Dashboard Documents Approvals ? Temp

User Manual Institute Switch Institutions

Revisions

Certification standards require all substantive program changes be submitted at least 60 days prior to the implementation of the change. A substantively changed program is one whose components have been modified by 20 percent or more including, but not limited to, program length, required hours, and/or content.

Enter program revisions into the appropriate fields as necessary and complete items 1 – 5 below. If new instructors or new instructor credentials are required due to the program revisions, please also complete a New Instructor document. For any changes to a currently approved instructor please provide updated credentials below via upload or text input.

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

Check this box if the program is being taught out by the school.

Teach Out

Provide information on the number of students currently enrolled and the anticipated graduation dates.

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

7. For substantive changes, enter a brief description of the requested changes under Item 1.
8. If the school’s teaching methodology (classroom, lab, distance education, externships, etc.) has been revised, provide an explanation in Item 2 and upload appropriate documentation. If no change, enter “N/A.”
9. In Item 3, upload copies of the school’s revised publications that provide information to students about the revised program.
10. Accredited schools (institutional or programmatic) must upload approval documentation from the accrediting body. If the school is not accredited, enter “N/A.”
11. Unaccredited schools must upload a list of any new equipment needed to support instruction of the changed program. If no new equipment is required or if the school is accredited, enter “N/A.”
12. If the school’s Program Length has changed, enter the revised hours and length in weeks as appropriate. Click “Save” to see proposed changes highlighted.

MDHE - EDvera Dashboard Documents Approvals

User Manual Institute

Program Hours

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

Total Program Hours
Previously: 400

Length in weeks
Previously: 10

EDvera User Manual for Certified Schools

- 13.** Skip Item 1 under “Attachments” as this form is being revised to remove this step.
- 14.** Skip the Locations section.
- 15.** Click Submit.

EDvera User Manual for Certified Schools

Recertification Application

NOTE: This document is undergoing revision. We hope to have the corrected version available for the 2019-2020 recertification cycle. Until such time as the changes have been implemented, please use the process described herein.

1. Log into EDvera with your email address and password. You will see three tabs: Dashboard, Documents, and Approvals. Select the Documents tab to begin.

The screenshot shows the MDHE - EDvera Dashboard for User Manual Institute. The top navigation bar includes 'Dashboard', 'Documents', and 'Approvals'. The main content area is titled 'Dashboard' and contains several sections: 'Institution Information' with fields for Organization Name (User Manual Institute) and Accreditation Agencies; 'Regulatory Information' with a field for Certificate Number #; 'Contact Information' with fields for Mailing Address, Phone Number, Fax Number, and Web Address, and an 'Edit Phone, Fax, and Web' button; 'Programs' with the message 'No programs defined for your institution.'; and 'Approved Locations' with the message 'No approved locations for your institution.'

2. On the right side of the screen will be a drop down box titled Start Document. Click on that box then select "Recertification Application" from the dropdown menu.

The screenshot shows the MDHE - EDvera Documents page for User Manual Institute. The top navigation bar includes 'Dashboard', 'Documents', and 'Approvals'. The main content area is titled 'Documents' and contains a search bar, a table of documents, and a 'Start Document' dropdown menu. The table has columns for 'Name' and 'For'. The 'Start Document' dropdown menu is open, showing a list of document types, with 'Recertification Application' selected.

Name	For
Financial Statement - Income and Expenditure	Financial Statement - Income and Expenditure (2018-11-07)
Financial Statement - Resources	Financial Statement - Resources (2018-11-07)
Initial Application	User Manual Institute (2018-11-07)
New Accreditation Application	Accreditation issued by MO Department of Higher Education
New Administrative Personnel	User Manual: Personnel for User Manual Institute (2018-11-07)
New Administrative Personnel	New User: Personnel for User Manual Institute (2018-11-07)
New Instructor	User Manual: Instructor for User Manual Institute (2018-11-07)
New Instructor	Temp User: Instructor for User Manual Institute (2018-11-07)
New Instructor	New Instructor: Instructor for User Manual Institute (2018-11-07)
New or Additional Location Application	User Manual Institute - Jefferson City, Jefferson City, MO
New Program Application	Medical Assistant (2018-11-08)
Program Change Application	Medical Assisting - Certificate (less than one year) (2018-11-08)

3. Review the attestations then click the check box. Click Continue.

EDvera User Manual for Certified Schools

MDHE - EDvera Dashboard Documents Approvals ? Temp

User Manual Institute Switch Institutions

Recertification Application

General Attestations

The attesting official is responsible for the accuracy and completeness of all information provided in the application. This section of the Recertification Application contains a series of statements regarding certification to operate.

- I understand failure to submit a recertification application by the prescribed closing date shall be grounds, without other considerations, for the assessment of a late fee and/or denial of a certificate of approval to operate for the next certification year.
- I understand failure to completely and accurately disclose all material facts of the school's operation pertinent to the standards contained in the Regulations of Proprietary Schools and the authorizing statute shall be grounds for denial of a certificate of approval to operate.
- All school operations during the period of recertification will be consistent with the standards set forth in the Rules for Certification of Proprietary Schools (6 CSR 10-5.010).
- The statements and information provided in this recertification application are certified to be true and correct.

By selecting "Continue" I agree to the above attestations.

I agree

Cancel Continue

The Recertification Application is divided into four sections:

- [Institutional Standards](#)
- [Personnel Standards](#)
- [Program Standards](#)
- [Student Services Standards](#)

Institutional Standards

4. Item 1 - Review the Institution Information and Mailing Address. If the information is correct, click Yes and move to Item 2. If any information is not correct, select No.
 - If changes are non-substantive (e.g., telephone, mailing address), contact the MDHEWD and request the school's Profile be corrected.
 - If changes are substantive (instructional location change), you will be required to complete a Location Change Application.

MDHE - EDvera Dashboard Documents Approvals

User Manual Institute

1. Institutional Standards 2. Personnel Standards 3. Program Standards 4. Student Services Standards

1. Is the school's instructional location, mailing address, and/or contact information correct as of the date of submission of this recertification application?

Yes No

The school must make required changes to the school's telephone, fax number, or website from the school's Dashboard. For changes to the instructional location and/or mailing address, the school must submit a Location Change Application.

Certification standards require the MDHE be notified at least 30 days prior to the effective date of proposed changes in or additions to the location(s) of a school that is approved to operate. Failure to obtain prior approval by the MDHE may be considered a violation of certification standards.

+ New or Additional Location Application + Location Change Application

EDvera User Manual for Certified Schools

5. Item 2 – If the school has been newly accredited or changed accreditation (institutional or programmatic) and EDvera has not been updated, select Yes and complete the appropriate document (New Accreditation Application or Accreditation Change Application).

The screenshot shows the EDvera interface for 'User Manual Institute'. The navigation bar includes 'MDHE - EDvera', 'Dashboard', 'Documents', and 'Approvals'. Below the navigation bar, there are four tabs: '1. Institutional Standards', '2. Personnel Standards', '3. Program Standards', and '4. Student Services Standards'. The '2. Personnel Standards' tab is selected. The main content area displays the question: '2. Has the school received initial accreditation by an organization recognized by the US Department of Education or has the institution changed accrediting agencies since the last recertification period?'. Below the question are three radio button options: 'Yes' (selected), 'No', and 'The school is not accredited'. A note states: 'The school must submit a New Accreditation Application or Accreditation Change Application as appropriate.' Below this note is a box containing a notification: 'Accreditation issued by MO Department of Higher Education: User Manual Institute (Unsubmitted) view'. At the bottom of the form are two buttons: '+ Accreditation Change Application' and '+ New Accreditation Application'.

If the school has not changed accreditation, click “No”; unaccredited schools select “The school is not accredited.”

6. Item 3 – If the school has renewed accreditation, click Yes and upload the most recent verification document from the accrediting agency.

The screenshot shows the EDvera interface for 'User Manual Institute'. The navigation bar includes 'MDHE - EDvera', 'Dashboard', 'Documents', and 'Approvals'. Below the navigation bar, there are four tabs: '1. Institutional Standards', '2. Personnel Standards', '3. Program Standards', and '4. Student Services Standards'. The '3. Program Standards' tab is selected. The main content area displays the question: '3. Has the school renewed its accreditation since the last recertification period?'. Below the question are three radio button options: 'Yes' (selected), 'No', and 'The school is not accredited'. A note states: 'The school must upload the most recent verification of accreditation from the accrediting agency.' Below this note is a file upload button: 'To attach a file drag & drop here or click to choose'.

If the school has not renewed accreditation, click “No”; unaccredited schools select “The school is not accredited.”

7. Accredited schools under disciplinary actions by its accreditor not previously disclosed to the MDHEWD must click Yes and upload a copy of the accrediting agency’s actions.

EDvera User Manual for Certified Schools

The screenshot shows the EDvera interface with the following elements:

- Navigation bar: MDHE - EDvera, Dashboard, Documents, Approvals
- Page title: User Manual Institute
- Section tabs: 1. Institutional Standards, 2. Personnel Standards, 3. Program Standards, 4. Student Services Standards
- Question 4: "Has the school been subject to disciplinary actions such as warnings, probation, show cause, or other negative action from the accreditor that has not been previously disclosed to the MDHE?"
- Radio buttons: Yes, No, The school is not accredited
- Text: "The school must upload the accreditor's letter outlining its findings and disciplinary actions."
- File upload button: "To attach a file drag & drop here or click to choose"
- Disclaimer: "Failure to disclose all material facts pertinent to the standards contained in the Rules for Certification of Proprietary Schools (6 CSR 10-5.010) and authorizing statute may be considered deceptive or misleading by the department and may be grounds for denial of the school's application for recertification."
- Buttons: Save and Exit, Save, Save and Proceed to Next Section

If no disciplinary actions have been taken, click “No”; unaccredited schools select “The school is not accredited.”

8. Click “Save and Proceed to Next Section.”

Personnel Standards

9. Review and click the check boxes for the two attestations regarding institutional personnel.

10. Enter the number of full time and part time administrators and instructors for the campus.

The screenshot shows the EDvera interface with the following elements:

- Navigation bar: MDHE - EDvera, Dashboard, Documents, Approvals
- Page title: User Manual Institute
- Section tabs: 1. Institutional Standards, 2. Personnel Standards, 3. Program Standards, 4. Student Services Standards
- Text: "Indicate the number of full-time administrators, part-time administrators, full-time faculty, and part-time faculty."
- Table:

Personnel	Full-time	Part-time
Administrative	<input type="text" value="1"/>	<input type="text" value="2"/>
Faculty	<input type="text" value="2"/>	<input type="text" value="2"/>

If an individual serves as both an administrator and a faculty member, that person must be counted as part-time in each category.

As a reminder, if someone is both an administrator and an instructor, they must be counted as part time in each (even if the employment is full time).

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You must enter a number in each box, even if the number is “0” or you will receive an error when submitting the document.

11. Scroll down and click “Save” to retain the data you have entered.
12. Review the Key Administrative Personnel listed for your school. Institutions are required to have one person identified for each of the following administrative functions:
 - Campus Director
 - Chief Academic Officer
 - Data Coordinator
 - Financial Officer
 - State Licensing Liaison
 - Student Financial Assistance Officer

The screenshot shows the MDHE - EDvera interface for Bryan University. The navigation bar includes 'Dashboard', 'Documents', and 'Approvals'. The main content area is titled 'Key Administrative Personnel' and contains a table with the following data:

Role	Personnel Name
Chief Academic Officer	Scott Haar
Data Coordinator	Scott Haar
Financial Officer	Scott Haar
Main Campus Director	Scott Haar
State Licensing Liaison	Scott Haar
Student Financial Assistance Officer	Scott Haar

Below the table, there is a '+ New Administrative Personnel' button and a text box labeled 'Administrators to remove:'.

13. If one or more key administrators are missing, and those individuals are currently entered in the EDvera system, enter their name(s) in the text box and indicate the key function they are to fill. MDHEWD staff will make the update in the system.
14. If key administrators are missing and are not in the system, the school must complete a New Administrative Personnel document for each and identify the key function held.
15. If an individual is listed as a key administrator but no longer holds that role and/or has left the institution, enter that person’s name in the text box and indicate the reason for change. MDHEWD staff will make the update in the system.
16. Scroll down and click “Save” to retain the data you have entered.
17. Review the Instructional Faculty listed for your school. If the information is correct, click “Save and Proceed to Next Section.”

EDvera User Manual for Certified Schools

Accredited institutions are not required to submit individual instructor information during recertification.

18. If instructors are missing, the school must complete a New Instructor document for each.
NOTE: The total number of instructors must match the number of instructors the school entered in the full time / part time table on this form. For example, if a school listed one full time instructor and two part time instructors, the school must have three instructors on the list in this section.
19. If an individual is listed as an instructor but has changed roles or is no longer with the institution, enter that person's name in the text box and indicate the reason for change. MDHEWD staff will make the update in the system.

MDHE - EDvera Dashboard Documents Approvals Bryan University Temp

1. Institutional Standards 2. Personnel Standards 3. Program Standards 4. Student Services Standards

Instructional Faculty

The following list contains all of the instructors we have on file for your institution. Please ensure the information provided regarding instructors is accurate. The school must submit a New Administrative Personnel document to correct any errors or to add new instructors. If an instructor is no longer with the school, this information must be provided to the MDHE in the text box below.

Accredited schools are not required to submit individual instructor information during recertification.

No instructors found.

+ New Instructor

Faculty to remove:

Save and Exit Save Save and Proceed to Next Section

20. Click "Save and Proceed to Next Section."

Program Standards

21. Review and click the check box attestations regarding program standards.
22. Review the list of programs and indicate all information is correct by clicking Yes. If any information is incorrect or if a program is missing, click No and complete a Program Change Application for each incorrect program or a New Program Application for each missing program.

EDvera User Manual for Certified Schools

MDHE - EDvera Dashboard Documents Approvals

Bryan University Switch Instit

1. Institutional Standards 2. Personnel Standards 3. Program Standards 4. Student Services Standards

Auctioneer Training Program	Certificate (less than one year)	80	2	\$1,000.00	\$0.00	\$0.00
Allied Health Management	Bachelor's Degree	180	140	\$61,380.00	\$3,760.00	\$7,000.00

1. Are all programs listed correctly, and do they accurately reflect the information disclosures to students and prospective students?

Yes No

The school must submit a New Program Application or Program Change Application as appropriate. These documents must be completed outside of the Recertification Application.

This information will be used as a basis for evaluating the disclosure of programmatic information in advertising and publications and for the department's profile of the institution that is available to the public. Therefore, accuracy in all fields is critical. Failure to provide and maintain an accurate program inventory may be considered a violation of certification standards and as such grounds for denial of the school's application for recertification.

+ New Program Application + Program Change Application

Save and Exit Save Save and Proceed to Next Section

23. Click “Save and Proceed to Next Section.”

Student Services Standards

24. Review and click the check box regarding school publications.

25. Upload the current version of the school’s publications (catalog, handbook, brochures, etc.) that include required information disclosures. Review the Catalog Checklist Items to ensure all required disclosures are included on the uploaded documents. If applicable, include page numbers where the required disclosures may be found in the catalog.

26. Review and click the check box regarding the enrollment agreement.

27. Upload a copy of a completed enrollment agreement for a student who enrolled in the last calendar year.

28. Review and click the check box regarding the student transcript.

29. Upload a copy of a completed transcript for a student who graduates in the last calendar year.

30. Scroll to the bottom of the form and click “Save” to retain all entered information.

31. Click on the “+Annual Statement of Income and Expenses” button to complete the document. You may also complete the document independently (outside of the Recertification Application by clicking the drop down box titled “Start Document” on the school’s Documents tab). As a reminder, this is a financial document so must be completed by the school’s Chief Administrator in EDvera.

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- 32.** Click on the “+Annual Student Financial Assistance” button to complete the document. You may also complete the document independently (outside of the Recertification Application by clicking the drop down box titled “Start Document” on the school’s Documents tab). As a reminder, this is a financial document so must be completed by the school’s Chief Administrator in EDvera.

- 33.** Click on the “+Annual Statement of Enrollments, Completions, and Employment” button to complete the document. You may also complete the document independently (outside of the Recertification Application by clicking the drop down box titled “Start Document” on the school’s Documents tab).

- 34.** Click “Save” then click “Submit.”