

EDvera User Manual

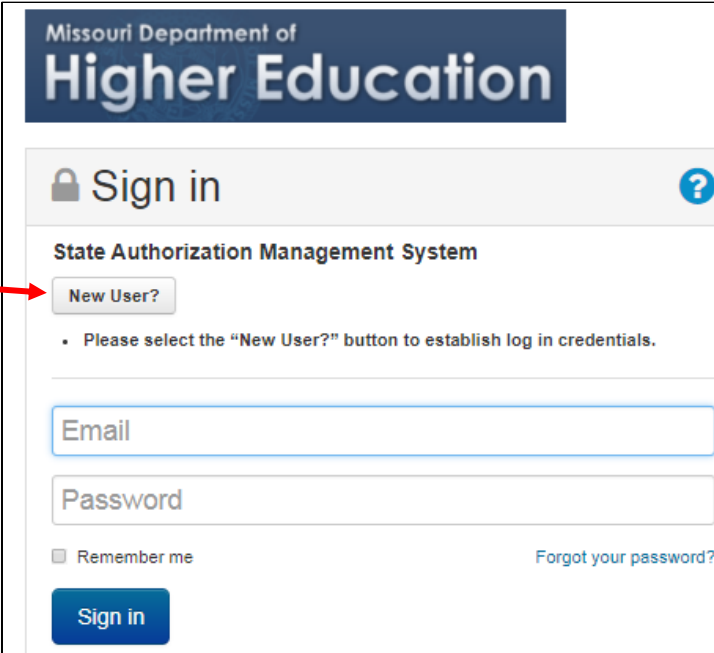
The Missouri Department of Higher Education (MDHE) is using a cloud-based system called EDvera. You can access your school's information from anywhere with an internet connection.

This manual will provide information on how to:



- [Apply for Access to the EDvera System](#)
 - [Begin an Initial Application to Operate in Missouri](#)
 - [Submit a New Accreditation Application](#)
 - [Submit New Administrative Personnel](#)
 - [Submit New Instructors](#)
 - [Submit a New Program](#)
 - [Submit Financial Statements](#)
 - [Submit the Security Deposit and Certification Fee](#)
-

Apply for Access to the EDvera System

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



Missouri Department of
Higher Education

 **Sign in** 

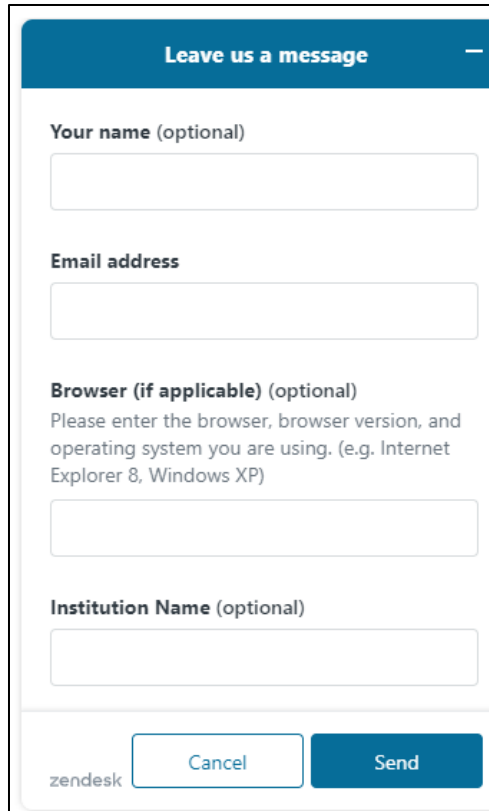
State Authorization Management System

- Please select the "New User?" button to establish log in credentials.

☐ Remember me [Forgot your password?](#)

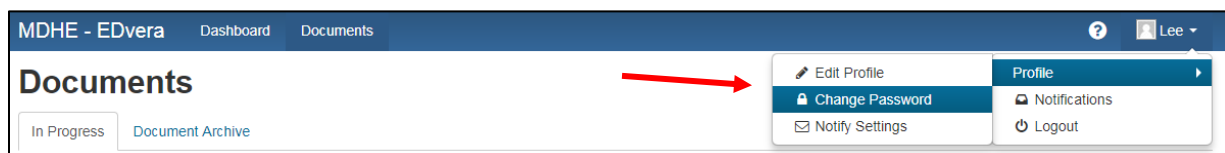
2. Click on the "New User?" button.
3. An email shortcut will pop up on your screen. Enter the name and email address of the individual who will be completing the application documents in EDvera. In the "How can we help you?" text box, provide the proposed name of the school and a brief description of the program(s) to be offered, then click Send.

EDvera User Manual



The screenshot shows a 'Leave us a message' form with a blue header. The form contains four text input fields: 'Your name (optional)', 'Email address', 'Browser (if applicable) (optional)' (with a subtext: 'Please enter the browser, browser version, and operating system you are using. (e.g. Internet Explorer 8, Windows XP)'), and 'Institution Name (optional)'. At the bottom, there is a 'zendesk' logo, a 'Cancel' button, and a 'Send' button.

4. You will receive an email from the MDHE 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.”

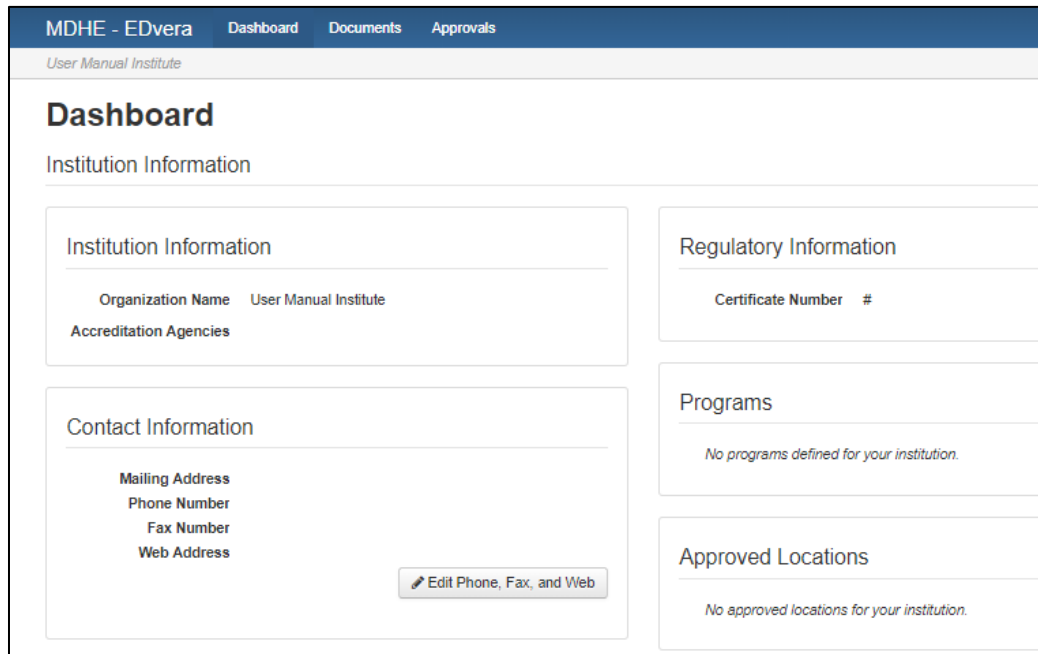


6. You can also Edit your personal profile information from the “Profile” link.

EDvera User Manual

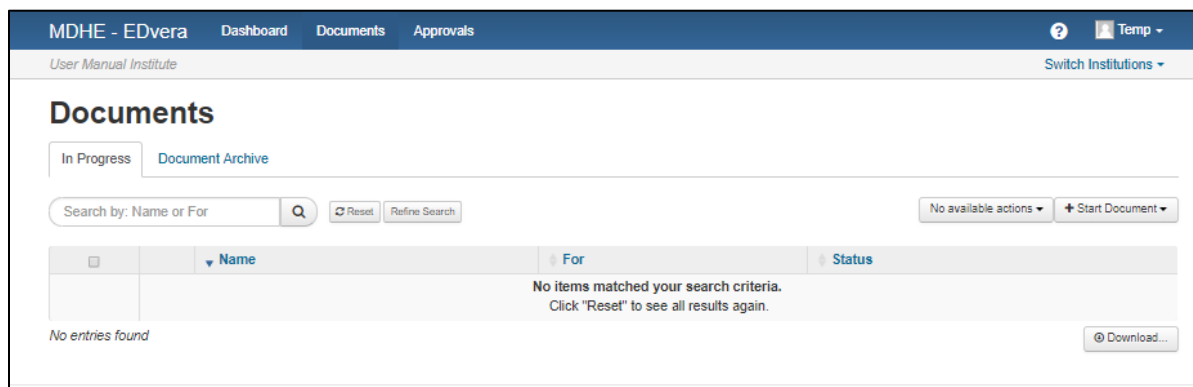
Begin an Initial Application to Operate in Missouri

1. Access EDvera through the login screen (<https://mo.edvera.com>) 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 the User Manual Institute. The top navigation bar includes tabs for 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 a message "No programs defined for your institution."; and "Approved Locations" with a message "No approved locations for your institution.".

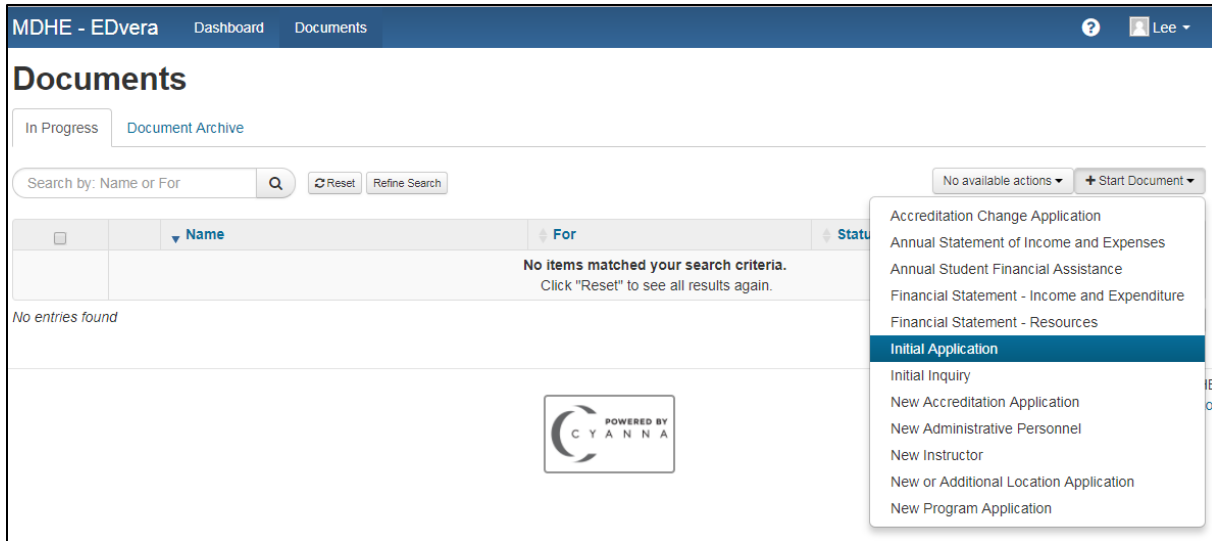
2. On the Documents tab you will see two new tabs: In Progress and Document Archive. In Progress is the default setting for this page and will reflect all documents initiated by the school in EDvera. When a document has been fully approved by the MDHE, it will move from the In Progress tab to the Document Archive.



The screenshot shows the MDHE - EDvera Documents page for the User Manual Institute. The top navigation bar includes tabs for Dashboard, Documents, and Approvals. The main content area is titled "Documents" and contains two tabs: "In Progress" (selected) and "Document Archive". Below the tabs is a search bar with the text "Search by: Name or For" and a search icon. To the right of the search bar are buttons for "Reset" and "Refine Search". On the far right, there are two buttons: "No available actions" and "Start Document". Below the search bar is a table with columns for "Name", "For", and "Status". The table is empty, and a message below it states "No items matched your search criteria. Click 'Reset' to see all results again." At the bottom left, it says "No entries found". At the bottom right, there is a "Download..." button.

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

EDvera User Manual



4. 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](#).

The screenshot shows the 'Initial Application' page in the MDHE - EDvera system. The page has a header with 'MDHE - EDvera' and tabs for 'Dashboard', 'Documents', and 'Approvals'. Below the header, there's a section titled 'Initial Application' with a sub-section 'General Information'. This section contains four numbered items: 1. If this application is approved, approval is valid only under the stipulations as set forth in the Missouri Code of State Regulations 6 CSR 10-5.010. 2. The Department of Higher Education may, on its own cognizance, provide information about this application and the school to other governmental agencies and to accrediting associations and that public access to the department's files on the school will be in accordance with applicable law, Chapter 610, RSMo. 3. The electronic signature contained on any item in the application is of an official of the school legally authorized to act on behalf of the school and/or its owner. The official is identified in the application and attests the school will operate in compliance with all applicable rules and regulations. 4. The statements and information in this application or attached to this application are certified to be true and correct. The authorized school official understands certification may be denied if the school does not provide a complete and accurate disclosure of all material facts pertinent to the standards contained in the program rules and authorizing statute. Materials deemed by the department to be deceptive or misleading, by commission or omission, may be grounds for denial of certification. Below these items, there's a checkbox labeled 'I agree' and a 'Continue' button. At the bottom, there's a 'Cancel' button and a 'Continue' button.

5. The Initial Application has five (5) sections:

- I. [Institution Information](#)
- II. [Personnel](#)
- III. [Programs](#)
- IV. [Exhibits](#)
- V. [Financials](#)

EDvera User Manual

Section I – Institution Information

MDHE - EDvera

Dashboard

Documents

Approvals

User Manual Institute

Initial Application

Submission

Review

Comments 0

Status: Unsubmitted

History

1. Institution Information

2. Personnel

3. Programs

4. Exhibits

5. Financials

Institution Information

Name

User Manual Institute

Phone number

Fax number

Web address

In State

☐ In State

☐ Other

☐ Out of State

Planned Instructional Start Date

Mailing Address

Country

Street 1

Street 2

City

State

Zip

- Indicate the name of the school as well telephone, fax, and website. If contact information not been finalized, enter NA. **Do not leave these sections blank or you will receive an error message when submitting the document.**
- For schools that will have a physical presence in Missouri, check the box “In State.”
- Indicate the school’s current mailing address.
- Indicate the anticipated instructional start date. Please note we request at least 120 days to review initial applications. **Do not leave the date blank or you will receive an error message when submitting the document.**

EDvera User Manual

MDHE - EDvera Dashboard Documents Approvals

User Manual Institute

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

Contacts

Institutional Contact Temp User (leev96@hotmail.com) +

Chief Administrator Temp User (leev96@hotmail.com) +

Ownership

1. How is the ownership of this institution structured?

☐ Sole Proprietorship ☐ Partnership ☐ Private or Public Corporation ☐ Limited Liability Company

2. Provide a copy of the Articles of Incorporation for the school and a copy of the certificate of incorporation.

Legal Business Name

State of Incorporation

Articles of Incorporation

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

Fictitious Name

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

3. Indicate the legal tax status of your institution.

☐ For Profit ☐ Non Profit

- The Institutional Contact and Chief Administrator can be the same individual or may be different. **IMPORTANT NOTE:** The Chief Administrator is typically the individual who will submit all documents in EDvera. The Institutional Contact may complete all non-financial documents. Do not change the Chief Administrator contact without first alerting the MDHE via the blue Support button, or you and the new contact will be locked out of the system.

Before adding any new contacts, 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 proprietor, partnership, corporation, or LLC). You will need to upload a copy of your documentation from the appropriate Secretary of State to verify organizational status. If your documents list a different organization name than the name of the school, please upload a copy of your “doing business as” form from the Secretary of State.
- Indicate if the school will be operated as a for-profit or a non-profit.

EDvera User Manual

The screenshot shows the MDHE - EDvera application form. The top navigation bar includes 'MDHE - EDvera', 'Dashboard', 'Documents', and 'Approvals'. Below this is a 'User Manual Institute' header with a 'Switch Institutions' dropdown. The main content area has a tabbed interface with five tabs: '1. Institution Information', '2. Personnel', '3. Programs', '4. Exhibits', and '5. Financials'. The '1. Institution Information' tab is active. Under this tab, the 'Level(s) of Study' section asks the user to 'Please select all that apply:' and provides a box for 'Institution Types' with three checkboxes: 'Both', 'Degree-granting', and 'Non degree-granting'. Below this, a question asks 'Is this school a branch of a school operating outside the state of Missouri?' with 'Yes' and 'No' radio buttons. The 'Accreditations' section follows, with a note about providing accreditation information. A box below this section states 'No accreditations found.' At the bottom of the form, there are two buttons: '+ Accreditation Change Application' and '+ New Accreditation Application'.

- 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 are 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.
- Indicate if the school is a branch campus of another school currently operating outside of Missouri. If you answer yes, you will be required to provide the name of the school, the city and state in which the main campus is located, and provide documentation of approval to operate in that state.
- If the school or a school's program is currently accredited by a recognized accrediting agency, select "New Accreditation Application" and follow instructions on that form. You will need to complete and submit a new application for each accreditation type held by the school. 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.

EDvera User Manual

Submit a New Accreditation Application

MDHE - EDvera Dashboard Documents Approvals

User Manual Institute

New Accreditation Application

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

☐ My Agency Doesn't Appear Here

Accreditation Agency

Approval Date

Expiration Date

Summary

B I U S **☰** **☷** **☹** **☺** **☻** **☼** **☽** **☾** **☿** **♈** **♉** **♊** **♋** **♌** **♍** **♎** **♏** **♐** **♑** **♒** **♓** **<>**

Conditional? ☐ Yes ☒ No

Please attach a copy of the most recent accreditation letter.

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

- 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.
- Upload a copy of the school's most recent letter of accreditation.
- Click Submit.
- Skip the section on Locations.
- Check the attestation box indicating the appropriateness of the school's governance structure. Click "Save and Proceed to Next Section."

EDvera User Manual

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. **NOTE: You must enter a number in each of the eight boxes, even if the number is “0.” Failure to enter a number in each box will result in an error message when you try to submit the document.**

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.

MDHE - EDvera Dashboard Documents Approvals ? Temp

User Manual Institute Switch Institutions

Initial Application

Submission Review Comments 0 Status: Unsubmitted History Child Documents

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

Personnel

Indicate the Total Number of Personnel Anticipated to be Employed at the Initial Start-up of the Missouri School in Each Category

Personnel	Full-time	Part-time
Administrative		
Instructional		

Indicate the Total Number of Personnel Anticipated to be Employed at 6th Month of Operation of the Missouri School in Each Category

Personnel	Full-time	Part-time
Administrative		
Instructional		

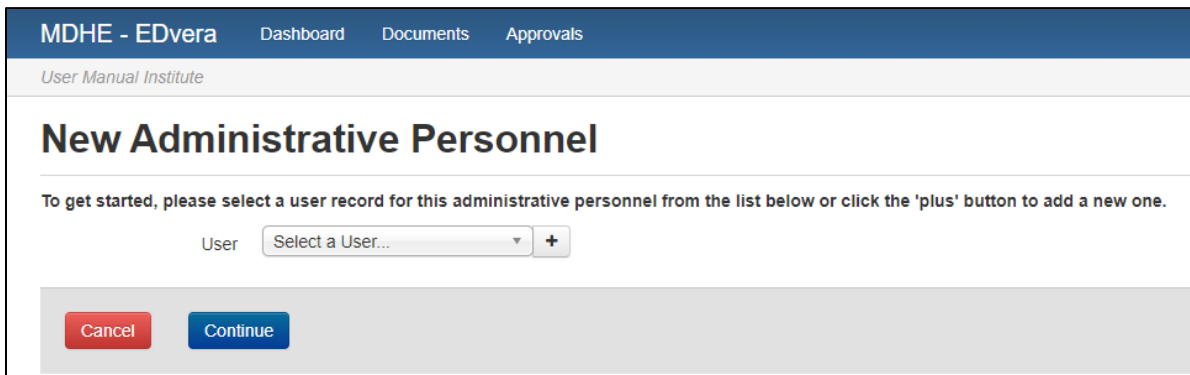
Please add all Administrative Personnel and Instructional Personnel for each campus location.

EDvera User Manual

Submit New Administrative Personnel

- 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 (Campus Director, Chief Academic Officer, Data Coordinator, Financial Officer, State Licensing Liaison, and Student Financial Assistance Officer). Upload a detailed resume on each administrator.

You must complete a separate “New Administrative Personnel” document for each Administrator who will hold one of the key positions with the school.



The screenshot shows the 'New Administrative Personnel' form in the MDHE - EDvera system. The top navigation bar includes 'MDHE - EDvera', 'Dashboard', 'Documents', and 'Approvals'. Below this is a sub-header 'User Manual Institute'. The main title of the form is 'New Administrative Personnel'. A instruction text reads: 'To get started, please select a user record for this administrative personnel from the list below or click the 'plus' button to add a new one.' Below this text is a 'User' label followed by a dropdown menu with the placeholder text 'Select a User...' and a '+' button. At the bottom of the form are two buttons: 'Cancel' (red) and 'Continue' (blue).

- If you have already entered a contact and that person is a key administrator, select their name from the drop down box and click Continue. If you need to add a key administrator, click the “+” button to add a new user.
 - Enter the email address of the new administrator. **IMPORTANT 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 an individual does not have an email address, you may create a dummy email.
 - You will be prompted to enter the first and last name of the new administrator, then click Save.
- The new administrator email should appear in the drop down box. Select the new administrator and click Continue.

EDvera User Manual

MDHE - EDvera Dashboard Documents Approvals

User Manual Institute

New Administrative Personnel

To get started, please select a user record for this administrative personnel from the list below or click the 'plus' button to add a new one.

User User Manual (user@userm... +

Cancel Continue

Temp User (leev96@hotmail.com)

User Manual (user@usermanual...)

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

MDHE - EDvera Dashboard Documents Approvals

User Manual Institute

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

- 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.

EDvera User Manual

The screenshot shows the 'Administrative Function' section of the MDHE - EDvera system. At the top, there is a navigation bar with 'MDHE - EDvera', 'Dashboard', 'Documents', and 'Approvals'. Below this is a sub-header 'User Manual Institute'. The main content area is titled 'Administrative Function'. It contains two columns of checkboxes under the heading 'Check all that apply'. The left column lists administrative functions: Branch Campus Director, Chief Academic Officer (checked), Data Coordinator, Financial Officer, Main Campus Director (checked), President Chief Administrator, State Licensing Liaison, and Student Financial Assistance Officer. The right column has a single checkbox for 'Certificate of approval'. Below these is a text area for 'Other administrative duties'. At the bottom, there are three buttons: 'Save and Exit', 'Save', and 'Submit'.

MDHE - EDvera Dashboard Documents Approvals ?

User Manual Institute Switch

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

Save and Exit Save Submit

- Click Submit.

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.”

- After all administrative personnel have been entered, click the “Save” button at the bottom of the Initial Application form. You should find those individuals listed on the Initial Application with a status of “Pending Approval.”

EDvera User Manual

Submit New Instructors

- Unaccredited schools must complete a separate New Instructor application document for each individual who will teach a course for the school.

If the school is accredited by a recognized accrediting agency, the school may provide a list of instructors and the course(s) taught on the Instructional Personnel Template.

- Click on the “New Instructor” button to open the document. If you have already entered a contact and that person is an instructor, select their name from the drop down box and click Continue. If you need to add a new individual as an instructor, click the “+” button.
 - Enter the email address of the new instructor. **IMPORTANT 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 an individual does not have an email address, you may create a dummy email.
 - You will be prompted to enter the first and last name of the new instructor, then click Save.
- The new administrator email should appear in the drop down box. Select the new administrator and click Continue.

EDvera User Manual

MDHE - EDvera Dashboard Documents Approvals

User Manual Institute

Document submission updated.

New Instructor

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

Instructor Profile

First name Phone number

Last name Email

Courses taught

Resume

- Enter the course(s) to be taught by the instructor and upload a detailed resume, transcript, etc. Include copies of any current industry certifications that qualify the individual as a postsecondary instructor in the course/program field.
- Click Submit.
- After all instructional personnel have been entered, click the “Save” button at the bottom of the Initial Application form. You should find those individuals listed with a status of “Pending Approval.”
- Check the attestation boxes indicating the school will maintain appropriately qualified administrative and instructional personnel.
- Click “Save and Proceed to Next Section.”

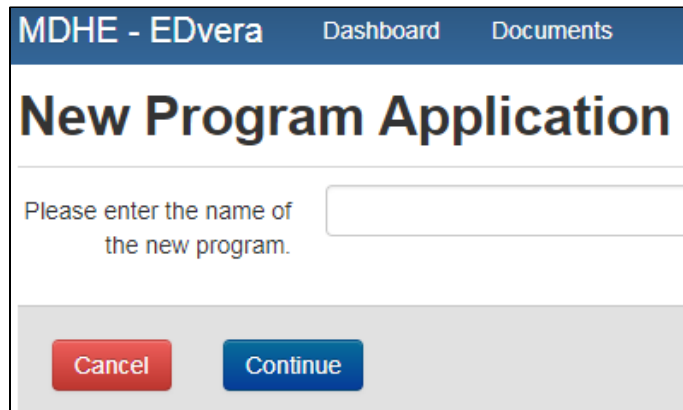
EDvera User Manual

Section III – Programs

Check the attestation boxes indicating the school will abide by regulations pertaining to the purpose and awarding of certificates or degrees. **You must complete a separate “New Program” document for each program to be offered by the school.**

Submit a New Program

- Click the “New Program Application” button.
- 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 is a blue navigation bar with "Dashboard" and "Documents" links. Below this, the main heading is "New Program Application". Under the heading, there is a text input field with the placeholder text "Please enter the name of the new program." Below the input field, there are two buttons: a red "Cancel" button and a blue "Continue" button.

- 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.

EDvera User Manual

MDHE - EDvera Dashboard Documents Approvals

User Manual Institute

New Program Application

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

Program Information

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.

Enrollment Projections

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](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.
- 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.

EDvera User Manual

MDHE - EDvera Dashboard Documents Approvals

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. 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"/>
Supervised Research	<input type="text"/>
Other (Specify Below)	<input type="text"/>
Total	<input type="text" value="100"/>

- 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.

EDvera User Manual

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.

- 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

- 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	0
Work Experience	0
Testing Out	0
Other (Specify Below)	0

- 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

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

- Skip the Location section.

If you need to leave the “New Program” 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 program.

- Click “Save and Proceed to Next Section.”

EDvera User Manual

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 only a 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.

MDHE - EDvera Dashboard Documents Approvals ? Temp ▾

User Manual Institute Switch Institutions ▾

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

EXHIBIT ONE - PUBLICATION CHECKLIST

Please upload a copy of the institutions current catalog/publication.

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

This exhibit will be evaluated to determine if all required informational disclosures are made to students and prospective students. Carefully review the description of the information, and clearly label your catalog, student handbook, brochures, pamphlets, handouts, or other printed materials where the disclosure of each category of information can be found. As you complete this checklist, please include the page number where the information disclosure is located in your publication(s) to assist us in the review of application materials.

Catalog Checklist Items	Page #
Name and Address of School: The name and address of the school disclosed in your publications should be the official name and address reported in this application.	<input type="text"/>
Statement of the School's and each Program's Objectives	<input type="text"/>
Program Information: The program information disclosed in your publications should be consistent with the information reported on your program inventory.	
Specific titles and descriptions of content including course descriptions.	<input type="text"/>
Explanation of evaluation and completion requirements.	<input type="text"/>
Specific grade, credit hour, contact hour and/or other performance achievements required for satisfactory completion.	<input type="text"/>

- 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.

EDvera User Manual

MDHE - EDvera

DashboardDocumentsApprovals

?

Temp

User Manual Institute

Switch Institutions

1. Institution Information2. Personnel3. Programs4. Exhibits5. Financials

EXHIBIT TWO - ENROLLMENT AGREEMENT CHECKLIST

Please upload a copy of the institutions current enrollment agreement. If the enrollment agreement is more than one page, please ensure each page is numbered. As you complete this checklist, please include the page number where the information disclosure is located on the enrollment agreement.

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

Enrollment Agreement Checklist Items	Page #
Name and address of the school: The name and address of the school that appears on the agreement must be the official name and address reported in this application	<input type="text"/>
Name of the program in which the student is enrolling.	<input type="text"/>
Beginning date of instruction.	<input type="text"/>
Length of the period of enrollment: Defined to be the time to which a student commits for completion of a course or program.	<input type="text"/>
Cost of all charges made by the school during the period of enrollment.	<input type="text"/>
Conditions of payment: Meaning a description of when payments to the school are due and for what amount, regardless of the sources of funding, and additional fees for alternative payment plans.	<input type="text"/>
Cancellation policy: The cancellation policy must provide for a period during which an enrollment or admission agreement may be cancelled by the student with refund of all money paid. That cancellation period may not	<input type="text"/>

- 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.

MDHE - EDvera

DashboardDocumentsApprovals

?

Temp

User Manual Institute

Switch Institutions

1. Institution Information2. Personnel3. Programs4. Exhibits5. Financials

EXHIBIT THREE - TRANSCRIPT CHECKLIST

Please upload a copy of the institutions current transcript.

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

Transcript Checklist Items	Page #
Name and address of school: The name and address of the school disclosed on the transcript must be the official name and address reported in the application.	<input type="text"/>
Full name of the student.	<input type="text"/>
Name of each course	<input type="text"/>
Term and date of each course	<input type="text"/>
Grade assigned for each course	<input type="text"/>
Contact or credit hours attempted	<input type="text"/>
Contact or credit hours earned	<input type="text"/>
Exact award conferred, if applicable.	<input type="text"/>
Date of award conferral, if applicable.	<input type="text"/>

EDvera User Manual

- In Item 1, provide a list of all instructional equipment the school currently owns and the estimated market value of the items.
- In Item 2, upload a list of equipment the school intends to purchase and a proposed timeline for purchase.
- In Item 3, provide a copy of the floorplan of the instructional location (if such location is known at time of application) along with a detailed description to include square footage, the number of classrooms, computer labs, administration offices, etc. If an instructional location 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 displays a web browser window with the URL https://mo.stage.edvera.com/documents/259/document_submissions/173949?section=599. The page is titled "MDHE - EDvera" and features a navigation bar with tabs for "1. Institution Information", "2. Personnel", "3. Programs", "4. Exhibits", and "5. Financials". The "4. Exhibits" tab is currently selected. The form contains five numbered sections, each with a text area and a file upload button labeled "To attach a file drag & drop here or click to choose".

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

EDvera User Manual

Section V – Financials

Schools seeking certification 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.

Submit Financial Statements

The Financial Statement of Resources and the Financial Statement of Income and Expenditures may only be attested to by the individual designated as the school's Chief Administrator in EDvera.

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

The screenshot shows the EDvera web interface. The top navigation bar includes 'MDHE - EDvera', 'Dashboard', 'Documents', and 'Approvals'. A user profile 'Temp' is visible in the top right. Below the navigation bar, the page title is 'Financial Statement - Resources'. The main content area contains three paragraphs of instructions: 1. 'The Financial Resource Statement must list the financial resources which are committed to the start-up of the proposed school. It does not necessarily portray the total assets or worth of the person, persons, or corporation submitting this application.' 2. 'List all financial resources that are dedicated to the school's establishment and operation. Although categories are provided for a range of possible assets and resources, it is not necessary to include information for each. Complete only those for which resources are available and committed to the school costs during the first several years of operation. If the corporate assets listed in the Financial Resource Statement Application are for a corporation other than the school, the relationship of the corporation to the school must be fully explained. Please note that the person signing this statement must have the appropriate authority to commit corporate resources, if the corporation is separate from the school. Listed resources must be both reasonably adequate and satisfactorily documented for a proposed school, otherwise deemed eligible, to be certified to operate.' 3. 'All financial resources must be verified. The applicant must provide the verification and it must be in the form of written documentation enclosed with this application. Providing persons or institutions to contact for verification is not acceptable. Credit cards are not accepted as assets or lines of credit. All documentation supporting this statement must be included. Examples of acceptable documentation are located in the Exhibit section of this application.' At the bottom of the form are two buttons: 'Cancel' (red) and 'Continue' (blue).

- **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.

EDvera User Manual

The screenshot shows the 'Financial Statement - Resources' section of the EDvera application. The top navigation bar includes 'MDHE - EDvera', 'Dashboard', 'Documents', and 'Approvals'. Below this, the 'User Manual Institute' header is visible. The main title 'Financial Statement - Resources' is prominently displayed. A status bar indicates 'Submission: Child', 'Comments: 0', 'Status: Unsubmitted', and links for 'History' and 'Parent Submission'. A brief instruction states: 'Complete each blank that applies to the proposed school. Documentation must be provided to verify the accuracy and availability of resources listed in each category. Only those resources listed in this statement and for which documentation is provided will be considered in the review of the application.' Below this, the section is titled 'Financial Resources Available and Committed to School Operations:'. The first category is 'CORPORATE ASSETS'. It features a text area for 'Name and Location of Corporation(s)' and a corresponding balance field showing '\$ 0.00'. A word count at the bottom right indicates 'Words: 5'.

- **CHECKING ACCOUNT(S)** – Provide the name and location of each financial institution 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.

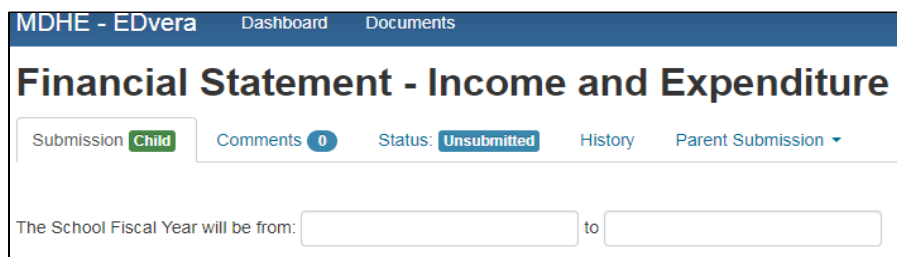
This screenshot displays the 'CHECKING ACCOUNT(S)' and 'LINES OF CREDIT' sections of the EDvera application. The top navigation bar remains the same. The 'User Manual Institute' header is present. The main title 'Financial Statement - Resources' is visible. The status bar shows 'Submission: Child', 'Comments: 0', 'Status: Unsubmitted', and links for 'History' and 'Parent Submission'. The instruction text is repeated. The 'CHECKING ACCOUNT(S)' section is titled 'CHECKING ACCOUNT(S) in the School Name'. It includes a text area for 'Name and Location of Financial Institution(s)' and a balance field showing '\$ 0.00'. A word count at the bottom right indicates 'Words: 6'. Below this, the 'LINES OF CREDIT' section is titled 'LINES OF CREDIT'. It features a text area for the institution's name and a balance field showing '\$ 0.00'. A word count at the bottom right indicates 'Words: 0'.

EDvera User Manual

- 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 Administrator 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” button then click “Continue.”
- 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. **Do not include the year on this form.**



The screenshot shows the MDHE - EDvera interface. At the top, there are tabs for "Dashboard" and "Documents". The main heading is "Financial Statement - Income and Expenditure". Below this, there are several buttons: "Submission" (with a green "Child" tag), "Comments" (with a blue "0" tag), "Status: Unsubmitted" (in a blue box), "History", and "Parent Submission" (with a dropdown arrow). At the bottom, there is a text input field for "The School Fiscal Year will be from:" followed by a date picker, and another date picker for "to".

- Estimate the school’s 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. EDvera 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.

EDvera User Manual

The screenshot shows the 'Financial Statement - Income and Expenditure' form in the EDvera system. The top navigation bar includes 'MDHE - EDvera', 'Dashboard', 'Documents', and 'Approvals'. A 'User Manual Institute' link is visible. The form title is 'Financial Statement - Income and Expenditure' with a 'Print' button. Below the title, there are tabs for 'Submission' (Child), 'Comments' (0), 'Status' (Unsubmitted), 'History', and 'Parent Submission'. A field for 'The School Fiscal Year will be from:' is present. The main section is titled 'Sources and Estimated amounts of School Income for the First Full Fiscal Year of Operation.' It contains two tables: 'Estimate Sources Of Tuition Income:' and 'Total Estimated Income:'. The first table has rows for 'Cash/Self Pay Tuition Income' (\$12000), 'All Other Tuition Income' (\$0.00), and 'Total Tuition Income' (\$12,000.00). The second table has rows for 'Total Tuition Income' (\$12,000.00), 'Student Fees' (\$5000), 'Sales Of Services/Products' (\$0.00), 'Endowment/Investment' (\$0.00), 'All Other Income' (\$0.00), and 'Total Estimated Income' (\$17,000.00).

Estimate Sources Of Tuition Income:	
Cash/Self Pay Tuition Income	\$ 12000
All Other Tuition Income (Identify "All other" sources in Exhibit Nine)	\$ 0.00
Total Tuition Income	\$ 12,000.00

Total Estimated Income:	
Total Tuition Income	\$ 12,000.00
Student Fees	\$ 5000
Sales Of Services/Products	\$ 0.00
Endowment/Investment	\$ 0.00
All Other Income	\$ 0.00
Total Estimated Income	\$ 17,000.00

- Estimate the school's expenditures (payroll and expenses) for the first year of operation. EDvera will calculate the totals. **Note:** This form provides only estimates of first year revenue and expenses and is not binding on the institution. Additionally, the Income and Expenses section need not match/break even.

The screenshot shows the 'Categories and Estimated Amounts of School Expenditures for the First Full Fiscal Year of Operation (Administrative and Instructional)' form in the EDvera system. The top navigation bar is the same as the previous screenshot. The form title is 'Categories and Estimated Amounts of School Expenditures for the First Full Fiscal Year of Operation (Administrative and Instructional)'. It contains two tables: 'Personal Services:' and 'Expense And Equipment (E & E):'. The first table has rows for 'Payroll' (\$28000), 'Fringe Benefits' (\$10000), 'Other Services' (\$0.00), and 'Total Personal Services' (\$38,000.00). The second table has rows for 'Facility Lease/Rent/Mortgage Payment' (\$7000), 'Facility Remodeling Or Construction' (\$0.00), 'Facility Overhead And Utilities' (\$1200), 'Licensing And Legal Fees' (\$1500), 'Office Equipment And Supplies' (\$1000), 'Instructional Equipment And Supplies' (\$1000), 'Communication (Phone, Mail, Etc.)' (\$500), 'Student Recruitment' (\$1000), 'Personnel (Staff) Recruitment' (\$0), 'Other' (\$1000), 'Total Estimated E & E Expenditures' (\$14,200.00), and 'Grand Total Of Personal Expense And E & E Expenditures' (\$52,200.00).

Personal Services:	
Payroll	\$ 28000
Fringe Benefits	\$ 10000
Other Services	\$ 0.00
Total Personal Services	\$ 38,000.00

Expense And Equipment (E & E):	
Facility Lease/Rent/Mortgage Payment	\$ 7000
Facility Remodeling Or Construction	\$ 0.00
Facility Overhead And Utilities	\$ 1200
Licensing And Legal Fees	\$ 1500
Office Equipment And Supplies	\$ 1000
Instructional Equipment And Supplies	\$ 1000
Communication (Phone, Mail, Etc.)	\$ 500
Student Recruitment	\$ 1000
Personnel (Staff) Recruitment	\$ 0
Other	\$ 1000
Total Estimated E & E Expenditures	\$ 14,200.00
Grand Total Of Personal Expense And E & E Expenditures	\$ 52,200.00

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.

- Scroll to the bottom of the screen and click “Save.”

EDvera User Manual

- In Item 3, attach a copy of the school and/or owner(s) most recent bank statement showing the current checking account balance. The bank statement(s) must verify the existence of the cash assets claimed on the **Financial Statement of Resources**.
- In Item 4, attach a copy of any letter(s) of credit claimed on the **Financial Statement of Resources**. If the school does not have letters of credit, skip this section.
- 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, skip this section.
- 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, skip this section. NOTE: Verified financial statements are documents audited by a certified public accountant.

The screenshot shows the MDHE - EDvera interface. At the top, there's a navigation bar with 'MDHE - EDvera', 'Dashboard', and 'Documents'. Below this is a horizontal menu with tabs: '1. Institution Information', '2. Personnel', '3. Programs', '4. Exhibits', and '5. Financials'. The '5. Financials' tab is selected and highlighted. Under this tab, there are four numbered sections, each with a corresponding upload button:

- 3. Bank or financial institution account statements
To attach a file drag & drop here or click to choose
- 4. Letters of credit or documentation of lines of credit on letterhead stationary of financial institutions
To attach a file drag & drop here or click to choose
- 5. Copies of certificates of deposit
To attach a file drag & drop here or click to choose
- 6. Verified financial statements
To attach a file drag & drop here or click to choose

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

EDvera User Manual

MDHE - EDvera Dashboard Documents

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

Attestations

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

- Scroll to the bottom of the screen and click “Save.”
- Review the Certification Standards and click the check box for each. 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

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

EDvera User Manual

- 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, double click on its title, and the system will open the document for your review and/or action.

MDHE - EDvera

Dashboard

Documents

?

Lee

Documents

In Progress

Document Archive

Search by: Name or For

Q

Reset

Refine Search

No available actions

+ Start Document

	Name	For	Status
	Financial Statement - Income and Expenditure	Financial Statement - Income and Expenditure (2017-07-14)	Unsubmitted
	Financial Statement - Resources	Financial Statement - Resources (2017-07-14)	Unsubmitted
	Initial Application	New School (2017-07-14)	Unsubmitted
	Initial Application	New School (2017-07-14)	Unsubmitted

Displaying all 4 Add request

Download...

All documents must be submitted before MDHE staff will accept the application 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.

EDvera User Manual

Submit 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 document). 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. **NOTE:** The original Certificate of Deposit must be submitted to the MDHE for inclusion with the school file for the duration of the CD.

The Security Deposit must be returned to the MDHE on the forms provided. The MDHE will verify the information and, if all other application items have been reviewed and approved, the MDHE will contact you for payment of the \$300 certification fee. Payment must be made by check or money order and payable to the Missouri Department of Higher Education.

After acceptance of the certification fee, the MDHE will approve the school for initial certification, and a hard copy Certificate of Approval to Operate and official Program Inventory 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.