**BO17. MAINTAINING YOUR INSTITUTIONAL ELIGIBILITY (Q&A)**

**Question:**If your president is changing, who must sign the E-app for submission? The ''old'' president or the ''incoming president'' once they arrive? Or our CFO?  
**Response:**   
The E-App is signed by the person designated to sign on behalf of the institution. If you report a new president before arrival, the old president would sign. If you report the change within 10 days after arrival, the new president would sign. If the CFO is delegated authority to sign, then the CFO can sign.

**Question:**Will the EAPP / ECAR be modified to accept the new UEI that is replacing the DUNS# ?

**Response:**FSA will upload the UEI for participating institutions. We will add the UEI to the E-App for reporting by new schools later next year.

**Question:**How far in advance should we apply to get re-certified?  
**Response:**   
Recertification applications are due 3 months before the PPA Expiration Date (this date is included on the PPA as the ''Reapplication Date''). We will send you reminders, and suggest you submit the application within the 3 months prior to the Reapplication Date, and NO LATER than the Reapplication Date.

**Question:**We will be offering an online version of a current graduate program. Do we need to update our PPA or ECAR?  
**Response:**  
You do not need to list different versions of educational programs in Section E on the E-App. However, you should review Section G and make sure the questions there reflect the use of distance education at your institution.

**Question:**Will the e-app be moving to FSA Partner Connect at some point?

**Response:**Yes. We are in development of an updated e-app.

**Question:**

Do you use actual time to complete the program or instructional time when reporting program weeks in the ECAR?  
**Response:**  
The week requirement for educational program eligibility is for weeks of instruction, beginning on the first day of classes and ending on the last day of classes or examinations.  
If the weeks vary for students enrolled on different schedules, report the program once using the shortest number of weeks, generally for those attending full time.

**Question:**Could a ''key'' or ''examples'' be provided for Section A? Update Information selection should Gen List Update be used if adding a certificate?  
**Response:**If adding a certificate program, you would use the purpose Nondegree/Vocational Program.  
Gen List Update is used for updating mailing address.

**Question:**   
Will Q&A be available to review later?  
**Response:**  
Yes.

**Question:**It would be so great if we could stop requiring ''wet'' signatures

**Response:**We have updated our instructions to allow for emailing signed documents. However, the signature must still be manually drawn. You can attach a scan of a signature or use a finger or mouse to sign documents.

**Question:**Are we required to update the ECAR with changes in program length and/or credits? For example, from 42 credits to 45.  
**Response:**  
If the credits are being adjusted, the institution should report a change to the program. If the change to credits represents the ending of one program, and the beginning of a new program, then one should be ended after the current students complete the program, and the new program should be added separately.

**Question:**Is a school required to have a ''Director of Financial Aid''?

**Response:**The institution is required to have someone assigned to complete the duties typically associated with a Director of Financial Aid. However, the institution can report their own institutional title for that official.

**Question:**  
If a school that did not offer graduate programs begins offering a graduate program for a degree, does the ECAR need to be updated? **Response:**Yes, you need to submit an update application to report the increase in the level of offering at your institution. You may, or may not, need to report the specific programs depending on the type of institution and certification.

**Question:**We are currently in development of, and plan on launching in 2022, 2 new programs (we are already approved with the Department to offer bachelors, masters and doctoral degrees) Bachelor of Arts in Psychology & Ph.D. in Organizational Leadership  
We believe that we are eligible to self-certify. In addition to receiving accreditors and state approval, are there any other steps we need to take?  
**Response:**You need to make sure the programs are accredited, and state approved to be eligible. As for the institutional requirements, that depends on the circumstances of your institution (type of institution and certification).  
**Response (Attendee):**  
We are fully certified, private non-profit institution.  
**Response (SME):**There are no additional requirements for a fully certified, private non-profit institution.

**Question:**What is the timeframe for hearing back once a renewal app is submitted?

**Response:**The School Participation Division will be in contact with you as they process your Recertification application. Our goal is to complete the process and issue a new PPA before the current PPA expires.

**Question:**And if the review goes past the expiration date?  
**Response:**If the institution submitted the documents required of a complete application by the deadline, the PPA will be continued on a month-to-month basis until a decision is made. No new PPA will be issued, the current one will be extended.

**Question:**Do all DPAs have to be listed on the ECAR please? Or is the PDPA (Fed Aid Director) and the main DPA enough?  
**Response:**  
The Financial Aid Director and the main DPA are sufficient.

**Question:**Is there a way to download this presentation?  
**Response:**  
All presentation slides are on the FSAConferences.ed.gov site.   
Presentations will be on this site on demand through March 2. After that, they will be posted on FSAConferences.ed.gov.

**Question:**If we use Campus Logic's Student Forms module to manage federal verification and dependency override documentation requests/uploads/etc. do we need to include them on our ECAR as a 'third party servicer'? Thanks!  
**Response:**  
Third-Party Servicer:  
Collecting, reviewing, and/or maintaining supporting documentation necessary in person, by mail, or by electronic means to determine or support student eligibility determinations and/or to disburse or deliver Title IV funds to a student or borrower. This includes information necessary to validate information reported on a student’s FAFSA and/or to resolve conflicting information, as well as collecting student disbursement preference information for the delivery of Title IV credit balance refunds.