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# RECERTIFICATION

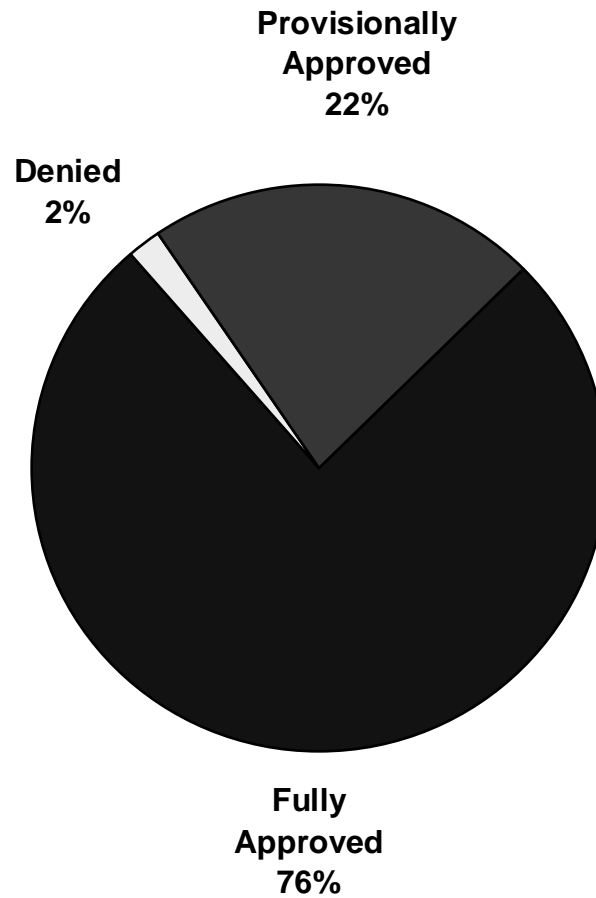
U.S. Department of Education

July 1998

# IPOS Recertification Initiative

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# Program Participation Agreement (PPA)

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## PROGRAM PARTICIPATION AGREEMENT

**Approval Expiration Date: December 31, 1998**

Name of Institution: ABC School  
Address of Institution: 123 Main Street  
Anytown, USA 99999

Office of Postsecondary Education Identification Number: 09999900

US Department of Education Central Registry Service Number: 1999999999A1

# PPA Expiration Date

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- School's Responsibility:
  - » Know when the PPA expires
  - » Know when the recertification application is due

# PPA Expiration Date

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- The Department's Assistance:
  - » Recertification Notice (Approximately 6 months before PPA expires)
  - » Reminder Letter (Approximately 1 month before Application due date)

# PPA Expiration Date

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- PPA Expires December 31, 1998
  - » ED sent notice on July 7, 1998 that PPA is going to expire soon.
  - » New Application is due September 30, 1998.
  - » Reminder letter will be sent September 1 reminding that Application is due September 30.

# Recertification Process

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## Material Completeness -- Determine if:

- » All applicable required supporting documentation was submitted including:
  - Accreditation
  - State Authorization
  - Non-Profit Status - IRS Form 501(c)(3)
- » Original signature
- » All required sections answered

# Recertification Review

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- Application Review Includes:
  - » Accreditation
  - » State Authorization
  - » Eligible Program
  - » Certification of Administrative Capability and Financial Responsibility



# Case Team's Review

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- Eligibility & Administrative Capability
  - » Application
  - » Program Review
  - » Audits
  - » Liabilities
  - » Default Rates
  
- Financial Responsibility
  - » Financial Statements

# Recertification Results

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- Full Approval
- Provisional Approval
  - Common Reasons:
    - » High Default Rate
    - » Program Review Findings
    - » Audit Findings
    - » Liabilities
- Denial

# Recertification Documents

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- Transmittal Letter
- Two Copies of PPA
  - » School signs both copies
  - » Return within 30 days

# Recertification Approval Documents

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- Countersigned PPA
- Approval Letter
- Eligibility and Certification Approval Report (ECAR)
- NOTE: THESE DOCUMENTS ARE SENT TO THE PRESIDENT

# Electronic Application

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Address:

**<http://www.eligcert.ed.gov>**

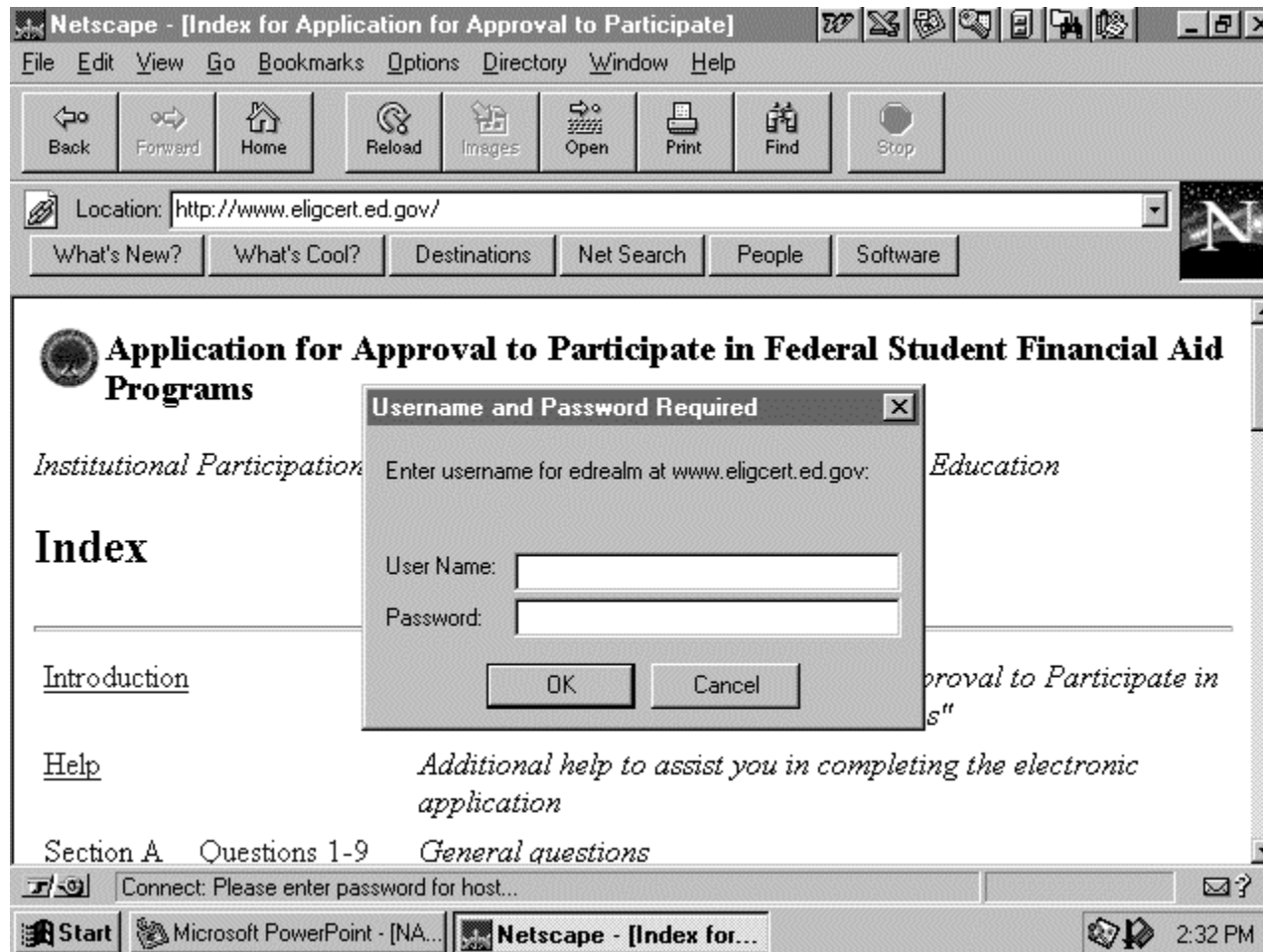
# Electronic Application

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- Required as of July 1, 1998 for recertification and updates.
- Use a Web Browser such as Netscape Navigator or Internet Explorer.
- Password Protected

# Electronic Application Logon



# Electronic Application IDs

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- User Name:  
8-digit OPE ID Number
  
- Password:  
9-digit Entity Number



# User ID and Password

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## PROGRAM PARTICIPATION AGREEMENT

Approval Expiration Date: December 31, 1998

Name of Institution: ABC School  
Address of Institution: 123 Main Street  
Anytown, USA 99999

Office of Postsecondary Education Identification Number: **099999900**

US Department of Education Central Registry Service Number:  
**1999999999A1**

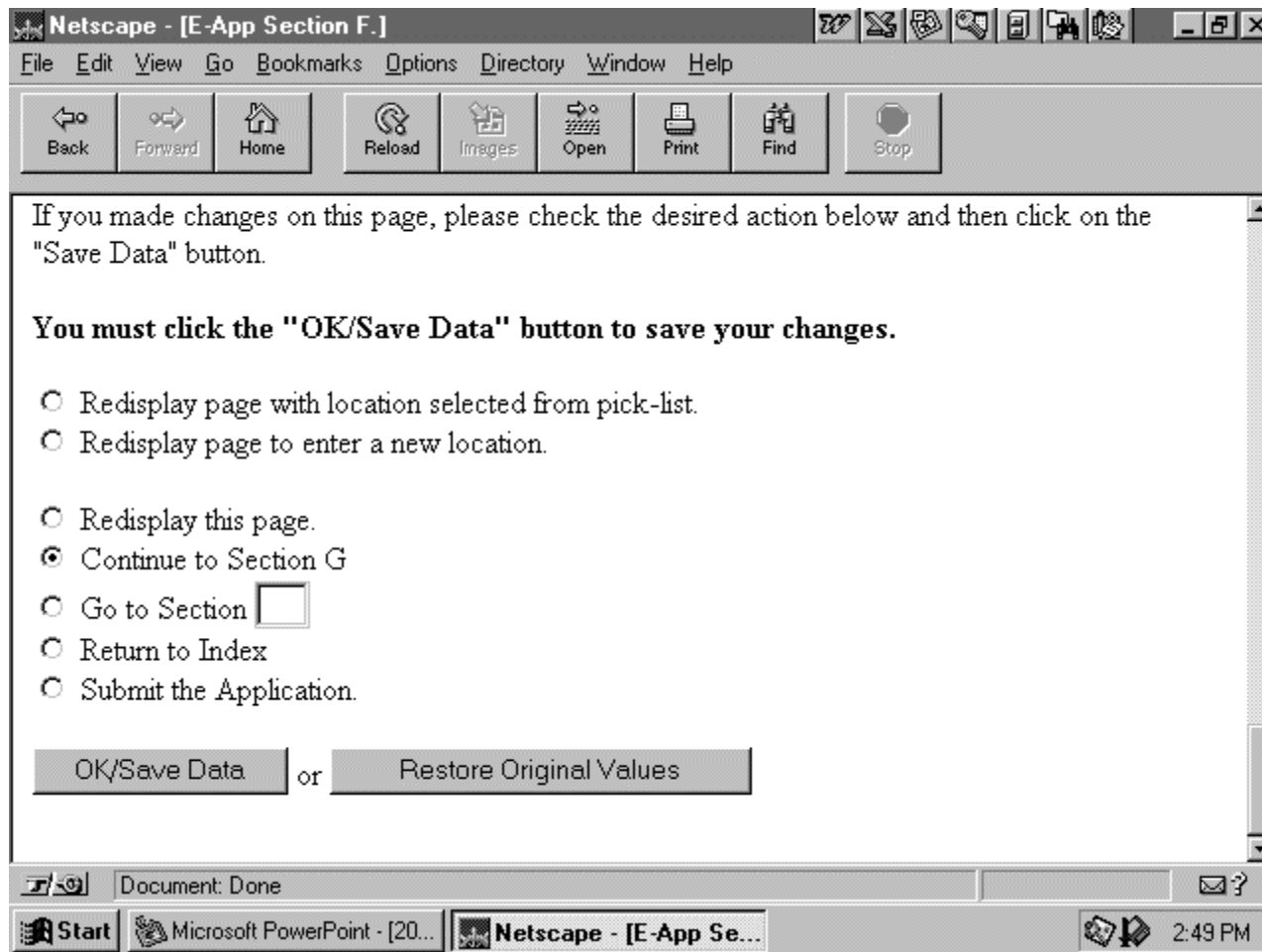
# Electronic Application

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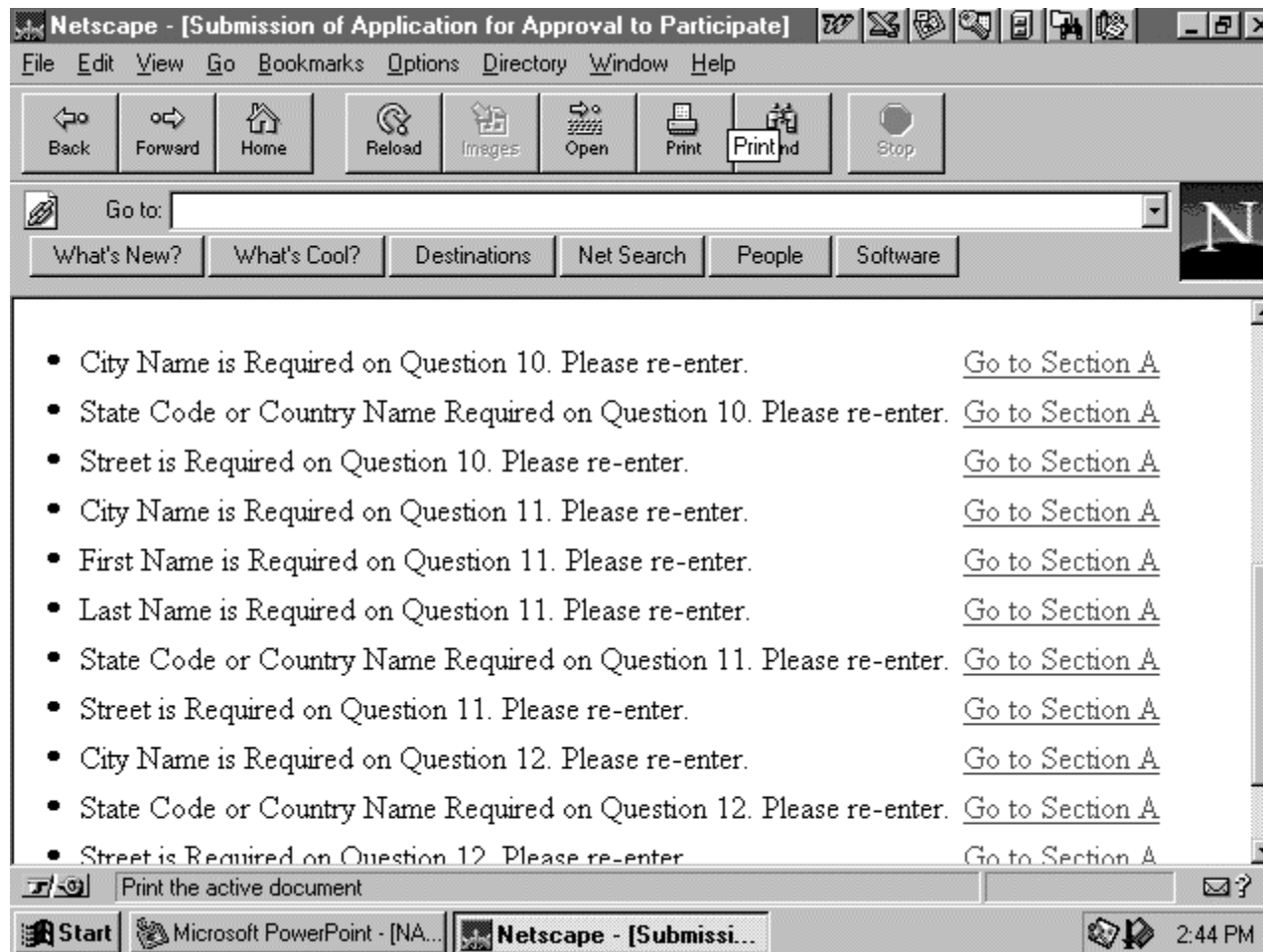
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- Many questions are prepopulated with information from the last recertification
- Edit checks, help you avoid mistakes
- Status checks

# Electronic Application Navigation



# Electronic Application Edits



# Electronic Application

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- Read the Help
- Remember to “Submit” the application
- Print a copy of the application
- Remember to send in supporting documents

# Electronic Application Status

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- The \_\_\_\_\_ application you started has NOT been submitted to ED. You must use the Submit Application page to do so.
- Your \_\_\_\_\_ application was submitted on \_\_\_\_\_. Awaiting initial submission of supporting documentation.

# Electronic Application Status

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- Your \_\_\_\_\_ application was submitted on \_\_\_\_\_. Supplemental documentation has been requested by IPOS on \_\_\_\_\_.
- Awaiting review.
- Review in process.

# Electronic Application Status

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- Update access was turned on for school on (date).
- Application was last resubmitted on (date).
- Documentation preparation in process.



# Remember

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- Keep a copy of Application and supporting documents.
- Send in the supporting documents.
- Check to see that you submitted the application.

# Electronic Application Assistance

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**Case Team** - contact by phone or internet

User name & password problems

How to enter additional information

What information do you enter

# Electronic Application Assistance

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- **Document Receipt & Control Center**

- » Questions about the receipt of your supporting documents

(202) 205-1936/7/8

- **PEPS Operations Office**

- » Oracle problems or “strange” web messages

- » Unable to access the address

(202) 401-3257, 260-4801, or 401-3258

# Contacts

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## IPOS Case Management Team Contacts

Internet: [IPOS@ed.gov](mailto:IPOS@ed.gov)

Boston team - (617) 223-9338

Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont

New York team - (212) 264-4022

New Jersey, New York, Puerto Rico, and the Virgin Islands

Philadelphia team - (215) 656-6442

Delaware, the District of Columbia, Maryland, Pennsylvania, Virginia, and West Virginia

Atlanta team - (404) 562-6315

Alabama, Florida, Georgia, Mississippi, North Carolina, and South Carolina

Chicago team - (312) 886-8767

Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin

# Contacts

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## IPOS Case Management Team Contacts (continued)

Dallas team - (214) 880-3044

Arkansas, Louisiana, New Mexico, Oklahoma, and Texas

Kansas City team - (816) 880-4053

Iowa, Kansas, Kentucky, Missouri, Nebraska, and Tennessee

Denver team - (303) 844-3677

Colorado, Montana, North Dakota, South Dakota, Utah, and Wyoming

San Francisco team - (415) 437-8276

Arizona, California, Hawaii, Nevada, American Samoa, Guam, Federated States of Micronesia, Palau, Marshall Islands, and Northern Marianas

Seattle team - (206) 287-1770

Alaska, Idaho, Oregon, and Washington

# Mailing Address

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By U.S. Postal Service:

U.S. Department of Education  
Institutional Participation and  
Oversight Service  
P. O. Box 44805  
L'Enfant Plaza Station  
Washington, D.C. 20026-4805

By commercial overnight  
mail/courier delivery:

U.S. Department of Education  
Institutional Participation and  
Oversight Service  
7th & D Streets, S.W.  
GSA Building, Room 3514  
Washington, D.C. 20407