



Eligibility and certification approval report (ECAR) Updates



Agenda

- What are the PPA, E-APP and ECAR
- What areas need updates
- Documentation for each area updated
- SPC process flow example



The Big 3: PPA, E-App, ECAR

- **PPA – Program Participation Agreement**
 - Required for schools to participate in Federal Student Aid programs;
Covers up to 6 years
- **E-App – Electronic Application for Approval to Participate in the Federal Student Aid Programs**
 - The electronic application process
- **ECAR – Eligibility and Certification Approval Record**
 - Shows school specifics approved by ED
 - Updatable via the E-App



Eligibility References

- Code of Federal Regulations (CFR)
 - 600.2 – Definitions
 - 600.10 – Extent of Eligibility
 - 600.20 – Application Procedures
 - 600.21 – Update Application Information
 - 668.8 – Eligible Program
 - 668.10 – Direct Assessment
 - 668.14 – Program Participation Agreement (PPA)
 - 668.230 – 668.233 – Comprehensive Transition and Postsecondary Program

- *Federal Student Aid Handbook, Volume 2, Chapter 5*



Reporting Changes – Two Categories

- Report and wait for approval—must receive approval before disbursing aid
- Report and go—not required to wait for approval before disbursing aid
 - Must notify ED by reporting the change and the date of the change via the E-App within ten calendar days of the change



Report and Wait

Changes that **require** ED approval:

- Increase in the level of educational programs beyond the scope of current approval
- Adding programs in some circumstances
- Adding locations in some circumstances
- Change in ownership resulting in a change in control



Report and Go

Changes that **do not require** ED approval but must be reported:

- Change to the name of the institution or location
- Address change for main or additional location
- Change from or to clock-hours or credit-hours
- Decrease in the level of educational programs
- Change to the institution's third-party servicers
- Adding programs in some circumstances
- Adding locations in some circumstances
- Change to reported Financial Aid Director



New Locations

- Approval needed if teaching 50% or more of an academic program at any physical site and want federal aid eligibility for students in that program
- Approval of new location by your accrediting agency is required
- Notification is then needed to the Dept. of ED via the E-App
- Once notification of the site is sent to ED and supporting paperwork is mailed, you may begin issuing aid to students at the site

unless...



New Locations – restricted if...

- The school is :
 - provisionally certified
 - on cash monitoring or reimbursement system of payment
 - has acquired assets of a closed school
 - would be subject to a loss of eligibility under the cohort default rate regulations
 - was previously notified by ED that it must apply for approval of sites



New Locations

- Not required to satisfy the “two-year rule” for new proprietary or vocational schools unless
 - The location was a facility of another school that closed
 - The applicant school acquired the assets of the closed school; and
 - The school from which the applicant school acquired the assets is not making payments with an agreement for liability



Changes to locations, branches or campus

- Changes may include new names, addresses, or zip code updates
- Current information is needed for all locations for which the university is approved to offer 50% or more of an educational program on-site and are aid eligible



New Academic Programs

- Must apply for permission to offer new levels of academic programs (example: adding your first graduate level program)
- Once an academic level is approved, no new degrees or majors within that level have to be reported
- Must specifically have approval for all certificate programs your institution offers for which you want aid eligibility



Adding Programs – School Self-Determination of Eligibility

There are two cases in which a school may determine program eligibility without prior ED approval:

1. The added program leads to an associate, bachelor's, professional, or graduate degree, the school has already been approved to offer programs at that level, and the school's PPA does not require approval of the program,

OR



Adding Programs – School Self-Determination of Eligibility

2. A fully certified school adds a program that is at least:
 - 10-weeks (of instructional time) in lengthAND
 - 8 semester hours,
 - 12 quarter hours, or
 - 600 clock hoursAND that



Adding Programs – School Self-Determination of Eligibility

- Prepares students for gainful employment in the same or related recognized occupation as an educational program that the Department already has designated as an eligible program at the school
- “Recognized Occupation” as defined in 34 CFR 600.2, dated October 29, 2010



Adding Programs – School Self-Determination of Eligibility

If a school makes such a determination

- It must have received the required state and accrediting agency approvals before making the decision
- It must include the “self-certified” program on the next recertification E-App, or may report the program sooner
- It is liable for FSA funds disbursed if self-determination is found to be incorrect



Adding Programs – ED Approval Required

ED approval is required for addition of:

- Any program under 600 clock-hours, regardless of school's eligibility (short term program)
- Any program added by a provisionally certified school (per PPA)
- Non-degree program at fully certified school in a program of study different or unrelated to already eligible programs
- A Direct Assessment Program
- A Comprehensive Transition and Postsecondary (CTP) Program



Adding Programs - MISC

- 2 year rule in affect during initial period of participation
- If approval required must wait for approval before disbursing aid
- If approval not required you are responsible for aid if later on denied.
- Be sure to have accreditor and state approval's prior to submitting and that on all documents the CIP code, name, and program length match.



Teach-outs of a Closed School

- A school that conducts a teach-out can apply to have a closed school designated as an approved additional site of theirs
- The closed site must first be approved as an additional location by the assuming school's accrediting agency



Changes to Third-Party Servicers

- New contracts with new servicers
- Modified contracts with existing servicers
- Termination of contracts already existing
- If a third-party servicer ceases to provide contracted services, goes out of business, or files for bankruptcy
- Only submit a copy of the service contract if requested to do so by ED



Loss or Change of Accreditation

- 10-day notification window
- Must notify ED when school begins the accreditation application process with a different agency
- Must also notify ED when the process is complete
- Only after ED approves the change should the school drop its association with its prior accreditor



Change in Ownership

- Key component regards whether or not there was a change in control
- This happens when a person or corporation obtains new authority to control a school's actions
- Submission of an E-App update must be made within 10 days
- Detailed information is available in *FSA Handbook* pages 2-84 to 2-90



School Closing or Bankruptcy

- Notification to the US Department of Education is necessary within 10 calendar days of either event
- “A letter on the school’s letterhead” is needed that “indicates the date the school closed or plans to close, or the date the school filed for bankruptcy” – *FSA Handbook* p. 2-91



Other Misc. Changes

- Change to address for FSA mailings to an address different than the legal street address
- Change to address for FSA mailings to an additional location that is different than the legal street address
- Change of taxpayer identification number (TIN)
- Change of DUNS number
- Reporting foreign gifts
- Change to institution's website address



Other Misc. Changes

- Change in board members
- Change of phone/fax/email of CEO, president, or chancellor
- Change of phone/fax/email of CFO
- Change of phone/fax/email of financial aid administrator



Communication Flow

- It is critically important that you maintain a strong communication flow with your President's Office, curriculum offices, Registrar, and other student services offices regarding this information
 - Communication is two way and you should be notified of any changes to key areas of the PPA by these offices
 - Develop workflow to ensure this occurs
 - Have to convince others that the PPA is not just an FA thing



Preparing for an E-App Update

- Check with key staff on campus to confirm all changes or updates that are needed.
- Prepare your printed materials beforehand so you know all the updates that need to take place and are ready to submit the documents right after making the electronic application
- Confirm the availability of your President/CEO to sign the required Signature Page to be included with your documentation



Documentation

- Make a cover page on institutional letterhead that lists each of the changes or updates that you will be submitting
- Each change should be individually labeled
- Below that should be a list of each required documentation item, also individually labeled



Documentation

- Common supporting documentation of general eligibility includes:
 - Documents affirming each change being requested
 - Confirmation of state license status
 - Current Statement of Affiliated Status issued by your accrediting agency
 - Documentation of your University's 501(c)(3) designation (if nonprofit)



Documentation: Locations

- New Locations
 - Include a copy of your accrediting agency's approval of the site(s)
 - Noting the county the new site is located in as well as their Zip+4 address will be helpful when completing your E-App
- Location updates
 - Have a page that explicitly lists the location's information as seen on your last ECAR and note specifically what has changed



Documentation: Academic Programs

- If your new academic program or degree level has been approved by your accrediting agency, include a copy of that approval



Documentation: Academic Programs

- Also include a page listing the base info that is necessary for ED to certify any new academic program for eligibility including:
 - CIP Code
 - Program name
 - Description
 - Application
 - Credit hours
 - Type of Credits
 - Clock hours (for certificate programs)
 - Duration of weeks
 - Justification for the program
 - Potential Employment outlook
 - Initial enrollment projections



Documentation: Third-party Servicers

- Clearly list the third-party servicer's corporate information including company name and Zip+4 address
- Also identify a primary contact by name, title, phone number and email address
- Be prepared to explain the type of services provided (a drop down list is on the E-App)
- Contracts do *not* need to be submitted unless later requested by ED



Documentation: Accreditation

- A copy of the initial application for accreditation should be supplied if moving towards using a new entity
- Copies of communications from the accrediting body that indicate loss of accreditation for the institution



Documentation: Teach-outs

- A copy of the contractual agreement being used for teach-out arrangements should be provided
- Information relative to the former institution, the number of students, academic programs being taught and anticipated length of the teach-out are recommended



Documentation: Change in ownership

- Note: “If a school undergoes a change in ownership, the school’s chief financial aid administrator and its chief administrator (or a high-level school official designated by the chief administrator) must attend *Fundamentals of Title IV Training*.”
- If the individuals in these roles have not changed, the school may apply for a waiver of the training requirement. ED may grant or deny the request.



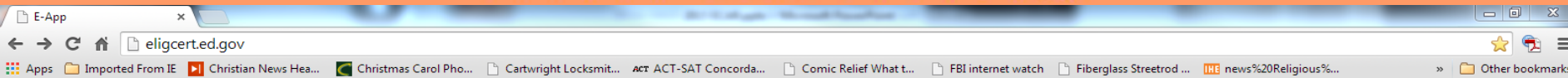
Documentation: Miscellaneous

- Board Members
 - Without a clear notification agreement made between the chief financial aid administrator and the CEO/President's Office, these can be missed
- Memo from CEO identifying names and dates of changes to the Board is good documentation
- Identify new CEO/President, new Chief Financial Officer and/or new Chief Financial Aid Administrator within 10 calendar days of their employment



Submitting an E-App

- Go to <http://eligcert.ed.gov/>
- First choice in the top left corner
 - Use the E-App to recertify or update information
- The Section Index pulls up
- Select Section A, Questions 1-9 link to start
- The Username is your school's full Federal School Code (ex: ED00182200)
- Password is likely your school's Taxpayer ID Number (ex: ED123456789)



START HERE GO FURTHER
FEDERAL STUDENT AID

E-App Features

- Use the [E-App](#) to recertify or update information
- After you finish your application, you must [submit](#) it to ED
- [Check Status](#) of Application
- [Display](#) your Application
- [Display](#) your PPA/ECAR
- Information for [Initial Applicants](#)
- How to [customize your mailing address](#) for Federal Student Aid publications
- [Display a list](#) of the most common changes a school must report

Other Features

- Update your [Federal School Code Addresses](#) which are used by the FAFSA
- Instructions for assigning a new [Direct Loan E-Code](#) or deactivating an existing Direct Loan Code

Resources

- [Application in PDF](#)
 Note: If the PDF comes up blank, please click the Refresh button twice. (This is a known bug with this Web browser.)
- [Federal Student Aid Handbook](#)
 (See Institutional Eligibility, Vol. 2 for more information on eligibility and updating requirements.)
- [Federal Student Aid Handbook for Foreign Schools](#)
- [ez-Audit](#)
 Submit Financial Statements and Compliance Audits

[Schools Portal](#) | [Feedback](#) | [Privacy](#)

Welcome to the Electronic Version of the *Application for Approval to Participate in the Federal Student Financial Aid Programs*

Postsecondary institutions use the E-App to apply for designation as an eligible institution, initial participation, recertification, reinstatement, change in ownership, or to update a current approval.

Updates include changes such as, but not limited to, name or address change, new location or program, increased level of offering, change of officials, or mailing address for publications.

HELP FROM YOUR SCHOOL PARTICIPATION DIVISION	
For help with the Web site, your user ID or password, or in filling out the E-App, please contact the School Participation Division for your state.	
FEDERAL STUDENT AID SCHOOL PARTICIPATION DIVISIONS	
Boston (CT, ME, MA, NH, RI, VT) 617-289-0133	Dallas (AR, LA, NM, OK, TX) 214-661-9490
Philadelphia (DC, DE, MD, PA, VA, WV) 215-656-6442	Kansas City (IA, KS, KY, MO, NE, TN) 816-268-0410
Atlanta (AL, FL, GA, MS, NC, SC) 404-974-9303	San Francisco/Seattle (AZ, CA, HI, NV, Pacific, AK, ID, IN, OR, WA) 415-486-5677
Chicago/Denver (IL, MN, OH, WI, CO, MI, MT, ND, SD, UT, WY) 312-730-1511	New York (NJ, NY, PR, Virgin Islands) 646-428-3750
Foreign School Participation Division 202-377-3168	

[Privacy Policy](#)



E-App Features

⇒ Use the [E-App](#) to recertify or update information

⇒ After you finish your application, you must [submit](#) it to ED

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⇒ [Federal Student Aid Handbook for Foreign Schools](#)

⇒ [ez-Audit](#)

Submit Financial Statements and Compliance Audits



Submitting an E-App: Section A

- After logging in, answer question #1 indicating why you are submitting an application
 - Initial Certification
 - Change in institutional ownership or structure
 - Recertification
 - Designation as an eligible institution
 - Reinstatement
 - Update Information
- Check all that apply to your submission



Submitting an E-App: Section A

- **Update Information** options commonly used:
 - Accrediting Agency
 - Additional Location
 - Address Change
 - Board of Directors
 - Degree Program
 - Financial Aid Administrator
 - Name Change
 - Non-degree/ Vocational Program
 - Officials/Directors of Institution
 - Third-Party Servicer



Submitting and E-App: Section A

- Affirm your school has no other name
- Affirm whether your school has had another name in the past four years
- Must hit “OK/Save Data” at the bottom of each page



Submitting an E-App: Other Sections

- Select the Section you wish to update and answer the questions therein. Sections include:
 - Accreditation; State Authorization
 - Institutional Control
 - Education programs
 - Correspondence courses
 - Initial applications
 - Foreign institutions
 - For-profit institutions
 - School Locations
 - Third-Party servicers



Submitting an E-App: Other Sections

- Section K: Administrative capability
 - Must check off all questions in this section affirming your administrative capability before submitting
- Section L: CEO/President Signature Page
 - Must be completed to make submission valid
- Section M:
 - Lists all documents that must be submitted



Submitting an E-App

- Emphasis will be shown that you must hit the “Submit” button to send your E-App
- Right before final submission your data to be updated will be shown; *read it over very carefully* to ensure all is as you want to submit
- Hit “Submit” and print off the resulting filing confirmation page which shows the date and time of your filing; keep this for your records



Mail Documentation

- Present CEO/President with a Memo summarizing the changes being made along with the Signature Page for them to sign
- Be prepared to discuss the changes if asked
- Scan a copy of all materials to be submitted
- Send all documentation (cover letter and documentation each in own section) to US Department of ED in Washington, D.C. (address is provided at point of E-App submission); use *certified* mail



Checking E-App Status

- You may check the status of your E-App at any time from <http://eligcert.ed.gov/>
- Typically takes 35 – 45 days for updates to occur
- You and the CEO/President will be notified by email when complete or if additional info is needed
- Once completed, notify all interested parties on campus of the updates that have been made



Completed ECAR Update

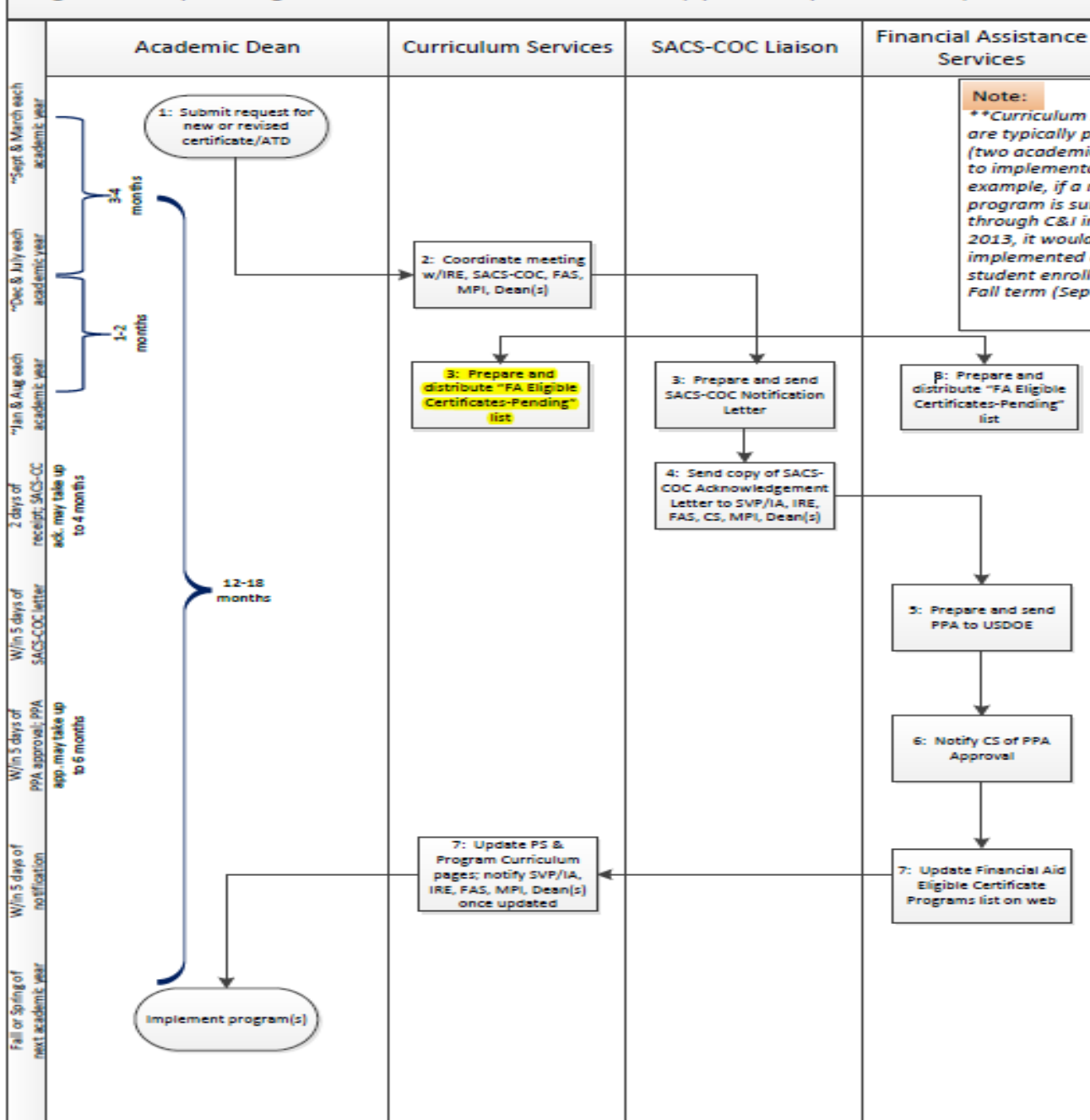
- From <http://eligcert.ed.gov/>, near the bottom of the links on the left side, choose “PPA/ECAR”
- From the selections offered, choose “Eligibility and Certification Approval Report (ECAR)” in order to see your new ECAR in its entirety
- By highlighting all, you can copy and paste into Word to keep an electronic copy for your records
 - I recommend using “Portrait” orientation and “Narrow” margins to ease readability



SPC Process flow

- First we got buy-in from the entire college to control the process and limit timeframes for changes
 - All program additions/subtractions/changes happen twice per year on a set schedule
 - FA is included in the process from the beginning and works with departments to prepare documentation
 - FA notified in advance of any changes going to BOT that are included on PPA

Program Participation Agreements Process Flow and Timeline (updated September 2013)



Institution's Program Name	CIP Code	# of Weeks	Clock Hours	Credit Hours	Program Classification	Status	Type	Notes	Corresponding Plan	
Accounting Technology Operations	52.0302	15		18	CERTF	Active	Semester		ACTAP-CT	current active programs on the PPA and on the active program listing.
Addiction Studies Certificate	51.1501	45		39	CERTF	Active	Semester		ADS-CT	
Basic Law Enforcement Officer	43.0107	20	770		PSAV	Active	Clock		BLE-PSAV	
Building Construction Technology	15.1301	30		24	CERTF	Active	Semester		BCNST-CT	
Business Administration	52.0701	30		24	CERTF	Active	Semester		BUSADM-CT	
Computer Related Crime Investigation	43.0103	30		24	CERTF	Active	Semester		CRCI-CT	
Computer-Aided Design & Drafting	15.1303	30		24	CERTF	Active	Semester		CAD-CT	
Crime Scene Technology	43.0106	30		28	CERTF	Active	Semester		CST-CT	
Drafting Technology	15.1301	30		24	CERTF	Active	Semester		DRAFT-CT	
Educator Preparation Institute - EPI	13.9999	30		27	CERTF	Active	Semester		EPI-CT	
Emergency Administration Management	43.0302	30		24	CERTF	Active	Semester		EAM-CT	
Food & Beverage Management	52.0905	30		30	CERTF	Active	Semester		FBM-CT	
Funeral Arts	12.0301	30		28	CERTF	Active	Semester		FUNAT-ATC	
Health Care Svices	51.0702	30		32	CERTF	Active	Semester		HSA-CT	
Healthcare Informatics	51.0707	15		18	CERTF	Active	Semester		HCINF-CT	
Homeland Security	43.0302	30		24	CERTF	Active	Semester		HLS-CT	
Information Technology Security	11.1003	15		18	CERTF	Active	Semester		ITSC-CT	
Linux System Administrator	11.1001	15		21	CERTF	Active	Semester		LINXSA-CT	
Maternal and Child Health	51.1503	30		21	ATDF	Active	Semester		MCHL-ATD	
Medical Coder	51.0707	30		34	CERTF	Active	Semester		MEDCD-CT	
MSCT IT Prof Server Admin	11.1001	15		18	CERTF	Active	Semester		MCITPS-CT	
Paralegal Studies	22.0302	30		24	CERTF	Active	Semester	Post BACC program	LEGAL-CT	
Paramedic	51.0904	30		42	CERTF	Active	Semester		PMED-CT	
Project Management Certificate	52.0299	15		18	CERTF	Active	Semester	Post BACC program	PRJMGT-CT	
Rooms Division Management	52.0904	30		30	CERTF	Active	Semester		RDM-CT	
Rooms Division Operations	52.0904	15		19	CERTF	Active	Semester		RDO-CT	
Veterinary Practice Management	51.0808	30		20	CERTF	Active	Semester		VETTC-CT	
Web Development Specialist	11.0103	15		18	CERTF	Active	Semester		WEBDS-CT	
Youth Development Professional	51.1504	30		30	CERTF	Active	Semester		YDPF-CT	
Fire Officer I	43.0202	30		12	CERTN	Active- No Longer FA Elig	Semester		FOI-CT	
Fire Officer II	43.0202	15		12	CERTN	Active- No Longer FA Elig	Semester		FSOII-CT	
Addiction Studies	51.1501	45		40	CERTF	Active- Teach Out	Semester		AS-CT	in teach out on active program listing and still on PPA, will come off the PPA once the teach out phase is done.
C# Certificate	11.0201	15		18	CERTF	Active- Teach Out	Semester		CSHARP-CT	
C++ Certificate	11.0201	15		18	CERTF	Active- Teach Out	Semester		CPLUS-CT	
Certified Associate Addiction Professional	51.1502	30		24	ATDF	Active- Teach Out	Semester		AAP-ATD	
Computer & Web Programing Specialist	11.0801	30		35	CERTF	Active- Teach Out	Semester		CWPS-CT	
Computer Support	11.1001	15		21	CERTF	Active- Teach Out	Semester		APLS-CT	
Computer Support	11.1001	30		27	CERTF	Active- Teach Out	Semester		APLUS-CT	

SCHOOL ELIGIBILITY SERVICE GROUP (SESG)

Ron Bennett - Director, School Eligibility Service Group, Washington, DC (202) 377-3181
School Eligibility Service Group General Number: (202) 377-3173 or e-mail: CaseTeams@ed.gov

Or call the appropriate School Participation Division manager below for information and guidance on audit resolution, financial analysis, program reviews, school and program eligibility/recertification, and school closure information.

New York/Boston School Participation Division

Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont, New Jersey, New York, Puerto Rico, Virgin Islands

Betty Coughlin, Director (646) 428-3737

Tracy Nave – Boston (617) 289-0145

Patrice Fleming – Washington, DC (202) 377-4209

Chris Curry – New York (646) 428-3738

Philadelphia School Participation Division

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

Nancy Gifford, Director (215) 656-6436

John Loreng – Philadelphia (215) 656-6437

Sherrie Bell– Washington, DC (202) 377-3349

Multi-Regional & Foreign Schools Participation Division

Michael Frola, Director – Washington, DC (202) 377-3364

Barbara Hemelt – Washington, DC (202) 377-4201

Joseph Smith – Washington, DC (202) 377-4321

Barbara Murray – Washington, DC (202) 377-4203

Atlanta School Participation Division

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

Christopher Miller, Director (404) 974-9297

David Smittick – Atlanta (404) 974-9301

Vanessa Dillard - Atlanta (404) 974-9418

Dallas School Participation Division

Arkansas, Louisiana, New Mexico, Oklahoma, Texas

Cynthia Thornton, Director (214) 661-9457

Jesus Moya – Dallas (214) 661-9472

Kim Peeler – Dallas (214) 661-9471

Kansas City School Participation Division

Iowa, Kansas, Kentucky, Missouri, Nebraska, Tennessee

Ralph LoBosco, Director (816) 268-0440

Dvak Corwin – Kansas City (816) 268-0420

Jan Brandow – Kansas City (816) 268-0409

Clery/Campus Security (Managed under the Administrative Actions and Appeals Service Group)

Jim Moore – Washington, DC (202) 377-4089

Chicago/Denver School Participation Division

Illinois, Minnesota, Ohio, Wisconsin, Indiana, Colorado, Michigan, Montana, North Dakota, South Dakota, Utah, Wyoming

Douglas Parrott, Director (312) 730-1532

Earl Flurkey – Chicago (312) 730-1521

Brenda Yette – Chicago (312) 730-1522

Douglas Parrott – Denver (A) (312) 730-1532

San Francisco/Seattle School Participation Division

American Samoa, Arizona, California, Guam, Hawaii, Nevada, Palau, Marshall Islands, North Marianas, State of Micronesia, Alaska, Idaho, Oregon, Washington

Martina Fernandez-Rosario, Director (415) 486-5605

Gayle Palumbo – San Francisco (415) 486-5614 or Seattle (206) 615-3699

Dyon Toney – Washington, DC (202) 377-3639

Erik Fosker – San Francisco (415) 486-5606



Questions?

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727-302-6801