



**State of Wisconsin / Educational Approval Program
Department of Safety and Professional Services**



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Governor

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Laura Gutierrez
Secretary

RENEWAL LOGIN INFORMATION – «SCHOOLSTATUS»IVE SCHOOLS

School Name: «SchoolName»
School Contact: «FirstName» «LastName», «Title» - «CompEmail»
User ID: «UserID»
Password: «Password»
EAB Contact: «StaffName»
Phone: «PrimaryPhone»
Email: «WorkEmail»

Renewal Page of EAP's Website: <<https://dsps-auth-prod.wi.gov/Pages/Programs/EducationalApproval/School.aspx>>

March 2018

EAP-Approved School Compliance Officer:

This letter contains important information about the Educational Approval Program's (EAP) school renewal process. In accordance with SPS 404.01(4), all EAP-approved schools must apply for renewal of their approval by September 1. As the compliance officer for your school, you are the designated person responsible for receiving this information and for overseeing the renewal process. If your school has been authorized as a participant of the State Authorization Reciprocity Agreement (SARA) and wishes to seek an exemption from EAP approval, please read the section below about verifying SARA participation.

RENEWAL LOGIN

The EAP's school renewal process is completed using an online application. **Beginning Tuesday, July 18 at 12:00 p.m. CDT, your school will be able to start the renewal process by logging into the EAP's renewal website using the User ID and Password provided above.** The renewal login may be accessed directly at <https://dsps-auth-prod.wi.gov/Pages/Programs/EducationalApproval/School.aspx>, or by visiting the EAP's homepage and using one of the two renewal links. If you experience problems with the login process or completing the online renewal application, please contact your assigned School Administration Consultant using the above listed contact information.

RENEWAL FEES

The annual renewal fee consists of two separate payments: a **\$500 first payment due September 1**, and a second payment, based on a percentage of the school's adjusted gross annual school revenue (AGASR), due by March 1. **Checks should be made payable to the Educational Approval Program and submitted to the address contained in the letterhead via U.S. Mail or courier.** *Under SPS 404.10 (2) (f), schools who submit their renewal materials and/or make payment after the deadline will be assessed a late fee the greater of \$50 or 1.5% of the outstanding balance per month.*

ELECTRONIC ACKNOWLEDGEMENT CERTIFICATION AND CONFIRMATION EMAILS

Schools will electronically sign the renewal application in the *Acknowledgement Certification* section. After your school has successfully completed the annual renewal process, it will receive a system-generated email confirming submission of the renewal. This email will be sent to the school compliance officer currently on record with the EAP.

If the compliance officer information is changed during the renewal or there is another school official that should receive confirmation of the submission, there is an option to have this information sent to an additional email. In addition, system-generated emails will be sent upon receipt of fee payment, and after the renewal materials have been reviewed and approved.

DOCUMENT SUBMISSION

Beginning this year, all required renewal documents must be submitted electronically. If you are unable to submit the documents electronically, please contact your school administration consultant to discuss alternatives. With the exception of financial statements, if your school has previously submitted documents electronically, such as the institutional plan, catalog, or enrollment agreement (if one is used), you will be prompted to review the document that the EAP has on file and confirm it is still current. There will be an opportunity to upload a new document if a newer version exists, the current one needs updating, or one is not on file. Although file size limits apply, they should be large enough for most documents.

Institutional Plan

As part of the renewal process, schools must provide an institutional plan *update* that contains information about the progress the school has made on achieving the specific goals identified in Sections D & E of the previously submitted plan. Each school is asked to “build” upon the institutional plan on file with the EAP and add progress information. If significant changes have been made during the past year substantially affecting the stated goals in your school’s plan, please submit a new institutional plan.

Employment Verification Detail

Schools that verify employment will use the checkbox in Section 15B to indicate if this information is collected. Only schools that collect this information will be prompted to upload employment verification detail in the document submission section. The employment verification detail form can be found on the EAP website’s renewal page¹ or by clicking on the highlighted link in Section 21C. Schools are not required to use the EAP’s employment verification form as long as what is submitted includes the same data elements.

Advertising

Beginning this year, schools are required to provide information regarding advertising and promotional materials, including the use of social media. The EAP is responsible for ensuring that all advertising and promotional materials comply with the standards delineated in Chapter SPS 405 of the administrative code. While this has been done during the initial approval process, the EAP will be collecting this information on a regular basis as part of the annual renewal, however, the information will be reviewed separately from the renewal of approval process during the next 12 months.

REQUIRED REPORTING

The renewal application contains a question about whether any adverse action against the school has been taken by a state, federal or accrediting agency. This information must be reported as part of the renewal process in accordance with Chapter SPS 401 (3), which requires institutions to inform the EAP of such adverse actions when they arise.

STATE AUTHORIZATION RECIPROCITY AGREEMENT

This section only applies to schools located in a state other than Wisconsin that only offer online programs and are participants in SARA.

Schools that may be exempt from EAP approval under SARA will be directed to a special webpage after logging into the renewal application where there will be opportunity to indicate participation.² If your school is a SARA participant and wishes to seek an exemption from EAP approval, it will be required to upload documents providing evidence of participation. After this information has been reviewed and confirmed, the school will receive an email confirming it is exempt from EAP approval.

Schools wishing to maintain their EAP approval despite being SARA participants may complete the renewal process as outlined above. However, should a school become exempt under SARA and wish to seek EAP approval in the future, it will be required to complete the new school approval process. If your school is participating in SARA and only offers online programs but has not been directed to the SARA page, please contact your school administrative consultant.

EAP MAILING ADDRESS

Although it has been over a year since the EAP moved its offices, it continues to receive a significant amount of mail with the old address. If your school has not already done so, please inform your school's surety bond company and/or other individuals at your school (accounts payable, compliance, etc.) of the EAP's new mailing address.

Should you have questions regarding the renewal process, please contact your school administration consultant.

Sincerely,

Joan Gage
Program Manager

¹ The employment verification form and institutional plan form are available by contacting the EAP or visiting the renewal page of the EAP's website <<https://dsps-auth-prod.wi.gov/Pages/Programs/EducationalApproval/School.aspx>>.

² Under SARA, institutions domiciled in SARA-member states that are approved participants will no longer require EAP's approval to offer distance-learning programs to Wisconsin residents. SARA is limited to degree-granting, accredited institutions.