



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



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Governor

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Secretary

**RENEWAL LOGIN INFORMATION – «SCHOOLSTATUS»DEFERRED 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>>*

EAP-Approved School Compliance Officer:

This letter contains important information about the Educational Approval Program (EAP) school renewal process. In accordance with SPS 404(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.

The information provided below applies mostly to active schools. Because your school was recently approved you will not be required to complete every section. This process is intended to provide an opportunity for you to verify that the information on file is accurate or to make corrections. **In addition, your school will not be required to pay the \$500 first payment due by September 1 until March 1.**

**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** *(Deferred until March 1)*

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.

**DOCUMENT SUBMISSION** *(Not Applicable at this Time)*

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 page<sup>1</sup> 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 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.

### **ELECTRONIC ACKNOWLEDGEMENT CERTIFICATION & SUBMISSION CONFIRMATION**

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.

Should you have questions regarding the renewal process, please do not hesitate to contact your school administration consultant.

Sincerely,



Joan Gage  
Program Manager