



State of Wisconsin / Educational Approval Board

30 West Mifflin Street
P.O. Box 8696
Madison, Wisconsin 53708-8696
Phone: (608) 266-1996
Fax: (608) 264-8477
EABmail@eab.state.wi.us

Scott Walker
Governor

David C. Dies
Executive Secretary

RENEWAL LOGIN INFORMATION – ACTIVE SCHOOL

School Name: <<SchoolName>>
User ID: <<UserID>>
Password: <<Password>>
EAB Consultant: <<StaffName>>
Phone Number: <<PrimaryPhone>>

July 14, 2011

EAB-Approved School Compliance Officer:

This letter contains important information about the Educational Approval Board's (EAB) school renewal process for calendar year 2012. In accordance with EAB 4.01(4), all EAB-approved schools must apply for renewal of their approval by September 1, 2011. As the compliance officer for your school, you are the designated person responsible to receive this information and for overseeing the renewal process.

RENEWAL LOGIN

The EAB uses an online school renewal process. **Beginning July 19 at 12:00 p.m. (CDT), schools will be able to start the renewal process by logging into the EAB's renewal website using the User ID and Password provided above.** The renewal website may be accessed directly at <<http://eab.state.wi.us/apps/renewal/login.asp>>, or by visiting the EAB's homepage and using one of the two renewal links provided. If you experience problems with the login process or completing the online renewal information, please contact your assigned school administration consultant whose name and phone number are listed above.

RENEWAL FEES

The annual renewal fee consists of two separate payments: a **\$500 first payment due September 1, 2011**, and a second payment, based on a percentage of the school's adjusted gross annual school revenue (AGASR), due by March 1, 2012. **Checks should be made payable to the Educational Approval Board and submitted to the address contained in the letterhead via U.S. mail along with the signed Renewal Application Checklist and Acknowledgement Certification, found at the end of the renewal website, which is now in a fillable PDF format.** *In accordance with EAB 4.10 (2)(f), schools who submit their renewal materials and/or make payment after the September 1, 2011 deadline will be assessed a late fee the greater of \$50 or 1.5% of the outstanding balance per month.*

RENEWAL HIGHLIGHTS

Schools Contacts

Due to the growing number of approved schools that have complex organizational structures, the EAB is in the process of implementing changes that will allow it to better track information for schools that have a separate headquarters – often located out-of-state – and multiple teaching sites, each staffed with a separate management team. When fully implemented, each school will have a designated administrative headquarters and at least one (branch) campus, and may have additional teaching locations¹.

While this change will be phased-in later this year or in early 2012, **schools will be required to review and update contact information of key personnel** as part of the annual renewal. The EAB may have complete or partial information for some staff; however, it may be missing other important administrators and staff. Although it will be possible to “flag” a contact for deletion, schools will need to contact their assigned school administration consultant to add a contact that may be missing.

CIP Codes

Previously, a “program type” was assigned to every institution based on an EAB-developed classification system, which allowed individuals to search the EAB’s website for particular programs. However, because the classification system developed by the EAB was not linked to any standardized classification system, it was not consistent with the program classifications required of institutions participating in federal financial aid programs and used by agencies like the U.S. Department of Labor.

The EAB has recently implemented changes that align the types of programs offered by schools with the Classification of Instructional Programs (CIP), a nationally-recognized taxonomy developed by the National Center for Educational Statistics (NCES). EAB staff has attempted to assign a CIP code to each program offered by schools. As part of the annual renewal, **those schools that are participating in the federal Title IV financial aid program are asked to review their respective CIP codes. If a program is missing a code or is assigned an incorrect code, the appropriate changes should be made.**

Instruction Guide

The EAB has developed an instruction guide – separate from the on-screen instructions – to aid schools in completing the online renewal. This document was created to address the needs of those schools that have multiple persons involved in completing the renewal, but who may not be doing the direct online entry of data. Once logged into the renewal website, schools will be given the option to download and print the instruction guide.

Institutional Plan

In previous years, schools were required to submit an institutional plan as part of the renewal process. These plans have allowed EAB staff to establish more positive and collaborative relationships with the schools – one in which school administration consultants have a deeper understanding of the school’s plans and the ability to engage in a more meaningful dialogue.

As part of the renewal process, schools are required to provide an institutional plan update that contains information about the progress it has made on achieving the specific goals identified in Sections D & E of the plans that were submitted previously. Schools are asked to “build” upon the institutional plan that is on file with the EAB and simply add progress information. If a school has made significant changes during the past year substantially affecting their plan’s stated goals, a new institutional plan should be submitted.

Employment Verification Detail

Schools are required to provide data on the number of students who complete a program that are considered employed². In addition, schools are being asked to report the number of employed students for whom they are able to verify employment information, and submit proof of the verification. Schools that do not verify employment or are unable to document the required information, such as an employer contact name and date of contact, will not be able to include the student in their “employed verified” data count. The documentation does not need to be submitted on the EAB’s employment verification form³ as long as it includes the same data elements.

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

Sincerely,



David C. Dies
Executive Secretary

c: EAB Staff

¹ In general, a “branch campus” will have its own administrative staff, whereas a “teaching location” will only be a site at which instruction occurs with administration and program oversight handled at a branch campus.

² “Employed” means “[c]ompleters who found new employment in a training-related field, completers who advanced with their current employer as a direct result of the training provided by the school, or completers whose employer required completion of the program.

³ The employment verification form and institutional plan form are available by contacting the EAB or visiting the renewal page of the EAB’s website <<http://eab.state.wi.us/renewal/renewal.asp>>.