



State of Wisconsin / Educational Approval Board

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RENEWAL LOGIN INFORMATION – INACTIVE 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, including inactive schools, must apply for renewal of their approval by September 1, 2011.

RENEWAL LOGIN

The EAB uses an online school renewal process. **Beginning on 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 for an inactive school is \$100 due **September 1, 2011**. **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 site,** 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.*

If you have any questions, please contact your assigned school administration consultant.

Sincerely,

David C. Dies
Executive Secretary

c: EAB Staff