



State of Wisconsin / Educational Approval Board

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Scott Walker
Governor

David C. Dies
Executive Secretary

RENEWAL LOGIN INFORMATION – «SCHOOLSTATUS»ERRED SCHOOLS

School Name: «SchoolName»
User ID: «UserID»
Password: «Password»
EAB Contact: «StaffName»
Phone Number: «PrimaryPhone»
Email: «Email»

July 2016

EAB-Approved School Compliance Officer:

This letter contains important information about the Educational Approval Board's (EAB) school renewal process for calendar year 2017. In accordance with EAB 4.01(4), all EAB-approved schools must apply for renewal of their approval by September 1, 2016. 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 make corrections. **In addition, your school will not be required to pay the \$500 first payment due by September 1, 2016 until March 1, 2017.**

RENEWAL LOGIN

The EAB uses an online school renewal process. **Beginning on Tuesday, July 12 at 12:00 p.m. CDT, your school 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. 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 *(Not Applicable at this Time)*

The annual renewal fee consists of two separate payments: a \$500 first payment due September 1, 2016, and a second payment, based on a percentage of the school's adjusted gross annual school revenue (AGASR), due by March 1, 2017. **Checks should be made payable to the Educational Approval Board and submitted to the address contained in the letterhead via U.S. Mail or courier.** *In accordance with EAB 4.10 (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 & 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 an automatically-generated email confirming submission of the renewal. By default this email will be sent to the school compliance officer on record with the EAB. Prior to submission, there will be an option to **add the email address of another school official** who should also receive confirmation of the submission.

RENEWAL HIGHLIGHTS *(Not Applicable at this Time)*

During the renewal for the 2014 calendar year, schools were for the first time required to report cohort specific data for the 2012 cohort. As part of this year’s renewal, schools are required to continue reporting data for those students that continued into Year 4 for the 2012 Cohort. Additionally, schools will report Year 3 data for the 2013 Cohort, Year 2 data for the 2014 Cohort, as well as Year 1 data for students who began or transferred into a program during the 2015 Cohort year.

A cohort consists of all students who started in a 12-month period, as defined by the school. The standard cohort year runs from July 1 through June 30. However, schools may elect to use an alternative 12-month period, such as a calendar year or business fiscal year (sample cohort chart below).

Cohort Year	Standard	Calendar	Other
2012	7/1/12 - 6/30/13	1/1/12 - 12/31/12	Any 12-month period starting in 2012
2013	7/1/13 - 6/30/14	1/1/13 - 12/31/13	Any 12-month period starting in 2013
2014	7/1/14 - 6/30/15	1/1/14 - 12/31/14	Any 12-month period starting in 2014
2015	7/1/15 - 6/30/16	1/1/15 - 12/31/15	Any 12-month period starting in 2015

REQUIRED REPORTING *(Not Applicable at this Time)*

The renewal application contains a question about whether any adverse action against the school has been taken by a state, federal or accrediting agency. While this information must be reported as part of the renewal process, it is important to understand that under EAB Chapter 4.01 (3), institutions “must inform the EAB of such adverse actions when they arise.

DOCUMENT SUBMISSION *(Not Applicable at this Time)*

In past years, schools have had the option to either upload electronic copies of required documents, such as financial statements, institutional plans, and employment verification data, or submit physical copies of these documents by mail. While mailing will remain an option this year, schools are strongly encouraged to submit these documents electronically via the online application. Not only will this simplify the renewal process, but also will allow the documents to be more easily accessible for EAB staff, as well as schools. Although file size limits will still apply, they have been greatly increased and should be large enough for most documents.

Institutional Plan

As part of the renewal process, schools are required to 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 that is on file with the EAB and add progress information. If significant changes have been made during the past year substantially affecting the stated goals in your school’s plan, a new institutional plan should be submitted.

Employment Verification Detail

Beginning this year, schools will not be asked to report the number of students whose employment has been verified on the outcomes reporting page. Schools that verify employment will instead use the checkbox in Section 15B to indicate whether or not this information is collected. Only those schools that collect this information will be prompted to upload employment verification detail as part of the document submission step later in the renewal process. The employment verification detail form can be found on the EAB website’s renewal page¹ or by clicking on the blue highlighted link in Section 21C. Schools are not required to use the EAB’s employment verification form, as long as what is submitted includes the same data elements.

School Catalog and Enrollment Agreement

Beginning this year, schools are required to provide a current school catalog, and enrollment agreement if one is used. These documents contain important information about the school and it is important that the EAB has the most recent versions in the school's file. These documents will *not* be reviewed as part the renewal process, but may undergo a review over the next 12 months.

EAB MAILING ADDRESS AND STAFF CHANGES

As you may recall, the EAB had several staffing changes and moved its offices during the past year. However, it continues to receive a significant amount of mail with the old address and/or directed to persons who no longer work at the EAB. 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 EAB's new mailing address and staff.

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

Sincerely,



David C. Dies
Executive Secretary

c: EAB Staff

¹The 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>>.



INVOICE

Wisconsin Educational Approval Board

Improving Students Lives by Ensuring Schools are Effective

DATE: JULY 12, 2016
INVOICE TYPE: <SCHOOLSTATUS>ERRED

431 Charmany Drive, Suite 102
Madison, WI 53719

TO <FirstName> <LastName>
<Title>
<SchoolName>
<CompEmail>

Table with 4 columns: 1ST PAYMENT RENEWAL 2016, LATE FEES, TOTAL FEES, DUE DATE. Values: \$500.00, \$0.00, \$500.00, March 1, 2017

SUMMARY OF FEES

Summary of fees table with 2 columns: Description, Amount. Rows: 1ST PAYMENT RENEWAL FEES FOR CALENDAR YEAR 2017, First Payment Renewal 2016: \$500.00, Late Fees: \$0.00, TOTAL BALANCE DUE: \$500.00

Payment is considered as having been received if postmarked by March 1, 2017, or earlier. Payments not received by this date will be considered delinquent. An additional late payment fee (the greater of \$50 or 1.5% of the respective overdue fee per month) will be due.

If you have any questions, please contact your school administration consultant, <StaffName>, at <PrimaryPhone> or by email at eabmail@eab.wisconsin.gov.

For Office Use Only
Date Received: _____ By: _____
Receipt #: _____ Check #: _____

Make all checks payable to Wisconsin Educational Approval Board.
REMIT CHECKS TO ABOVE ADDRESS. THANK YOU!