

CHANGE in LEGAL STATUS, FORM OF CONTROL, OR OWNERSHIP

Post-Approval Report

# INSTRUCTIONS for SUBMISSION

**General Instructions:** After the proposed substantive change is approved by DEAC and the change of legal status, control, or ownership is closed, the institution provides written notification to DEAC within ten days following the effective date of its change in legal status, form of control, or ownership. The institution undergoes an on-site visit within six months of the transaction closing. The institution submits the Change in Legal Status, Form of Control, or Ownership Post-Approval Report at least five weeks prior to the onsite visit.

Complete the following Change in Legal Status, Form of Control, or Ownership Post-Approval Report. Submit the completed report and supporting documentation following DEAC’s *Guidelines for Electronic Submission*.

**SECTION 1:** Provide requested institution information.

**SECTION 2:** Provide requested responses regarding the change in legal status, form of control, or ownership. Institutions should also provide responses for Standards below that are relevant to the substantive change.

**SECTION 3:** Provide total enrollment information for the last calendar year and the total number of students at the time of report.

**SECTION 4:** Review and acknowledge each institutional affirmation by marking the check box to the left.

**SECTION 5:** Provide the identified supporting documentation following DEAC’s *Guidelines for Electronic Submission*.

**SECTION 6:** The president/CEO certifies that all information and documentation provided is true and accurate.

Distance Education Accrediting Commission

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# CHANGE in LEGAL STATUS, FORM OF CONTROL, OR OWNERSHIP – Post-Approval Report

Accreditation does not automatically transfer to an institution when all or a majority share of its interests are sold or when an institution is sold or changes its legal status. If the new ownership desires to continue the institution’s accreditation, it must notify DEAC and receive DEAC approval before the change is made. Failure to obtain approval results in withdrawal of institutional accreditation as of the date the change of legal status, control, or ownership occurs.

A proposed transfer of ownership is approved based on the new owners, governing board members, and administrators possessing the capacity to own and operate a DEAC-accredited institution. The new ownership’s financial condition includes sufficient resources to continue sound institutional operations in fulfillment of all commitments to enrolled students. The financial stability allows the institution to remain in compliance with DEAC accreditation standards.

The institution’s proposed new owners, governing board members, and administrators possess sound reputations and show a record of integrity and ethical conduct in their professional activities, business operations, and relations. The proposed new owners, board members, officials, and executive staff are free from any association with misfeasance, including any government enforcement action, owning, managing, or controlling any educational institutions that entered into bankruptcy or closed, to the detriment of the students.

An institution authorized for and participating in Federal Student Assistance Title IV programs assumes the responsibility of ensuring timely notification and submission of reports to DEAC to facilitate a seamless transfer of ownership and continuation of institutional eligibility. The Change of Legal Status, Control, or Ownership Post-Approval Report requires that copies of filings and submissions to the U.S. Department of Education be included, along with any correspondence received from the Department. The U.S. Department of Education has time-sensitive regulations regarding change of legal status, control, or ownership for institutions participating in federal student aid programs.

A **change in legal status** is defined as a change in the legal definition of the company or corporation, which is typically defined by the state or United States government, such as changing from a for-profit to a nonprofit or from an S Corporation to an LLC.

**Note:**A change in legal status may not require an on-site visit.

“**Control**” is the ability to direct or cause the direction of the actions of an institution. Examples of change of “form of control” are (1) the sale of all or majority interest of the institution’s assets, (2) sale or assignment of the controlling interest of the voting stock of a corporation that owns the institution or that controls the institution through one or more subsidiaries, (3) merger or consolidation of the institution with other institutions, or (4) an independent corporation owning an institution that becomes a subsidiary of another corporation with a different ownership. When an institution changes its form of control, as defined as the ability to direct or cause the direction of the actions of an institution, it is essentially changing ownership.

A “**change of ownership**” is any transaction or combination of transactions that would result in a change in the control of an accredited institution.

## SECTION 1: INSTITUTION INFORMATION

**Institution Name:** Insert Institution Name

**Former Names:** Insert Former Name(s)

**Website(s):** Insert Website Link(s)

**Main Telephone Number:** Main Telephone Number

**Institutional Mission Statement:** Insert Mission Statement

**Primary Contact:** Name of President/CEO

**Title:** Title

**Email:** Email

**Telephone:** Telephone Number

**Compliance Officer Contact:** Name of compliance officer

**Title:** Title

**Email:** Email

**Telephone:** Telephone Number

Note: This individual must have already completed the *Preparing for DEAC Accreditation* tutorial.

## SECTION 2: CHANGE IN LEGAL STATUS, FORM OF CONTROL, OR OWNERSHIP

Indicate the type of transaction, as defined on page two above, that the institution is presenting in this report.

[ ]  Legal Status [ ]  Form of Control [ ]  Ownership

1. Provide the date that the change in legal status, form of control, or ownership took place (e.g. the date of transaction closing).

Insert Response
2. How is the institution legally established under the new ownership (e.g., S corporation, C corporation, nonprofit corporation, partnership, publicly traded corporation, proprietorship)?

Insert Response

1. If there exist multiple levels of ownership structures between the entity that directly owns the institution and the ultimate parent entity, provide a complete description of each level of ownership, including at least the following information for each entity (including the parent company): the entity’s full name, how the entity is legally established (e.g., S corporation, C corporation, non-profit corporation, partnership, publicly traded corporation, proprietorship), and the percentage of ownership of the institution that each level holds.

Insert Response, separately listing the full name, legal establishment information, and percentage of ownership of each entity over the institution.

1. Provide a narrative of any changes made of managers and/or partners affiliated with the new ownership structure as compared to the representations made in the Change in Legal Status, Form of Control, or Ownership Application.

Insert Response

1. Provide a narrative discussing any changes made to the institution as a result of the change in legal status, form of control, or ownership, including changes in curricula, educational services, student support services, faculty/staff, admissions criteria, advertising, or facilities.

Insert Response

## Accreditation Standards

### Standard I: Institutional Mission

1. **Description of the Mission:** The institution’s mission communicates its purpose and its commitment to providing quality distance educational offerings appropriate to the level of study offered. The mission establishes the institution’s identity within the educational community and guides the development of its educational offerings.
2. Present the institution’s mission statement, if it changed as a result of the change in legal status, form of control, or ownership.
3. **Review and Publication of the Mission:** The institution’s leadership, faculty, staff, administrators, and other stakeholders regularly review the mission to assure continued institutional quality and viability. The published mission statement is readily accessible to students, faculty, staff, other stakeholders, and the public.
4. Describe where the institution publishes its mission, and explain how the institution demonstrates that the mission is readily accessible to students, faculty, staff, other stakeholders, and the public.
5. **Information on Achievement of the Mission:** The institution identifies key indicators it uses to demonstrate that it is effectively carrying out its mission. The institution documents the achievement of its mission and shares appropriate information on this achievement with relevant groups (e.g., advisory councils, faculty, staff, students, and the public).
6. List the key indicators the institution uses to measure achievement of the mission.
7. Identify who is responsible for documenting the institution’s achievement of its mission.

### Standard II: Institutional Effectiveness and Strategic Planning

1. **Strategic Planning:** The institution has a systematic process of planning for the achievement of goals that supports its mission. The institution’s planning process involves all areas of the institution’s operations (e.g., admissions, academics, technology, etc.) in identifying strategic initiatives and goals by evaluating external and internal trends as they affect the future. At a minimum, the strategic plan addresses finances, academics, technology, admissions, marketing, personnel, and institutional sustainability. The strategic plan is reviewed and updated annually using established metrics designed to measure achievement of strategic planning goals and objectives. The plan helps institutions set priorities, manage resources, and set goals for future performance.
2. Describe the institution’s strategic planning process in terms of identifying areas for improvement, via a SWOT Analysis (strengths, weaknesses, opportunities, and threats) or other means.

1. Describe how the institution’s strategic plan addresses:
* Financial stability.
* Development of educational offerings.
* Integration of technology to enhance its educational offerings.
* Admissions processes.
* Effective and accurate marketing campaigns to promote institutional sustainability.
* Professional development of leadership, faculty, and staff.

### Standard VI: Academic Leadership and Faculty Qualifications

1. **Academic Leadership:** The institution demonstrates appropriate academic leadership capacity and infrastructure to support the effective distance education delivery of educational offerings. Academic leaders possess the academic credentials, background, knowledge, ethics, and experience necessary to guide the instructional activities of the institution.
2. Describe how the institution’s academic leaders possess the knowledge and experience to support effective distance education delivery of educational offerings.
3. Describe how the institution’s academic infrastructure is adequate to provide effective distance education delivery of educational offerings.
4. Describe how the academic leaders possess the appropriate academic credentials, background, knowledge, ethics, and experience to guide the instructional activities of the institution.
5. Describe the roles and responsibilities of the academic leadership.

1. **Chief Academic Officer (CAO) or Educational Director:** The institution designates a chief academic officer, educational director, or other similar oversight position. This individual is responsible for overall administration of the educational program(s); for the educational, editorial, and research activities within departmental subject fields; and for faculty/instructors. The individual also informs marketing decisions.

Within the context of the institution’s mission:

* 1. The CAO or education director has appropriate academic administrative experience and competence necessary to lead and manage educational offerings in a distance education environment.
1. List the CAO’s or education director’s appropriate academic administrative experience and competence to lead and manage educational offerings in a distance education environment.

	1. The CAO or education director possesses academic credentials that are appropriate for the leadership, supervision, and oversight of faculty, curriculum design, and student achievement expectations.
2. Describe the role and administrative responsibilities of the Chief Academic Officer or Educational Director or other similar oversight position.
3. Describe the Chief Academic Officer or Educational Director or other similar oversight position’s role in overseeing educational, editorial, and research activities for the educational offerings, and informs marketing decisions.
4. List the CAO’s or education director’s academic credentials that support the necessary qualifications for leadership, supervision, and oversight of faculty, curriculum design, and student achievement.

### Standard X: Institutional Governance

1. **Owners, Governing Board Members, Officials, and Administrators:** The institution’s owners, governing board members, officials, and administrators possess appropriate qualifications and experience for their positions and ability to oversee institutional operations. The owners, governing board members, officials, and administrators are knowledgeable and experienced in one or more aspects of educational administration, finance, teaching/learning, and distance study. The institution’s policies clearly delineate the duties and responsibilities of owners, governing board members, officials, and administrators. Individuals in leadership and managerial positions are qualified by education and experience.
2. Provide the following information for the owner(s), governing board members, chief executive officer, and top institution administrators using the chart below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Title | Length of Term  | Academic Credentials | Qualifying Professional Experience |
|  |  |  |  |  |

1. Describe how the owner(s), governing board members, chief executive officer, and top institution administrators are knowledgeable and experienced in educational administration.
2. Describe how the owner(s), governing board members, chief executive officer, and top institution administrators are knowledgeable and experienced to ensure quality regarding:
* Financial practices necessary to ensure institutional stability.
* Teaching and learning.
* Educational offerings delivered via distance education.
1. Describe the institution’s processes and policies that clearly delineate the duties and responsibilities of the owner(s), governing board members, chief executive officer, and top institution administrators.
2. Describe how the institution verifies that all individuals in leadership and managerial positions are qualified by education and experience.
3. Describe how the owner(s), governing board members, chief executive officer, and top institution administrators remain current within the disciplines offered and educational community.
4. **Reputation of Institution, Owners, Governing Board Members, Officials, and Administrators:** The institution and its owners, governing board members, officials, and administrators possess sound reputations a record of integrity and ethical conduct in their professional activities, business operations, and relations. The institution must promptly notify DEAC of any investigative, enforcement, legal or prosecutorial actions which may be initiated or which are current against the institution, its owners, governing board members, officials and administrators. Such notification shall include an explanation of the circumstances giving rise to such actions and the institution’s response to the same as well as its explanation of why such actions should not be deemed a concern with respect to the integrity of the named persons or institutions.
5. Describe how the owner(s), governing board members, chief executive officer, and top institution administrators possess sound reputations and records of integrity.
6. Describe how the owner(s), governing board members, chief executive officer, and top institution administrators practice ethical conduct in their professional activities, business operations, and business relations.
7. State whether or not any owner(s), governing board members, chief executive officer, or top institution administrators have been debarred by federal or state authorities from participating in any funding programs.
8. Certify that the institution will promptly notify DEAC of any investigative, enforcement, legal or prosecutorial actions which may be initiated against the institution, its owners, governing board members, officials and administrators and that such notification shall include an explanation of the circumstances giving rise to such actions and the institution’s response to the same as well as its explanation of why such actions should not be deemed a concern with respect to the integrity of the named persons or institutions.

### Standard XI: Financial Responsibility

1. **Financial Practices:** The institution shows it is financially responsible by providing complete, comparative financial statements covering its two most recent fiscal years and by demonstrating that it has sufficient resources to meet its financial obligations to provide quality instruction and service to its students. Financial statements are audited or reviewed and prepared in conformity with generally accepted accounting principles in the United States of America or International Financial Reporting Standards. The institution’s budgeting processes demonstrate that current and future budgeted operating results are sufficient to allow the institution to accomplish its mission and goals.
2. Describe how the institution demonstrates financial responsibility.
3. Describe how the institution maintains sufficient resources to meet its financial obligations and provide quality educational offerings and service to students.
4. Describe how and how often the institution’s financial statements are audited or reviewed.
5. Describe whether the institution’s financial statements are prepared in conformity with generally accepted accounting principles in the United States of America or International Financial Reporting Standards.
6. Describe the institution’s budgeting processes.

1. Identify the individuals involved in and responsible for the institution’s budget.
2. Describe how the budgeting process documents and verifies that current and future operating results are sufficient to allow the institution to accomplish its mission and goals.
3. Describe how the institution is profitable. For non-profits, describe how the institution has an excess of revenues over costs.
4. If the institution is not profitable, describe the institution’s strategic initiatives implemented to achieve a positive operating result sufficient to fund future operations.
5. Describe how the institution is committed to fulfilling all obligations to students in the event a teach-out is required.
6. Describe how the institution’s current assets are sufficient to meet current liabilities.
7. Describe how the institution uses cost control and analysis systems to verify that it maintains sufficient current assets to fund a teach-out of students.
8. State whether or not the institution or any owner(s) or governing board members ever declared bankruptcy.
9. If a sole proprietorship or partnership, state whether or not the owner(s), governing board members, chief executive officer, or top institution administrators have ever declared bankruptcy.
10. Describe how the institution maintains reserves for honoring future service obligations, bad debts, and refunds.
11. **Financial Management:** Individuals overseeing the fiscal and budgeting processes are qualified by education and experience. The institution employs adequate administrative staff for effective operations, and at least one person is qualified and able to prepare accurate financial reports in a timely manner. Internal auditing trails and controls are in place to assure that finances are properly managed, monitored, and protected. Adequate safeguards prevent unauthorized access to online and on-site financial information.
12. Describe how the individuals responsible for preparing the institution’s financial reports and budgets are qualified by education and experience.
13. Describe how often financial reports and budgets are prepared.
14. Describe who at the institution, whether internally or a third party, is responsible for reviewing and approving financial reports and budgets.
15. State whether or not bonding or insurance is required to insure against fraudulent conduct.
16. Describe the institution’s internal auditing and control processes to verify that finances are properly managed, monitored, and protected.
17. Describe how the institution protects online and on-site financial data from unauthorized access.
18. Describe how the institution takes proactive steps to protect student and financial information from unauthorized access or threats.
19. Describe how the accounts payable (numbers, amounts, and age) reflect sound financial responsibility and management.
20. Describe how the institution maintains adequate inventories of course or instructional materials for current and future students.
21. Describe the institution’s insurance coverage.
22. Provide a list of any significant insurance claims made in the past three to five years.
23. **Financial Stability and Sustainability:** The institution maintains adequate administrative staff and other resources to operate effectively as a going concern and is not exposed to undue or insurmountable risk. Any risk that exists is adequately monitored, manageable, and insured. In the event the financial operations of the institution are supported by a parent company or a third party, audited or reviewed financial statements are provided by the supporting entity to demonstrate that the supporting entity possesses sufficient financial resources to provide the institution continued financial sustainability, as well as the commitment to do so. If the institution’s financial performance is included within the parent corporation’s statements, a supplemental schedule for the individual institution is appended to the parent statement.
24. Describe how the institution employs administrative staff qualified by education and experience to ensure that it can operate effectively as a going concern and is not exposed to undue or insurmountable risk.
25. Describe how identified risks are monitored, managed, and insured.
26. Describe whether or not the institution is supported by a parent company or third party.
27. If the institution is supported by a parent company or third party, describe the supporting entity’s level of administrative and financial involvement.
28. Describe the parent company or third party’s commitment to supporting the entity.
29. Describe how the parent company or third party possesses sufficient financial resources and commitment to provide the institution continued financial sustainability.
30. If the institution’s financial performance is included within the parent corporation’s statements, provide a supplemental schedule disclosing the individual institution’s financial status.
31. **Financial Reporting:** Financial statements are prepared in conformity with generally accepted accounting principles in the United States of America, often referred to as “GAAP,” including the accrual method of accounting. An independent certified public accountant’s (CPA) audit or review report accompanies these statements.
32. State whether the institution’s financial statements are prepared in conformity with generally accepted accounting principles in the United States of America (i.e., GAAP). [EXHIBIT 40: Opinion Letters]
33. State whether the institution uses the accrual method of accounting.
34. Describe the qualifications and experience of the institution’s independent auditing firm.
35. State whether the independent auditor identified any deviations while conducting the institution’s audit.
36. Describe how the institution is addressing and resolving any identified challenges, anomalies, or threats. [EXHIBIT 40: Plan for Addressing Auditor Concerns]
37. Explain how the institution would continue operations if it received a going concern or liquidity footnote opinion from the independent auditing firm.
38. If a going concern or liquidity uncertainty is resolved through continued shareholder support, explain why the independent auditing firm did not accept the support as sufficient to avoid the going concern opinion or liquidity note.

	1. The institution’s financial statements reflect sufficient liquid assets to provide for a staff and faculty.
39. Describe whether the institution’s financial statements reflect sufficient liquid assets to provide for staff and faculty.

	1. Annually, the institution has the option of submitting one of these two types of financial statements, unless the Commission directs the institution to submit audited financial statements:
* Audited comparative financial statements containing an audit opinion by an independent certified public accountant in accordance with standards established by the American Institution of Certified Public Accountants, or
* Reviewed comparative financial statements containing a review report by an independent certified public accountant in accordance with standards established by the American Institute of Certified Public Accountants.

When circumstances raise a concern as to the financial soundness and stability of an institution, the Commission may, in its discretion, require that the institution deliver within a specified period of time (as reasonably determined by the Commission taking into account, for example, the exigency of the concerns and the size of the institution), audited comparative financial statements or such other financial documentation as the Commission may determine will provide information as to the institution’s financial health and status.

1. Certify that the institution provided either audited or reviewed comparative financial statements in accordance with the above definitions in EXHIBIT 37: Audited or Reviewed Comparative Financial Statements.
2. Certify that the institution understands that the Commission may, in its discretion, require that the institution deliver audited comparative financial statements or such other financial documentation as determined necessary, when circumstances raise question as to the institution’s financial soundness and stability.

	1. Financial statements submitted must include the institution’s fiscal statement for the two most recent fiscal years prepared on a comparative basis or a date specified by the Commission, the CPA’s opinion letter or review report, and a letter of financial statement validation.
3. Certify that the institution submitted its most recent fiscal year end audited or reviewed comparative financial statements, opinion letter or review report, and letter of financial statement validation.
4. **Demonstrated Operations:** In all respects, the institution documents continuous sound and ethical operations, including the necessary resources to accommodate demand and assure that all learners receive a quality educational experience. The institution’s name is free from any association with activity that could damage the reputation of the DEAC accrediting process, such as illegal actions, fraud, unethical conduct, or abuse of consumers.
5. Describe how the institution maintains continuous sound and ethical operations.
6. Describe how the institution provides the resources necessary to accommodate student demand and ensure that all learners receive a quality distance education experience.
7. State whether the institution is free from any association with activity that could damage the standing of the accrediting process (e.g., illegal actions, unethical conduct, or abuse of consumers).

## SECTION 3: ENROLLMENT INFORMATION

1. Provide the number of new enrollments in the last calendar year.

Insert Response

1. Provide the total number of students as of the date of this report.

Insert Response

## SECTION 4: INSTITUTIONAL AFFIRMATIONS

Accreditation is a voluntary, peer review process. The institution assumes the burden of proof in demonstrating that its curricula are within DEAC’s recognized scope of authority and that all policies and procedures meet DEAC accreditation standards.

The president/CEO submits this report for the institution seeking the above noted substantive change and affirms the following:

|  |
| --- |
|[ ]  The institution is properly licensed, authorized, exempted, or approved by all applicable state education institutional authorities (or their equivalent for non-U.S. institutions). The institution is in compliance with all applicable local, state, and federal requirements. Exemptions from state law are supported by state-issued documentation or statutory language for that state. Should an accredited institution lose its state licensure in its state of domicile for whatever reason, DEAC accreditation terminates as of the date of the loss of state licensure, subject to DEAC’s appeal procedures. |
|[ ]  The institution has clearly articulated outcomes for its educational offerings and has an ongoing outcomes assessment program in place designed to measure student achievement and satisfaction. |
|[ ]  The institution documents, through audited comparative or reviewed comparative financial statements that cover its two most recent fiscal years, that it is financially sound and can meet its financial obligations to provide instruction and service to its students. All financial statements submitted to DEAC are prepared in compliance with generally accepted accounting principles in the United States of America (GAAP) or International Financial Reporting Standards. If the financial operations of the institution are supported by a parent company or a third party, audited or reviewed financial statements are provided by the supporting entity to demonstrate that the supporting entity possesses sufficient financial resources to provide the institution continued financial sustainability, as well as the commitment to do so. If the institution’s financial performance is included within the parent corporation’s statements, a supplemental schedule for the individual institution is appended to the parent statement. |
|[ ]  The institution demonstrates that its name is free from any association with any activity that could damage the standing of DEAC or of the accrediting process, such as illegal actions, unethical conduct, or abuse of consumers. |
|[ ]  The institution and the institution’s owners, governing board members, officials, and administrators possess sound reputations and show a record of integrity and ethical conduct in their professional activities, business operations, and relations. The owners, governing board members, officials, and administrators have records free from any association with any misfeasance, including, but not limited to, owning, managing, or controlling any educational institutions that have entered bankruptcy or have closed, to the detriment of the students. Ongoing state, federal or local indictments, enforcement activities, or other censure against an institution, an institution’s owners, governing board members, officials, and administrators must be promptly disclosed by an institution to DEAC regardless of whether initiated before or during the period in which an institution is applying for accreditation or reaccreditation and during any period during which an institution is accredited by DEAC (Section XI.B). The notice should include an explanation from the institution as to the circumstances giving rise to the governmental action and why the governmental action should not result in a declaration of ineligibility under this section and/or a violation of Standard X. Upon receipt of the notice, the Commission may, in its sole discretion, initiate investigative proceedings and/or make a determination that the governmental action places the institution in violation of this eligibility criterion and of Standard X. |
|[ ]  The institution is free from any pending or final action brought by a state agency or recognized accrediting agency to suspend, revoke, withdraw, or terminate the institution’s legal authority to operate or to deny accreditation or renewal of accreditation. |

## SECTION 5: DOCUMENTATION

* Non-refundable Change in Legal Status, Form of Control, or Ownership Post-Approval Report Fee (see *DEAC Accreditation Fees* document). Provide evidence of payment (scanned copy of check or similar). Insert Date Fee was Mailed
* Copy of the institution’s state certification authorizing continued licensure under the new ownership.
* Updated strategic plan
* Résumés of any new personnel assigned to positions in leadership, administration, faculty, or staff.
* Audited comparative or reviewed comparative financial statements covering the two most recent fiscal years for both the institution and its owner/controlling entity.

**Note:** Financial statements are audited or reviewed and prepared in compliance with generally accepted accounting principles in the United States of America (GAAP) or International Financial Reporting Standards. The institution’s budgeting processes demonstrate that current and future budgeted operating results are sufficient to allow the institution to accomplish its mission and goals.

* An audited “same day” balance sheet, with appropriate financial statement notes, that reflects the financial condition of the institution as of the date of the change of ownership.
* Financial Reports including operating budget from date of acquisition or change in control and most recent interim-period balance sheet and income statement since the date of acquisition or change in control compared to budget.
* Audited or reviewed comparative financial statements of the supporting entity.
* Parent company or third-party financial commitment letter.
* A copy of the final contract or agreement, signed by all parties, which finalizes the transfer of ownership and control of the institution.
* Updated teach-out commitment letter
* Updated facilities, equipment, and supplies maintenance plan
* Updated Certificate of Liability Insurance

## SECTION 6: CERTIFICATION

I certify that all of the information contained on this report and in the submitted documentation is true and correct, and I understand that, by electronically typing my name in this document, it is considered to have the same legally binding effect as signing my signature using pen and paper.

**Institution’s President/CEO:** Name of President/CEO

**Institution’s President/CEO Signature:** Print Name or Insert Digital Signature

**Date:** Insert Date