

Program Participation Agreement (PPA) Provisions
September 13, 2017
Higher Education Policy Commission
Council for Community and Technical College Education
Charleston, WV

GUIDELINES

General Information

- A PPA was sent to each public institution in August for signature by the president.
- Every new degree, certificate, non-degree or short-term training programs seeking Title IV funding, must receive federal approval from the US Department of Education (ED) prior to implementation.
- All degree programs and university certificate programs must have both state approval and HLC approval prior to being implemented * (WVU and Marshall template memo).
- Two-year occupational certificate programs will require a template memo from the central office.

At the Institution

- Once state and HLC approvals are in place, fill out a federal E-App form (OMB NO 1845-0012), sections E and L.
- Section L is a signature page and must be received as a hard copy at ED.
- Must also submit state authorizing document, state approval documents and HLC documents as hard copies to ED.
- May submit all materials by Email to expedite the process. However, hard copies of all authorizing, accreditation and signature documents must be received at ED prior to final approval.
- Web link: <https://eligcert.ed.gov/>

Federal Process

- Once submitted to ED, documents are placed in a pre-screening que.
- Materials are reviewed by a pre-screening analyst and then sent to Sherrie (sha-Rhee) Bell, Compliance Manager, USDOE, Philadelphia Division. Bell assigns a case worker.

- The application is processed by a case worker and is returned to Bell for approval or denial.
- The process can take up to 45 working days.

Other information Relevant to PPA

- Section K, Question 69 is a free-form, open field comment box. Any questions or clarifications can be submitted by the school. Those written comments will show up as red text for the analyst. The analyst can then follow up with the school. If you are not sure you have done a submission correctly, make comments in the box.
- Once a submission is in the queue for a case worker, it only stays open for modification for five days. If you need to correct a submission, you may need to follow-up rather quickly with the analyst.
- The name of the president of the institution must match the “wet” signature in Section L. If your institution has a new president, that information needs to be updated prior to completing any recertification.
- We ask that you copy the Commission/Council with all ED communication.
- Must also notify ED of program deletions. However, an ED spokesperson says E-App forms already exist for current programs and the school can go in and put an end date on the academic program. The spokesperson says the financial aid people will know how.
- Bell says, if asked, she can provide the name of the case worker to you.

ED contacts:

Sherrie Bell
Compliance Manager
Philadelphia Division
Sherrie.Bell@ed.gov
202-377-3349

Nancy Gifford
School Participation Team Lead
Northeast Division
Nancy.Gifford@ed.gov
215-656-6442

Institutional PPA also requires compliance with the following:

- campus crime statistics program
- Civil Rights Act

- FERPA
- Section 504-Rehab Act of 1973
- Age Discrimination Act of 1975
- Voter registration
- Have developed a written plan to effectively combat unauthorized distribution of copyrighted materials
- Must have current Eligibility and Certification Approval Report (ECAR)

PPA is terminated for loss of accreditation or authorization.

PPA is in effect until July of 2020 and at that time it is the intent of ED to renew the sanction two more years until July of 2022.

USDOE is installing new software and will replace their current program with an IPM system. The new system should be fully implemented by mid-year 2018 and will change some processes for submission.