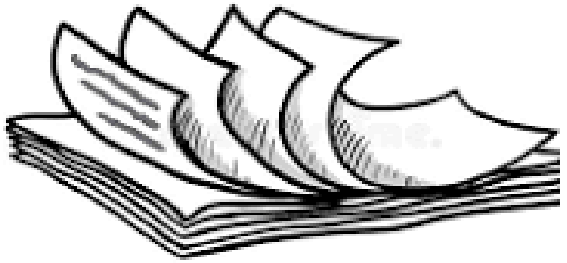
Title IV Recertification – The Electronic Application for Approval to Participate in Federal Student Aid Programs (E-APP)



Emily Jarrell
Director of Financial Aid
RichmondCC

Agenda

- The Program Participation Agreement (PPA)
- Accessing the E-App
- Completing the Recertification Application

Program Participation Agreement (PPA)

- Contract between the institution and Department of Education to participate in the Federal Student Financial Aid Programs.
- PPA good for 6 years. Apply through recertification using the E-APP.
- E-App is used to apply for designation as an eligible institution, initial participation, recertification, reinstatement, or continued approval.
  - Used to report changes including officials, locations, programs
  - Access through FSA Partner Connect
    - fsapartners.ed.gov/home

Application Time Frames & Deadlines

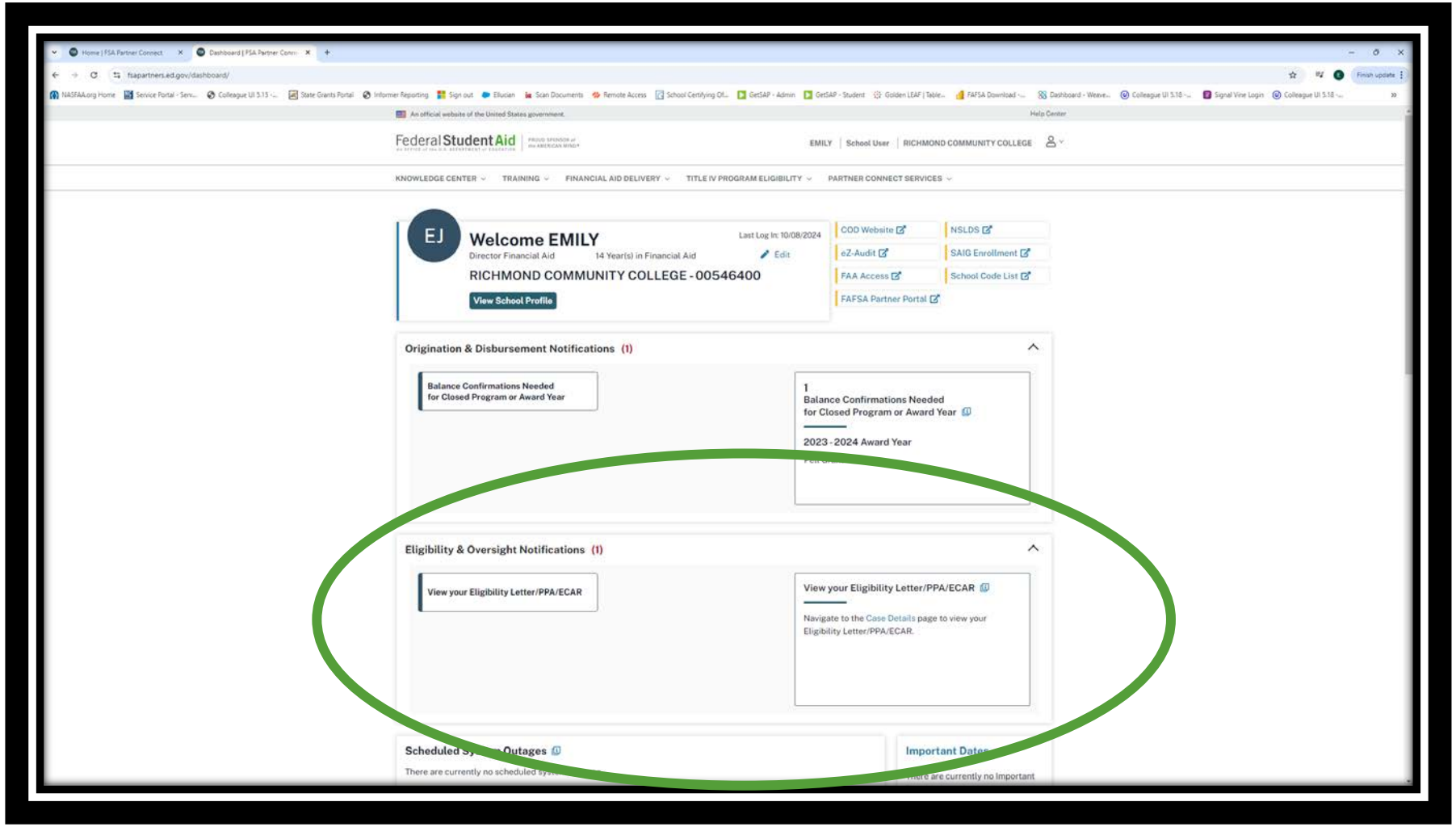
- The Reapplication Date, or E-APP due date, is three months before the PPA expiration date

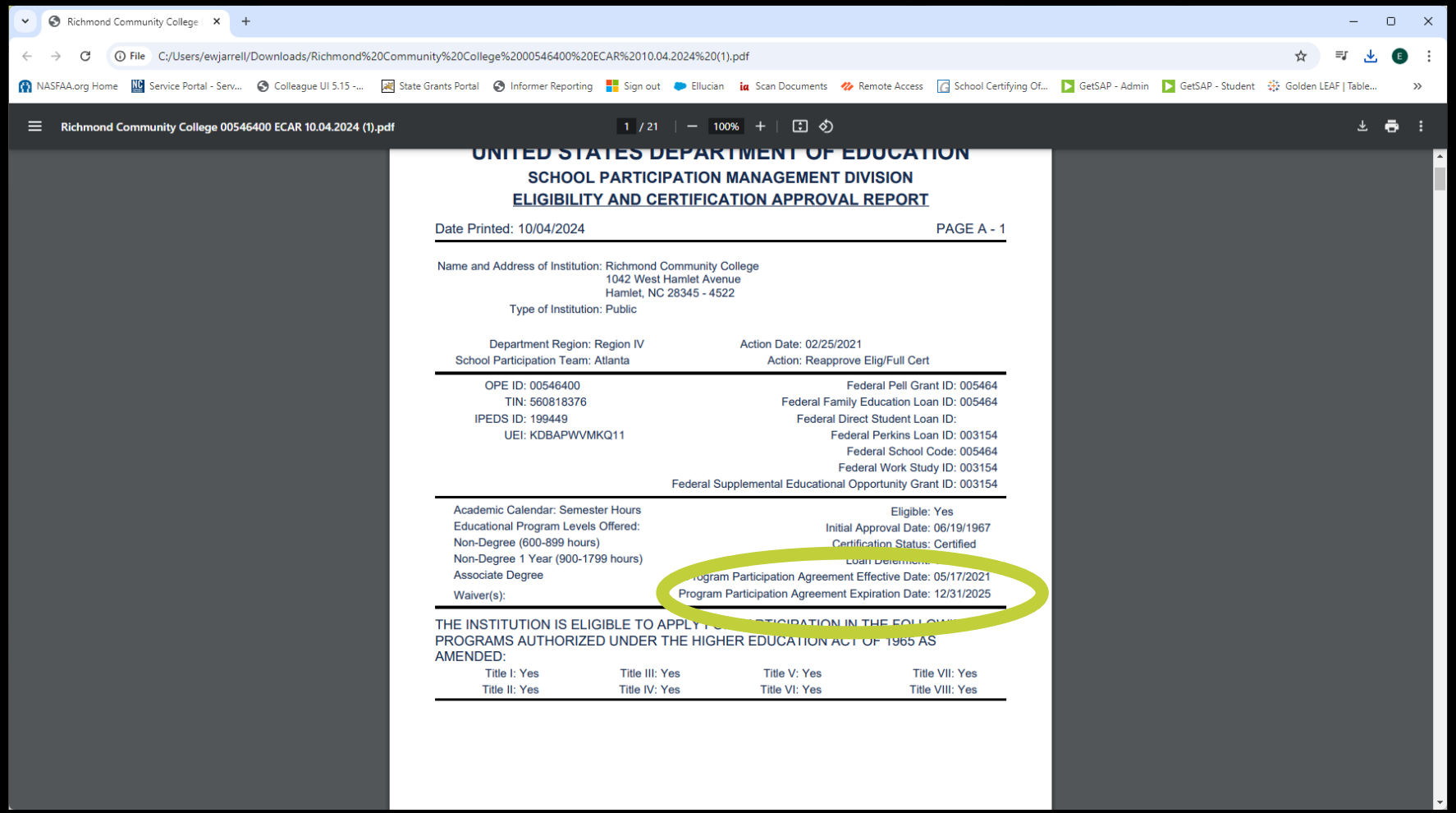
  Example: PPA expires on June 30. School submits application March 31

- If the application is not received at least 90 days before the PPA expires, the PPA will expire on the scheduled expiration date and the FSA program funding will cease. School cannot continue to disburse Title IV funds until notification that the school is eligible again.

- *FSA Handbook Volume 2, Chapter 5: Updating Application Information*

FSA Partner Connect




Richmond Community College
C:/Users/ewjarrell/Downloads/Richmond%20Community%20College%2000546400%20ECAR%2010.04.2024%20(1).pdf
Richmond Community College 00546400 ECAR 10.04.2024 (1).pdf
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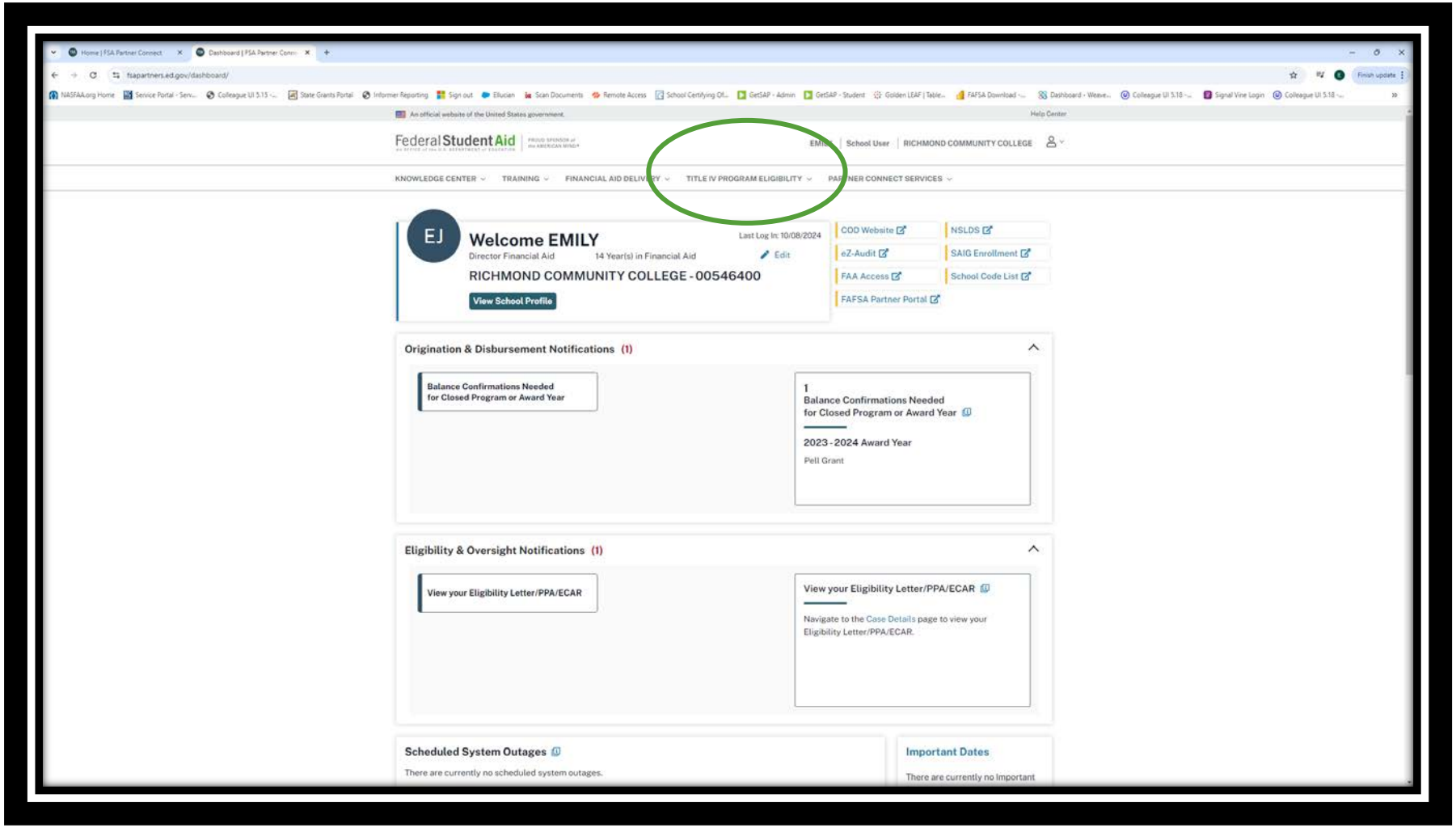
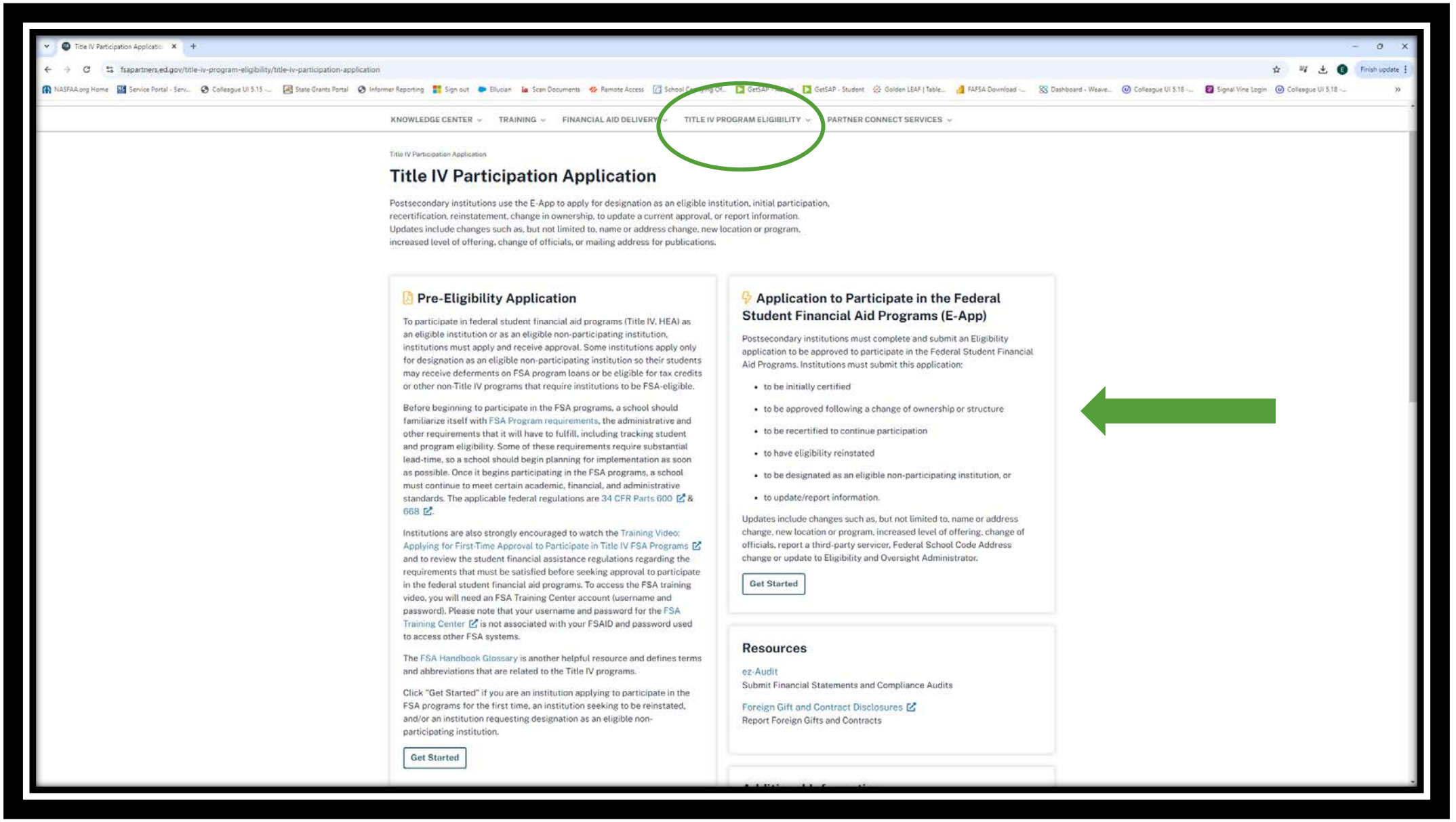
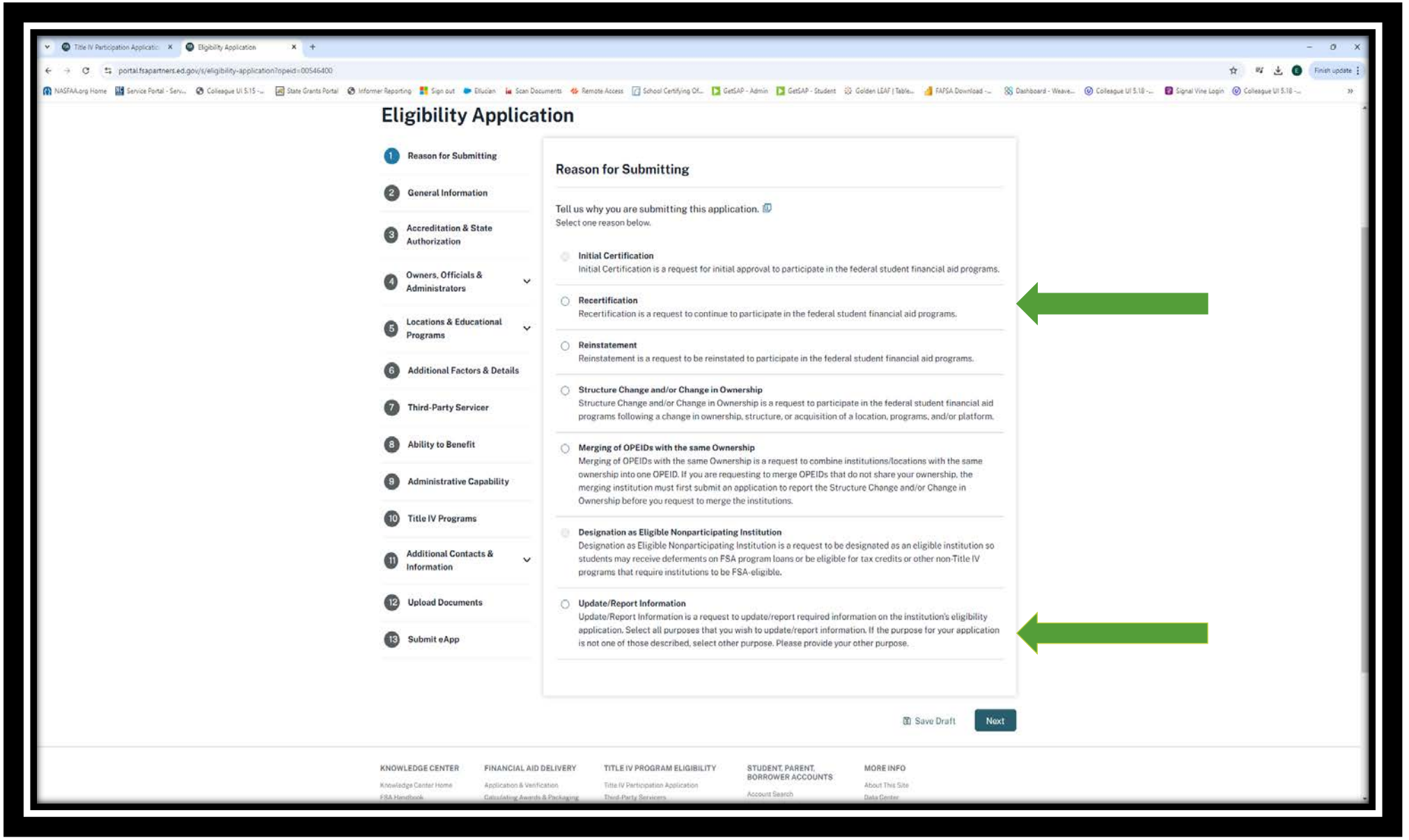
UNITED STATES DEPARTMENT OF EDUCATION
SCHOOL PARTICIPATION MANAGEMENT DIVISION
ELIGIBILITY AND CERTIFICATION APPROVAL REPORT
Date Printed: 10/04/2024
PAGE A - 1
Name and Address of Institution: Richmond Community College
1042 West Hamlet Avenue
Hamlet, NC 28345 - 4522
Type of Institution: Public
Department Region: Region IV
School Participation Team: Atlanta
Action Date: 02/25/2021
Action: Reapprove Elig/Full Cert
OPE ID: 00546400
TIN: 560818376
IPEDS ID: 199449
UEI: KDBAPWVMKQ11
Federal Pell Grant ID: 005464
Federal Family Education Loan ID: 005464
Federal Direct Student Loan ID:
Federal Perkins Loan ID: 003154
Federal School Code: 005464
Federal Work Study ID: 003154
Federal Supplemental Educational Opportunity Grant ID: 003154
Academic Calendar: Semester Hours
Educational Program Levels Offered:
Non-Degree (600-899 hours)
Non-Degree 1 Year (900-1799 hours)
Associate Degree
Waiver(s):
Eligible: Yes
Initial Approval Date: 06/19/1967
Certification Status: Certified
Program Participation Agreement Effective Date: 05/17/2021
Program Participation Agreement Expiration Date: 12/31/2025
PROGRAMS AUTHORIZED UNDER THE HIGHER EDUCATION ACT OF 1965 AS AMENDED:
Title I: Yes
Title II: Yes
Title III: Yes
Title IV: Yes
Title V: Yes
Title VI: Yes
Title VII: Yes
Title VIII: Yes

FSA Partner Connect – E-APP

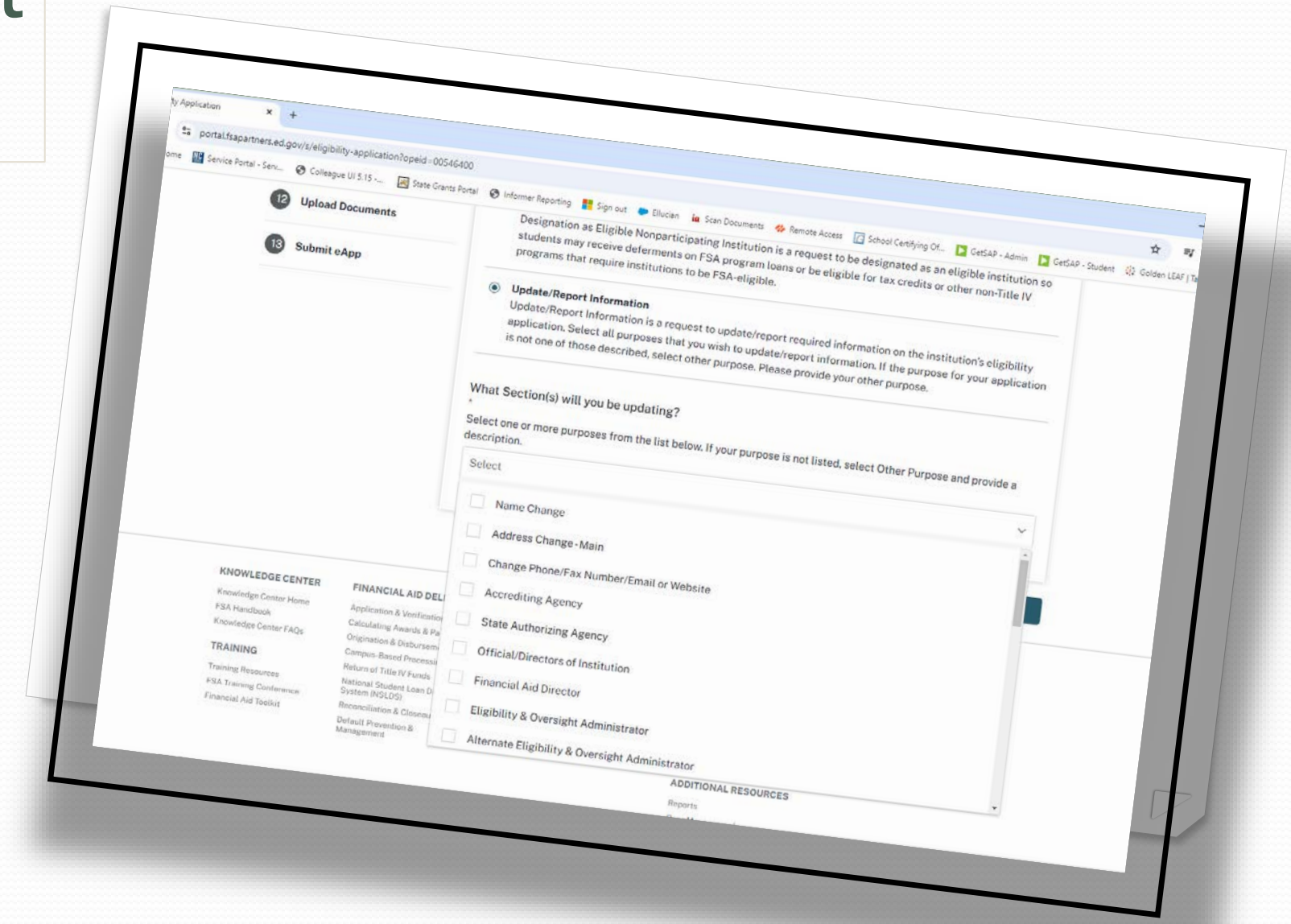



fsapartners.ed.gov/title-iv-program-eligibility/title-iv-participation-application
KNOWLEDGE CENTER
TRAINING
FINANCIAL AID DELIVERY
TITLE IV PROGRAM ELIGIBILITY
PARTNER CONNECT SERVICES
Title IV Participation Application
Title IV Participation Application
Postsecondary institutions use the E-App to apply for designation as an eligible institution, initial participation, recertification, reinstatement, change in ownership, to update a current approval, or report information. Updates include changes such as, but not limited to, name or address change, new location or program, increased level of offering, change of officials, or mailing address for publications.
Pre-Eligibility Application
To participate in federal student financial aid programs (Title IV, HEA) as an eligible institution or as an eligible non-participating institution, institutions must apply and receive approval. Some institutions apply only for designation as an eligible non-participating institution so their students may receive deferments on FSA program loans or be eligible for tax credits or other non-Title IV programs that require institutions to be FSA-eligible.
Before beginning to participate in the FSA programs, a school should familiarize itself with FSA Program requirements, the administrative and other requirements that it will have to fulfill, including tracking student and program eligibility. Some of these requirements require substantial lead-time, so a school should begin planning for implementation as soon as possible. Once it begins participating in the FSA programs, a school must continue to meet certain academic, financial, and administrative standards. The applicable federal regulations are 34 CFR Parts 600 & 668.
Institutions are also strongly encouraged to watch the Training Video: Applying for First-Time Approval to Participate in Title IV FSA Programs and to review the student financial assistance regulations regarding the requirements that must be satisfied before seeking approval to participate in the federal student financial aid programs. To access the FSA training video, you will need an FSA Training Center account (username and password). Please note that your username and password for the FSA Training Center is not associated with your FSAID and password used to access other FSA systems.
The FSA Handbook Glossary is another helpful resource and defines terms and abbreviations that are related to the Title IV programs.
Click "Get Started" if you are an institution applying to participate in the FSA programs for the first time, an institution seeking to be reinstated, and/or an institution requesting designation as an eligible non-participating institution.
Get Started
Application to Participate in the Federal Student Financial Aid Programs (E-App)
Postsecondary institutions must complete and submit an Eligibility application to be approved to participate in the Federal Student Financial Aid Programs. Institutions must submit this application:
to be initially certified
to be approved following a change of ownership or structure
to be recertified to continue participation
to have eligibility reinstated
to be designated as an eligible non-participating institution, or
to update/report information.
Updates include changes such as, but not limited to, name or address change, new location or program, increased level of offering, change of officials, report a third-party servicer, Federal School Code Address change or update to Eligibility and Oversight Administrator.
Get Started
Resources
ez-Audit
Submit Financial Statements and Compliance Audits
Foreign Gift and Contract Disclosures
Report Foreign Gifts and Contracts


Eligibility Application
1 Reason for Submitting
2 General Information
3 Accreditation & State Authorization
4 Owners, Officials & Administrators
5 Locations & Educational Programs
6 Additional Factors & Details
7 Third-Party Servicer
8 Ability to Benefit
9 Administrative Capability
10 Title IV Programs
11 Additional Contacts & Information
12 Upload Documents
13 Submit eApp
Reason for Submitting
Tell us why you are submitting this application.
Select one reason below.
Initial Certification
Initial Certification is a request for initial approval to participate in the federal student financial aid programs.
Recertification
Recertification is a request to continue to participate in the federal student financial aid programs.
Reinstatement
Reinstatement is a request to be reinstated to participate in the federal student financial aid programs.
Structure Change and/or Change in Ownership
Structure Change and/or Change in Ownership is a request to participate in the federal student financial aid programs following a change in ownership, structure, or acquisition of a location, programs, and/or platform.
Merging of OPEIDs with the same Ownership
Merging of OPEIDs with the same Ownership is a request to combine institutions/locations with the same ownership into one OPEID. If you are requesting to merge OPEIDs that do not share your ownership, the merging institution must first submit an application to report the Structure Change and/or Change in Ownership before you request to merge the institutions.
Designation as Eligible Nonparticipating Institution
Designation as Eligible Nonparticipating Institution is a request to be designated as an eligible institution so students may receive deferments on FSA program loans or be eligible for tax credits or other non-Title IV programs that require institutions to be FSA-eligible.
Update/Report Information
Update/Report Information is a request to update/report required information on the institution's eligibility application. Select all purposes that you wish to update/report information. If the purpose for your application is not one of those described, select other purpose. Please provide your other purpose.
Save Draft
Next
KNOWLEDGE CENTER
FINANCIAL AID DELIVERY
TITLE IV PROGRAM ELIGIBILITY
STUDENT, PARENT, BORROWER ACCOUNTS
MORE INFO

Update/Report Information

- Name Change
- Address change
- Phone/Email/Website
- Accrediting Agency
- State Authorizing Agency
- Officials of Institution, FA Director, etc.
- Board of Directors
- Third Party Servicer
- Additional Location
- Degree, Nondegree, Vocational Program
- Add/Drop Title IV Program
- Other



Section A. General Questions

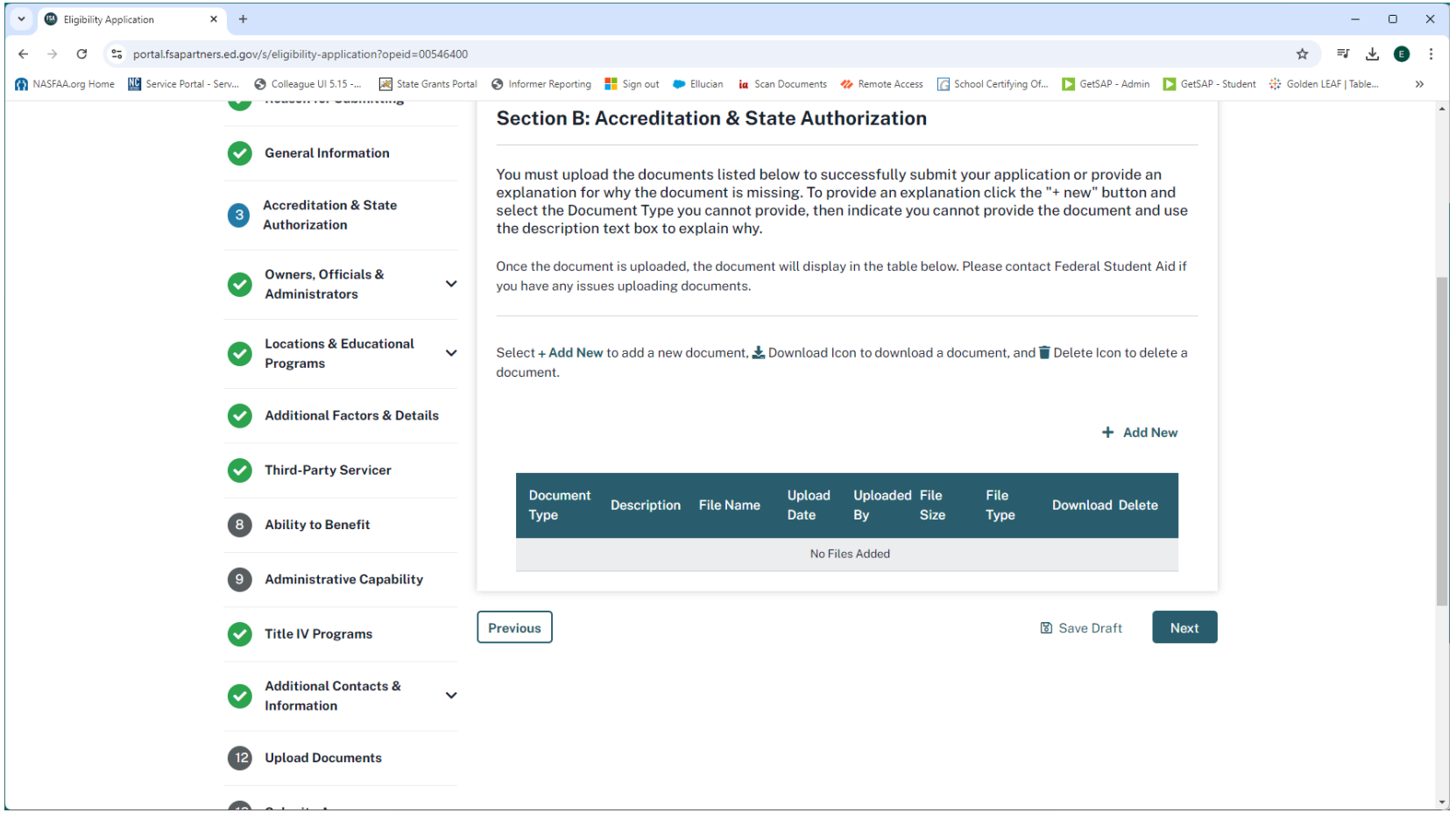
- Institution Name
- OPEID, Partner Connect ID
- Employer ID Number/Taxpayer ID Number
- 12-digit Alpha-Numeric Unique Entity Identifier
- URL for your college website
- Most recent award year and current award year

Section B. Accreditation and State Agency

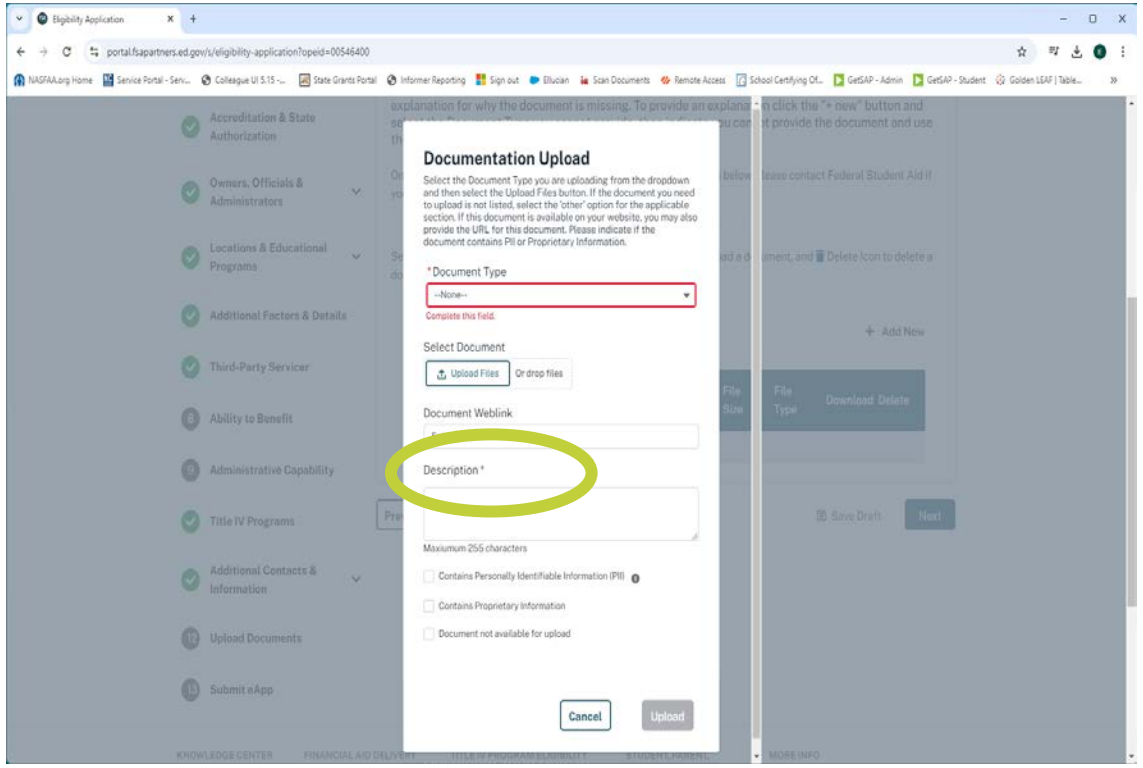
3. Are you an institution that is authorized by name to offer educational programs beyond secondary education by the Federal Government; or, as defined in 25 U.S.C. 1801(a)(2), by an Indian tribe? YES NO

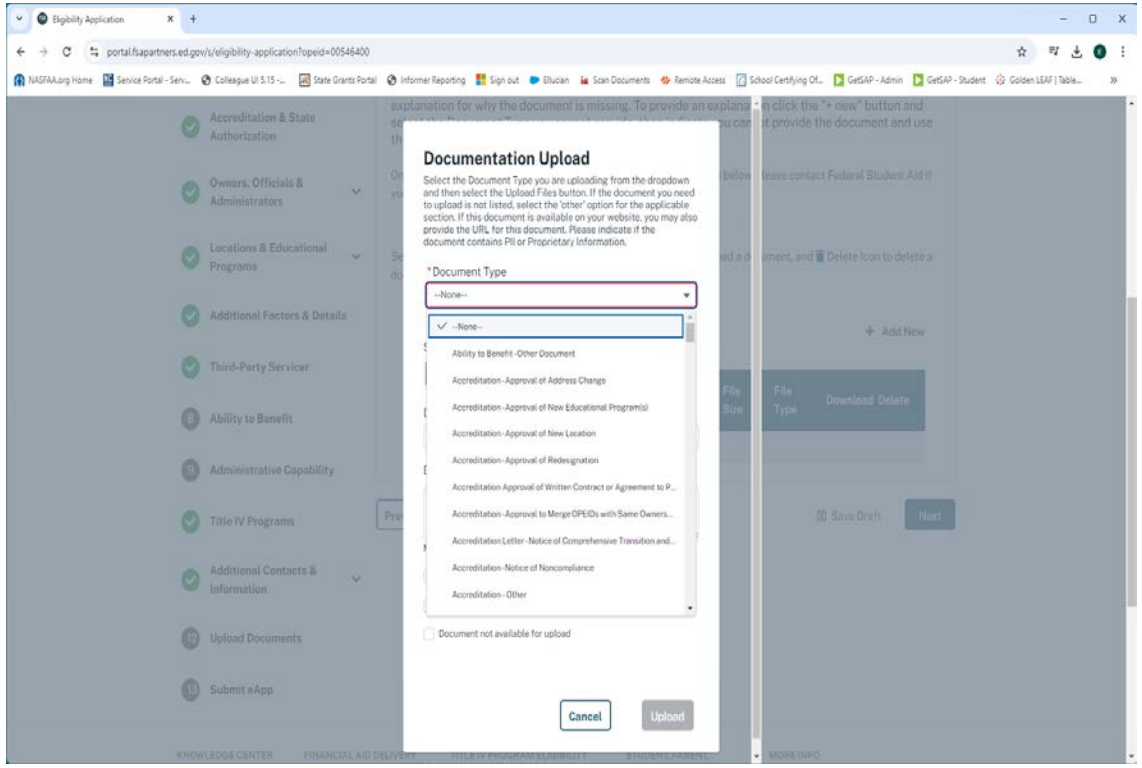
- 50% of schools are incorrectly answering this question on Recertification
- 2 cases where you select YES – Military academy or a school authorized by Native American tribe.

Uploading Documents

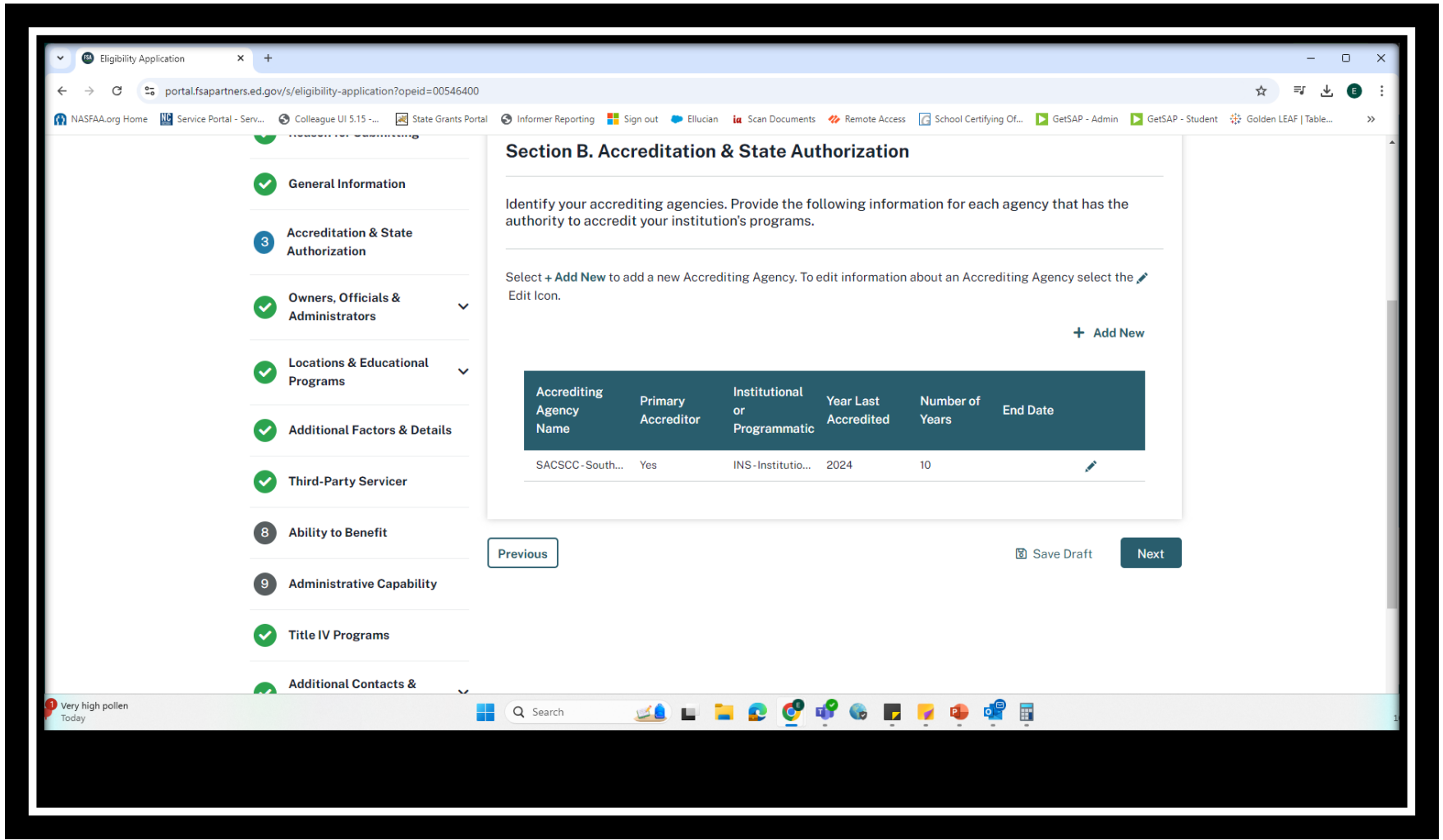


Uploading Documents

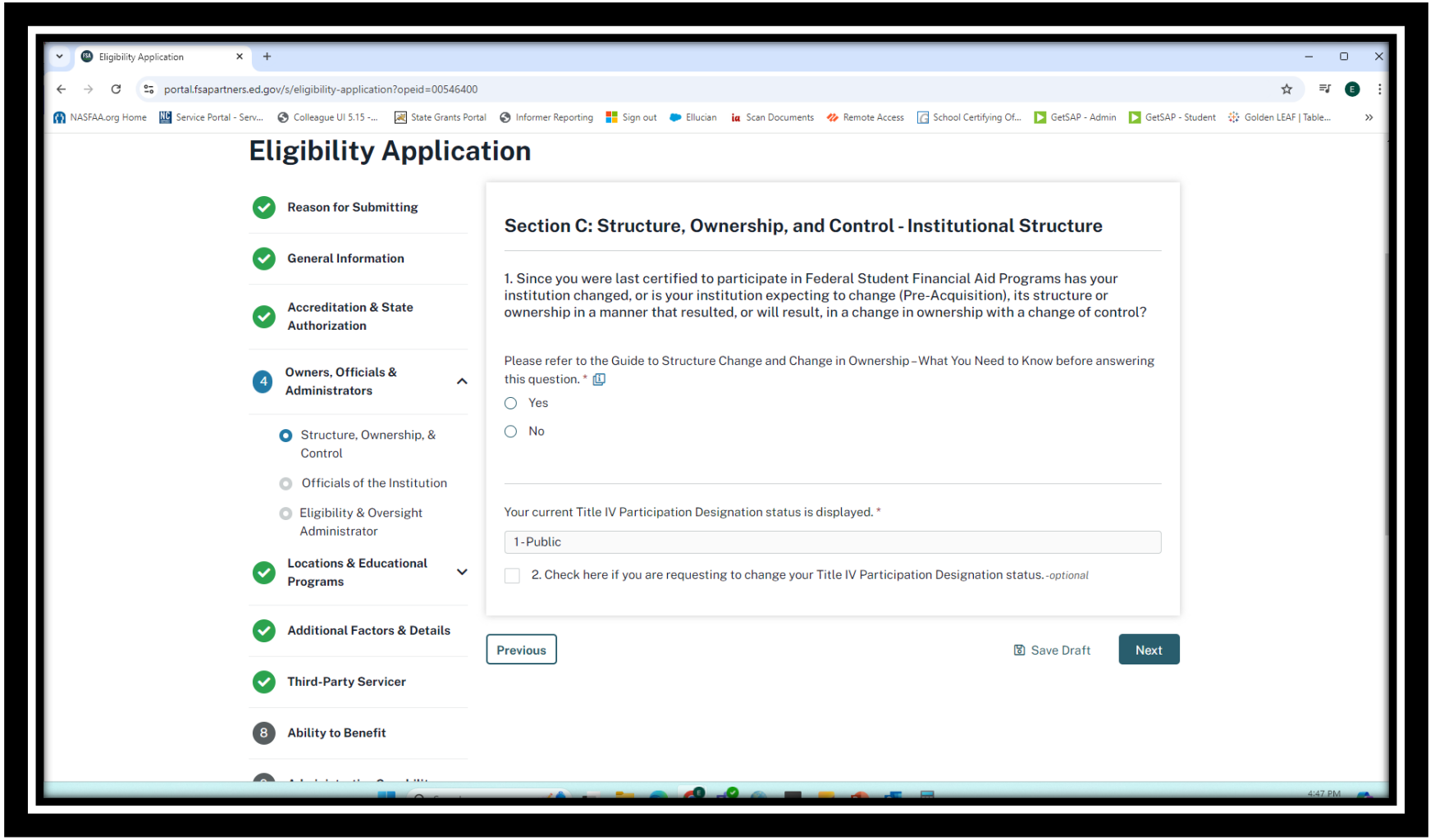




Uploading Documents

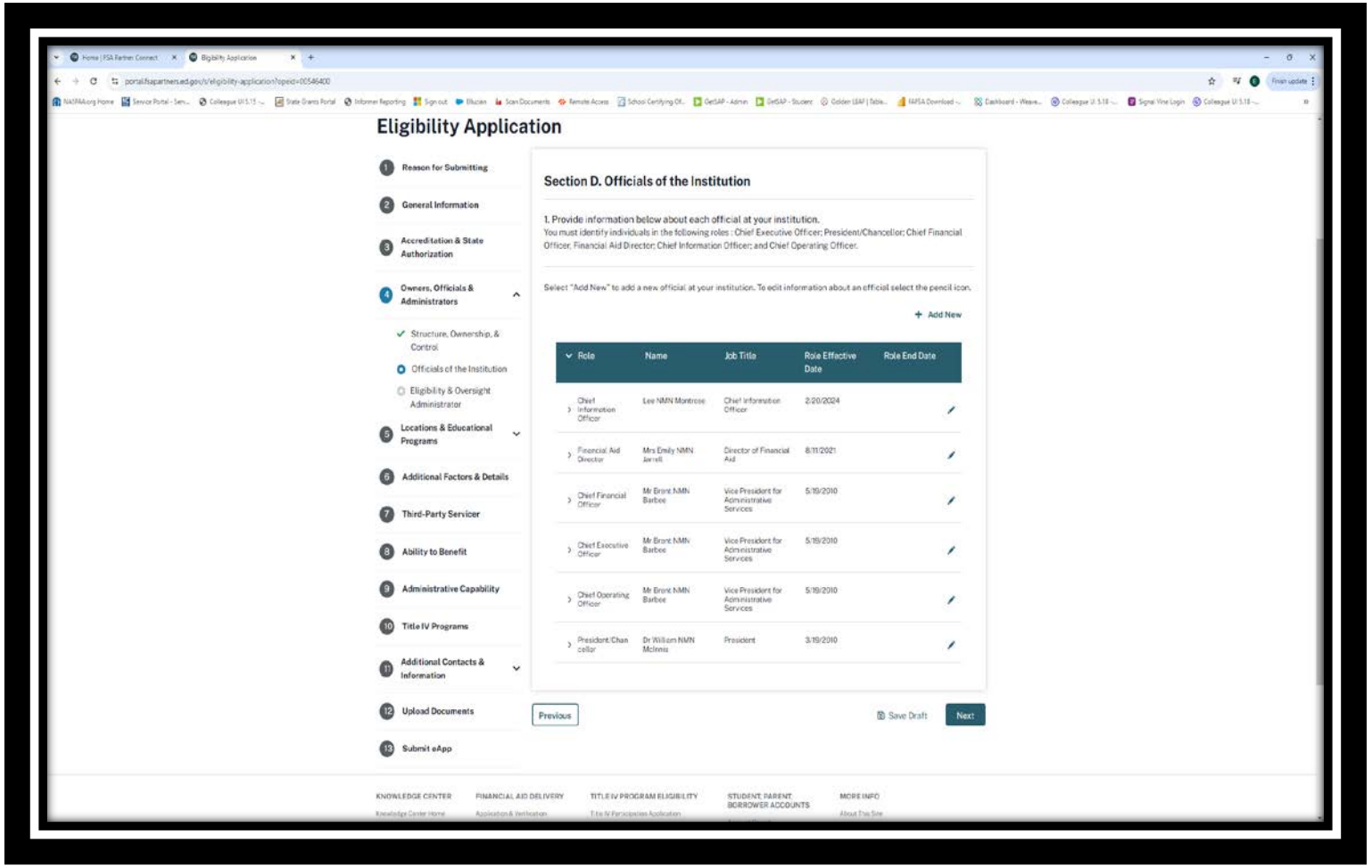


Section C – Structure, Ownership & Control – Institutional Structure



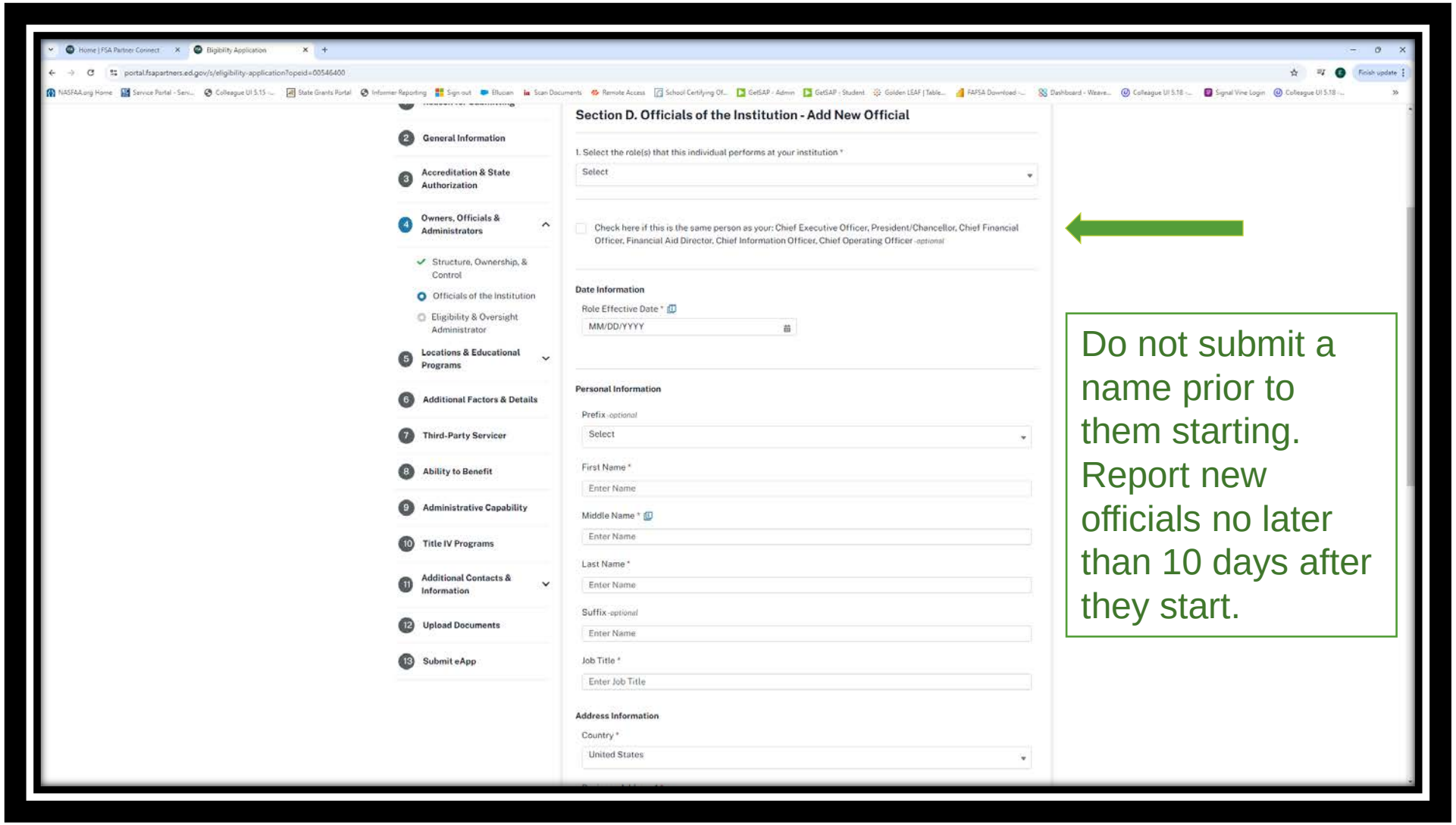
Section D – Officials of the Institution

- Chief Executive Officer
- President/Chancellor
- Chief Financial Officer
- Financial Aid Director
- Chief Information Officer
- Chief Operating Officer



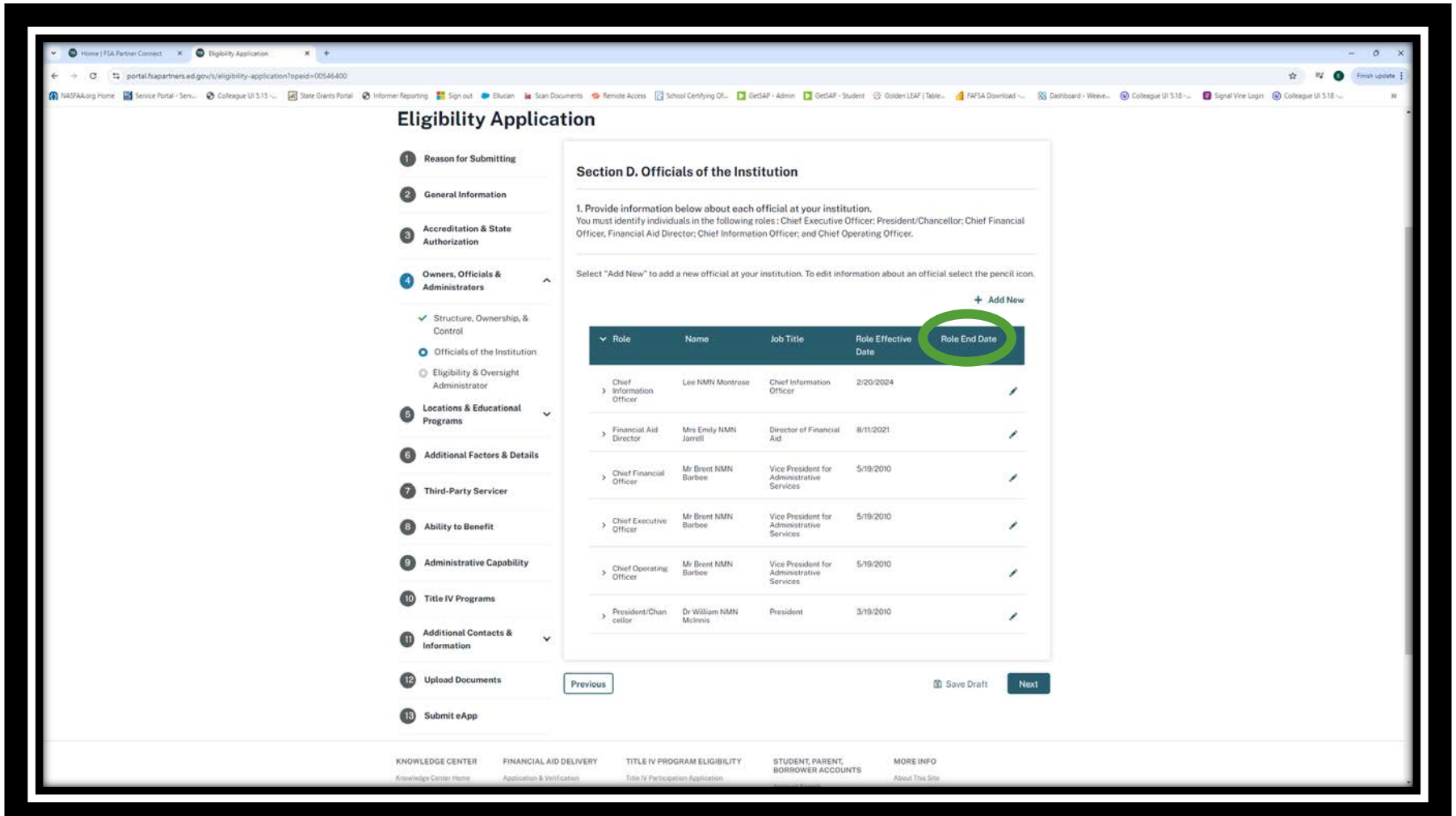
*Asks for business and home address, business and personal email, business and personal phone

Section D – Officials of the Institution

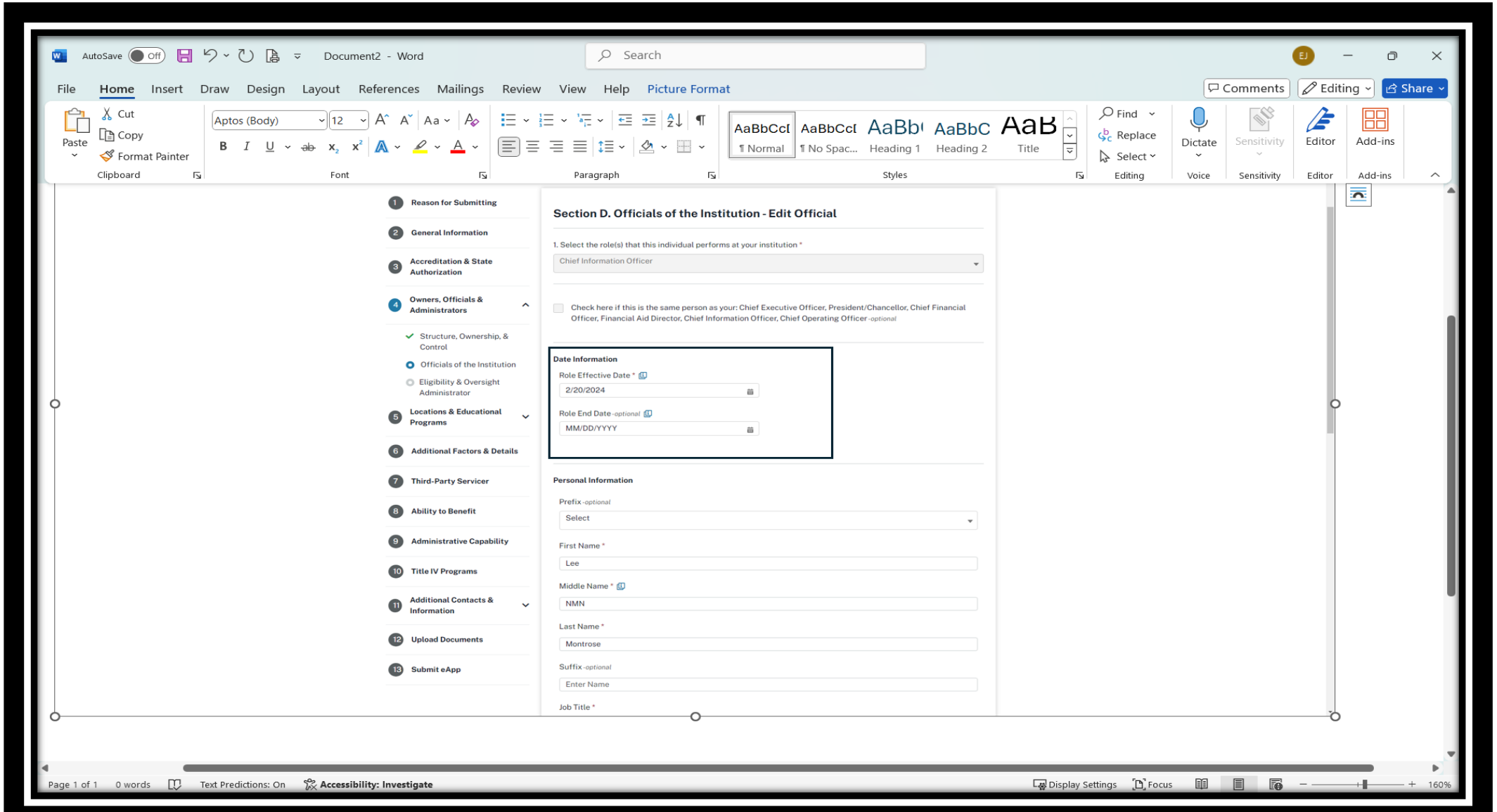


Section D – Officials of the Institution

Ending an Official



Section D – Officials of the Institution

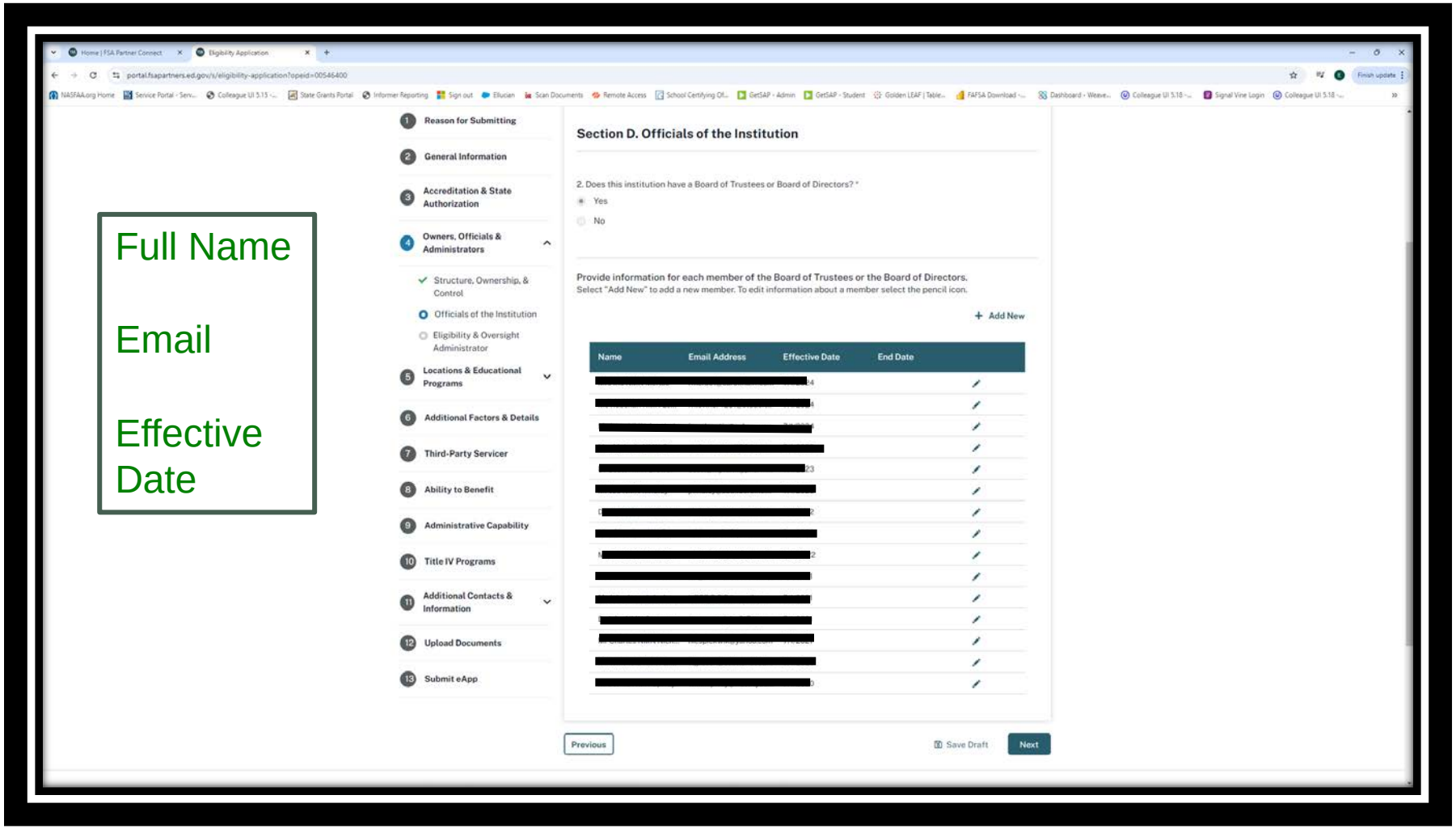


Section D – Officials of the Institution

Full Name

Email

Effective Date



Section D – Officials of the Institution

- 2b. Has this Board member ever had any ownership of another institution that is now participating in or has ever participated in federal student financial aid programs?
  - Yes – Provide information for each institution.

- 2c. Has this Board member ever had any ownership of a Third-Party Servicer?
  - Yes – Provide information for each Third-Party Servicer that is or was owned.

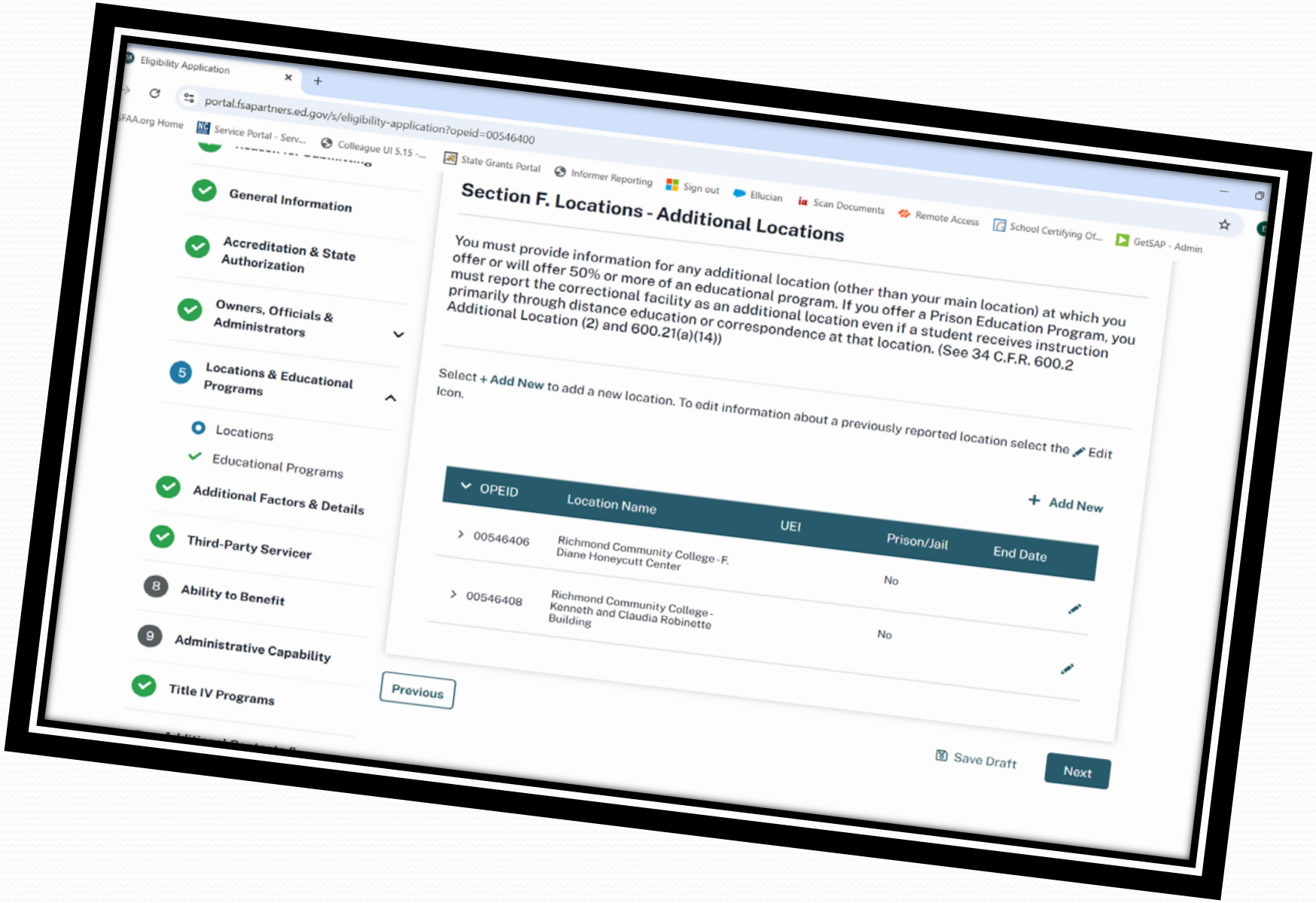
- 2d. Has this Board member ever held a position or ever served as a board member at another institution?
  - Yes – Provide information for each position held or board served on.

Section E & F

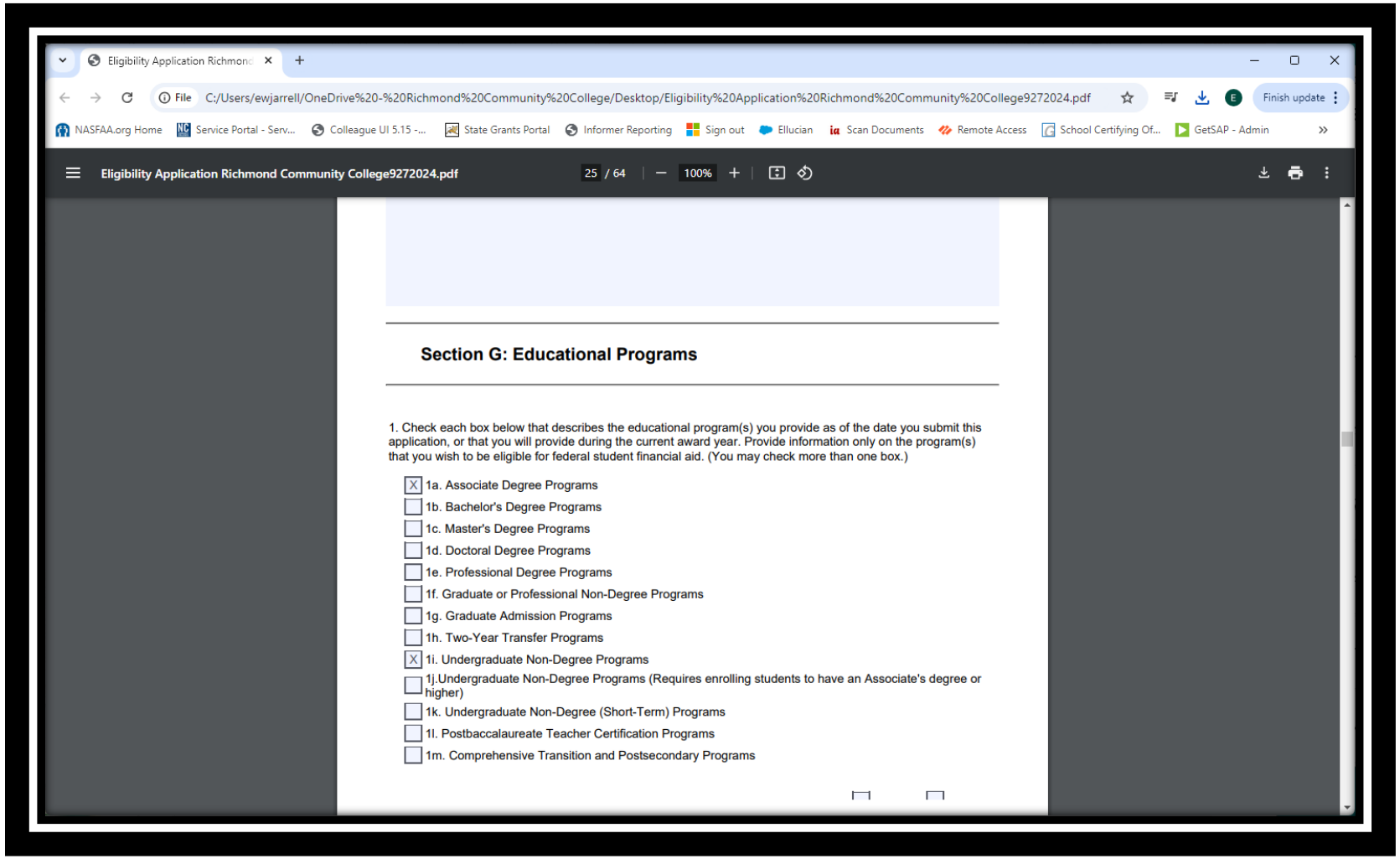
- E – Eligibility & Oversight Administrator (responsible for account access and can edit access of others for E-APP)
  - Alternate Administrator (check box if same person as CFO, CIO, COO, etc.)
  - Can add more than one

- F – Locations
  - Main and additional locations
  - Report any location that offers 50% or more of an educational program

Section F - Locations



Section G – Educational Programs



Check each program you provide or will provide during the current award year and wish to be eligible for federal student financial aid.

Section G – Educational Programs

- If you are an institution of higher education you must provide details for:
  - All new educational programs if you are currently provisionally certified
  - All of your non-degree programs (except two-year transfer programs)
  - Your comprehensive transition and postsecondary program
  - The first direct assessment program you offer at each credential level

- If you are provisionally certified and seeking approval for any new educational program(s), or if you are seeking approval for a comprehensive transition and postsecondary program or a first direct assessment program at a credential level or a short-term program, you must wait for approval of the program before disbursing funds to students enrolled in the program.

Section G – Educational Programs

Fully certified Private Nonprofit or Public Institution	Provisionally Certified Private Nonprofit or Public Institution	Proprietary Institution
New non-degree programs*	New non-degree programs* New degree programs	All new degree and non-degree programs
Prison Education Programs	Prison Education Programs	
First Direct Assessment program at each credential level	First Direct Assessment program at each credential level	
Comprehensive Transition and Postsecondary programs (CPT)	CPT programs	

*Do not report two-year transfer programs

Section G – Educational Programs

- Name of Program
- CIP Code
- SOC Code – Standard Occupational Classification code (comes from the Bureau of Labor Statistics). Must enter 1 but up to 10 codes.
- Date First Provided
- End Date
- Number of Weeks
- Type of Credit hours
- Clock Hours of Instruction
- Number of Credit Hours
- Delivery method of program

Section G – Educational Programs

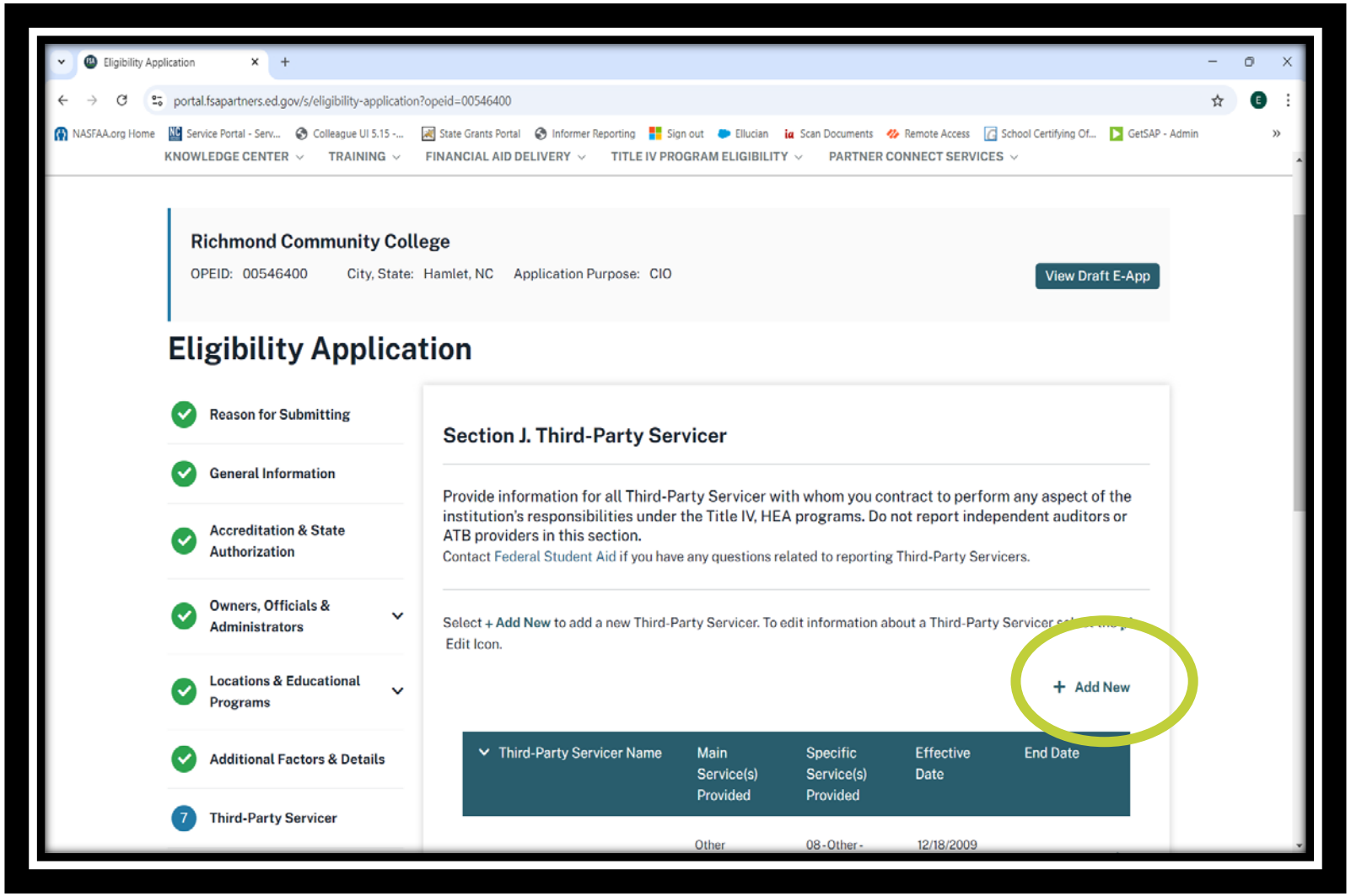
- Is each course within the program acceptable for full credit toward your associate or higher degree?
- Is this a Prison Education Program?
- Do you have a written agreement or contract with an ineligible institution of higher education or entity to provide any portion of this program?
  - Yes – additional information required

Sections H and J

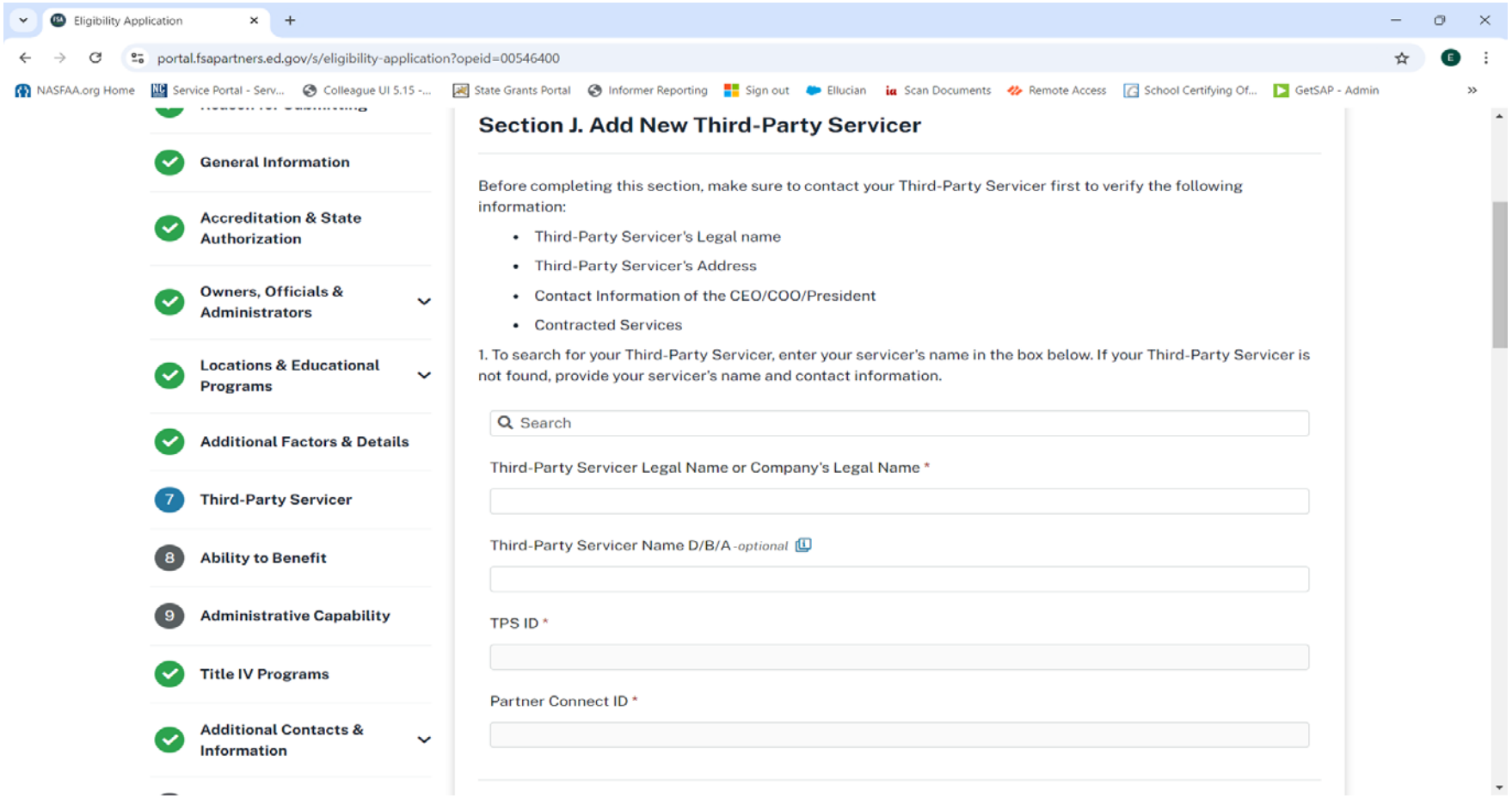
- H – Additional Factors & Details
  - Additional Yes/No questions regarding programs
    - Offered in whole or in part by distance education?
    - Offered in whole or in part by correspondence?
    - More than 50% of regular students Ability-To-Benefit students?
    - More than 25% of regular students incarcerated?

- J – Third Party Servicer
  - Report anyone with whom you contract to perform any aspect of the institution's responsibilities under Title IV, HEA programs. Search feature

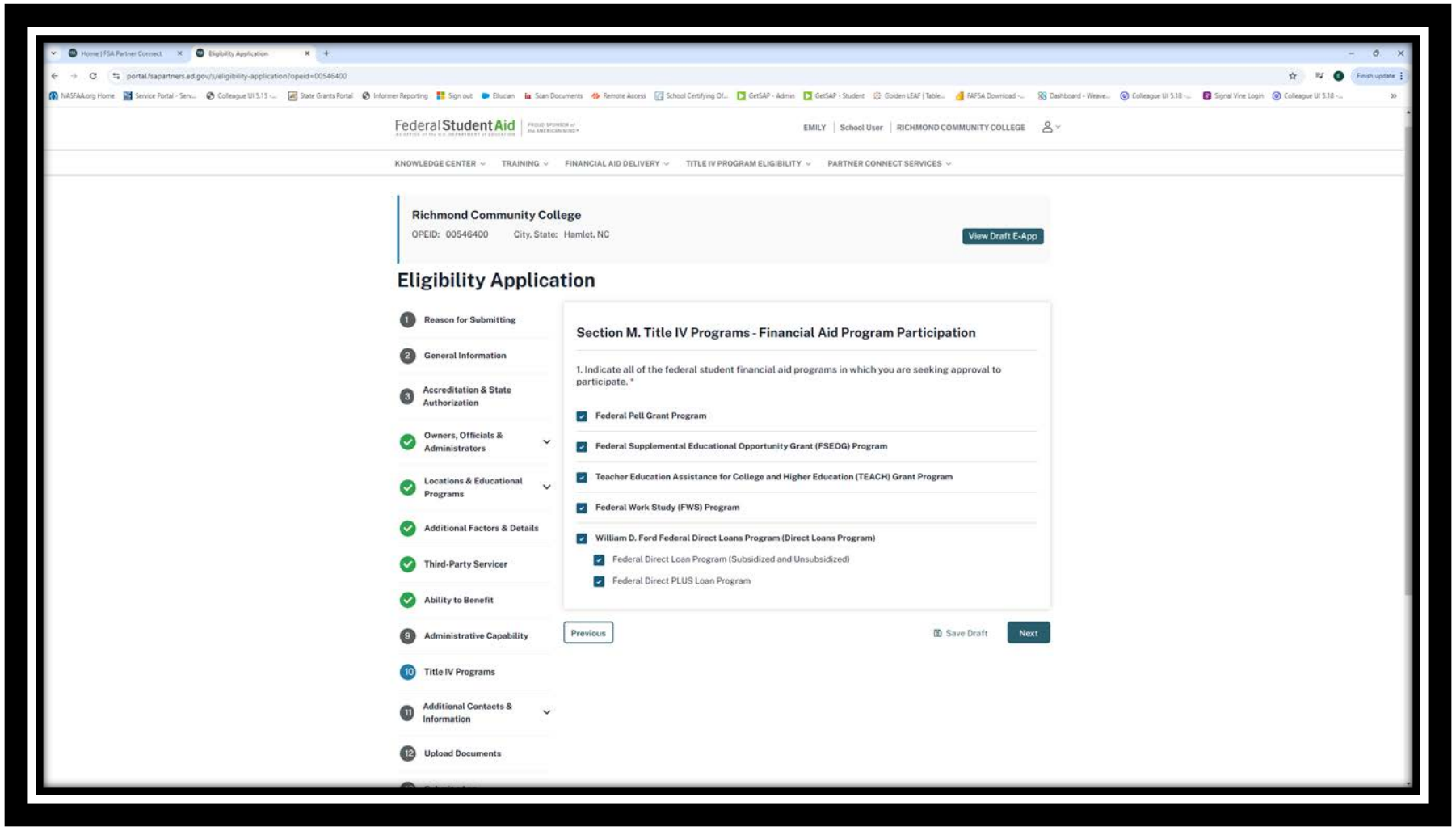
Section J – Third Party Servicer



Section J – Third Party Servicer



Section M – Title IV Programs



Sections K and L

K – Ability to Benefit

Ability to Benefit Test – Yes No

AB test

Name of Test Administrator and Effective Date

L – Administrative Capability

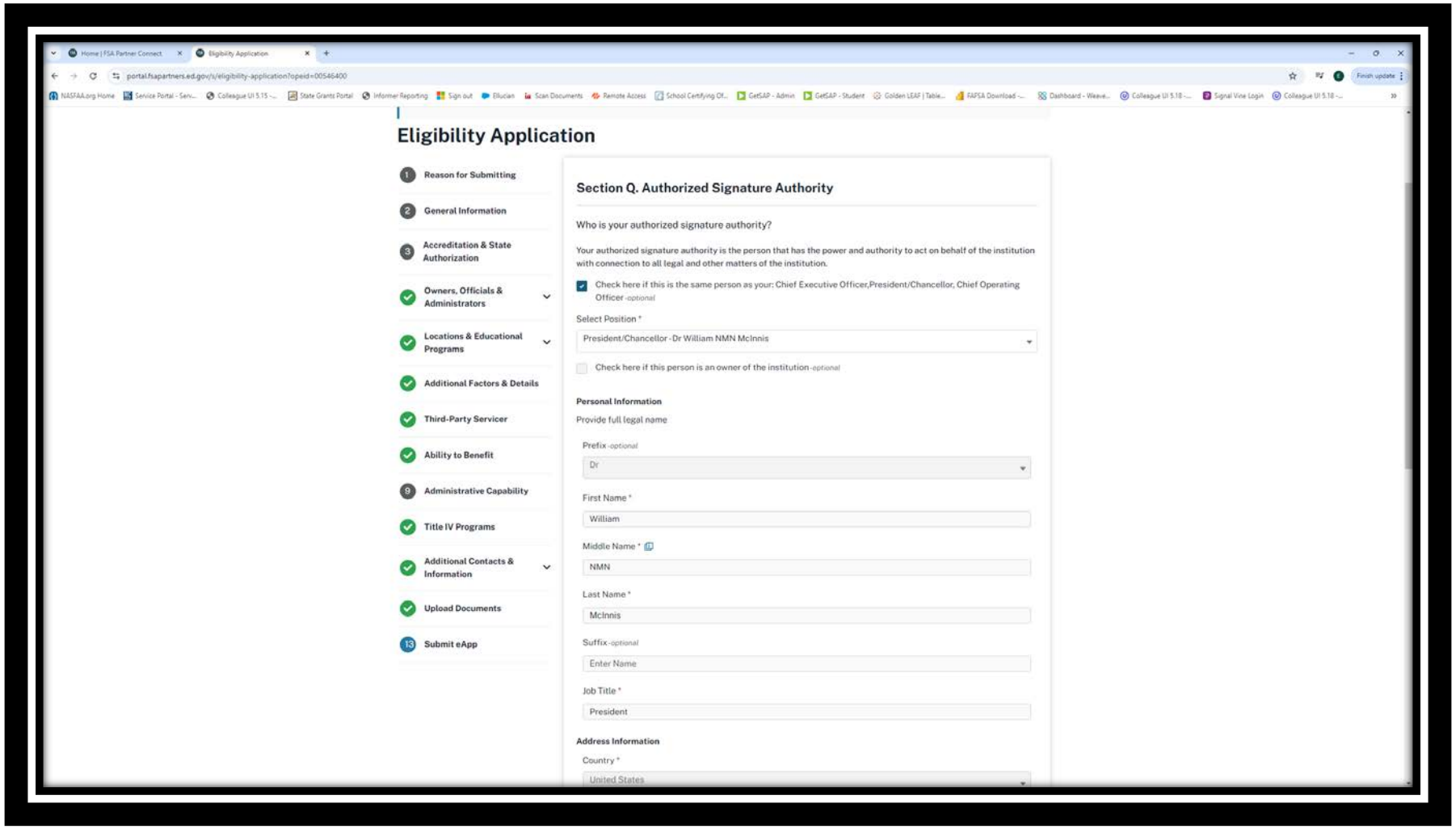
Checks and Balances for administering federal student financial aid. All Yes/No

No – must explain why

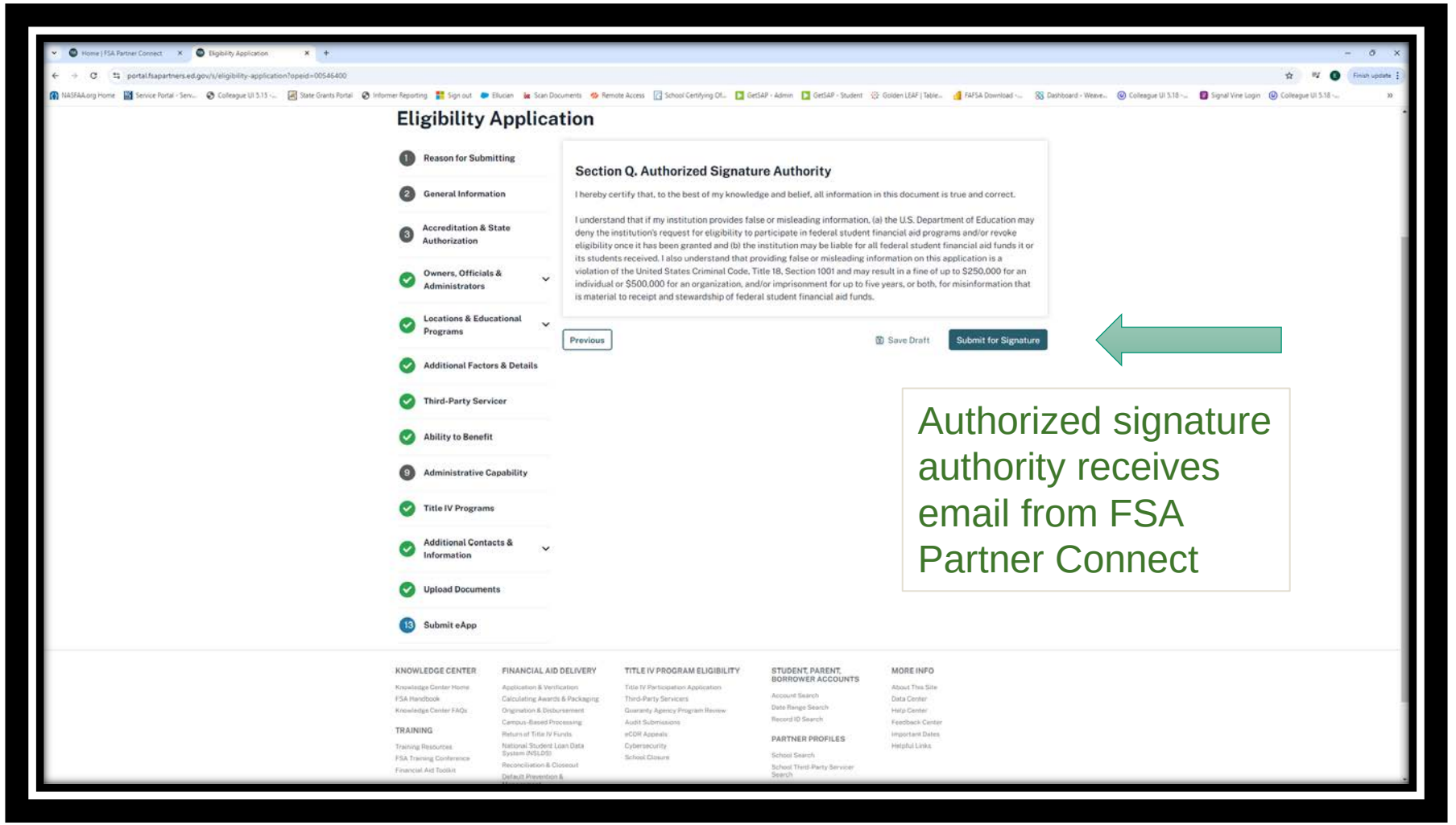
Sections N, O, & P

- N – Additional Contacts
  - Would you like FSA to contact someone not at the institution about this application?
    - Example: Consultant, Third Party Servicer
- O – Additional Information
  - Additional explanations for unusual circumstances or any additional information not previously added.
- P – Upload Documents
  - Example: SAP policy, Letter of Accreditation, Letter of State License

Section Q – Authorized Signature Authority



Section Q – Authorized Signature Authority



Resources

- Title IV Recertification for Domestic Institutions Webinar July 25, 2024
- FSA Partner Connect
- E-App and Third-Party Servicer Inquiry Form Updates

- Electronic Announcement (GENERAL-23-120) FSA Partner Connect-E-App and TPS Functionality Implemented; Reminders and Initial Next Steps for Users
- School Participation Division

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