



South Carolina Commission on Higher Education

Academic Affairs, Postsecondary Institution Licensing

1122 Lady Street, Suite 300, Columbia, SC 29201

Telephone (803) 737-2260; FAX (803) 737-2297

Web site: www.che.sc.gov

INITIAL APPLICATION GUIDELINES & PROCEDURES (NONDEGREE-GRANTING INSTITUTIONS)

A. Initial Phase: Inquiry

1. Institutions seeking initial licensure must contact Academic Affairs – Postsecondary Institution Licensing to receive information and/or request an initial application. Institutions are prohibited from advertising, soliciting and/or operating until licensed or determined exempt from CHE oversight.
2. [Licensing staff](#) and/or Institution Officials may request a conference to discuss licensing standards and procedures.
3. Institutions that are deemed within CHE jurisdiction must proceed to phase two. Institutions that are deemed exempt are not required to be licensed or approved by CHE.

B. Phase Two: Submission

1. Applications will **not** be reviewed until all required exhibits have been submitted, including the application fee. Application fees are non-refundable.
 - Institution Officials, please use the Exhibit List as a guide for your submission. This information can be found in the Initial Application packet.
 - For electronic submissions (**Preferred method**): List the corresponding exhibit number as the attachment title (see Application for Initial License).
 - For paper submissions: Hard copies must include dividers that correspond to each exhibit number (see Application for Initial License). Do not send hard-copy pages in page protectors. Licensing staff may request that certain exhibits be submitted electronically.
 - While applications may be submitted in person, they will not be reviewed at the time of submission.
 - Application exhibits shall be submitted collectively as one package, with some exceptions allowed. Do not submit exhibits individually as they are completed.

C. Phase Three: Licensing Staff Review & Recommendations

1. Licensing staff will review the submission and provide feedback to the applicant. The time to review the application is determined by staff workload.
2. If the application is not substantially in compliance with CHE requirements, the application will be returned for revisions. Institutions have up to 90 days to submit revisions to licensing staff or the application may be deemed inactive and rejected.
 - If the application is resubmitted by the institution within 90 days and there are still significant deficiencies, it will be rejected, and the institution must submit a new application and pay an additional non-refundable application fee should it wish to continue the process for licensure.
 - If the application is deemed inactive and rejected, the institution must submit a new application and pay an additional non-refundable application fee should it wish to continue the process for licensure.

D. Final Phase: Licensing Manager Review & Determination

1. The examining staff member will prepare and submit a report of the findings to the licensing manager and a recommendation regarding the institution's application for licensure. All recommendations will be advisory.
2. If it is determined that the institution requires and is ready for an examination visit, the staff will coordinate the visit. The purpose of the visit is to confirm the documentation furnished by the institution and to ascertain whether or not the institution meets the licensing standards.
3. After the site visit, the examining staff member will report findings to the licensing manager.
4. The licensing manager will sign the license and the examining staff member will issue the license to the Institution Official or the examining staff member will communicate any additional findings for correction to the Institution Official.