



South Carolina Commission on Higher Education

Academic Affairs, Postsecondary Institution Licensing

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PROCEDURES FOR NONDEGREE-GRANTING INSTITUTIONS SEEKING INITIAL LICENSE

- A. The institution officials should contact the staff and request licensing information.
- B. The staff will provide the inquiring institution with access the documents pertaining to licensing.
- C. Institution officials may make inquiries to the staff pertaining to licensing. The staff may require a conference to discuss the standards and the procedures.
- D. If the institution officials believe they are able to develop the project in compliance with standards and desires to apply for licensure, the officials should proceed by completing the application for license, assembling the required documentation, and submitting those documents to the staff. Where possible, documents should be transmitted in electronic format. Organize the material so that each item is identifiable and references the application exhibit number. Do not send hard-copy pages in page protectors. If you send a hard copy instead of electronic, include dividers with numbers corresponding to the exhibit numbers from the Application for Initial License.
- E. The staff will review the application and documentation and provide feedback to the applicant. The time to review the material is determined by staff workload.
- F. If it is determined that the institution is ready for an examination visit, the staff may make a visit to the institution's facilities, if appropriate. 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.
- G. If the application is not substantially in compliance with the requirements, the application will be returned. If the application is then resubmitted by the institution and there are still significant deficiencies, it will be rejected. Then in order to reapply, the institution must submit a new application and pay another application fee.
- H. The examining staff member will prepare and submit a report of the findings to the licensing director and a recommendation regarding the institution's application for licensure. All recommendations will be advisory.
- I. If the recommendation is for licensure and the licensing manager concurs with the recommendation, the licensing manager will sign the license and it will be forwarded to the institution.
- J. If the recommendation is not for licensure, a copy of the recommendation will be forwarded to the institution. The institution will be invited to discuss the report and recommendations and present any further information pertinent to the application. If the institution desires a meeting, members of the staff will normally attend the conference to present the report and to respond to any questions concerning the examination visit. The institution may choose to withdraw its formal request for licensing.