



David Hendrickson  
Chairman

Brian Noland  
Chancellor  
(304) 558-0699

**West Virginia Higher Education Policy Commission  
West Virginia Community and Technical College System**

1018 Kanawha Boulevard East, Suite 700  
Charleston, WV 25301  
www.hepc.wvnet.edu  
www.wvctcs.org

Robert Brown  
Chairman

James Skidmore  
Chancellor  
(304) 558-0265

The necessity of obtaining authorization to operate as a degree granting institution in West Virginia is based on whether physical presence is established. As stated in Series 20, *Authorization of Degree Granting Institutions*:

“Physical Presence” means an institution employs in West Virginia any person or persons for the purpose of administering, coordinating, teaching, training, tutoring, counseling, advising, recruiting, or any other activity on behalf of the sponsoring organization. Such activity would include advertising, promotional material, or public solicitation in any form that targets West Virginia residents through distribution or advertising in the State. In addition, the institution has physical presence in West Virginia if it delivers, or plans to deliver, instruction in West Virginia, and receives assistance from any other organization within the state in delivering, the instruction, such as, but not limited to, a cable television company or a television broadcast station that carries instruction sponsored by the institution.

In order to determine whether physical presence has been established, please respond to the following questions and return the document to the address provided above.

1. Where is your institution located?

\_\_\_\_\_  
Address, City, State, Zip

2. Will you employ individuals in West Virginia to provide administration, coordination, teaching, training, tutoring, counseling, advising, or recruiting? (Please note that “employ” does not require that compensation be provided.)

Yes      No

3. Will there be any advertising that targets West Virginia residents specifically?

Yes      No

4. Will the online program require West Virginia residents to participate in any clinical component or internship in the State?

Yes      No

5. Will the online delivery be assisted by any organization located in West Virginia?

Yes      No

In addition, please indicate what accreditation your institution holds.

\_\_\_\_\_

**Remit to the Attention: Dr. Mark Stotler, Academic Affairs, at the above listed address.**