

## National Council for State Authorization Reciprocity Agreements (NC-SARA)

### Initial Application Check List

| Yes or No | Item Number | Item   | Source   |
|-----------|-------------|--|--|
|           | 1.          | Application for INSTITUTIONAL approval to participate in SARA. Must be signed by the President/CEO or Chief Academic Officer                   | <a href="http://www.nc-sara.org/files/docs/SARA-Institutional-Application_122116_final.pdf">http://www.nc-sara.org/files/docs/SARA-Institutional-Application_122116_final.pdf</a> . The application will have a date of 12/21/16 on the bottom.                                |
|           | 2.          | Signed MOU between ACHE and the Institution  | <a href="http://ache.alabama.gov/Content/SARA/Initial-MOU.pdf">http://ache.alabama.gov/Content/SARA/Initial-MOU.pdf</a> . The MOU will have a date of 11/30/16 on the bottom.  |
|           | 3.          | Documentation Concerning Accreditation Status  | Documentation concerning your institution's accreditation status. If you are accredited by SACSCOC, a copy of your institution's information from their webpage at: <a href="http://www.sacscoc.org">http://www.sacscoc.org</a> will suffice. Click on the picture of Alabama. |
|           | 4.          | <b>Non-Public Institutions Only</b> – Latest Available Federal Financial Responsibility Composite Score. See Item 3 on the NC-SARA Application | <a href="https://studentaid.ed.gov/sa/about/data-center/school/composite-scores">https://studentaid.ed.gov/sa/about/data-center/school/composite-scores</a>  |
|           | 5.          | State Participation Fee  | See MOU for Amount. Checks should be payable to:<br><b>State of Alabama (ACHE-ASPA)</b>  |

### Renewal Application Check List

| Yes or No | Item Number | Item   | Source   |
|-----------|-------------|--|--|
|           | 1.          | Application for INSTITUTIONAL <b>RENEWAL</b> to participate in SARA. Must be signed by the President/CEO or Chief Academic Officer             | <a href="http://www.nc-sara.org/files/docs/SARA-Institutional-RENEWAL_Application_122116_Final.pdf">http://www.nc-sara.org/files/docs/SARA-Institutional-RENEWAL_Application_122116_Final.pdf</a> . The application will have a date of 12/21/16 on the bottom.                |
|           | 2.          | Signed MOU between ACHE and the Institution  | <a href="http://ache.alabama.gov/Content/SARA/Renewal-MOU.pdf">http://ache.alabama.gov/Content/SARA/Renewal-MOU.pdf</a> . The MOU will have a date of 11/30/16 on the bottom.  |
|           | 3.          | Documentation Concerning Accreditation Status  | Documentation concerning your institution's accreditation status. If you are accredited by SACSCOC, a copy of your institution's information from their webpage at: <a href="http://www.sacscoc.org">http://www.sacscoc.org</a> will suffice. Click on the picture of Alabama. |
|           | 4.          | <b>Non-Public Institutions Only</b> – Latest Available Federal Financial Responsibility Composite Score. See Item 3 on the NC-SARA Application | <a href="https://studentaid.ed.gov/sa/about/data-center/school/composite-scores">https://studentaid.ed.gov/sa/about/data-center/school/composite-scores</a>  |
|           | 5.          | State Participation Fee  | See MOU for Amount. Checks should be payable to:<br><b>State of Alabama (ACHE-ASPA)</b>  |

**Important Note:** After your institution is approved by ACHE acting as the State Portal Agency, you will be emailed an invoice from NC-SARA's national headquarters for the fee to be paid directly to them. Do not send them your fee until you get the email from them.