

Prison Education Program Application and E-App Merger

The process in place since July 1, 2024, for reporting Prison Education Programs (PEPs) requires schools to complete both the *Prison Education Program Application* (OMB Control Number 1845-0171) and the *Application for Approval to Participate in the Federal Student Financial Aid Programs (E-App)* (OMB Control Number 1845-0012). This is communicated in the instructions at the end of the *Prison Education Program Application* which state “In addition to this Prison Education Program Application, The E-App must be completed and submitted.”

The change we are requesting is to merge the *Prison Education Program Application* questions into the *E-App*. The result will be the elimination of the need for schools to complete two separate applications.

The PEP questions will conditionally display in the Locations and Educational Programs sections of the *E-App*.

The image shows a screenshot of a web application titled "Eligibility Application". On the left side, there is a vertical progress bar with 15 items, each with a green checkmark indicating completion, except for "Locations & Educational Programs" which is highlighted with a blue circle and the number 5. The items are: Reason for Submitting, General Information, Accreditation & State Authorization, Owners, Officials & Administrators, Locations & Educational Programs, Locations, Educational Programs, Additional Factors & Details, Third-Party Servicer, Ability to Benefit, Administrative Capability, Title IV Programs, Additional Contacts & Information, Upload Documents, and Submit eApp. On the right side, there is a form section titled "Sec" with various input fields: "Main", "Institu", "Visi", "OPEIL", "039", "Partn", "890", "1", "Addre", "Cou", "Ur", "Busi", "20", "Busi", "En", "City", "Mr", "Stat", and "Te".

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To accomplish the merger of the application questions, we will add a single new question that doesn't currently appear on either application.

Section G: Educational Programs - Prison Education

3. Is this a Prison Education Program? *

Yes

No

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For schools completing the *E-App* who are **not reporting a PEP**, the burden increase will be select no to the new question for each new educational program being added to their application:

Section G: Educational Programs - Prison Education

3. Is this a Prison Education Program? *

Yes

No

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For schools completing the *E-App* to **report a PEP**, the questions from the *Prison Education Program Application* will appear in the *E-App*, eliminating the need to complete the *Prison Education Program Application* and attach it to the *E-App*. This will reduce the burden on schools as they will be using a format they are familiar with, their demographic and contact information will be pre-populated, and they will not need to save and upload a separate application.

The PEP questions will display conditionally as follows.


Under the locations section, when entering the correctional facility currently, they answer the following existing question, then provide additional details about the facility on the separate *Prison Education Program Application*. With the merger of the two applications, when they answer this current *E-App* question affirmatively:

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Is this location a prison, jail or other similar correctional institution?
(See 34 C.F.R. 600.2 Additional Location (2)) *

- Yes
 No

Date Information

First Instruction Date * 

The screen will redisplay with a question from the *Prison Education Program Application* displayed on the same screen:

Is this location a prison, jail or other similar correctional institution?
(See 34 C.F.R. 600.2 Additional Location (2)) *

- Yes
 No


What is the Name of the Warden of this location?

Prefix -optional

Select 

First Name *

Enter Name

Middle Name * 

Enter Name

Last Name *

Enter Name

Suffix -optional

Enter Name

Email Address *

Enter Address


Telephone Number *

+ 1 000-000-0000

Ext -optional

Enter


Date Information


First Instruction Date * 

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And a second question from the *Prison Education Program Application* displayed on the next screen, which only displays if the location is a correctional facility:

Section F. Locations - Add New Additional Location - Oversight Entity


What is the Name of the Oversight Entity for this location? * 

Select an Oversight Entity 

What is the Name of the Contact person for the Oversight Entity?


Personal Information

Prefix - *optional*

Select 

First Name *

Enter Name

Middle Name * 

Enter Name

Last Name *

Enter Name

Suffix - *optional*

Enter Name

Email Address *

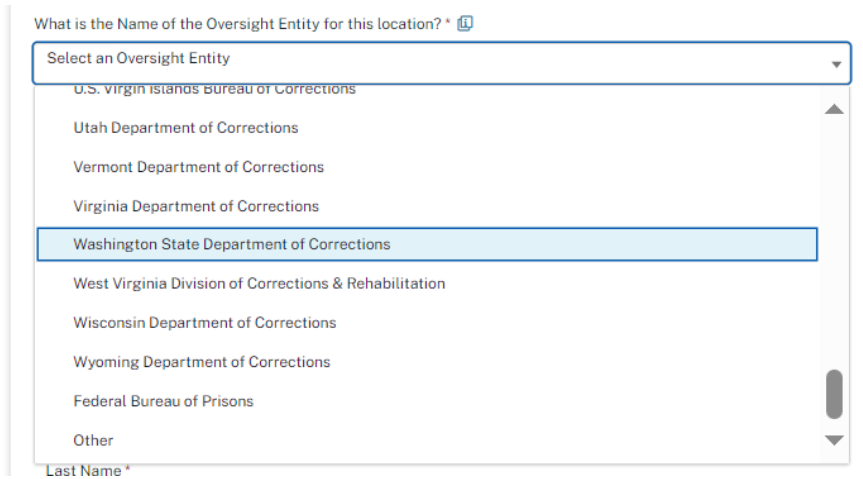
Enter Address

Telephone Number *

+ Ext - *optional*

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When completing this question, the school will be given the opportunity to select the oversight entity from our list of state and federal entities, or to enter another entity if necessary (currently, the entity name must be typed into the *Prison Education Program Application*):



What is the Name of the Oversight Entity for this location? *

Select an Oversight Entity

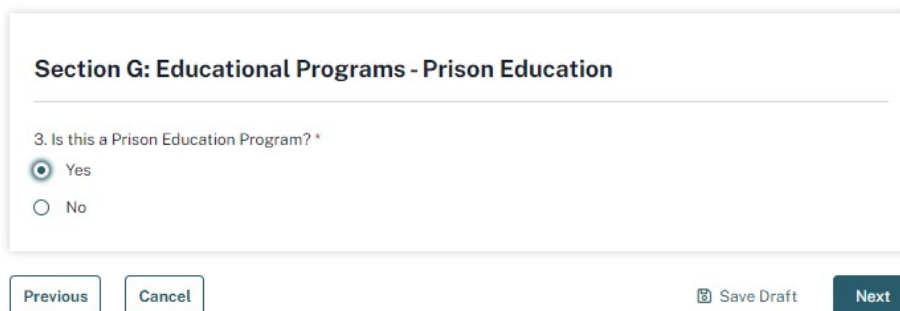
- U.S. Virgin Islands Bureau of Corrections
- Utah Department of Corrections
- Vermont Department of Corrections
- Virginia Department of Corrections
- Washington State Department of Corrections
- West Virginia Division of Corrections & Rehabilitation
- Wisconsin Department of Corrections
- Wyoming Department of Corrections
- Federal Bureau of Prisons
- Other

Last Name *

After entering the Warden and the Oversight Entity details for the correctional facility, the school will continue with the standard *E-App* questions for additional locations which include the opportunity to enter additional information in a text field.

The next step in the application process is the completion of the educational program information about the PEP.

When the school answers the single new question in the affirmative:



Section G: Educational Programs - Prison Education

3. Is this a Prison Education Program? *

Yes

No

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The questions from the *Prison Education Program Application* will display after moving to the next screen:

Section G: Educational Programs - Prison Education

4. Does the proposed program satisfy any applicable educational requirements for professional licensure or certification in the State where the correctional facility is located or in the case of Federal facilities, in the State(s) where most incarcerated individuals in that facility will reside upon release as required by 34 CFR § 668.236(a)(7)? *

Yes

No

N/A. The program is not designed for professional licensure or certification

5. Do the credits in the proposed program transfer to another eligible public or nonprofit institution in the State where the correctional facility is located or in the case of Federal facilities, in the State(s) that most students attending the program will reside after release as required by 34 CFR § 668.236(a)(4)? *

Yes

No

6. Do the institution's policies ensure it will not enroll a student in any program designed to lead to licensure or employment for a specific job or occupation in the State where the correctional facility is located or in the case of Federal facilities, in the State(s) where most incarcerated individuals at that facility will reside upon release, if such job or occupation typically involves prohibitions on the licensure or employment of formerly incarcerated individuals as required by 34 CFR § 668.236(a)(8)? *

Yes

No

7. Are you prepared to provide the Department with the best interest of students determination as required under 34 CFR 668.241 within two years after the program is approved? *

Yes

No

8. Has your accrediting agency taken any of the adverse actions included at 34 CFR §§ 668.236(a)(5)(ii) in the past 5 years from the date of submission of this application, or initiated a current adverse action per 34 CFR § 668.236(a)(6)? *

Yes

No

9. Has your State licensing or authorizing agency taken any current or pending actions to revoke a license or other authority to operate per 34 CFR § 668.236(a)(5)(iii)? *

Yes

No

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When answering question 5 about the transferability of credits, if the answer is yes, the screen will redisplay with added question 5b from the *Prison Education Program Application*:

5. Do the credits in the proposed program transfer to another eligible public or nonprofit institution in the State where the correctional facility is located or in the case of Federal facilities, in the State(s) that most students attending the program will reside after release as required by 34 CFR § 668.236(a)(4)? *

Yes
 No

5b. If Yes, Provide the name of at least one eligible public or private nonprofit institution that the credits can be transferred to in the State where the correctional facility is located or in the case of Federal facilities, in the State(s) that most students attending the program will reside after release.

OPEID

When the school begins typing the School Name in question 5b, they will be presented with appropriate options to select from our database of eligible institutions:

5b. If Yes, Provide the name of at least one eligible public or private nonprofit institution that the credits can be transferred to in the State where the correctional facility is located or in the case of Federal facilities, in the State(s) that most students attending the program will reside after release.

Jackson Academy of Beauty Culture	02280700	▲
Jackson Beauty School	02558300	
Jackson Business Institute	00468000	
Jackson College	00227400	
Jackson College	00160800	▼

job or occupation typically involves prohibitions on the licensure or employment of formerly incarcerated individuals as required by 34 CFR § 668.236(a)(4)? *

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On the next screen, the school will select the correctional facility location(s) where the PEP is to be offered, rather than entering them as is done on the *Prison Education Program Application*:

Section G: Educational Programs - Prison Education

What Locations provide this Educational Program?

Please make sure you have added your prison location in Section F: Locations in order to appropriately answer this question

<input checked="" type="checkbox"/> Select All	Location OPEID	Location Name	City	State	Prison or Jail
<input type="checkbox"/>	03982305	Visible Music College-FS...	Seattle	WA	Yes
<input type="checkbox"/>	03982307	Visible Music College-To...	Jamesport	AL	Yes
<input type="checkbox"/>	03982309	Visible Music College-St...	Seattle	WA	Yes
<input type="checkbox"/>	03982311	Visible Music College-Pr...	Seattle	WA	Yes

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After completing the PEP specific questions and identifying where the PEP will be offered, the school will continue with the standard *E-App* questions for educational programs which include the opportunity to enter additional information in a text field.

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Finally, prior to submitting the application, the *E-App* will clearly identify for the school all the required attachments which they will upload through the *E-App* (these are the same attachments required with the current *Prison Education Program Application*, but which are uploaded through yet a third system – the Common Origination and Disbursement (COD) system):

Section P: Upload Documents

You must upload the documents listed below to successfully submit your application or provide an explanation for why the document is missing. To provide an explanation click the "+ new" button and select the Document Type you cannot provide, then indicate you cannot provide the document and use the description text box to explain why.

Once the document is uploaded, the document will display in the table below. Please contact Federal Student Aid if you have any issues uploading documents.

- PEP Required Attachment 1 – Accrediting Agency Approval Documentation
- PEP Required Attachment 2 – Initial Oversight Entity Approval to Offer Program and Plan to Prepare For Best Interest of Students Documentation
- PEP Required Attachment 3 – PEP Assurances Certification (7)
- PEP Required Attachment 4 – Signed Agreement to Provide Transfer and Release Data

Select **+ Add New** to add a new document,  Download Icon to download a document, and  Delete Icon to delete a document.

+ Add New

The *Prison Education Program Application's* OMB Control Number 1845-0171 will continue to be used for only Section 4 of the current *Prison Education Program Application*. Section 4 collects the certification of the Oversight Entity regarding their compliance with the PEP requirements, and is uploaded through the *E-App* as *PEP Required Attachment 4 - PEP Assurances Certification*.