

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	http://www.nc-sara.org/files/docs/SARA-Institutional-Application_122116_final.pdf . The application will have a date of 12/21/16 on the bottom.
	2.	Signed MOU between ACHE and the Institution	http://ache.alabama.gov/Content/SARA/Initial-MOU.pdf . 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: http://www.sacscoc.org will suffice. Click on the picture of Alabama.
	4.	Non-Public Institutions Only – Latest Available Federal Financial Responsibility Composite Score. See Item 3 on the NC-SARA Application	https://studentaid.ed.gov/sa/about/data-center/school/composite-scores
	5.	State Participation Fee	See MOU for Amount. Checks should be payable to: State of Alabama (ACHE-ASPA)

Renewal Application Check List

Yes or No	Item Number	Item	Source
	1.	Application for INSTITUTIONAL RENEWAL to participate in SARA. Must be signed by the President/CEO or Chief Academic Officer	http://www.nc-sara.org/files/docs/SARA-Institutional-RENEWAL_Application_122116_Final.pdf . The application will have a date of 12/21/16 on the bottom.
	2.	Signed MOU between ACHE and the Institution	http://ache.alabama.gov/Content/SARA/Renewal-MOU.pdf . 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: http://www.sacscoc.org will suffice. Click on the picture of Alabama.
	4.	Non-Public Institutions Only – Latest Available Federal Financial Responsibility Composite Score. See Item 3 on the NC-SARA Application	https://studentaid.ed.gov/sa/about/data-center/school/composite-scores
	5.	State Participation Fee	See MOU for Amount. Checks should be payable to: State of Alabama (ACHE-ASPA)

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.