



Program Participation Agreement Tune Up

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What is the E-App (Electronic Application)?

- The application for approval to participate in Federal Student Aid Programs
- New Platform with new questions
- Apply for recertification
- Report all eligibility changes

Program Participation Agreement (PPA)

- Outlines the requirements institutions must follow
- A required agreement for an institution to begin or continue participation in Title IV programs
- Must be signed by the institution and ED
- New or updated PPA replaces an institution's prior PPA



The Eligibility and Certification Approval Report (ECAR)

- Summarizes and defines the approved scope of the institution's participation, programs, locations, officials, etc.
- Updated with each approved change
- You must retain your current ECAR along with the PPA



Where to Begin

Title IV Participation Application

Title IV Participation Application

Postsecondary institutions use the E-App to apply for designation as an eligible institution, initial participation, recertification, reinstatement, change in ownership, to update a current approval, or report information. Updates include changes such as, but not limited to, name or address change, new location or program, increased level of offering, change of officials, or mailing address for publications.



Pre-Eligibility Application

To participate in federal student financial aid programs (Title IV, HEA) as an eligible institution or as an eligible non-participating institution, institutions must apply and receive approval. Some institutions apply only for designation as an eligible non-participating institution so their students may receive deferments on FSA program loans or be eligible for tax credits or other non-Title IV programs that require institutions to be FSA-eligible.

Before beginning to participate in the FSA programs, a school should familiarize itself with [FSA Program requirements](#), the administrative and other requirements that it will have to fulfill, including tracking student and program eligibility. Some of these requirements require substantial lead-time, so a school should begin planning for implementation as soon as possible. Once it begins participating in the FSA programs, a school must continue to meet certain academic, financial, and administrative standards. The applicable federal regulations are [34 CFR Parts 600](#) & [668](#).

Institutions are also strongly encouraged to watch the [Training Video: Applying for First-Time Approval to Participate in Title IV FSA Programs](#) and to review the student financial assistance regulations regarding the requirements that must be satisfied before seeking approval to participate in the federal student financial aid programs. To access the FSA training video, you will need an FSA Training Center account (username and password). Please note that your username and password for the [FSA Training Center](#) is not associated with your FSAID and password used



Application to Participate in the Federal Student Financial Aid Programs (E-App)

Postsecondary institutions must complete and submit an Eligibility application to be approved to participate in the Federal Student Financial Aid Programs. Institutions must submit this application:

- to be initially certified
- to be approved following a change of ownership or structure
- to be recertified to continue participation
- to have eligibility reinstated
- to be designated as an eligible non-participating institution, or
- to update/report information.

Updates include changes such as, but not limited to, name or address change, new location or program, increased level of offering, change of officials, report a third-party servicer, Federal School Code Address change or update to Eligibility and Oversight Administrator.

[Get Started](#)

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Reason for Submitting

Tell us why you are submitting this application. 

Select one reason below.

- Initial Certification**
Initial Certification is a request for initial approval to participate in the federal student financial aid programs.

- Recertification**
Recertification is a request to continue to participate in the federal student financial aid programs.

- Reinstatement**
Reinstatement is a request to be reinstated to participate in the federal student financial aid programs.

- Structure Change and/or Change in Ownership**
Structure Change and/or Change in Ownership is a request to participate in the federal student financial aid programs following a change in ownership, structure, or acquisition of a location, programs, and/or platform.

- Merging of OPEIDs with the same Ownership**
Merging of OPEIDs with the same Ownership is a request to combine institutions/locations with the same ownership into one OPEID. If you are requesting to merge OPEIDs that do not share your ownership, the merging institution must first submit an application to report the Structure Change and/or Change in Ownership before you request to merge the institutions.

- Designation as Eligible Nonparticipating Institution**
Designation as Eligible Nonparticipating Institution is a request to be designated as an eligible institution so students may receive deferments on FSA program loans or be eligible for tax credits or other non-Title IV



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1 Reason for Submitting

✓ General Information

✓ Accreditation & State Authorization

✓ Owners, Officials & Administrators **▼**

5 Locations & Educational Programs **▼**

6 Additional Factors & Details

7 Third-Party Servicer

8 Ability to Benefit

9 Administrative Capability

10 Title IV Programs

11 Additional Contacts & Information



Reporting Changes

- Change to the name of the institution
- Change or address or location
- Closure of a previously approved location
- Decrease in the level of educational programs
- Change from/to clock-hours or credit-hours
- New ownership
- Changes to institutional officials and/or board of directors
- Contract agreements (3rd party servicers)

Applying For Recertification

- Make sure to submit by the “Reapplication Date” (this is 3 months before the PPA expiration date)
- Obtain a copy of current state authorization
- Current accreditation documents
- Board Members
- CIP and SOC Codes

Navigating the Changes and Tips

- President, VP of Finance, FA Director, IT Director
 - Home address, personal phone number, personal email address, middle names
- Board Members
 - All members are required, not just the Executive Committee
 - Middle names
 - Personal email addresses
 - Date current term began
 - Own a college, university, 3rd party servicer, on the board at other institutions

Navigating the Changes and Tips

- The date your institution was organized
- The first date of financial activity for your institution
- The percentage of voting rights the board has
- A copy of the institution's voting agreements

Other Tips

- Can report the same person for multiple positions
- Do you have any programs that are not offered 100% on your campus and you have a contractual agreement with another institution to offer part of them?

Cornell Experience

- Needed to add new FA Director to E-App
- It would not allow me just to add the FA Director
- Update all officers with the institution
- Add all board members
- Update programs with SOC Codes
- Almost 4 months to complete
- Each update since I've been asked to answer more questions
- Somehow my name is reported twice as the Eligibility & Oversight Administrator so I can't submit without assistance from FSA.

Cornell Experience

- Requested assistance from FSA Case Teams.
- Their response:

Thank you for contacting Federal Student Aid's (FSA's) School Eligibility Service Branch.

Your email will be assigned to an appropriate team member who will contact you as quickly as possible. Due to the FSA transition, we expect temporary delays in processing and response time. We are committed to minimizing any disruption and appreciate your patience during this period of adjustment.



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Kirkwood Experience

- First experience in 2017
 - very overwhelming
 - state authorization - used Iowa Code that set up community colleges
 - lots of questions about our GE programs
 - questions about our locations and if they were approved by HLC
 - Needed to reach out to multiple areas in the college
- Renewed in 2023, good until 2029
 - Documentation of FAA approval for aviation program
 - Review of all GE programs
 - Requested policies for high school completion verification, unofficial withdraws, return of Title IV, SAP, etc.

Kirkwood Experience

- Had to add programs in 2024 - got caught up in new requirements
 - not required to list board members
 - no definitions for roles (chief executive office, chief operating officer, etc.)
 - pushback on requirement to add personal information
 - had to add SOC codes
 - new website major improvement
- Had to add programs in 2025
 - no response yet
 - informed academic affairs that I am uncertain programs would be approved for 2025-26 award year



Iowa State University Experience

- Updated when former Director returned in July 2023... had three more years to renew
- November 2023 - update to PPA process
- December 2, 2023 - CFO leaves institution
- December 2023 - cannot get in to update PPA, receive written exemption from KC office

Iowa State University Experience

- Attempt to update when new CFO comes on board
- Learn about new requirements for President, CFO, COO, board members, etc. Lots of concern!

Open Discussion

- How long did it take you to submit?
- Any experiences or tips you'd like to share?