

Step-by step CTP e-App Submission Process

Below are step-by-step instructions that institutions need to follow when completing the E-App to request Title IV approval of a Comprehensive Transition and Postsecondary program.

- Step 1 – Using the Department’s E-App website (<http://www.eligcert.ed.gov>), in Question 1, check “Update Information” as the reason you are submitting the application.
- Step 2 – From the “Update Information” pick-list, choose “Comprehensive Transition and Postsecondary Program.”
- Step 3 – Scroll to the bottom of the page and select “Go to Section,” enter “E” in the box, and click “OK/Save Data.”
- Step 4 – Scroll toward the bottom of the page and check the box for “k. Comprehensive Transition and Postsecondary Program.”
- Step 5 – Go to the bottom of the page and click “OK/Save Data.” This will take you to page E-2.
- Step 6 – Click on the link “Click here to add Comprehensive Transition and Postsecondary Program.”
- Step 7 – Enter the information about the program, i.e., program name, program length, and CIP Code. For CIP code, use Code 30.9999 (Multi-/Interdisciplinary Studies, Other).
- Step 8 – Scroll to the bottom of the page and select “Go to Section,” enter “L” in the box, and then click “OK/Save Data.”
- Step 9 – In Section L, check the box indicating that “the President/CEO/Chancellor in Question 10 will sign the signature page” and then print the required signature page.
- Step 10 – Obtain the required institutional signature.
- Step 11 – Scroll to the bottom of the page and select “Submit the Application” then click “OK/Save Data.”

- Step 12 – The system will tell you if all required entries have been made on your application. If complete, click on “Submit Application.” If not, make any necessary corrections and then submit the application.
- Step 13 – The system will advise you that your application has been received by the Department of Education and it will provide you with the address to which you should send the signed signature page.
- Step 14 – Mail the signed and dated signature page to the Department at the address provided on the page.
- Step 15 – E-mail the detailed description of your Comprehensive Transition and Postsecondary Program and a copy of the letter or notice sent to the institution’s accrediting agency informing the agency of its Comprehensive Transition and Postsecondary Program. Email this information to: **FSA_PEPS @ed.gov**. Complete the subject line of the email using the following format:

[OPEID – Name of your institution] - Supplemental Documentation for CTP program application

Example: OPEID 00999900 – XYZ University - Supplemental Documentation for CTP program application