

Acting VA – SAA
Application for Re-Approval to Officer Training Approved for VA Education Programs – Accredited

Name of School _____
Address of School _____
Name of VA Certifying Official _____
Phone _____ Fax _____ Email _____
Facility Code _____

The undersigned certifies the following:

- To immediately report applicable changes to the Department of Veteran Affairs (VA): New and removed degree, non-college degree and contracted programs, accreditation, address, change of ownership, etc.
- The school must make available to authorized government representatives, records and accounts pertaining to veterans or eligible persons who received educational assistance, as well as other students' records necessary for the VA and its authorized representative to ascertain institutional compliance.
- The school must retain records and account for at least three years following the termination of student's enrollment period.
- This institution does not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollments or financial aid to any persons or entities engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance.
- To keep adequate records that show the progress and grades of the eligible person or Veteran and to show that satisfactory standards relating to progress and conduct are enforced. (see 38 USC 3675A(b)(1))
- To maintain a written record of the previous education and training of the eligible person or Veteran that clearly indicates that appropriate credit has been given by the educational institution for previous education and training, with the training period shortened proportionately. (38 USC 3675(b)(2)).
- To ensure that not more than 85% of the students enrolled in a course of study are having all or part of their tuition, fees, or other charges paid to or for them by the educational institution or by the Department of Veterans Affairs, unless the school has obtained a waiver from the VA (see 38 USC 3680A).
- To report enrollment and any interruption or termination without delay of the education of the eligible person or Veteran. The listing is not all- inclusive (see 38 USC 3684).
- The institution must not engage in advertising and/or enrollment practices of any type, which are erroneous, deceptive, or misleading either by actual statement, omission, or intimidation (see USC 3696).
- To provide one certified copy of the school's catalog (.pdf) and all supporting documentation to VA when changes are made or every 24 months.
- The school will select an employee to act as the contact person for VA (School Certifying Official) and will complete a new VA Form 22-8794, Designation of Certifying Official whenever a new and/or current employee is selected to perform this role.
- To not certify Veterans of eligible persons in courses precluded such as bartending or personality development courses, courses pursued by radio, and other avocational or recreational in character, unless the course will be of bona fide use in the pursuit of present or contemplated business or occupation. NOTE: This listing is not all- inclusive. (see 38 USC 3680A and 38 CFR 21.4252).

True and Correct Statement: I certify that the information contained in this application and attachment(s), catalog or bulletin, student handbook, supplements, addenda and the supporting approval material is true and correct in content and policy as required by 38 Code of Federal Regulations 21.4253.

Name of Authorized School Official

Title of School Official

Signature of Authorized School Official

Date

Submit completed application (and all supporting documentation) to: ca-approvals@va.gov

Supporting Documentation for Re-Approval

(All supporting documentation must be submitted in .pdf format except for Program listing which is .xls)

- | | |
|---|------------------------|
| <input type="checkbox"/> Current Catalog or Bulletin (indicate if 2-year catalog is still applicable) - X | Effective Date - _____ |
| <input type="checkbox"/> Addendum/Supplemental/Insert to the Catalog or Bulletin (if applicable) | Effective Date - _____ |
| <input type="checkbox"/> Current Student Handbook (if applicable) | Effective Date - _____ |
| <input type="checkbox"/> Academic Calendar | Effective Date - _____ |
| <input type="checkbox"/> Evidence of Accreditation (Institutional and Programmatic) – list below and provide copies | |

- Evidence of Appropriate Licensure (Private Institutions) – list below and provide copies

- Proof of financial soundness (Private Institutions)
- Copies of advertising/marketing materials
- Facility's Website address and other Social Media sites – list below

Catalog/Addendum/Handbook

	Number(s)	Remarks (Undergrad, Graduate, Addendum, etc.)
Tuition and Fee charges		
Grading system (to include incomplete grades)		
Progress policy for VA students*		
Graduation requirements and minimum GPA		
Attendance policy		
Date of Drop/Add period		
Student conduct policy		
Policy regarding transfer credit (prior credits awards)		
Pro-rata refund policy (if applicable)		
Veterans Benefits and Transition Act of 2018 - Section 103		
Course outlines (NCD Facilities)		
Description of Facilities (NCD Facilities)		

**Progress Policy Guidelines. Institutions are required by law to have and to enforce standards of progress for their programs to be approved for VA benefits. These standards should be stated plainly in the catalog or bulletin. The policy must define the following:*

- *School's grading system*
- *School's grading period*
- *Minimum grades considered satisfactory*
- *A clear description of any probation period*
- *Conditions for interruption of training due to unsatisfactory grades or progress*
- *Conditions for student's reentrance/admission following dismissal/suspension for unsatisfactory progress*

Please ensure that your progress policies for undergraduate, graduate, law school and certificate programs meet the above requirements. If your catalog does not contain all of this information, a progress policy must be submitted as an addendum to the current catalog (and noted on the true and correct statement). NOTE: Progress policies for VA students cannot be less stringent than policies for other students.

- Qualified Instructors:** Page no. _____
(If the catalog does not list faculty for the local campus, please attach a list for the respective campus)
- Independent Study (Online):** ___ Yes ___ No
- Developmental/Remedial/Deficiency Courses:** _ _ Yes ___ No
(If checked yes, please complete the application page 5 for Remedial/Deficiency Courses)
- Repetitions of Courses Policies** – please indicate location of the policy in the catalog: page #'s:

(If a policy is not available in the catalog, please attach an addendum of your institution's policy)
PLEASE NOTE: The Department of Veteran Affairs does not permit re-certification of courses successfully completed in the past.
- Practical Training Courses:** ___ Yes ___ No (If yes, please complete page 6 "Practical Training Courses.")
- Cooperative Education Courses:** ___ Yes ___ No (If yes, please complete page 7 "Cooperative Education Courses.")
- Off-Campus Locations:** Please list other off-campus locations that provide instruction below.
- List Campuses:** (Indicate Main, Branch and respective Extension(s) if applicable.)
- List of Programs:** (complete pages 8-9 if less than 10 programs. If more than 10 programs, attach xls workbook utilizing format on pages 8-9)
- For institutions with programs offered in credit hours, provide the number of credit hours that constitute the following at your school** (check which division of the school year applies):

- ___ quarter (usually 10-13 weeks)
- ___ semester (usually 15-19 weeks)
- ___ term (any regular established division of the ordinary school year)
- ___ indicate if school does NOT operate on a term basis

Time	Undergraduate Fall/Spring	Undergraduate Winter	Undergraduate Summer	Graduate Fall/Spring	Graduate Winter	Graduate Summer
Full time						
Three-quarter time						
Half Time						
Less than half time						
Quarter time						

(Enter number of hours and page number where this information is located)

VA Undergrad and Clock Hour for Rate of Pursuit

Time	Credit Hours	Clock Hours (Theory predominates)	Clock Hours (Shop Predominates)
Full time	12	18	22
Three-quarter time	9-11	13-17	16-21
Half Time	6-8	9-12	11-15
Less than half time	4-5	5-8	6-10
Quarter time	1-3	1-4	1-5

- **Contracted Programs:** _____ Yes ____ No (If checked yes and a description is not in the catalog, please attach a description addendum for Contracted Program and MOU with the contracted organization/institution). **You can include the name of Contracted Programs in the “Program List” and annotate respectively in the “remarks” column.**

Contracted Courses offered by 3rd party	
Provide a list of all programs of education that are provided in part or whole by another school or entity under contract (<i>written or oral</i>). Provide the name and complete address and phone number of such school or entity that is providing the training below and provide copies of all contracts and /or MOUs.	
Program Name:	
Institution Name:	
Address:	
Point of Contact:	Phone Number:
Email Address:	
Facility Code (<i>if known</i>):	
Program Name:	
Institution Name:	
Address:	
Point of Contact:	Phone Number:
Email Address:	
Facility Code (<i>if known</i>):	
Program Name:	
Institution Name:	
Address:	
Point of Contact:	Phone Number:
Email Address:	
Facility Code (<i>if known</i>):	

Developmental/Remedial/Deficiency Courses

(Reference 38 CFR 21.4200(s) and (t))

Program Award (Degree/Cert/Diploma)	Program Name	Credit Hours	Clock Hour s	Page

I certify that the following courses are designed to overcome a deficiency at the elementary or secondary level in a particular area of study (e.g. English or math) and NOT for study skills or personal enhancement. I also certify that these courses cannot be used for credit toward completion of degree and/or certificate requirements

Name of Authorized School Official

Signature of School Official

Definition: Developmental/Remedial/Deficiency courses are courses designed to overcome a deficiency at the elementary or secondary level in a particular area of study (usually English or math) under provisions of 38 CFR 21.4200(s) and (t); and 38 CFR 21.4235(f) and 38 CFR 21.4237(f) for ESL

Documentation through testing must be available to support the need for each specific developmental/remedial/deficiency course. These courses cannot be used for degree or certificate requirements.

NOTE: Courses cannot be used for credit toward completion of degree or certificate program requirements. Also, they cannot be used as electives. Study skills and personal enhancement courses cannot be approved as developmental/remedial/deficiency courses for VA training.

On-line Remedial/ Deficiency courses are not payable and should not be included in the list above.

Practical Training
(Title 38 Code of Federal Regulations 21.4265)

Practical training is academic training that includes actual job training. These courses are an integral part of the course, required for the completion of the course, and are under the direction and supervision of the school. If specifically approved, these types of courses can be certified either in credit hours or clock hours, whichever is more advantageous to the veteran.

CHECK THE TYPE OF PRACTICAL TRAINING BEING REQUESTED FOR APPROVAL

Medical/Dental Specialty Courses (clinical training given off-campus such as medical/dental assistant externships or X-ray technician)

Registered Nursing Courses (clinical courses with hospital or fieldwork phases) Licensed

Vocational Nursing Courses (academic subjects and clinical training) Professional Training

Courses (including Teacher Certification courses)

Practical Training (externships or practicums in any other field that require class attendance on at least a weekly basis to provide for interaction between instructor and student)

Off site Practical Training Locations – List below:

Program Award (Degree/Cert/Diploma)	Program Name	Credit Hours	Clock Hours	Practicum Hours	Page

(Use attachment if necessary)

I request that the applicable practical training courses be assessed as institutional training under the provisions of 38 CFR 21.4265. I certify that these courses are an integral part of the curriculum, are required for graduation, are under the direction of the school, and the student remains enrolled in the school during these courses. These courses may be certified in either credit or clock hours.

Name of Authorized School Official

Signature of School Official

Cooperative Education Courses
(Title 38 Code of Federal Regulations 21.4233(a))

Name of School: _____

Location of School: _____

Accrediting Body: _____

We request that the following list of cooperative education courses be approved under the provisions of 38 CFR 21.4233(a) we certify that:

- The alternate in-school period of the course is at least as long as the alternate period in the business or industrial establishment;
- The course is set up as a cooperative course in the school catalog or other literature of the school;
- The school itself arranges with the employer's establishment for providing the alternative on-job portion periods of training on such basis that the on-job portion of the course will be training in a real and substantial sense and will supplement the in-school portion of the course;
- The school arranges directly with the employer's establishment for placing the individual student in that establishment and exercises supervision and control over the student's activities at the establishment to an extent that assures training in a true sense to the student; and
- The school grants credit for the on-job portion of the course for completion of a part of the work required for granting a degree or diploma.

Program Award (Degree/Cert/Diploma)	Program Name	Credit Hours	Clock Hours	Practicum Hours	Page

(Use attachment if necessary)

