

ACCREDITED INSTITUTIONS GUIDE FOR SCHOOLS IN PREPARING AN APPLICATION FOR APPROVAL TO TRAIN VETERANS AND OTHER ELIGIBLE PERSONS UNDER SECTION 3675, TITLE 38, and UNITED STATES CODE

VA – SAA: NEW Application for Approval to Offer Training Approved for VA Education Programs - Accredited

1. Name of School:
2. Designations (mark all appropriate): ___ Not-For-Profit; ___ For-Profit; ___ Private; ___ Public

I certify that the school below HAS operated as an educational institution for the last two years with continuous student enrollment.

3. Physical Address of School:

Business Mailing Address:

School's Web Page Address:

4. List all Federal, State or Municipal Licensing or Authorities Held by the Institution (provide copies of documentation):
5. Name, Phone, Email of President/Director/Owner:
6. Name, Phone, Email of VA Direct Contact(s) or Proposed Certifying Official(s):
7. The above-named institution requests approval to train VA eligible persons in the programs listed on the attached page. (*Attach a listing*)

The undersigned certifies the following:

- 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 Department of Veteran Affairs (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. (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 (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 (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 (USC 3696).
- To provide two certified copies of the school's catalog to VA when changes are made.
- 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 employee is selected to perform this role.

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

Please provide month/day/year for all effective dates

- Catalog(s) *Effective Date:* _____ Student Handbook *Effective Date:* _____
 Addendum *Effective Date:* _____ Class Schedule *Effective Date:* _____
 Additional documentation: _____ *Effective Date:* _____

Please check the box above of the item you are requesting for approval.

Signature of Authorized School Official

Title

Date

SUPPORTING APPROVAL MATERIAL

Name of the Accrediting Agency:

- A copy of the most recent Self Evaluation Report.
- A copy of the most recent Agency Visit Report.
- A copy of the most recent Financial Report provided to the Agency.
- All information relative to any changes of status during the accreditation period.

ALL CHANGES TO THE CATALOG, SUPPLEMENT, STUDENT HANDBOOK OR ADDENDA SHOULD BE SUBMITTED FOR APPROVAL, ALONG WITH A TRUE AND CORRECT STATEMENT (see sample). CHANGES MAY BE SUBMITTED ANYTIME DURING THE YEAR.

- Current Catalog or Bulletin
- Printed/Published Supplemental or Insert to the Catalog or Bulletin
- Current Student Handbook
- Addenda to the Catalog – The following are items that should be in the school’s catalog. If they are not, they should be submitted as addenda to the catalog. Please provide page number from the catalog.
 - Degree and/or Certificate program outlines
 - Degree and/or Certificate program changes
 - Course descriptions/changes to course descriptions
 - Any other information in the printed catalog (or materials submitted) that has changed

(if located in the catalog or addendum, indicate page number)

- Evidence of Accreditation
- Academic calendar for degree/certificate programs
- Grading system (to include incomplete grades)
- Progress policy for VA students (see guidelines)
- Conduct policy
- Attendance policy
- Graduation requirements and minimum GPA
- Policy regarding transfer credit (prior credits awards)
- Progress records (transcripts) kept by the school
- Progress records (grades) furnished to students
- Accrediting body
- Tuition, fees, course costs
- Date of drop/add period

Undergraduate	Graduate	Certificate

- Qualified Instructors: Catalog Page no. _____
(If the catalog does not list faculty for the local campus, please attach a list for the appropriate campus)
- Open circuit TV courses – Offered at your institution: ___ Yes ___ No – Catalog Page no. _____ *(If checked yes and a description is not in the catalog, please attach a description addendum for Open Circuit TV courses.)*
- Independent Study (**Online**): ___ Yes ___ No *(It is no longer necessary to provide a description for I/S)*
- Developmental/Remedial/Deficiency Courses ___ Yes ___ No *(If checked, 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 which have been successfully completed and met the requirements for the program’s completion or graduation.

- Cooperative Education Courses and Request for Approval (If checked, please complete the application page 6 for Cooperative Education Courses)
- Practical Training Courses: ____ Yes ____ No – Catalog Page no. ____* (If checked yes, please complete the application for page 5 for Practical Training Courses.)
 - Training is monitored on a weekly basis
 - Training is located in the same state as the institution
 - If the training is not located in the same state as the certifying institution, please indicate where the training takes place: _____
- Contracted Programs:** ____ Yes ____ No – Catalog Page 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.”**
- Off-Campus Locations: Please list other off-campus locations that provide instruction below.
- List campuses (including main) that maintain student records and have administrative capability:
- 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 regularly established division of the ordinary school year)
- _____ indicate if school does NOT operate on a term basis

	Undergraduate Fall/Spring	Undergraduate Summer	Graduate Fall/Spring	Graduate Summer	Page Number
Full time	12 hours				
Three-quarter (3/4) time	9-11 hours				
Half (1/2) time	6-8 hours				
Less than half (1/2) time	4-5 hours				
Quarter (1/4) time	1-3 hours				

- Training time for Clock Hour Programs

	Theory Predominates	Shop predominates
Full time (clock hours)	18 clock hours	22 clock hours
¾ time	13-17	16-21
½ time	9-12	11-15
Less than ½ but more than ¼ time	5-8	6-10
¼ time or less	1-4	1-5

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

School officials are responsible for enforcing the established standards of progress. This will require that you specify intervals between initial enrollment and graduation/completion when each student's progress will be evaluated.

Schools that provide a period of academic probation may not continue to certify a veteran or eligible person for an indefinite period of time. It is not unreasonable to expect that an institution will report a termination due to unsatisfactory progress if a student remains on academic probation beyond two (2) terms, quarters or semesters without an improvement in his/her academic standing.

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).

<p><i>NOTE: All school policies pertaining to attendance, academic progress and program completion must be the same for VA-certified students as the general student population.</i></p>

Statement of Assurance of Compliance with 85/15 Enrollment Ratios

The Code of Federal Regulations (38 CFR 21.4201) states VA shall not approve the enrollment of any VA-eligible person, not already enrolled, in any course for any period during which more than 85 percent of the students enrolled in the course are having all or part of their tuition, fees, or other charges paid to or for them by an Educational Institution or VA. VA is requesting that you provide this information within 30 days.

Instructions for completing this form:

Column #1 – Program Name: List each program approved for VA education benefits. All concentrations (may also be identified by school as emphasis; specializations; etc.) must be listed and computed separately. If “**Undeclared**” is listed, those students counted within that program may have only taken general education coursework. Any undeclared student who has taken courses associated with a specific major’s curriculum must be calculated within that program, even if student has not officially declared that major.

If the program is offered at more than one location, i.e. main campus and a branch or extension location, the program must be listed and computed separately for each location.

Column #2 – Number of (Full-time Equivalent) FTE VA Students: Enter the number of FTE students in receipt of VA education benefits. (If the “VA student” elects to not use benefits or if eligibility for benefits has ended, the student should not be counted in column #1).

How are students counted using institutional aid?

If VA students are excluded from the school's financial aid (i.e., grants, scholarships, or other financial assistance including the school disregarding nonpayment) because they are entitled to VA benefits, the school must count them on the VA side of the ratio even if they are not receiving VA benefits. This requirement does not apply to financial assistance from the school or federal agencies for graduate level training

Example:

- XYZ Scholarship, an institutional tuition waiver is not available to veterans due to the fact they receive VA education benefits. The number of non-VA students receiving XYZ Scholarship must be added with VA students in column #2.
- XYZ Scholarship, an institutional tuition waiver is available to ALL students who qualify regardless of receipt of any other educational assistance. The number of non-VA students receiving XYZ scholarship will not be counted in column #2.

How are part-time students counted?

The FTE should be computed by multiplying the number of part-time students by their individual training time (non-ch33) or rate of pursuit (ch33) and then add that number to the full-time number.

For example:

<u># Students</u>	<u>X</u>	<u>TT/RoP</u>	<u>=</u>	<u>FTE</u>
20	x	.25	=	5
15	x	.5	=	7.5
<u>10</u>	x	.75	=	<u>7.5</u>
45				20

These 45 part-time students equate to a total of 20 FTE and should be added to the total full-time number.

Column #3 – Number of FTE Non-VA Students: Enter the number of FTE students not already counted in column #1

Column #4 – Total Enrollment: Enter the total number of students enrolled in the program. (Column 4 should be the sum of column 2 and 3)

Column #5 – VA Student Percentage: Divide the number of FTE VA students entered in column #2 by the total number of students enrolled as listed in column #4. The result should be entered as a percentage.

For example:

6 total FTE VA students / 20 total enrollment = .3 or 30% (30% would be entered in Column 5)

Column # 6– Date of Calculation (self-explanatory)

VA has identified the following programs as consisting of flight training. If you have any additional programs that include flight training that are not listed here, you should include them and provide the requested information

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6
Program Name	Number of FTE VA Students	Number of FTE Non-VA Students	Total Enrollment	VA Student Percentage	Date of Calculation
Totals					

I certify that this information is true and correct as of the date submitted.

Name of Facility

Facility Code

School Official's Printed Name

School Official's Signature

Date Signed

DEVELOPMENTAL/REMEDIAL/DEFICIENCY COURSES
Reference 38 CFR 21.4200(s) and (t)

Name and Location of School

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. Reading, Writing and 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.

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hrs.</u>	<u>Catalog Page No. or Addendum</u>
<u>Course Number</u>	<u>Course Title</u>		<u>Catalog Page Number or Addendum</u>

Signature of School Owner or Director _____ Date _____

(Use additional sheets if necessary)

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.

INDEPENDENT STUDY COURSES (Online)
Reference 38 CFR 21.4267

Name and Location of School

Accrediting Body

I request that the following independent study courses be assessed as institutional training. **List the I/S courses by name/course number. Indicate how they would be reflected on the class schedule or transcript.**

<u>Course No.</u>	<u>Course Title</u>	<u>Credit Hrs/Clock Hrs.</u>	<u>Catalog Pg No./Addendum</u>
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I certify that these courses:

- a. are a part of the approved curriculum of the school;
- b. consist of a prescribed program of study with provision for interaction between the student and the regularly employed faculty of the institution;
- c. it is offered without any regularly scheduled, conventional classroom or laboratory sessions;
- d. are measured in the same units as other courses;
- e. are required for graduation; and
- f. it is not a cooperative course that alternates periods of classroom instruction and work, or a correspondence course.

The course descriptions include:

- a. a unit subject description;
- b. a provision for an assigned instructor;
- c. an outline of the activities required for successful completion of the course;
- d. a statement that appropriate assignments are required for completion of the course; and
- e. a grading system similar to the system used for other resident courses offered through the school;

Open Circuit Television. Courses that are conducted by open circuit television are independent study.

Please explain how on-line courses are taught at your institution.

Signature of School Owner or Director

Date

COOPERATIVE EDUCATION COURSES

REQUEST FOR APPROVAL OF COOPERATIVE EDUCATION COURSES UNDER THE PROVISIONS OF 38 CFR 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.

Course No. Course Title Credit Hrs/Clock Hrs. Catalog Pg orNo./Addendum

-
-
-
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-
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-
-
-

(Please note that VA's definition – listed above – varies from the school's definition of cooperative education. Notice the equal time working and in the classroom provision.)

Signature of School Owner or Director

Date
(Use additional sheets if necessary)

PRACTICAL TRAINING
(Title 38 Code of Federal Regulations 21.4265)

Name and location of School

Accrediting Body

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)

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.

PROFESSIONAL TRAINING COURSES

(for Teacher Certification Courses)

REQUEST FOR APPROVAL OF PROFESSIONAL TRAINING COURSES UNDER THE PROVISIONS OF 38 CFR 21.4265 (e)

Name and location of School

Accrediting Body

The applicable professional training courses (conducted off campus) include student teaching, internship, practicum, etc. and are part of the approved teacher education curricula leading to the certification. I request that these courses offered by the school be assessed as institutional training.

Signature of School Owner or Director

Date

Use additional sheets if necessary

- No out-of-state or out-of-country locations should be listed
- Affiliated hospitals for nursing or medical and dental programs should not be listed
- Initial Certificate programs offered by a private, profit and non-profit IHL will be subject to the two-year period of operation requirement

OFF-CAMPUS LOCATIONS

(Use complete addresses - street, city, state, zip code)

Name and location of School

Accrediting Body

1) LIST CAMPUSES AND/OR LOCATIONS WHICH PROVIDE INSTRUCTION OTHER THAN MAIN CAMPUS

“Name of Institution”
“Name of Catalog”
Program List

This is an example of how the program list should be done as the VA Database lists your programs (WEAMS)

<u>Degrees & Certificates Approved</u>			<u>Page No.</u>
AA	Art Studio	Teach Out Effective Last Date to complete	Pg. 70
AA	Communications		Pg. 69
AA	Liberal Arts		Pg. 104
AA	Physical Education and Recreation	Delete	
AA	Pre-Professional Education-Secondary		Pg. 121
AA	Psychology		Pg. 122
AA	School Health Promotion	Delete	
AAS	Automotive Technician Business		Pg. 66
AAS	Criminal Justice		Pg. 79
AAS	Design & Digital Media		Pg. 84
AAS	Welding Technology		Pg. 130
AS	Community Health Education		Pg. 70
AS	Diabetes Prevention Specialist	New	Pg. 87
AS	Health Information Technology		Pg. 94

<u>Certificate</u>	<u>Name</u>	<u>Hours</u>	<u>Page No.</u>
Certificate	Collision Repair Technology	35	Pg. 67
Certificate	Corrections Academy	Delete	
Certificate	Dental Assisting	45	Pg. 82
Certificate	Design Media (formerly electronic)	25	Pg. 83
Certificate	Health Info Tech-Transcription	45	Pg. 96
Certificate	Health Care Technician	30 New	Pg. 97
Certificate	Human Services	45	Pg. 98

School Name:

Approved Programs: 18

Disapproved Programs: 3

Total of Programs: 21

ACCREDITED CERTIFICATIONS

The school understands and agrees to the following conditions:

- To immediately report applicable changes to the VA: New and removed non-college degree and contracted programs, accreditation, address, etc...
- 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. (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 not certify eligible persons or Veterans in courses precluded such as bartending or personality development courses, courses pursued by radio, and courses avocational or recreational in character, unless the course will be of bonafide use in the pursuit of present or contemplated business or occupation. NOTE: The listing is not all-inclusive. (38 USC 3680A and the Code of Federal Regulations 21.4252).
- 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 (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 (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 (USC 3696).
- To make students' files available for review by representatives of the U.S. Department of Veterans Affairs and State Approving Agencies.
- To provide two certified copies of the school's catalog to VA when changes are made.
- The school will select an employee to act as the contact person for VA and will complete a new VA Form 22-8794, Designation of Certifying Official when a new employee is selected.
- The school will make available to the authorized government representative records and accounts pertaining to veterans or eligible persons who received educational assistance. Other students' records necessary for the Department of Veteran Affairs 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 (38 CFR 4209).

REVISED CATALOG/ADDENDUM OR ADDITIONAL DOCUMENTATION CERTIFICATION STATEMENT

I certify that:

- 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.
- This institution does not use erroneous, deceptive and misleading practices.
- The information contained in this application form is true and correct in content and policy and I am aware that the institution or facility must comply with applicable statues and regulations and that failure to comply may lead to suspension or withdrawal of programs by VA.

(Signature of Administrative Official)

(Date)

(Printed Name, Title of Administrative Official and school name)

Scan or PDF all material and submit to the email address listed for the state in which you are applying ([link here to web page](#))