

**VA – SAA: RENEWAL Application for Approval to Offer Training Approved for VA Education Programs – Non-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:
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**

- |  |  |
|--|--|
| <input type="checkbox"/> Catalog(s) <b>Effective Date:</b> _____ | <input type="checkbox"/> Student Handbook <b>Effective Date:</b> _____ |
| <input type="checkbox"/> Addendum <b>Effective Date:</b> _____   | <input type="checkbox"/> Class Schedule <b>Effective Date:</b> _____   |
| <input type="checkbox"/> <b>Additional documentation:</b> _____  | <b>Effective Date:</b> _____   |

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

\_\_\_\_\_  
Signature of Authorized School Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## SUPPORTING APPROVAL MATERIAL

*Please Provide the Appropriate Page Number to the Catalog Relating to the Items Below*

**Submit two copies of each item and check off those items included in this approval packet.**

**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 (indicate if a 2-year catalog is still applicable)
- 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
- Grading system (to include incomplete grades)
- Progress policy for VA students
- 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
- 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)
- Tuition and Fees: Catalog Page no. \_\_\_\_\_ (If the schedule is not located in the catalog please attach it as an addendum)

*The following should be included in the schedule:*

- *Special Tuition and Fees for Veterans*
- *Any discounts that may apply*
- *All Policies that apply to tuition*

- Academic Calendar: Catalog Page no. \_\_\_\_\_ (If the calendar is not located in the catalog please attach it as an addendum)
- 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 yes, please complete the application page 4 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.

- Cooperative Education Courses: \_\_\_\_\_ Yes \_\_\_\_\_ No – Catalog Page no. \_\_\_\_\_ (If checked yes and a description is not in the catalog, please attach a description addendum for Cooperative Education)
  
- 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 \_\_\_\_\_
  - If the training is not located in \_\_\_\_\_, please indicate where the training takes place:  
 \_\_\_\_\_  
 \_\_\_\_\_

Off-Campus Locations: Please list other off-campus locations that provide instruction below.

List campuses (including main) that maintain all 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	22
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

- 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.”**

<b>Courses offered by 3rd party</b>	
<b>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 contract and /or MOUs.</b>	
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> ):	

## **Progress Policy Guidelines**

Institutions are required by law to have and to enforce standards of progress in order 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).

**NOTE: PROGRESS POLICIES FOR VA STUDENTS CANNOT BE LESS STRINGENT THAN POLICIES FOR OTHER STUDENTS.**

## **ATTENDANCE POLICY GUIDELINES**

A nonaccredited school **MUST** have a stated attendance policy that covers:

- Leave of absence
- Class cuts
- Make-up work
- Tardiness
- Interruption for unsatisfactory attendance.

Attendance records documenting the policy can be an indicator of whether a Veteran is making progress toward a diploma, degree or certificate.

## **PRACTICAL TRAINING POLICY**

All practical training at non-accredited approved facilities must take place on the facilities campus. Any practical training offered off campus must be voluntary and can be completed on campus.

## **RE-CERTIFICATION POLICY**

Veterans or other eligible persons who have been interrupted for VA pay purposes because of excessive absences will not be reinstated prior to ONE MONTH from date of interruption. A veteran or other eligible person who has been interrupted for VA pay purposes for excessive absences caused by an emergency or emergencies such as personal illness or death in the immediate family, jury service, etc., may re-enter training upon presentation of acceptable evidence to the institution. Such evidence will be made a part of the student's file.

## **LEAVES OF ABSENCE**

Leaves of absence, including military leaves, shall be reasonable in duration, not to exceed that period stated in the approved catalog, and shall be for specific and acceptable purposes.

The school attendance records will clearly show leave of absence granted.

A written request for leave of absence properly dated and signed by both the student and the school director must be placed in the individual student file prior to the effective date of such leave of absence.

The school certifying official is responsible for reporting Leave of Absence to the Department of Veterans Affairs Regional Processing Office using the Notice of Change in Student Status (VA Form 22-1999b). If the student fails to return from leave, he or she will be automatically terminated, and a refund will be totally consummated within forty (40) day.

## **SAMPLE PROGRESS and ATTENDANCE POLICIES**

### **1. Satisfactory Progress**

You must make satisfactory progress toward completion of the program in which you are enrolled to continue receiving veterans' benefits. Satisfactory progress is the ongoing demonstration that you are completing training at a rate that will allow you to graduate with the approved length of the program. Progress will be monitored by your instructors and will be verified by the school's VA Certifying Official.

The VA will only pay for standard hours in the approved program of study. In order for you to complete your training within the standard time, your progress must be measured at a level in keeping with school policy. If your progress is not satisfactory in any school measured portion of the program, you will be notified to such and placed on probation for 30 days, at which time your progress will again be evaluated. If satisfactory improvement is not made by the end of this probationary period, your benefits will be terminated. (They may, however, be able to continue your training in accordance with school policy.) **Note:** Once you have completed the standard hours in this program, your benefits will cease. This is true regardless of your remaining educational benefit entitlement. To use the remaining entitlement, you would have to enroll in a new program.

### **2. Attendance**

Good attendance is critical to successful completion of the program. You must maintain at least a 90% attendance rate to continue receiving VA benefits. If you miss more than 10% of your time in a given period or term, you will be placed on probation for the following period/term. If you miss more than 10% during the probationary period, your VA educational benefits will be terminated.

You may be re-certified for VA educational benefits after consulting with the school's VA Certifying Official, once the cause for unsatisfactory progress has been removed, attendance becomes satisfactory, and it is determined that the program is suitable for your aptitude, interests, and abilities. Official school holidays or breaks are not considered days of absence, but tardiness or class-cuts may accumulate to constitute 10% in accordance with school policy.

### **3. Leaves of Absence**

Students receiving VA educational benefits may take a school approved Leave of Absence, but this will interrupt VA educational benefits during the leave. The leave of absence will be reported to the VA as a termination. When you return from the leave, the school may again certify you for VA educational benefits, giving you credit for all hours completed prior to the leave.

### **4. Program Completion**

Your VA educational benefits expire on the earliest of either the date you reach the total hours approved for your program, or on the date you complete or terminate your enrollment in the program. When you complete your program, please notify the school's VA Certifying Official as soon as possible so that the VA can be informed within 30 days.

## DEVELOPMENTAL/REMEDIAL/DEFICIENCY COURSES

Reference 38 CFR 21.4200(s) and (t)

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.

Course Number      Course Title                      Credit Hrs.    Catalog Page No. or Addendum

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 courses. 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)**

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 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)

**Degrees & Certificates Approved**

**Page No.**

	Program Name	Remarks	Page No.
AA	Accounting	New	50
AAS	Business Administration		56
AAS	Criminal Justice	Delete – effective date: 3/31/17	
AAS	Medical Assisting	Delete – effective date: 12/12/17	
AS	Science Technology	Name change from Science effective 12/12/17	60
AS	Welding Technology	Teach-out, should complete by 12/31/18	

Certificate Name	Remarks	Credit Hours	Clock Theory Hours	Clock Lab Hours	Total Clock Hours	Page No.
Business Administration		24				47
Cosmetology			375	1225	1600	48
Heating, Ventilation, & Air Conditioning	Delete – effective date:					
Information Technology		18				51
Medical Assisting			420	600	1020	52
Medical Insurance Billing & Coding		27				53
Practical Nurse			465	720	1185	61
Electrical Technician	Delete – effective date:					
Medical Assistant	Delete – effective date:					
Dental Assistant	New – Effective date:	35				49
Heating, Ventilation, & Air Conditioning			450	450	900	Addendum Pg 5

## NON-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. (see 38 USC 3676 (c)(7))
- To maintain a written record of the previous education and training of the eligible person and clearly indicates that appropriate credit has been given by the institution for previous education and training, with the training period shortened proportionately and the eligible person so notified. (see 38 USC 3676(c)(4))
- 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. (see 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 DVA (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 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 inform VA and 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 Catalog/Addendum(s), Student Handbook, is true and correct in content and policy.

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(Signature of Administrative Official)

(Date)

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

**Submit all required materials to:**

Department of Veterans Affairs  
Compliance & Liaison (22)