

## SAR TRAINING SAR OPTION PROCEDURES

As an option to a new SAR or new SAR transferee attending the preferred LAPP training conducted by VA Central Office and submitting test cases to the VA Regional Loan Center(s), the LAPP lender may submit a request to VA for one of its active experienced SARs to be allowed to provide LAPP training and review the test cases of a new SAR or a new SAR transferee who has received a Preliminary SAR Approval Letter.

**Step 1:** A senior officer of the company must send VA an E-mail nominating the Sr. SAR.

E-mail should be sent to: [SARSUPPORT.VBACO@VA.GOV](mailto:SARSUPPORT.VBACO@VA.GOV)

E-mail from the company senior officer nominating the Sr. SAR should contain the following information:

- 1) The name and SAR ID# of the new SAR to be trained and reviewed.
- 2) The name and SAR ID# of the experienced SAR who will train, review and issue the test cases.
- 3) A certification from the senior officer that the experienced SAR:
  - has full LAPP authority and has been performing acceptably
  - has been issuing NOV's within the last 12 months
  - will provide adequate training to the new SAR on requirements in the VA Lender's Handbook, and
  - will review and ensure the acceptability of the new SAR's LAPP test cases.

If Sr. SAR is acceptable, VA will send an E-mail authorizing the Sr. SAR to provide SAR-to-SAR training. *Please note that this is not a permanent approval for SAR-to-SAR training. The SAR trainer approval is only for the SARs listed in the training request.*

**Step 2:** After receipt of Sr. SAR authorization E-Mail from VA, Sr. SAR may proceed with providing SAR LAPP training and reviewing a minimum of 5 satisfactory SAR test cases.

- The SAR trainee will complete the NOV in WEBLGY. The SAR should enter comments in the Notes section identifying the test case. The SAR **must check the box labeled "Test Case" then click Submit** to receive credit for completing the test case. *The SAR trainee must use his or her own VIP login.*
- Experienced senior SAR will issue the Notice of Value in WEBLGY. The Senior SAR will discuss test case acceptability findings with SAR and enter WEBLGY processing notes to show SAR test case was found Acceptable or Unacceptable by **checking the box labeled "Passed or Failed"**.

**Step 3:** After successful completion of face-to-face LAPP training and five acceptable test cases reviewed by Sr. SAR, senior officer must send the following certification by E-mail to: [SARSUPPORT.VBACO@VA.GOV](mailto:SARSUPPORT.VBACO@VA.GOV). (See page 2)

Certification of Training and Test Case Review of New SAR by Experienced SAR

As a senior officer of our company, I certify that our experienced SAR under the VA Lender Appraisal Processing Program (LAPP) provided training on all VA LAPP, NOV and appraisal requirements to the new SAR trainee/transferee and reviewed at least five test cases that were successfully completed by the new SAR trainee/transferee.

Name and SAR ID # of Experienced SAR:

\_\_\_\_\_

Name and SAR ID # of new SAR Trainee:

\_\_\_\_\_

VA Case Numbers of at least 5 test cases completed:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Senior Officer: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Printed or Typed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company Name: \_\_\_\_\_ VA Lender ID Number: \_\_\_\_\_

**(Final step if all is acceptable:** VA will issue SAR final approval letter for new SAR Trainee.)