



Washington, DC 20530

**SUPPLEMENTAL INSTRUCTIONS
FOR APPLICATION FOR APPROVAL AS A PROVIDER OF A PERSONAL
FINANCIAL MANAGEMENT INSTRUCTIONAL COURSE FOR ACCREDITED
UNIVERSITIES AND COMMUNITY COLLEGES**

Introduction. The United States Trustee Program has determined that accredited universities and community colleges are eligible to apply to become providers of personal financial management instructional courses using a streamlined version of the Application for Approval as a Provider of a Personal Financial Management Instructional Course (the “Application”) (OMB Form No. XXXX; Expiration Date XXXX).

Instructions. Accredited universities and community colleges should obtain a copy of the: (1) Application; and (2) Instructions from the United States Trustee’s website located at www.usdoj.gov/ust. Notwithstanding the directions contained in the Instructions, accredited universities and community colleges must complete only the following portions of the Application:

Section 1. General Information Concerning the Provider

Complete Sections: 1.1; 1.2; 1.3; 1.4; 1.5; 1.6; 1.8; and 1.10

Section 4. Learning Materials and Methodologies (Course Curriculum)

Complete Sections: 4.1; 4.2; 4.4; 4.5; 4.6; 4.7; and 4.8

Section 6. Fees and Issuance of Certificates

Complete Section 6.1

Section 7. Activity Report for Approved Providers

Complete Section 7.1

Section 8. Acknowledgments, Agreements, and Declarations

Complete Sections 8.1 and 8.2

Section 9. Certification and Signature

Execute Application as Indicated

Completed applications should be submitted to the Executive Office for U.S. Trustees in accordance with the Instructions for the Application. If an accredited university or community college applicant has questions concerning these Supplemental Instructions, they should call (202) 514-4100.