



## APPLICATION FOR APPROVAL ORGANIZATIONS OTHER THAN INSTITUTIONS OF HIGHER LEARNING

### PART I: GENERAL INFORMATION

1. TELL US WHAT TYPE OF COURSES OR PROGRAMS YOUR FACILITY PROVIDES AND WISH TO BE APPROVED FOR A VA EDUCATION BENEFITS *(Please select only one option per facility code. If your facility has more than one facility code, please fill out a new application for each facility code.)*

- NON-COLLEGE DEGREE.** A vocational, business school or public safety/training academy which offers certificate or diploma programs that do not lead to a standard college degree at the associate level or above. Programs approved at this facility must have a defined vocational objective and be measured in either credit or clock hours. *(Please complete Worksheet A only.)*
- VOCATIONAL FLIGHT SCHOOL.** Parts 141 and 142 flight training programs necessary for the attainment of a recognized vocational objective in the field of aviation. *(Please complete Worksheet B only.)*
- LICENSE/CERTIFICATION EXAM.** An organization that issues licenses or certifications demonstrating a level of knowledge or skill required to enter into, maintain, or advance in employment and is generally accepted with government, business, or industry standards. *(Please complete Worksheet C only.)*
- PREPARATORY COURSES FOR LICENSE/CERTIFICATION.** An organization which offers programs to prepare an individual for a licensing or certification test that is required or used to enter into, maintain, or advance in employment in a predetermined and identified vocation or profession. These facilities do not receive tuition payments directly from the VA and veterans are not paid a monthly housing allowance. Instead, veterans are eligible to submit for tuition reimbursement. *(Please complete Worksheet D only.)*
- CORRESPONDENCE SCHOOL.** A program of education exclusively by correspondence, or the correspondence portion of a combination correspondence-residence course leading to a vocational objective, that is offered by an accredited educational institution. *(Please complete Worksheet E only.)*
- HIGH SCHOOL.** A public or private secondary school which offers a standard high school diploma as recognized by the state in which the school is operating. *(Please complete Worksheet F only.)*
- APPRENTICESHIP OR ON-THE-JOB TRAINING.** A program of apprenticeship as meeting the standards of apprenticeship published by the Secretary of Labor pursuant to the National Apprenticeship Act, or a program of training on the job in which the objective of progression and appointment to the next higher classification is based upon skills learned through organized and supervised training on the job and not on such factors as length of service and normal turnover. *(Please complete Worksheet G only.)*
- MULTI-STATE APPRENTICESHIP TRAINING.** Apprenticeship sponsors that have a multi-state apprenticeship program registered and approved by the U.S. Department of Labor's Office of Apprenticeship to operate nationally requesting approval from the SAA with jurisdiction over the state in which the sponsor is headquartered. *(Please complete Worksheet H only.)*

**REVIEW OF PROGRAMS - YOU MUST ALSO SUBMIT THE LIST OF PROGRAMS OR EXAMS FOR WHICH YOU ARE REQUESTING APPROVAL ON A SEPARATE FORM PROVIDED BY THE STATE APPROVING AGENCY.**

2A. NAME OF ORGANIZATION	2B. VA FACILITY CODE <i>(If known)</i>
3A. PHYSICAL ADDRESS	3B. MAILING ADDRESS <i>(If same, leave blank)</i>

4. ORGANIZATION WEBSITE ADDRESS

### PART II: INSTITUTION CONTACTS

5A. NAME OF SCHOOL CERTIFYING OFFICIAL <i>(Leave blank for initial application)</i>	5B. SCHOOL CERTIFYING OFFICIAL EMAIL ADDRESS <i>(Leave blank for initial application)</i>
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### PART III: CERTIFICATION AND SIGNATURE OF AUTHORIZING OFFICIAL

6. **ADDITIONAL DOCUMENTATION - THE STATE APPROVING AGENCY AND/OR VA MAY REQUIRE ADDITIONAL INFORMATION OR DOCUMENTATION TO PROCESS A FACILITY APPROVAL AND MEET APPLICABLE STATE OR LOCAL LAWS.**

**I CERTIFY THAT** the catalog or bulletin, along with all statements or additional documentation submitted with this application, are certified as true and correct in content and policy to the best of my knowledge and belief.

6A. NAME OF AUTHORIZING OFFICIAL	6B. SIGNATURE OF AUTHORIZING OFFICIAL	6C. DATE SIGNED <i>(MM/DD/YYYY)</i>
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**PRIVACY ACT INFORMATION:** VA will not disclose information collected on this form to any sources other than what has been authorized under the Privacy Act of 1974 or Title 38, Code of Federal Regulations, Section 1.526 for routine uses (e.g. VA sends education forms or letters with a veteran's identifying information to the veteran's school or training establishment to (1) assist the veteran in the completion of claims forms or (2) for the VA to obtain further information as may be necessary from the school for the VA to properly process the veteran's education claim or to monitor his or her progress during training as identified in the VA System of Records, 58VA21/22/28, Compensation, Pension, Education and Veteran Readiness and Employment Records - VA, published in the Federal Register.

**RESPONDENT BURDEN:** An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this project is 2900-0932, and it expires April 30, 2027. Public reporting burden for this collection of information is estimated to average 8 hours per respondent, per year, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate and any other aspect of this collection of information, including suggestions for reducing the burden, to VA Reports Clearance Officer at [VACOPaperworkReduAct@va.gov](mailto:VACOPaperworkReduAct@va.gov). Please refer to OMB Control No. 2900-0932 in any correspondence. Do not send your completed VA Form 22-10288 to this email address. The respondent population for this form are educational training institutions that work coordinately with third-party State Approving Agencies. We need this information to determine whether your institution can have programs approved by a State Approving Agency for the purpose of VA Educational Benefits.

**WORKSHEET A - NON-COLLEGE DEGREE**

**PART I OF WORKSHEET A: GENERAL INFORMATION**

**REVIEW OF PROGRAMS - YOU MUST ALSO SUBMIT THE LIST OF PROGRAMS FOR WHICH YOU ARE REQUESTING APPROVAL ON A SEPARATE FORM PROVIDED BY THE STATE APPROVING AGENCY.**

1. TELL US WHY YOU ARE SUBMITTING THIS APPLICATION

- INITIAL APPLICATION.** This is a request for an initial approval to be designated as an institution with programs eligible for participation in VA GI Bill® benefit programs.
- RE-APPROVAL.** This is a request for a full re-approval of currently approved GI Bill programs, and may include a request for approval of one or more additional program(s).
- APPROVAL UPDATES.** This is a request for approval of one or more additional program(s) based on an addendum published for a currently approved catalog.

2. EXTENSIONS: PLEASE LIST EXTENSION CAMPUSES FOR WHICH YOU ARE SEEKING APPROVAL, INCLUDING THE CAMPUS NAME AND COMPLETE MAILING ADDRESS.

2A. EXTENSION CAMPUS NAME	2B. COMPLETE ADDRESS

3. EXTENSIONS: PLEASE LIST OTHER PREVIOUSLY APPROVED OFF-CAMPUS LOCATIONS, INCLUDING COMPLETE MAILING ADDRESS AND FACILITY CODES FOR EACH OFF-CAMPUS LOCATION.

3A. EXTENSION CAMPUS NAME	3B. COMPLETE ADDRESS	3C. VA FACILITY CODE <i>(If known)</i>

4A. IF MORE THAN FOUR EXTENSIONS, PLEASE ATTACH A COPY OF THE COMPLETE LIST OF EXTENSIONS WITH YOUR APPLICATION.

4B. IF WITHDRAWING OR ADDING AN EXTENSION LOCATION, PLEASE INDICATE ANY CHANGES IN THE REMARKS SECTION.

4C. THE INSTITUTION IS CLASSIFIED AS:

- PUBLIC     PRIVATE-FOR-PROFIT     PRIVATE-NONPROFIT

5. HAS THE FACILITY BEEN CONTINUALLY IN OPERATION, ENROLLING STUDENTS, AND ABLE TO CONFER DIPLOMAS OR CERTIFICATES FOR THE PREVIOUS 24-MONTH PERIOD?

- YES     NO *(If "No," please do not proceed filling out this form.)*

6. HAS THE FACILITY EXPERIENCED A CHANGE-OF-OWNERSHIP IN THE PREVIOUS 24-MONTH PERIOD?

- YES     NO *(If "Yes," provide details below. Include relevant dates and details on the impact these changes had on the facility.)*

7. WHAT IS THE STATE GOVERNING BODY THAT AUTHORIZES YOUR FACILITY TO OPERATE? *(If you are exempt from state authorization, please cite the reason your facility is exempt.)*

8. THE INSTITUTION IS CLASSIFIED AS:

- ACCREDITED     NONACCREDITED

9. IF APPLICABLE, PROVIDE NAME(S) OF INSTITUTIONAL ACCREDITING AGENCIES RECOGNIZED BY THE U.S. DEPARTMENT OF EDUCATION.

**PART I OF WORKSHEET A: GENERAL INFORMATION (Continued)**

10. WHAT TYPE OF TRAINING MODALITIES ARE YOU REQUESTING APPROVAL? (You may check more than one box. Not all modalities are approvable for all facilities. The State Approving Agency will make a determination of which training modalities are approvable at your facilities.)

- RESIDENT TRAINING.** Face-to-face interaction of instructor and student in the same physical location during regularly scheduled times throughout the term or school program
- NON-RESIDENT TRAINING - DISTANCE LEARNING.** Interaction between the student and instructor (who is physically separated from the student) through use of communications technology instead of regularly scheduled class sessions.
- INDEPENDENT STUDY.** Consists of a prescribed program of study with provision for interaction between the student and regularly employed faculty of the institution of higher learning. The interaction may be personally or through use of communications technology, including mail, telephone, videoconferencing, computer technology (to include electronic mail), and the electronic means. It is offered without any regularly scheduled, conventional classroom or laboratory sessions and is not considered a cooperative course, farm cooperative course, or correspondence course.
- CONTRACTED COURSE.** All or part of the program of education of a school may be provided by another school or entity under contract. Such school or entity actually providing the training must obtain approval of the course from the State Approving Agency in the State having jurisdiction of that school or entity before the course is approved for VA education benefits.
- REMEDIAL/DEFICIENCY TRAINING.** Any secondary level course or subject not previously completed satisfactorily which is specifically required for pursuit of a postsecondary program of education. (NOTE: Remedial/Deficiency Training cannot be certified in a distance learning/online modality.)
- SUPERVISED PRACTICAL TRAINING.** Academic training that includes internship, practicum, and other occupational based instruction that is required for program completion. The student must remain enrolled in the school during these courses and be under the direction and supervision of the school.
- COOPERATIVE COURSE.** A full-time program of education which consists of institutional courses and alternate phases of training in a business or industrial establishment with the training in the business of industrial establishment being strictly supplemental to the institutional portion.
- FARM COOPERATIVE COURSE.** A program of education consisting of institutional agricultural courses pursued by an eligible person who is concurrently engaged in agricultural employment which is relevant to such institutional course and provides training on a reduced basis.
- COMBINATION CORRESPONDENCE-RESIDENCE COURSE.** A program of education may be pursued partly in residence and partly by correspondence. To be approved for this modality, please contact the State Approving Agency for an application to have the correspondence portion of the coursework approved.
- OTHER.** (Specify) \_\_\_\_\_

**PART II OF WORKSHEET A: INFORMATION REGARDING FACILITY CATALOG OR OTHER FACILITY PUBLICATIONS**

**NOTE:** If the facility only uses brochures and not a formal catalog, the State Approving Agency will treat the brochures as a catalog for this review process. All information requested must still be provided in the school's written brochures.

11. PROVIDE THE FOLLOWING INFORMATION SHOWN IN THE FACILITY'S CATALOG/PUBLICATIONS.

**ALL FACILITIES MUST COMPLETE THE BELOW AREAS:**

11A. INFORMATION REQUESTED	11B. PUBLICATION IDENTIFYING DATA (If applicable - The document(s) should include volume, number, and date of publication.)	11C. INFORMATION PROVIDED ON PAGE(S)
FACILITY'S NAME, ADDRESS, AND TELEPHONE NUMBER		
LISTING OF INSTITUTION'S ADMINISTRATORS AND SCHOOL OFFICIALS		
CALENDAR OF THE SCHOOL SHOWING HOLIDAYS, BEGINNING AND ENDING DATE OF EACH TERM, AND OTHER IMPORTANT DATES		
INSTITUTION'S GRADING SYSTEM		
INSTITUTION'S GRADUATION REQUIREMENTS		
ACADEMIC PROBATION, SUSPENSION, AND REENTRANCE POLICIES		
INSTITUTION MAINTAINS RECORDS OF GRADES AND TRANSCRIPTS (MINIMUM OF THREE YEARS)		
<b>IF APPLICABLE:</b> INSTITUTION'S ATTENDANCE POLICY		
INSTITUTION'S POLICY ON GRANTING CREDIT FOR PRIOR EDUCATION AND TRAINING (FACILITY MUST OBTAIN A WRITTEN RECORD OF PRIOR EDUCATION AND TRAINING (INCLUDING MILITARY TRAINING), GRANTING OF CREDIT WHEN APPROPRIATE, AND SHORTENING OF PROGRAM ACCORDINGLY)		
<b>ACCREDITED FACILITIES ONLY:</b> U.S. DEPARTMENT OF EDUCATION RECOGNIZED ACCREDITATIONS FOR THE FACILITY		
INSTITUTION'S POLICY RELATING TO STUDENT CONDUCT AND CONDITIONS FOR DISMISSAL FOR UNSATISFACTORY CONDUCT		

PART II OF WORKSHEET A: INFORMATION REGARDING FACILITY CATALOG OR OTHER FACILITY PUBLICATIONS (Continued)		
11A. INFORMATION REQUESTED	11B. PUBLICATION IDENTIFYING DATA (If applicable - The document(s) should include volume, number, and date of publication.)	11C. INFORMATION PROVIDED ON PAGE(S)
LISTING OF PROGRAM DESCRIPTIONS AND/OR OUTLINES		
<b>NON-ACCREDITED FACILITIES MUST ITEMIZE:</b> SUBJECTS OR UNITS IN THE COURSE, TYPE OF WORK, OR SKILL TO BE LEARNED, AND APPROXIMATE TIME AND CLOCK HOURS TO BE SPENT ON EACH SUBJECT OR UNIT (INCLUDING BREAKDOWN OF THEORY AND SHOP HOURS)		
DESCRIPTION OF AVAILABLE SPACE, FACILITIES, AND EQUIPMENT		
EVIDENCE THAT THE EDUCATIONAL AND EXPERIENCE QUALIFICATIONS OF DIRECTORS, ADMINISTRATORS, AND INSTRUCTORS TEACHING COURSES FOR WHICH APPROVAL IS SOUGHT, ARE ADEQUATE		
EVIDENCE THAT COURSES OR PROGRAMS DESIGNED TO PREPARE AN INDIVIDUAL FOR STATE LICENSURE OR CERTIFICATION MEET ALL LICENSURE OR CERTIFICATION REQUIREMENTS (May be included within the listing or programs submitted for approval)		
EVIDENCE THAT COURSES OR PROGRAMS DESIGNED TO PREPARE AN INDIVIDUAL FOR EMPLOYMENT IN AN OCCUPATION THAT REQUIRES STATE APPROVAL, LICENSURE, OR CERTIFICATIONS MEETS SUCH STANDARDS (May be included within the listing or programs submitted for approval)		
<b>IF APPLICABLE:</b> DESCRIPTIONS OF BASIC SKILLS, REMEDIAL OR DEFICIENCY SUBJECTS, INCLUDING ENGLISH AS A SECOND LANGUAGE (ESL), HIGH SCHOOL COMPLETION OPTIONS (GED ETC.), AND OTHER SPECIAL OR ALTERNATIVE LEARNING SUBJECTS		
<b>NON-ACCREDITED FACILITIES MUST COMPLETE THE BELOW AREAS:</b>		
DETAILED LISTING OF FACILITY'S TUITION, FEES, AND OTHER CHARGES		
NAME OF GOVERNING BODY, CORPORATE OWNER, AND BOARD MEMBERS		
NAMES AND QUALIFICATIONS OF SCHOOL FACULTY		
ATTENDANCE POLICY WHICH INCLUDES: 1. EXCUSED/UNEXCUSED ABSENCES; 2. TARDINESS; 3. EXCESSIVE ABSENCES; 4. MAKE-UP WORK; AND 5. INTERRUPTION FOR UNSATISFACTORY ATTENDANCE		
INSTITUTION'S REFUND POLICY (NON-ACCREDITED SCHOOLS MUST HAVE A PRO RATA POLICY NOT TO EXCEED THE TOTAL CHARGES THAT THE NUMBER OF DAYS OR HOURS OF PROGRAM COMPLETED BEARS TO THE TOTAL LENGTH OF THE PROGRAM. THE NON-REFUNDABLE PORTION OF REGISTRATION FEES WILL NOT EXCEED \$10.00)		
SCHOOL POLICY ON ADMISSIONS/ENROLLMENT WITH RESPECT TO ENROLLMENT DATES AND SPECIFIC ENTRANCE REQUIREMENTS FOR EACH COURSE		
<b>NOTE:</b> Provide an addendum on institution letterhead signed by the facility authorizing official for any information requested above that is not currently listed in the school catalog or other school publication.		
<b>REVIEW OF PROGRAMS - YOU MUST ALSO SUBMIT THE LIST OF PROGRAMS FOR APPROVAL ON A SEPARATE FORM PROVIDED BY THE STATE APPROVING AGENCY FOR WHICH YOU ARE REQUESTING APPROVAL.</b>		
PART III OF WORKSHEET A: INFORMATION REGARDING OPERATIONAL STATUS OF THE FACILITY		
12. HAS ANY FEDERAL OR STATE GOVERNMENT ENTITY TAKEN ADVERSE REGULATORY ACTION AGAINST THE FACILITY SUCH AS PLACING THE FACILITY ON A PROVISIONAL CERTIFICATION STATUS OR OTHER PUNITIVE ACTION?  <input type="checkbox"/> YES <input type="checkbox"/> NO (If "Yes," explain the circumstances that led to the adverse regulatory action below.)		
13A. HAS THE FACILITY BEEN NAMED AS A DEFENDANT IN ANY LITIGATION RELATED TO ITS TRAINING PROGRAMS?  <input type="checkbox"/> YES <input type="checkbox"/> NO (If "Yes," explain the circumstances and the result of the litigation below.)		

**PART III OF WORKSHEET A: INFORMATION REGARDING OPERATIONAL STATUS OF THE FACILITY (Continued)**

13B. **ACCREDITED FACILITIES ONLY:** DOES THE FACILITY PARTICIPATE IN A PROGRAM UNDER TITLE IV WITH THE U.S. DEPARTMENT OF EDUCATION?

- YES (If "Yes," please list your OEID number:) \_\_\_\_\_
- NO (If "No," please contact the State Approving Agency to determine if your facility is eligible for exemption of this requirement.)

14. **ACCREDITED FACILITIES ONLY:** HAS THE FACILITY BEEN SUBJECT TO PROBATION, SUSPENSION, AN ORDER TO SHOW CAUSE RELATING TO THE EDUCATIONAL INSTITUTION'S ACADEMIC POLICIES AND PRACTICES OR TO ITS FINANCIAL STABILITY OR REVOCATION OF ACCREDITATION?

- YES  NO (If "Yes," explain the circumstances and the result of the litigation below.)

15. **NON-ACCREDITED FACILITIES ONLY:** THE FACILITY IS FINANCIALLY SOUND AND CAPABLE OF FULFILLING ITS COMMITMENTS FOR TRAINING. THE FACILITY AGREES TO SUBMIT WITH THIS APPLICATION FINANCIAL DOCUMENTATION TO SUBSTANTIATE FINANCIAL SOUNDNESS. (Examples of documentation may include copies of tax returns, or financial reports that report the financial position of the institution or establishment, as prepared by any appropriate third-party entity. New facilities are requested to submit 24 months of financial data to determine financial soundness. Please contact your SAA for additional guidance if needed.)

- YES  NO (If "No," explain the circumstances below.)

16. **NEW FACILITIES ONLY** - PLEASE SUBMIT DOCUMENTATION IDENTIFYING THE FOLLOWING:

- The number of students who have entered and graduated from all programs during the preceding two-year period and;
- If available, the cohort default rate for funds provided to the institution under Title IV of the Higher Education Act of 1965.

**PART IV OF WORKSHEET A: FACILITY CERTIFICATION AND ACKNOWLEDGMENTS**

17. **ALL FACILITIES** - THE INSTITUTION CERTIFIES THE FOLLOWING STATEMENTS:

- The institution complies with all applicable laws and regulations relating to the approval of courses of education.
- During the five-year period preceding the date of this application, the institution has not been subject to, or been party to a contract with any individual or entity that has been subject to:
  - Any adverse administrative or judicial action that's related to the instruction or training, including with respect to the quality of education, provided by the institution or establishment; and resulted in a fine or penalty in an amount equal to or more than five percent of the amount of funding provided to the institution or establishment under Title IV of the Higher Education Act of 1965 for the fiscal year preceding the year in which the application is submitted;
  - Or has not employed an individual or been party to a contract with any individual or entity, that has been convicted of a Federal fraud charge related to the instruction or training provided by the institution or establishment.

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18. **ALL FACILITIES** - THE INSTITUTION MUST RETAIN THE RECORDS AND ACCOUNT INFORMATION OF VA STUDENTS FOR THREE YEARS FOLLOWING THE ENDING DATE OF THE LAST PERIOD OF ATTENDANCE CERTIFIED TO VA. THE INSTITUTION MUST MAKE THESE RECORDS AVAILABLE FOR INSPECTION UPON REQUEST FOR THE PURPOSE OF VERIFICATION OF COMPLIANCE WITH THE FOLLOWING PROGRAM REQUIREMENTS:

- Maintain sufficient records to show the progress of each VA student and to promptly inform VA when the conduct or progress of any VA student is not satisfactory in accordance with the regularly prescribed standards and practices of the institution.
- Institution will evaluate credit for previous education and training of VA students and shorten the training program appropriately.
- Institution only admits students meeting admission standards into programs and if enrollment agreements are used, are completed, and signed by each student.
- Institution will only certify to VA courses that are required for the completion of the student's program.
- Institution will charge both VA and Non-VA students the same tuition, fees, and other related miscellaneous amounts for the costs of attendance.
- Institution can establish the last date of attendance and report to VA within 30 days of the date a date an eligible VA student formally withdraws from the school or ceases to attend classes.
- The institution will agree to promptly inform VA when it comes to the school's attention that any VA student:
  - Has changes in hours of credit or attendance, or
  - Has interrupted or discontinued a course or program of study, giving the date(s) of withdrawal, and the reason(s), if known, or
  - Completed/graduated from the program, or
  - Receives grade(s) for any course(s) that will not be used when computing graduation requirements.

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**PART IV OF WORKSHEET A: FACILITY CERTIFICATION AND ACKNOWLEDGMENTS (Continued)**

**19. ALL FACILITIES - INSTITUTION UNDERSTANDS THE FOLLOWING IMPORTANT PROGRAM REQUIREMENTS AND/OR LIMITATIONS:**

- Institution will be financially responsible to VA for the payments made directly to the educational institution pursuant to the Post-9/11 GI Bill and GI Bill. GI Bill Educational Enhancement Program.
- Any such individual must be permitted to attend or participate from the period that they submit their "Certificate of Eligibility" demonstrating entitlement until payment is made or 90 days after certification.
- For students that have provided your facility with a Certificate of Eligibility, the educational institution will not impose any penalty including the assessment of late fees, the denial of access to classes, or other institutional facilities or require that VA students borrow funds due to VA-delayed disbursement of funding.
- Institution must select an employee to act as a VA contact person (School Certifying Official) and will complete a new VA Form 22-8794, Designation of Certifying Official, whenever an employee is added or removed from the role.
- Any educational institution that has 100 or more students certified using VA education benefits must have VA Annual Reporting Fees (ARFs) deposited into an account that is separate general fund. Institutions with less than 100 students may deposit VA Annual Reporting Fees (ARFs) into either a merged or general funds account. Regardless of the number of VA students, the ARF funds must be used to support certifying enrollments or other veteran programs.
- The institution must either:
  - (a) Utilize the U.S. Department of Education College Financing Plan (Shopping Sheet), **OR**
  - (b) Prior to the enrollment of a student, the institution must provide the individual with information regarding the following: graduation rates; if available, job-placement rates for graduation of the course; information regarding the acceptance of institution transfer of credits, including military credits; any conditions or additional requirements, including training, experience, or examinations, required to obtain the license, certification, or approval for which the course of education is designed to provide preparation; and other information to facilitate comparison by the individual of aid packages offered by different educational institutions.
- **Accredited Schools Only** - The facility acknowledges the facility may be suspended or withdrawn from eligibility if the facility is the subject of a negative action, including sanction or probation, made by the institution's accrediting agency.
- **Nonaccredited Schools Only** - Any institution which fails to forward any refund due within 40 days after such a change in status, shall be deemed, prima facie, to have failed to make a prompt refund.

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**20. ALL FACILITIES - INSTITUTIONS THAT PARTICIPATE IN VA GI BILL PROGRAMS MUST AGREE TO ELECTRONIC FUNDS TRANSFER (EFT) - DIRECT DEPOSIT TRANSACTIONS FOR THE PAYMENT OF FUNDS OWED TO THE INSTITUTION.**

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**NOTE:** If your school does not charge tuition and you do not wish to receive an annual reporting fee payment for certifying these students, you may decline participation in EFT. Please contact your SAA for more information.

**21. NONACCREDITED FACILITIES ONLY - THE FOLLOWING ARE REQUIREMENTS FOR PARTICIPATION. SAAs MUST BE ABLE TO VERIFY THE FOLLOWING INFORMATION USING THE SUBMITTED DOCUMENTATION OR OTHER PUBLISHED INFORMATION.**

- The institution complies with all local, city, county, municipal, state, and federal regulations such as fire, building, and sanitation codes.
- The institution's owners, administrators, and directors are of good reputation and character to provide quality training.
- Courses taught at this facility are consistent in quality, content, and length with similar courses in public schools and other private schools in the State, with recognized accepted standards.

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**PART V OF WORKSHEET A: SUBMISSION OF MARKETING MATERIALS**

**REVIEW OF ADVERTISING AND MARKETING - WITH THIS APPLICATION, YOU MUST ALSO SUBMIT ADVERTISING OR RECRUITING MATERIALS YOUR FACILITY USES.**

- A copy of recruiting or advertising materials you may use. The SAA is required to review any information that advertises GI Bill or veteran's benefits. (Advertising may include but is not limited to: Scanned brochures, Internet advertising markups, newspaper inserts, etc.)
  - Please include information about any third-party contracts or organizations you may use to recruit students.
- Any graduation rates/placement rate data you may publish, with a citation of the source for this data.

The SAA may request additional information or advertising or advertising submissions.

**INSTITUTION UNDERSTANDS THE FOLLOWING IMPORTANT REQUIREMENTS AND/OR LIMITATIONS REGARDING ADVERTISING PRACTICES:**

- Institution will not engage in advertising and/or enrollment practices of any type, which are erroneous, deceptive, or misleading either by actual statement, omission, or intimation. This includes any of the following practices:
  - **Misleading Statements:** Communication, action, omission, or intimation made in writing, visually, orally, or through other means, that has the likelihood or tendency to mislead the intended recipient of the communication under the circumstances in which the communication is made. Such term includes the use of student endorsements or testimonials for an educational institution that a student gives to the institution either under duress or because the institution required the student to make such an endorsement or testimonial to participate in a program of education.
  - **Misrepresentation:** Any false, erroneous, or misleading statement, action, omission, or intimation made directly or indirectly to a student, a prospective student, the public, an accrediting agency, a state agency, or to the Secretary by an eligible institution, one of its representatives, or any person with whom the institution has an agreement to provide education programs, marketing, advertising, recruiting or admissions services.
  - **Substantial Misrepresentation:** Misrepresentation in which the person to whom it was made could reasonably be expected to rely, or has reasonably relied, to that person's detriment.
  - **Limitations on Commissions, Bonuses, and Other Incentive Payments:** An educational institution with a course or program of education approved and/or entity that owns such an educational institution, shall 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.
  - **Aggressive Enrollment Practices:** Carries out deceptive or persistent enrollment practices, including on military installations, that consist of any automatic renewal of enrollment in courses and programs of education, enrollment in a course or program.
  - **Aggressive Recruiting:** Carries out deceptive or persistent recruiting practices, including on military installations, that consist of making three or more unsolicited contacts to a covered individual by phone, email, in-person, during a 1-month period or engaging in same-day recruitment and registration.
  - **Lead Generating Activity:** Any internal persons or third-party entity receiving any compensation directly or indirectly based upon initiating GI Bill beneficiary interest to secure GI Bill enrollments, course or program completions by a student, or financial aid in an education and training institution with at least one approved GI Bill program.

**PART V OF WORKSHEET A: SUBMISSION OF MARKETING MATERIALS (Continued)**

- The institution does not pay inducements, including any gratuity, favor, discount, entertainment, hospitality, loan, transportation, lodging, meals, or other item having monetary value of more than a de minimis amount, to any individual entity or its agents including third party lead generators or marketing firms other than salaries paid to employees or fees paid to contractors, in conformity with all applicable laws for the purpose of securing enrollments of covered individuals or obtaining access to educational assistance under Title 38, with the exception of scholarships, grants, and tuition reductions provided by the educational institution.
- Institutions are prohibited from using "GI Bill" in any manner that directly or indirectly implies a relationship affiliation, or endorsement affiliation with the Department of Veterans Affairs.
- Institution agrees to adhere to the VA GI Bill Trademark Terms of Use. If you choose to use the words "GI Bill" in advertising, the trademark symbol "®" should be placed at the upper right corner of the trademarked phrase in the most prominent place at first usage; such as the title of a brochure, form, or the very top of web pages and the following trademark attribution notice must be prominently visible: "GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA)." More information can be found at [Trademark Terms of Use - Education and Training \(va.gov\)](#).

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**PART VIII OF WORKSHEET A: OTHER INFORMATION SUBMITTED**

22. REMARKS (If you need more space, please attach the additional remarks to the application.)

**WORKSHEET B - VOCATIONAL FLIGHT SCHOOL**

**PART I OF WORKSHEET B: INFORMATION REGARDING FACILITY CATALOG OR OTHER FACILITY PUBLICATIONS**

**REVIEW OF PROGRAMS** - YOU MUST ALSO SUBMIT THE LIST OF PROGRAMS FOR WHICH YOU ARE REQUESTING APPROVAL ON A SEPARATE FORM PROVIDED BY THE STATE APPROVING AGENCY.

1. TELL US WHY YOU ARE SUBMITTING THIS APPLICATION

- INITIAL APPLICATION.** This is a request for an initial approval to be designated as an institution with programs eligible for participation in VA GI Bill® benefit programs.
- RE-APPROVAL.** This is a request for a full re-approval of currently approved GI Bill programs and may include a request for approval of one or more additional program(s).
- APPROVAL UPDATES.** This is a request for approval of one or more additional program(s) based on an addendum published for a currently approved catalog or a newly issued catalog.

2. TRAINING SITES: PLEASE LIST TRAINING SITES FOR WHICH YOU ARE SEEKING APPROVAL, INCLUDING THE NAME OF THE OFF-SITE LOCATION, AND COMPLETE MAILING ADDRESS.

2A. EXTENSION CAMPUS NAME	2B. COMPLETE ADDRESS

3. TRAINING SITES: PLEASE LIST PREVIOUSLY APPROVED TRAINING SITES, INCLUDING THE NAME OF THE OFF-SITE LOCATION, AND COMPLETE MAILING ADDRESS.

3A. EXTENSION CAMPUS NAME	3B. COMPLETE ADDRESS

4A. IF MORE THAN FOUR OFF-SITE LOCATIONS, PLEASE ATTACH A COPY OF THE COMPLETE LIST OF OFF-SITE LOCATIONS WITH YOUR APPLICATION. *(If withdrawing from an off-campus location, please indicate so.)*

4B. IF WITHDRAWING OR ADDING AN OFF-SITE LOCATION, PLEASE INDICATE ANY CHANGES IN THE REMARKS SECTION.

4C. THE INSTITUTION IS CLASSIFIED AS:

- PUBLIC     PRIVATE-FOR-PROFIT     PRIVATE-NONPROFIT

4D. PLEASE SPECIFY THE TYPE OF TRAINING FACILITY.

- PART 141     PART 142

4E. HAS THE FACILITY BEEN CONTINUALLY IN OPERATION, ENROLLING STUDENTS, AND ABLE TO CONFERE DIPLOMAS OR CERTIFICATES FOR THE PREVIOUS 24-MONTH PERIOD?

- YES     NO *(If "No," please do not proceed filling out this form.)*

4F. HAS THE FACILITY EXPERIENCED A CHANGE-OF-OWNERSHIP IN THE PREVIOUS 24-MONTH PERIOD?

- YES     NO *(If "Yes," provide details below. Include relevant dates and details on the impact these changes had on the facility.)*

**PART II: INFORMATION REGARDING FACILITY CATALOG OR OTHER FACILITY PUBLICATIONS**

**NOTE:** If the facility only uses brochures and not a formal catalog, the State Approving Agency will treat the brochures as a catalog for this review process. All information requested must still be provided in the school's written brochures.

5. PROVIDE THE FOLLOWING INFORMATION SHOWN IN THE FACILITY'S CATALOG/PUBLICATIONS.

**ALL FACILITIES MUST COMPLETE THE BELOW AREAS:**

5A. INFORMATION REQUESTED	5B. PUBLICATION IDENTIFYING DATA <i>(If applicable - The document(s) should include volume, number, and date of publication.)</i>	5C. INFORMATION PROVIDED ON PAGE(S)
FACILITY'S NAME, ADDRESS, AND TELEPHONE NUMBER		



**PART II: INFORMATION REGARDING FACILITY CATALOG OR OTHER FACILITY PUBLICATIONS (Continued)**

5. PROVIDE THE FOLLOWING INFORMATION SHOWN IN THE FACILITY'S CATALOG/PUBLICATIONS.

**ALL FACILITIES MUST COMPLETE THE BELOW AREAS:**

5A. INFORMATION REQUESTED	5B. PUBLICATION IDENTIFYING DATA (If applicable - The document(s) should include volume, number, and date of publication.)	5C. INFORMATION PROVIDED ON PAGE(S)
A LIST OF INDIVIDUALS WHO WILL SERVE AS FULLY QUALIFIED INSTRUCTORS AND INDIVIDUALS WHO WILL SERVE AS CAREER SERVICES EMPLOYEES FOR STUDENTS		
INSTITUTION'S GRADING SYSTEM		
INSTITUTION'S GRADUATION REQUIREMENTS		
ACADEMIC PROBATION, SUSPENSION, AND REENTRANCE POLICIES		
INSTITUTION MAINTAINS RECORDS OF GRADES AND TRANSCRIPTS (MINIMUM OF THREE YEARS AFTER STUDENT LAST ATTENDS)		
<b>IF APPLICABLE:</b> INSTITUTION'S ATTENDANCE POLICY		
INSTITUTION'S POLICY ON GRANTING CREDIT FOR PRIOR EDUCATION AND TRAINING (FACILITY MUST OBTAIN A WRITTEN RECORD OF PRIOR EDUCATION AND TRAINING (INCLUDING MILITARY TRAINING), GRANTING OF CREDIT WHEN APPROPRIATE, AND SHORTENING OF PROGRAM ACCORDINGLY)		
EXACT DESCRIPTION OF THE PROGRAM AND OFFERED COURSES		
COST OF EACH COURSE SHOWING EVIDENCE OF TYPES OF PAYMENT (HOURLY, FLAT RATE, ETC.)		
EXACT NUMBER OF HOURS FROM THE APPROVED SYLLABUS FOR EACH FLIGHT COURSE DESCRIPTION		

**PART 142 APPROVED FACILITIES ONLY - PLEASE COMPLETE PROVIDE THE FOLLOWING INFORMATION:**

SCHOOL POLICY ON ADMISSIONS/ENROLLMENT WITH RESPECT TO ENROLLMENT DATES AND SPECIFIC ENTRANCE REQUIREMENTS FOR EACH COURSE		
INSTITUTION'S POLICY RELATING TO STUDENT CONDUCT AND CONDITIONS FOR DISMISSAL FOR UNSATISFACTORY CONDUCT		
DESCRIPTION OF AVAILABLE SPACE, FACILITIES, AND EQUIPMENT		
IF APPLICABLE (If funds are collected in advance of training): INSTITUTION'S REFUND POLICY - SCHOOLS MUST HAVE A PRO RATA POLICY NOT TO EXCEED THE TOTAL CHARGES THAT THE NUMBER OF DAYS OR HOURS OF PROGRAM COMPLETED BEARS TO THE LENGTH OF THE PROGRAM THE NON-REFUNDABLE PORTION OF REGISTRATION FEES WILL NOT EXCEED \$10.00		
EVIDENCE THAT THE EDUCATIONAL AND EXPERIENCE QUALIFICATIONS OF DIRECTORS AND ADMINISTRATORS OF THE INSTRUCTORS TEACHING COURSES FOR WHICH APPROVAL IS SOUGHT, ARE ADEQUATE		
EVIDENCE THAT COURSES OR PROGRAMS DESIGNED TO PREPARE AN INDIVIDUAL FOR STATE LICENSURE OR CERTIFICATION MEET ALL LICENSURE OR CERTIFICATION REQUIREMENTS (May be included within the listing of programs submitted for approval)		
EVIDENCE THAT COURSES OR PROGRAMS DESIGNED TO PREPARE AN INDIVIDUAL FOR EMPLOYMENT IN AN OCCUPATION THAT REQUIRES STATE APPROVAL, LICENSURE, OR CERTIFICATION MEETS SUCH STANDARDS. (May be included within the listing of programs submitted for approval)		

**PART II: INFORMATION REGARDING FACILITY CATALOG OR OTHER FACILITY PUBLICATIONS (Continued)**

**PART 142 APPROVED FACILITIES ONLY - PLEASE COMPLETE PROVIDE THE FOLLOWING INFORMATION:**

NAME OF GOVERNING BODY, CORPORATE OWNER, AND BOARD MEMBERS		
ATTENDANCE POLICY WHICH INCLUDES: 1. EXCUSED/UNEXCUSED ABSENCES; 2. TARDINESS; 3. EXCESSIVE ABSENCES; 4. MAKE-UP WORK; AND 5. INTERRUPTION FOR UNSATISFACTORY ATTENDANCE		

**NOTE:** If the facility only uses brochures and not a formal catalog, the State Approving Agency will treat the brochures as a catalog for this review process. All information requested must still be provided in the school's written brochures.

**NOTE:** Stand-alone vocational flight schools who wish to partner with an Institution of Higher Learning (IHL) for flight training as part of an overall degree program with flight component must first be separately approved by an SAA of jurisdiction before contracting with an IHL. The private pilot course may not be considered for inclusion in an approval when fully contracted between an IHL/stand-alone contracted vocational flight school.

**PART III OF WORKSHEET B: INFORMATION REGARDING OPERATIONAL STATUS OF THE FACILITY**

6. DOES THE FACULTY OF THE FLIGHT SCHOOL HOLD THE APPROPRIATE RATINGS AS REQUIRED IN THE FARS FOR EACH COURSE THEY WILL BE TEACHING?

YES     NO

7. DOES THE SCHOOL HAVE ITS OWN ACCESS TO AIRPORT FACILITIES AND EQUIPMENT?

YES     NO

8. WILL THE SCHOOL BE CONTRACTING OR LEASING FACILITIES AND EQUIPMENT? *(If contracting, the contracts used with any other operator must be submitted to the SAA of jurisdiction for approval.)*

YES     NO

9. THE FOLLOWING MATERIALS/INFORMATION MUST BE SUBMITTED TO THE SAA OF JURISDICTION PRIOR TO FLIGHT TRAINING BEING APPROVED:

- Air Agency or Training Center Certificate issued by the FAA under 14 CFR Part 141 or 142 including the FAA Letter of Authorization or WebOPSS.
- All Training Course Outlines (TCOS) and Syllabi approved by the FAA for each course you are seeking approval for Part 141 and Part 142 approved courses.
- The FAA-approved outline for each course listing the number of hours for each by category (e.g., dual, solo, etc.). Hours must be broken down with associated hourly rates or a flat rate and must match the approved syllabus for each course, including rates for pre-flight and post-flight briefings and ground school.
- Listing of aircraft (and/or simulators) - All aircraft, listing tail number, type, and horsepower and whether or not the aircraft or simulator is owned or leased. These can be included on the flight tab of the program list.

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**PART IV OF WORKSHEET B: FACILITY CERTIFICATION AND ACKNOWLEDGMENTS**

10. THE INSTITUTION CERTIFIES THE FOLLOWING STATEMENTS:

- The institution is in compliance with all applicable laws and regulations relating to the approval of courses of education.
- During the five-year period preceding the date of this application, the institution has not been subject to, or been party to a contract with any individual or entity that has been subject to:
  - Any adverse administrative or judicial action that's related to the instruction or training, including with respect to the quality of education, provided by the institution or establishment; and resulted in a fine or penalty in an amount equal to or more than five percent of the amount of funding provided to the institution or establishment under Title IV of the Higher Education Act of 1965 for the fiscal year preceding the year in which the application is submitted;
  - Or has not employed an individual or been party to a contract with any individual or entity, that has been convicted of a Federal fraud charge related to the instruction or training provided by the institution or establishment.
- The educational institution or training establishment will include their application materials:
  - A list of individuals who will serve as fully qualified instructors for the course of education, as of the date of the application, and an attestation that such individuals:
    - Have a degree or other training, as appropriate, in the field of the course;
    - Effectively teach the skills offered under the course;
    - Have a demonstrated relevant industry experience in the field of the course;
    - A list of individuals who will serve as career services employees for students enrolled in the course and an attestation that such individuals are skilled at identifying professions in the relevant industry that are in need of new employees to hire, tailoring the course of education to meet market needs, and identifying the employers likely to hire graduate.

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11. THE INSTITUTION CERTIFIES THE FOLLOWING:

- A current valid medical certificate, either Class II or Class I, is required prior to enrolling the beneficiary student in any flight or simulator training course/program.

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12. THE INSTITUTION MUST RETAIN THE FOLLOWING RECORDS AND ACCOUNT INFORMATION OF VA STUDENTS FOR THREE YEARS FOLLOWING THE ENDING DATE OF THE LAST PERIOD OF ATTENDANCE CERTIFIED TO VA. THE INSTITUTION MUST MAKE THESE RECORDS AVAILABLE FOR INSPECTION UPON REQUEST FOR THE PURPOSE OF VERIFICATION OF COMPLIANCE WITH THE FOLLOWING REQUIREMENTS:

- A copy of his or her private pilot certificate
- Evidence of completion of any prior training that may be a prerequisite for the course
- A copy of the medical certificate required for the courses being pursued and copies of all medical certificates (expired or otherwise) needed to support all periods of prior instruction received at the current school
- A daily flight log or copy thereof

**PART IV OF WORKSHEET B: FACILITY CERTIFICATION AND ACKNOWLEDGMENTS (Continued)**

- A permanent ground school record
- A progress log
- An invoice of flight changes for individual flights or flight lessons for training conducted on a flight simulator or advanced flight training device
- Daily flight sheets identifying records upon which the 85-15 percent ratio may be computed
- A continuous meter record for each aircraft
- An invoice or flight tickets signed by the student and instructor showing hour meter reading, type of aircraft, and aircraft identification number
- An accounts receivable ledger
- Individual instructor records
- Engine log books
- A record for each student above the private pilot level stating the name of the course in which the student is currently enrolled and indicating whether the student is enrolled under 14 CFR Part 141 or Part 142
- Records of tuition and accounts which are evidence of tuition charged and received from all students
- If training is provided under 14 CFR Part 141, the records required by that part, or if training is provided under 14 CFR Part 142, the records required by that part.

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**13. THE INSTITUTION MUST RETAIN THE RECORDS AND ACCOUNT INFORMATION OF VA STUDENTS FOR THREE YEARS FOLLOWING THE ENDING DATE OF THE LAST PERIOD OF ATTENDANCE CERTIFIED TO VA. THE INSTITUTION MUST MAKE THESE RECORDS AVAILABLE FOR INSPECTION UPON REQUEST THE PURPOSE OF VERIFICATION OF COMPLIANCE WITH THE FOLLOWING PROGRAM REQUIREMENTS:**

- Maintain sufficient records to show the progress of each VA student and to promptly inform VA when the conduct or progress of any VA student is not satisfactory in accordance with the regularly prescribed standards and practices of the institution.
- Institution will evaluate credit for previous education and training of VA students and shorten the training program appropriately.
- Institution only admits students meeting admission standards into programs and if enrollment agreements are used, are completed, and signed by each student.
- Institution will only certify VA courses that are required for the completion of the student's program.
- Institution will charge both VA and Non-VA students the same tuition, fees, and other related miscellaneous amounts for the costs of attendance.
- Institution will agree to promptly inform VA when it comes to the school's attention that any VA student:
  - Has changes in hours of credit or attendance, or
  - Has interrupted or discontinued a course or program of study, giving the date(s) of withdrawal, and the reason(s), if known, or
  - Completed/graduated from the program, or
  - Receives grade(s) for any course(s) that will not be used when computing graduation requirements.

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**14. INSTITUTION UNDERSTANDS THE FOLLOWING IMPORTANT PROGRAM REQUIREMENTS AND/OR LIMITATIONS:**

- Institution will be financially responsible to VA for the payments made directly to the educational institution pursuant to the Post-9/11 GI Bill and GI Bill. GI Bill Educational Enhancement Program.
- For students that have provided your facility with a Certificate of Eligibility, the institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, or other institutional facilities, or require that VA students borrow funds due to VA-delayed disbursement of funding.
- Institution must select an employee to act as a VA contact person (School Certifying Official) and will complete a new VA Form 22-8794, Designation of Certifying Official, whenever an employee is added or removed from this role.
- Any educational institution that has 100 or more students certified using VA education benefits must have VA Annual Reporting Fees (ARFs) deposited into an account that is separate from the general fund. Institutions with less than 100 students may deposit VA Annual Reporting Fees (ARFs) into either a merged or general funds account. Regardless of the number of VA students, the ARF funds must be used to support certifying enrollments or other veteran programs.
- The institution must either:
  - (a) Utilize the U.S. Department of Education College Financing Plan (Shopping Sheet), **OR**
  - (b) Prior to the enrollment of a student, the institution must provide the individual with information regarding the following: graduation rates; if available, job-placement rates for graduates of the course; information regarding the acceptance of institution transfer of credits, including military credits; any conditions or additional requirements, including training, experience, or examinations, required to obtain the license, certification, or approval for which the course of education is designed to provide preparation; and other information to facilitate comparison by the individual of aid packages offered by different educational institutions.
- The facility acknowledges the facility may be suspended or withdrawn from eligibility if the facility is the subject of a negative action, including sanction or probation, made by the institution's accrediting agency.

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**15. INSTITUTIONS THAT PARTICIPATE IN VA GI BILL PROGRAMS MUST AGREE TO ELECTRONIC FUNDS TRANSFER (EFT) - DIRECT DEPOSIT TRANSACTIONS FOR THE PAYMENT OF FUNDS OWED TO THE INSTITUTION.**

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**PART V OF WORKSHEET B: SUBMISSION OF MARKETING MATERIALS**

**REVIEW OF ADVERTISING AND MARKETING - WITH THIS APPLICATION, YOU MUST ALSO SUBMIT ADVERTISING OR RECRUITING MATERIALS YOUR FACILITY USES.**

- A copy of recruiting or advertising materials you may use. The SAA is required to review any information that advertises GI Bill or veteran's benefits. (Advertising may include but is not limited to: Scanned brochures, Internet advertising markups, newspaper inserts, etc.)
  - Please include information about any third-party contracts or organizations you may use to recruit students.
- Any graduation rates/placement rate data you may publish, with a citation of the source for this data.

The SAA may request additional information.

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**PART V OF WORKSHEET B: SUBMISSION OF MARKETING MATERIALS (Continued)**

INSTITUTION UNDERSTANDS THE FOLLOWING IMPORTANT REQUIREMENTS AND/OR LIMITATIONS REGARDING ADVERTISING PRACTICES:

- Institution will not engage in advertising and/or enrollment practices of any type, which are erroneous, deceptive, or misleading either by actual statement, omission, or intimation. This includes any of the following practices:
  - **Misleading Statements:** Communication, action, omission, or intimation made in writing, visually, orally, or through other means, that has the likelihood or tendency to mislead the intended recipient of the communication under the circumstances in which the communication is made. Such term includes the use of student endorsements or testimonials for an educational institution that a student gives to the institution either under duress or because the institution required the student to make such an endorsement or testimonial to participate in a program of education.
  - **Misrepresentation:** Any false, erroneous, or misleading statement, action, omission, or intimation made directly or indirectly to a student, a prospective student, the public, an accrediting agency, a state agency, or to the Secretary by an eligible institution, one of its representatives, or any person with whom the institution has an agreement to provide education programs, marketing, advertising, recruiting or admissions services.
  - **Substantial Misrepresentation:** Misrepresentation in which the person to whom it was made could reasonably be expected to rely, or has reasonably relied, to that person's detriment.
  - **Limitations on commissions, bonuses, and other incentive payments:** An educational institution with a course or program of education approved and/or entity that owns such an educational institution, shall 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.
  - **Aggressive Enrollment Practices:** Carries out deceptive or persistent enrollment practices, including on military installations, that consist of any automatic renewal of enrollment in courses and programs of education, enrollment in a course or program.
  - **Aggressive Recruiting:** Carries out deceptive or persistent recruiting practices, including on military installations, that consist of making three or more unsolicited contacts to a covered individual by phone, email, in-person, during a 1-month period or engaging in same-day recruitment and registration.
  - **Lead Generating Activity:** Any internal persons or third-party entity receiving any compensation directly or indirectly based upon initiating GI Bill beneficiary interest to secure GI Bill enrollments, course or program completions by a student, or financial aid in an education and training institution with at least one approved GI Bill program.

**PART V OF WORKSHEET B: SUBMISSION OF MARKETING MATERIALS (Continued)**

- The institution does not pay inducements, including any gratuity, favor, discount, entertainment, hospitality, loan, transportation, lodging, meals, or other item having monetary value of more than a de minimis amount, to any individual entity or its agents including third party lead generators or marketing firms other than salaries paid to employees or fees paid to contractors, in conformity with all applicable laws for the purpose of securing enrollments of covered individuals or obtaining access to educational assistance under Title 38, with the exception of scholarships, grants, and tuition reductions provided by the educational institution.
- Institutions are prohibited from using "GI Bill" in any manner that directly or indirectly implies a relationship affiliation, or endorsement affiliation with the Department of Veterans Affairs.
- Institution agrees to adhere to the VA GI Bill Trademark Terms of Use. If you choose to use the words "GI Bill" in advertising, the trademark symbol "®" should be placed at the upper right corner of the trademarked phrase in the most prominent place at first usage; such as the title of a brochure, form, or the very top of web pages and the following trademark attribution notice must be prominently visible: "GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA)." More information can be found at [Trademark Terms of Use - Education and Training \(va.gov\)](#).

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**PART VI OF WORKSHEET B: OTHER INFORMATION SUBMITTED**

16. REMARKS (If you need more space, please attach the additional remarks to the application.)

**WORKSHEET C - LICENSE/CERTIFICATION EXAM**

**PART I OF WORKSHEET C: INFORMATION REGARDING FACILITY CATALOG OR OTHER FACILITY PUBLICATIONS**

**REVIEW OF EXAMS - YOU MUST ALSO SUBMIT THE LIST OF EXAMS FOR WHICH YOU ARE REQUESTING APPROVAL ON A SEPARATE FORM PROVIDED BY THE STATE APPROVING AGENCY.**

**1. TELL US WHY YOU ARE SUBMITTING THIS APPLICATION**

- INITIAL APPLICATION.** This is a request for an initial approval to be designated as an institution with exams eligible for VA education benefit reimbursement.
- APPROVAL UPDATES.** This is a request for re-approval of current exams or approval of one or more additional exam(s) based on an addendum published for a currently approved catalog or a newly issued catalog.

**2A. THE FACILITY IS CLASSIFIED AS:**

- GOVERNMENT ENTITY
- NON-GOVERNMENTAL ORGANIZATION

**2B. THE EXAMS OFFERED BY THIS FACILITY ARE:**

- Required under Federal, State, or local law or regulation for an individual to enter into, maintain, or advance in employment in a predetermined and identified vocation or profession.
  - OR**
  - Generally accepted in accordance with relevant government, business, or industry standards, employment policies, or hiring practices, as attesting to a level of knowledge or skill required to qualify to enter into, maintain, or advance in employment in a predetermined and identified vocation or profession.
- YES     NO (*If "No," please do not proceed filling out this form.*)

**PART II OF WORKSHEET C: FACILITY CERTIFICATION AND ACKNOWLEDGMENTS**

**3A. ALL FACILITIES - THE ORGANIZATION UNDERSTANDS THE FOLLOWING IMPORTANT PROGRAM REQUIREMENTS AND/OR LIMITATIONS. THE ORGANIZATION:**

- Maintains appropriate records with respect to all candidates who take the test for a period of not less than three years from the date the test was administered.
- Promptly issues notice of the results of the test to the candidate.
- Has a process to review complaints submitted against the organization with respect to the test or the process for obtaining a license or certificate.
- Agrees to provide the following approval information regarding tests:
  - A description of the licensing or certification test that the organization or entity offers, including the purpose of the test, the vocational, professional, governmental, and other entities that recognize the test, and the license or certificate issued upon passing the test;
  - The requirements to take the test, including the amount of the fee charged for the test and any prerequisite education, training, skills, or other certification; and
  - The period for which the license or certificate is awarded is valid, and the requirements for maintaining or renewing the license or certificate;
  - The amount of the fee a candidate pays to take a test.
- Agrees to provide the VA the following information if requested:
  - The results of any test a candidate takes.
  - Personal identifying information of any candidate who applies for reimbursement from VA for a test.

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**3B. NON-GOVERNMENT FACILITIES ONLY - THE ORGANIZATION CERTIFIES THE FOLLOWING STATEMENTS:**

- The facility is licensed, chartered, or incorporated in a State and has offered tests to certify or license for a minimum of two years. (*Initial facilities, please submit evidence of two years of operation.*)
- The facility employs, or consults with, individuals with expertise or substantial experience with respect to all areas of knowledge or skill that are measured by the test and that are required for the license or certificate issued.
- The organization or entity has no direct financial interest in the outcome of the test or the organization(s) that provides the education or training of candidates for licenses or certificates required for vocations or professions.
  - *Note: These provisions will not prevent the approval of a test of the organization if:*
    - *The organization offers a sample test or preparatory materials to a candidate for the test but does not otherwise provide preparatory education or training to the candidate.*
    - *The organization has a financial interest in an organization that provides preparatory education or training of a candidate for a test, but that test is advantageous in but not **required** for practicing a vocation or profession.*
- The organization or entity maintains appropriate records with respect to all candidates who take the test for a period prescribed by the Secretary, in no case for a period of less than three years.

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**PART III OF WORKSHEET C: SUBMISSION OF MARKETING MATERIALS**

**REVIEW OF ADVERTISING AND MARKETING - WITH THIS APPLICATION, YOU MUST ALSO SUBMIT ANY ADVERTISING OR RECRUITING MATERIALS YOUR FACILITY USES.**

- A copy of recruiting or advertising materials you may use. The SAA is required to review any information that advertises GI Bill or veterans' benefits. (Advertising may include but is not limited to: scanned brochures, internet advertising markups, newspaper inserts, etc.)
  - *Please include information about any third-party contracts or organizations you may use to recruit students.*
- Any graduation rates/placement rate data you may publish, with a citation of the source for this data.

**PART III OF WORKSHEET C: SUBMISSION OF MARKETING MATERIALS (Continued)**

INSTITUTION UNDERSTANDS THE FOLLOWING IMPORTANT REQUIREMENTS AND/OR LIMITATIONS REGARDING ADVERTISING PRACTICES:

- Institution will not engage in advertising and/or enrollment practices of any type, which are erroneous, deceptive, or misleading either by actual statement, omission, or intimation. This includes any of the following practices:
  - **Misleading Statements:** Communication, action, omission, or intimation made in writing, visually, orally, or through other means, that has the likelihood or tendency to mislead the intended recipient of the communication under the circumstances in which the communication is made. Such term includes the use of student endorsements or testimonials for an educational institution that a student gives to the institution either under duress or because the institution required the student to make such an endorsement or testimonial to participate in a program of education.
  - **Misrepresentation:** Any false, erroneous, or misleading statement, action, omission, or intimation made directly or indirectly to a student, a prospective student, the public, an accrediting agency, a state agency, or to the Secretary by an eligible institution, one of its representatives, or any person with whom the institution has an agreement to provide education programs, marketing, advertising, recruiting or admissions services.
  - **Substantial Misrepresentation:** Misrepresentation in which the person to whom it was made could reasonably be expected to rely, or has reasonably relied, to that person's detriment.
  - **Limitations on commissions, bonuses, and other incentive payments:** An educational institution with a course or program of education approved and/or entity that owns such an educational institution, shall 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.
  - **Aggressive Enrollment Practices:** Carries out deceptive or persistent enrollment practices, including on military installations, that consist of any automatic renewal of enrollment in courses and programs of education, enrollment in a course or program.
  - **Aggressive Recruiting:** Carries out deceptive or persistent recruiting practices, including on military installations, that consist of making three or more unsolicited contacts to a covered individual by phone, email, in-person, during a 1-month period or engaging in same-day recruitment and registration.
  - **Lead Generating Activity:** Any internal persons or third-party entity receiving any compensation directly or indirectly based upon initiating GI Bill beneficiary interest to secure GI Bill enrollments, course or program completions by a student, or financial aid in an education and training institution with at least one approved GI Bill program.
- The institution does not pay inducements, including any gratuity, favor, discount, entertainment, hospitality, loan, transportation, lodging, meals, or other item having monetary value of more than a de minimis amount, to any individual entity or its agents including third party lead generators or marketing firms other than salaries paid to employees or fees paid to contractors, in conformity with all applicable laws for the purpose of securing enrollments of covered individuals or obtaining access to educational assistance under Title 38, with the exception of scholarships, grants, and tuition reductions provided by the educational institution.
- Institutions are prohibited from using "GI Bill" in any manner that directly or indirectly implies a relationship affiliation, or endorsement affiliation with the Department of Veterans Affairs.
- Institution agrees to adhere to the VA GI Bill Trademark Terms of Use. If you choose to use the words "GI Bill" in advertising, the trademark symbol "®" should be placed at the upper right corner of the trademarked phrase in the most prominent place at first usage; such as the title of a brochure, form, or the very top of web pages and the following trademark attribution notice must be prominently visible: "GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA)."

More information can be found at [Trademark Terms of Use - Education and Training \(va.gov\)](https://www.va.gov/education/trademark-terms-of-use).

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**PART IV OF WORKSHEET C: OTHER INFORMATION SUBMITTED**

4. REMARKS (If you need more space, please attach the additional remarks to the application.)

**WORKSHEET D - PREPARATORY COURSES FOR LICENSE/CERTIFICATION**

**PART I OF WORKSHEET D: INFORMATION REGARDING FACILITY CATALOG OR OTHER FACILITY PUBLICATIONS**

**REVIEW OF PROGRAMS - YOU MUST ALSO SUBMIT THE LIST OF PROGRAMS FOR WHICH YOU ARE REQUESTING APPROVAL ON A SEPARATE FORM PROVIDED BY THE STATE APPROVING AGENCY.**

1. TELL US WHY YOU ARE SUBMITTING THIS APPLICATION

- INITIAL APPLICATION.** This is a request for an initial approval to be designated as an institution with exams eligible for VA education benefit reimbursement.
- APPROVAL UPDATES.** This is a request for re-approval of program(s) or approval of one or more additional programs(s) based on an addendum published for a currently approved catalog or a newly issued catalog.

2. IS YOUR FACILITY CURRENTLY APPROVED AS AN INSTITUTION OF HIGHER LEARNING (IHL) OR NCD (NONCOLLEGE DEGREE) FACILITY FOR VA EDUCATION BENEFITS?

- YES    NO   *(If "Yes," please list the facility code of your IHL/NCD facility below.)*
- \_\_\_\_\_

3. THE INSTITUTION CERTIFIES THE FOLLOWING STATEMENTS:

- The organization or entity has no direct financial interest in the outcome of the test or organizations that provide the testing of candidates for licenses or certificates required for vocations or professions.
  - *Note: These provisions will not prevent the approval of a course if:*
    - *The organization offers sample tests or preparatory materials to a student but does not otherwise provide the exam to the candidate.*
    - *The organization has a financial interest in an entity that provides testing of a candidate after completing a preparatory course of training, provided the test is advantageous but not **required** for practicing a vocation or profession.*

**ADDITIONAL DOCUMENTATION - THE STATE APPROVING AGENCY WILL REQUIRE ADDITIONAL INFORMATION OR DOCUMENTATION OUTSIDE OF THE INFORMATION REQUESTED ON THIS FORM. PLEASE CONTACT THE STATE APPROVING AGENCY OF JURISDICTION FOR MORE INFORMATION ABOUT WHAT DOCUMENTATION IS NEEDED FOR A PREPARATORY COURSE APPROVAL**

**PART II OF WORKSHEET D: SUBMISSION OF MARKETING MATERIALS**

**REVIEW OF ADVERTISING AND MARKETING - WITH THIS APPLICATION, YOU MUST ALSO SUBMIT THE ADVERTISING OR RECRUITING MATERIALS YOUR FACILITY USES.**

- A copy of recruiting or advertising materials you may use. The SAA is required to review any information that advertises GI Bill or veteran's benefits. (Advertising may include but is not limited to: scanned brochures, internet advertising markups, newspaper inserts, etc.)
  - *Please include information about any third-party contracts or organizations you may use to recruit students.*
- Any graduation rates/placement rate data you may publish, with a citation of the source for this data.

The SAA may request additional information or advertising submissions.

INSTITUTION UNDERSTANDS THE FOLLOWING IMPORTANT REQUIREMENTS AND/OR LIMITATIONS REGARDING ADVERTISING PRACTICES:

- Institution will not engage in advertising and/or enrollment practices of any type, which are erroneous, deceptive, or misleading either by actual statement, omission, or intimation. This includes any of the following practices:
  - **Misleading Statements:** Communication, action, omission, or intimation made in writing, visually, orally, or through other means, that has the likelihood or tendency to mislead the intended recipient of the communication under the circumstances in which the communication is made. Such term includes the use of student endorsements or testimonials for an educational institution that a student gives to the institution either under duress or because the institution required the student to make such an endorsement or testimonial to participate in a program of education.
  - **Misrepresentation:** Any false, erroneous, or misleading statement, action, omission, or intimation made directly or indirectly to a student, a prospective student, the public, an accrediting agency, a state agency, or to the Secretary by an eligible institution, one of its representatives, or any person with whom the institution has an agreement to provide education programs, marketing, advertising, recruiting or admissions services.
  - **Substantial Misrepresentation:** Misrepresentation in which the person to whom it was made could reasonably be expected to rely, or has reasonably relied, to that person's detriment.
  - **Limitations on commissions, bonuses, and other incentive payments:** An educational institution with a course or program of education approved and/or entity that owns such an educational institution, shall 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.
  - **Aggressive Enrollment Practices:** Carries out deceptive or persistent enrollment practices, including on military installations, that consist of any automatic renewal of enrollment in courses and programs of education, enrollment in a course or program.
  - **Aggressive Recruiting:** Carries out deceptive or persistent recruiting practices, including on military installations, that consist of making three or more unsolicited contacts to a covered individual by phone, email, in-person, during a 1-month period or engaging in same-day recruitment and registration.
  - **Lead Generating Activity:** Any internal persons or third-party entity receiving any compensation directly or indirectly based upon initiating GI Bill beneficiary interest to secure GI Bill enrollments, course or program completions by a student, or financial aid in an education and training institution with at least one approved GI Bill program.
- The institution does not pay inducements, including any gratuity, favor, discount, entertainment, hospitality, loan, transportation, lodging, meals, or other item having monetary value of more than a de minimis amount, to any individual entity or its agents including third party lead generators or marketing firms other than salaries paid to employees or fees paid to contractors, in conformity with all applicable laws for the purpose of securing enrollments of covered individuals or obtaining access to educational assistance under Title 38, with the exception of scholarships, grants, and tuition reductions provided by the educational institution.
- Institutions are prohibited from using "GI Bill" in any manner that directly or indirectly implies a relationship affiliation, or endorsement affiliation with the Department of Veterans Affairs.

**PART II OF WORKSHEET D: SUBMISSION OF MARKETING MATERIALS (Continued)**

- Institution agrees to adhere to the VA GI Bill Trademark Terms of Use. If you choose to use the words "GI Bill" in advertising, the trademark symbol "®" should be placed at the upper right corner of the trademarked phrase in the most prominent place at first usage; such as the title of a brochure, form, or the very top of web pages and the following trademark attribution notice must be prominently visible: "GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA)." More information can be found at [Trademark Terms of Use - Education and Training \(va.gov\)](https://www.va.gov/education/trademark-terms-of-use).

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**PART III OF WORKSHEET D: OTHER INFORMATION SUBMITTED**

4. REMARKS *(If you need more space, please attach the additional remarks to the application.)*



**WORKSHEET E - CORRESPONDENCE SCHOOL**

**PART I OF WORKSHEET E: GENERAL INFORMATION**

**REVIEW OF PROGRAMS - YOU MUST ALSO SUBMIT THE LIST OF PROGRAMS FOR WHICH YOU ARE REQUESTING APPROVAL ON A SEPARATE FORM PROVIDED BY THE STATE APPROVING AGENCY.**

1. TELL US WHY YOU ARE SUBMITTING THIS APPLICATION

- INITIAL APPLICATION.** This is a request for an initial approval to be designated as an institution with programs eligible for participation in VA GI Bill® benefit programs.
- RE-APPROVAL.** This is a request for a full re-approval of currently approved GI Bill programs, and may include a request for approval of one or more additional program(s).
- APPROVAL UPDATES.** This is a request for approval of one or more additional program(s) based on an addendum published for a currently approved catalog or a newly issued catalog.

2. THE FACILITY IS CLASSIFIED AS:

- ACCREDITED
- NON-ACCREDITED *(If non-accredited, please stop filling out this form.)*

3. NAME(S) OF INSTITUTIONAL ACCREDITING AGENCIES RECOGNIZED BY THE U.S. DEPARTMENT OF EDUCATION

4. DO AT LEAST 50% OF THOSE PURSUING EACH COURSE FOR WHICH APPROVAL IS SOUGHT REQUIRE SIX MONTHS OR MORE TO COMPLETE THE PROGRAM?

- YES
- NO *(If "No," please stop filling out this form.)*

5. ARE YOUR COURSES CONDUCTED BY A COMBINATION CORRESPONDENCE/RESIDENCE OR BY CORRESPONDENCE EXCLUSIVELY?

- CORRESPONDENCE/RESIDENCE
- CORRESPONDENCE EXCLUSIVELY

6. CORRESPONDENCE EXCLUSIVE FACILITIES ONLY: HAS THE FACILITY BEEN CONTINUALLY IN OPERATION, ENROLLING STUDENTS, AND ABLE TO CONFER DIPLOMAS OR CERTIFICATES FOR THE PREVIOUS 24-MONTH PERIOD?

- YES
- NO *(If "No," please do not proceed filling out this form, refer to the instructions.)*

**PART II OF WORKSHEET E: INFORMATION REGARDING FACILITY CATALOG OR OTHER FACILITY PUBLICATIONS**

**NOTE:** If the facility only uses brochures and not a formal catalog, the State Approving Agency will treat the brochures as a catalog for this review process. All information requested must still be provided in the school's written brochures.

7. PROVIDE THE FOLLOWING INFORMATION SHOWN IN THE FACILITY'S CATALOG/PUBLICATIONS.

**ALL FACILITIES MUST COMPLETE THE BELOW AREAS:**

7A. INFORMATION REQUESTED	7B. PUBLICATION IDENTIFYING DATA <i>(If applicable - The document(s) should include volume, number, and date of publication.)</i>	7C. INFORMATION PROVIDED ON PAGE(S)
FACILITY'S NAME, ADDRESS, AND TELEPHONE NUMBER		
IF APPLICABLE, CALENDAR OF THE SCHOOL SHOWING HOLIDAYS, BEGINNING AND ENDING DATE OF EACH TERM, AND OTHER IMPORTANT DATES		
A LIST OF INDIVIDUALS WHO WILL SERVE AS FULLY QUALIFIED INSTRUCTORS AND INDIVIDUALS WHO WILL SERVE AS CAREER SERVICES EMPLOYEES FOR STUDENTS		
INSTITUTION'S GRADING SYSTEM		
INSTITUTION'S GRADUATION REQUIREMENTS		
ACADEMIC PROBATION, SUSPENSION, AND REENTRANCE POLICIES		
INSTITUTION MAINTAINS RECORDS OF GRADES AND TRANSCRIPTS (MINIMUM OF THREE YEARS)		
<b>IF APPLICABLE:</b> INSTITUTION'S ATTENDANCE POLICY		
INSTITUTION'S POLICY ON GRANTING CREDIT FOR PRIOR EDUCATION AND TRAINING: FACILITY MUST OBTAIN A WRITTEN RECORD OF PRIOR EDUCATION AND TRAINING THAT INCLUDES MILITARY TRAINING. WHEN DEEMED APPROPRIATE, GRANT CREDIT AND SHORTEN THE PROGRAM ACCORDINGLY.		

**PART III OF WORKSHEET E: INFORMATION REGARDING OPERATIONAL STATUS OF THE FACILITY**

7D. HAS ANY FEDERAL OR STATE GOVERNMENT ENTITY TAKEN ADVERSE REGULATORY ACTION AGAINST THE FACILITY SUCH AS PLACING THE FACILITY ON A PROVISIONAL CERTIFICATION STATUS OR OTHER PUNITIVE ACTION?

YES  NO (If "Yes," explain the circumstances that led to the adverse regulatory action below.)

8. HAS THE FACILITY BEEN NAMED AS A DEFENDANT IN ANY LITIGATION RELATED TO ITS TRAINING PROGRAMS?

YES  NO (If "Yes," explain the circumstances and the result of the litigation below.)

9. HAS THE FACILITY BEEN SUBJECT TO PROBATION, SUSPENSION, AN ORDER TO SHOW CAUSE RELATING TO THE EDUCATIONAL INSTITUTION'S ACADEMIC POLICIES AND PRACTICES OR TO ITS FINANCIAL STABILITY OR REVOCATION OF ACCREDITATION?

YES  NO (If "Yes," explain the circumstances and the result of the litigation below.)

10. **NEW FACILITIES ONLY** - PLEASE SUBMIT DOCUMENTATION IDENTIFYING THE FOLLOWING:

- The number of students who have entered and graduated from all programs during the preceding two-year period.

**PART IV OF WORKSHEET E: FACILITY CERTIFICATION AND ACKNOWLEDGMENTS**

**COMBINATION CORRESPONDENCE-RESIDENCE PROGRAMS ONLY** - PLEASE ACKNOWLEDGE THE FOLLOWING PROGRAM LIMITATIONS:

- The correspondence and residence portions are pursued sequentially; that is, not concurrently.
- It is the practice of the institution to permit a student to pursue a part of his or her course by correspondence in partial fulfillment of the requirements for the attainment of the specified objective.
- The total credit established by correspondence does not exceed the maximum for which the institution will grant credit toward the specified objective.
- The charges for the residence portion of the program must be separate from those for the correspondence portion.

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**CORRESPONDENCE EXCLUSIVELY PROGRAMS ONLY** - PLEASE ACKNOWLEDGE THE FOLLOWING PROGRAM LIMITATIONS:

- An educational institution offering a program of education to be pursued exclusively by correspondence must enter into an enrollment agreement with the veteran, spouse, surviving spouse, or reservist who wishes to receive educational assistance from VA while pursuing the program.
- The enrollment agreement shall disclose fully the obligations of the institution and the veteran, spouse, surviving spouse, or reservist, and shall display in a prominent place on the agreement the conditions for affirming termination, refund, and payment educational assistance by VA.
- A copy of the agreement shall be given to the veteran, spouse, surviving spouse, or reservist when it is signed.
- The agreement shall not be effective unless the veteran, spouse, surviving spouse, or reservist after the expiration of 10 days after the agreement is signed, shall have signed and submitted to VA a written statement, with a signed copy to the institution, specifically affirming the agreement.

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**ALL FACILITIES:** THE ORGANIZATION UNDERSTANDS THE FOLLOWING IMPORTANT PROGRAM REQUIREMENTS AND/OR LIMITATIONS.

- The program is satisfactory in all elements of providing training.
- State approving agencies have the authority to review periodically the length of time needed to complete each approved correspondence program or approved correspondence-residence course in order to determine whether the program or course should continue to be approved. In implementing this authority, a State Approving Agency will examine the results over a prior two-year period reasonably related to the date on which such a review is conducted.
- Upon notification of the educational institution by the veteran, spouse, surviving spouse, or reservist of an intention not to affirm the enrollment agreement, any fees paid by the individual shall be returned promptly in full to him or her.
- Upon termination of enrollment under an affirmed enrollment agreement for training in the accredited course by the veteran, spouse, surviving spouse, or reservist, without having completed any lessons, a registration fee not in excess of 10 percent of the tuition for the course or \$50, whichever is less, may be charged him or her. When the individual terminates the agreement after completion of less than 25 percent of the lessons of the course, the institution may retain the registration fee plus 25 percent of the tuition. When the individual terminates the agreement after completing 25 percent but less than 50 percent of the lessons, the institution may retain the registration fee plus 50 percent of the tuition for the course. If 50 percent or more of the lessons are completed, no refund of tuition is required.
- Where the school either has or adopts an established policy for the refund of the unused portion of the tuition, fees, and other charges subject to proration, which is more favorable to the veteran, spouse, surviving spouse, or reservist than the pro rata basis.
- Any institution that fails to forward any refund due to the veteran, spouse, surviving spouse, or reservist within 40 days after receipt of a notice of termination or disaffirmance, shall be deemed, prima facie, to have failed to make a prompt refund as required by this action.

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**PART IV OF WORKSHEET E: FACILITY CERTIFICATION AND ACKNOWLEDGMENTS (Continued)**

**ALL FACILITIES: THE INSTITUTION CERTIFIES THE FOLLOWING STATEMENTS:**

- The institution is in compliance with all applicable laws and regulations relating to the approval of courses of education.
- During the five-year period preceding the date of this application, the institution has not been subject to, or been party to a contract with any individual or entity that has been subject to:
  - Any adverse administrative or judicial action that's related to the instruction or training, including with respect to the quality of education, provided by the institution or establishment; and resulted in a fine or penalty in an amount equal to or more than five percent of the amount of funding provided to the institution or establishment under Title IV of the Higher Education Act of 1965 for the fiscal year preceding the year in which the application is submitted;
  - Or has not employed an individual or been party to a contract with any individual or entity, that has been convicted of a Federal fraud charge related to the instruction or training provided by the institution or establishment.
- The educational institution or training establishment will include their application materials:
  - A list of individuals who will serve as fully qualified instructors for the course of education, as of the date of the application, and an attestation that such individuals:
    - Have a degree or other training, as appropriate, in the field of the course;
    - Effectively teach the skills offered under the course;
    - Have a demonstrated relevant industry experience in the field of the course;
    - A list of individuals who will serve as career services employees for students enrolled in the course and an attestation that such individuals are skilled at identifying professions in the relevant industry that are in need of new employees to hire, tailoring the course of education to meet market needs, and identifying the employers likely to hire graduates.

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**PART V OF WORKSHEET E: SUBMISSION OF MARKETING MATERIALS**

**REVIEW OF ADVERTISING AND MARKETING - WITH THIS APPLICATION, YOU MUST ALSO SUBMIT ADVERTISING OR RECRUITING MATERIALS YOUR FACILITY USES.**

- A copy of recruiting or advertising materials you may use. The SAA is required to review any information that advertises GI Bill or veteran's benefits. (Advertising may include but is not limited to: Scanned brochures, Internet advertising markups, newspaper inserts, etc.)
  - Please include information about any third-party contracts or organizations you may use to recruit students.
- Any graduation rates/placement rate data you may publish, with a citation of the source for this data.

The SAA may request additional information.

**INSTITUTION UNDERSTANDS THE FOLLOWING IMPORTANT REQUIREMENTS AND/OR LIMITATIONS REGARDING ADVERTISING PRACTICES:**

- Institution will not engage in advertising and/or enrollment practices of any type, which are erroneous, deceptive, or misleading either by actual statement, omission, or intimation. This includes any of the following practices:
  - **Misleading Statements:** Communication, action, omission, or intimation made in writing, visually, orally, or through other means, that has the likelihood or tendency to mislead the intended recipient of the communication under the circumstances in which the communication is made. Such term includes the use of student endorsements or testimonials for an educational institution that a student gives to the institution either under duress or because the institution required the student to make such an endorsement or testimonial to participate in a program of education.
  - **Misrepresentation:** Any false, erroneous, or misleading statement, action, omission, or intimation made directly or indirectly to a student, a prospective student, the public, an accrediting agency, a state agency, or to the Secretary by an eligible institution, one of its representatives, or any person with whom the institution has an agreement to provide education programs, marketing, advertising, recruiting or admissions services.
  - **Substantial Misrepresentation:** Misrepresentation in which the person to whom it was made could reasonably be expected to rely, or has reasonably relied, to that person's detriment.
  - **Limitations on commissions, bonuses, and other incentive payments:** An educational institution with a course or program of education approved and/or entity that owns such an educational institution, shall 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.
  - **Aggressive Enrollment Practices:** Carries out deceptive or persistent enrollment practices, including on military installations, that consist of any automatic renewal of enrollment in courses and programs of education, enrollment in a course or program.
  - **Aggressive Recruiting:** Carries out deceptive or persistent recruiting practices, including on military installations, that consist of making three or more unsolicited contacts to a covered individual by phone, email, in-person, during a 1-month period or engaging in same-day recruitment and registration.
  - **Lead Generating Activity:** Any internal persons or third-party entity receiving any compensation directly or indirectly based upon initiating GI Bill beneficiary interest to secure GI Bill enrollments, course or program completions by a student, or financial aid in an education and training institution with at least one approved GI Bill program.
- The institution does not pay inducements, including any gratuity, favor, discount, entertainment, hospitality, loan, transportation, lodging, meals, or other item having monetary value of more than a de minimis amount, to any individual entity or its agents including third party lead generations or marketing firms other than salaries paid to employees or fees paid to contractors, in conformity with all applicable laws for the purpose of securing enrollments of covered individuals or obtaining access to educational assistance under Title 38, with the exception of scholarships, grants, and tuition reductions provided by the educational institution.
- Institutions are prohibited from using "GI Bill" in any manner that directly or indirectly implies a relationship affiliation, or endorsement affiliation with the Department of Veterans Affairs.
- Institution agrees to adhere to the VA GI Bill Trademark Terms of Use. If you choose to use the words "GI Bill" in advertising, the trademark symbol "®" should be placed at the upper right corner of the trademarked phrase in the most prominent place at first usage; such as the title of a brochure, form, or the very top of web pages and the following trademark attribution notice must be prominently visible: "GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA)." More information can be found at [Trademark Terms of Use - Education and Training \(va.gov\)](https://www.va.gov/education/trademark-terms-of-use).

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**PART V OF WORKSHEET E: OTHER INFORMATION SUBMITTED**

11. REMARKS *(If you need more space, please attach the additional remarks to the application.)*

**WORKSHEET F - HIGH SCHOOL FACILITY**

**PART I OF WORKSHEET F: GENERAL INFORMATION**

1. TELL US WHY YOU ARE SUBMITTING THIS APPLICATION

- INITIAL APPLICATION.** This is a request for an initial approval to be designated as an institution with programs eligible for participation in VA GI Bill® benefit programs.
- RE-APPROVAL.** This is a request for a full re-approval of currently approved GI Bill programs and may include a request for approval of one or more additional program(s).
- APPROVAL UPDATES.** This is a request for approval of one or more additional program(s) based on an addendum published for a currently approved catalog or a newly issued catalog.

2. THE FACILITY IS CLASSIFIED AS:

- PUBLIC       PRIVATE-FOR-PROFIT       PRIVATE-NONPROFIT

3. HAS THE FACILITY BEEN CONTINUALLY IN OPERATION, ENROLLING STUDENTS, AND ABLE TO CONFERE DIPLOMAS OR CERTIFICATES FOR THE PREVIOUS 24-MONTH PERIOD?

- YES       NO *(If "No," please do not proceed filling out this form.)*

4. HAS THE FACILITY EXPERIENCED A CHANGE-OF-OWNERSHIP IN THE PREVIOUS 24-MONTH PERIOD?

- YES       NO *(If "Yes," provide details below. Include relevant dates and details on the impact these changes had on the facility.)*

5. REGARDING A PROGRAM LEADING TO A SECONDARY SCHOOL DIPLOMA OFFERED BY A SECONDARY SCHOOL APPROVED IN THE STATE WHICH IT OPERATES, WHAT IS THE STATE GOVERNING BODY THAT AUTHORIZES YOUR FACILITY TO OPERATE? *(If you are exempt from state authorization, please cite the reason your facility is exempt.)*

**PART II OF WORKSHEET F: INFORMATION REGARDING FACILITY CATALOG OR OTHER FACILITY PUBLICATIONS**

**NOTE:** If the facility only uses brochures and not a formal catalog, the State Approving Agency will treat the brochures as a catalog for this review process. All information requested must still be provided in the school's written brochures.

6. PROVIDE THE FOLLOWING INFORMATION SHOWN IN THE FACILITY'S CATALOG/PUBLICATIONS.

**ALL FACILITIES MUST COMPLETE THE BELOW AREAS:**

6A. INFORMATION REQUESTED	6B. PUBLICATION IDENTIFYING DATA <i>(If application - The document(s) should include volume, number, and date of publication.)</i>	6C. INFORMATION PROVIDED ON PAGE(S)
FACILITY'S NAME, ADDRESS, AND TELEPHONE NUMBER		
CALENDAR OF THE SCHOOL SHOWING HOLIDAYS, BEGINNING AND ENDING DATE OF EACH TERM, AND OTHER IMPORTANT DATES		
A LIST OF INDIVIDUALS WHO WILL SERVE AS FULLY QUALIFIED INSTRUCTORS AND INDIVIDUALS WHO WILL SERVE AS CAREER SERVICES EMPLOYEES FOR STUDENTS		
INSTITUTION'S GRADING SYSTEM		
INSTITUTION'S GRADUATION REQUIREMENTS		
ACADEMIC PROBATION, SUSPENSION, AND REENTRANCE POLICIES		
INSTITUTION MAINTAINS RECORDS OF GRADES AND TRANSCRIPTS (MINIMUM OF THREE YEARS)		
<b>IF APPLICABLE:</b> INSTITUTION'S ATTENDANCE POLICY		
INSTITUTION'S POLICY ON GRANTING CREDIT FOR PRIOR EDUCATION AND TRAINING (FACILITY MUST OBTAIN A WRITTEN RECORD OF PRIOR EDUCATION AND TRAINING (INCLUDING MILITARY TRAINING), GRANTING OF CREDIT WHEN APPROPRIATE, AND SHORTENING OF PROGRAM ACCORDINGLY)		

**PART III OF WORKSHEET F: FACILITY CERTIFICATION AND ACKNOWLEDGMENTS**

**ALL FACILITIES: THE INSTITUTION CERTIFIES THE FOLLOWING STATEMENTS:**

- The institution is in compliance with all applicable laws and regulations relating to the approval of courses of education.
- During the five-year period preceding the date of this application, the institution has not been subject to, or been party to a contract with any individual or entity that has been subject to:
  - Any adverse administrative or judicial action that's related to the instruction or training, including with respect to the quality of education, provided by the institution or establishment; and resulted in a fine or penalty in an amount equal to or more than five percent of the amount of funding provided to the institution or establishment under Title IV of the Higher Education Act of 1965 for the fiscal year preceding the year in which the application is submitted;
  - Or has not employed an individual or been party to a contract with any individual or entity, that has been convicted of a Federal fraud charge related to the instruction or training provided by the institution or establishment.
- The educational institution or training establishment will include their application materials:
  - A list of individuals who will serve as fully qualified instructors for the course of education, as of the date of the application, and an attestation that such individuals:
    - Have a degree or other training, as appropriate, in the field of the course;
    - Effectively teach the skills offered under the course;
    - Have a demonstrated relevant industry experience in the field of the course;
    - A list of individuals who will serve as career services employees for students enrolled in the course and an attestation that such individuals are skilled at identifying professions in the relevant industry that are in need of new employees to hire, tailoring the course of education to meet market needs, and identifying the employers likely to hire graduates.

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**PART IV OF WORKSHEET F: SUBMISSION OF MARKETING MATERIALS**

**REVIEW OF ADVERTISING AND MARKETING - WITH THIS APPLICATION, YOU MUST ALSO SUBMIT ADVERTISING OR RECRUITING MATERIALS YOUR FACILITY USES.**

- A copy of recruiting or advertising materials you may use. The SAA is required to review any information that advertises GI Bill or veteran's benefits. (Advertising may include but is not limited to: Scanned brochures, Internet advertising markups, newspaper inserts, etc.)
  - Please include information about any third-party contracts or organizations you may use to recruit students.
- Any graduation rates/placement rate data you may publish, with a citation of the source for this data.

The SAA may request additional information.

**INSTITUTION UNDERSTANDS THE FOLLOWING IMPORTANT REQUIREMENTS AND/OR LIMITATIONS REGARDING ADVERTISING PRACTICES:**

- Institution will not engage in advertising and/or enrollment practices of any type, which are erroneous, deceptive, or misleading either by actual statement, omission, or intimation. This includes any of the following practices:
  - **Misleading Statements:** Communication, action, omission, or intimation made in writing, visually, orally, or through other means, that has the likelihood or tendency to mislead the intended recipient of the communication under the circumstances in which the communication is made. Such term includes the use of student endorsements or testimonials for an educational institution that a student gives to the institution either under duress or because the institution required the student to make such an endorsement or testimonial to participate in a program of education.
  - **Misrepresentation:** Any false, erroneous, or misleading statement, action, omission, or intimation made directly or indirectly to a student, a prospective student, the public, an accrediting agency, a state agency, or to the Secretary by an eligible institution, one of its representatives, or any person with whom the institution has an agreement to provide education programs, marketing, advertising, recruiting or admissions services.
  - **Substantial Misrepresentation:** Misrepresentation in which the person to whom it was made could reasonably be expected to rely, or has reasonably relied, to that person's detriment.
  - **Limitations on commissions, bonuses, and other incentive payments:** An educational institution with a course or program of education approved and/or entity that owns such an educational institution, shall 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.
  - **Aggressive Enrollment Practices:** Carries out deceptive or persistent enrollment practices, including on military installations, that consist of any automatic renewal of enrollment in courses and programs of education, enrollment in a course or program.
  - **Aggressive Recruiting:** Carries out deceptive or persistent recruiting practices, including on military installations, that consist of making three or more unsolicited contacts to a covered individual by phone, email, in-person, during a 1-month period or engaging in same-day recruitment and registration.
  - **Lead Generating Activity:** Any internal persons or third-party entity receiving any compensation directly or indirectly based upon initiating GI Bill beneficiary interest to secure GI Bill enrollments, course or program completions by a student, or financial aid in an education and training institution with at least one approved GI Bill program.
- The institution does not pay inducements, including any gratuity, favor, discount, entertainment, hospitality, loan, transportation, lodging, meals, or other item having monetary value of more than a de minimis amount, to any individual entity or its agents including third party lead generations or marketing firms other than salaries paid to employees or fees paid to contractors, in conformity with all applicable laws for the purpose of securing enrollments of covered individuals or obtaining access to educational assistance under Title 38, with the exception of scholarships, grants, and tuition reductions provided by the educational institution.
- Institutions are prohibited from using "GI Bill" in any manner that directly or indirectly implies a relationship affiliation, or endorsement affiliation with the Department of Veterans Affairs.
- Institution agrees to adhere to the VA GI Bill Trademark Terms of Use. If you choose to use the words "GI Bill" in advertising, the trademark symbol "®" should be placed at the upper right corner of the trademarked phrase in the most prominent place at first usage; such as the title of a brochure, form, or the very top of web pages and the following trademark attribution notice must be prominently visible: "GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA)." More information can be found at [Trademark Terms of Use - Education and Training \(va.gov\)](https://www.va.gov/trademark-terms-of-use-education-and-training).

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**PART V OF WORKSHEET F: OTHER INFORMATION SUBMITTED**

11. REMARKS *(If you need more space, please attach the additional remarks to the application.)*

**WORKSHEET G - APPRENTICESHIP OR ON-THE-JOB TRAINING FACILITY**

**PART I OF WORKSHEET G: GENERAL INFORMATION**

**REVIEW OF OCCUPATIONS - YOU MUST ALSO SUBMIT OCCUPATIONS FOR WHICH YOU ARE REQUESTING APPROVAL ON EITHER VA FORM 22-8865 OR VA FORM 22-10288A TO THE STATE APPROVING AGENCY.**

1. TELL US WHAT TYPE OF TRAINING ESTABLISHMENT YOUR FACILITY IS DEFINED AS:

- REGISTERED APPRENTICESHIP.** A formalized training program accepted and recorded by the U.S. Department of Labor's Office of Apprenticeship and/or approved by a recognized state apprenticeship agency/council. Such programs conform to the federal requirements of a structured and systematic training plan designed to meet industry standards.
- NON-REGISTERED APPRENTICESHIP.** An apprenticeship program that is structured, systematic and progressive consisting of on-the-job training and related theoretical instruction that is not registered with the U.S. Department of Labor or state apprenticeship agency. The length of an apprenticeship is not less than 2,000 hours of full-time work experience.
- ON-THE-JOB TRAINING.** Programs involve a job that is learned in a practical way through a planned and systematic program of supervised training. There is a logical progression to the training allowing the trainee to move to the next higher classification based upon skills learned, not just length of service, and may or may not include theoretical training. The training period must be full-time, compensated employment that is not less than six months and not more than two years in length.
- OTHER.** (Specify) \_\_\_\_\_

2. TELL US WHY YOU ARE SUBMITTING THIS APPLICATION

- INITIAL APPLICATION.** This is a request for an initial approval to be designated as an institution with programs eligible for VA education benefit reimbursement.
- APPROVAL UPDATE.** This is a request for updates of currently approved occupations or approval of one or more additional occupation(s). New occupations must list the various operations for the major kinds of work or tasks to be learned and performed, and the approximate length of time to be spent on each operation or task.

3. THE TRAINING ESTABLISHMENT IS CLASSIFIED AS:

- PUBLIC
- PRIVATE-FOR-PROFIT
- PRIVATE-NONPROFIT

4. THE TRAINING ESTABLISHMENT IS DEFINED AS AN:

- EMPLOYER/SPONSOR
- JOINT APPRENTICESHIP COMMITTEE
- ASSOCIATED BUILDERS AND CONTRACTORS
- OTHER (Specify) \_\_\_\_\_

5. HAS THE FACILITY EXPERIENCED A CHANGE-OF-OWNERSHIP IN THE PREVIOUS 24-MONTH PERIOD?

- YES
- NO (If "Yes," provide details below. Include relevant dates and details on the impact these changes had on the facility.)

**NOTE: ON-THE-JOB TRAINING FACILITIES SHOULD SKIP DIRECTLY TO PART III AND DO NOT NEED TO COMPLETE PART II.**

**PART II OF WORKSHEET G: APPRENTICESHIP FACILITIES ONLY**

6. THE TRAINING ESTABLISHMENT IS CLASSIFIED AS:

- SPECIFIC PERIOD OF TIME
- MASTERY/COMPETENCY OF SKILLS
- COMBINATION TIME-COMPETENCY BASED

**COMPETENCY OR COMBINED TIME/COMPETENCY BASED APPRENTICESHIPS ONLY**

- In the case of a competency-based program of apprenticeship, State approving agencies shall determine the period for which payment may be made for VA education benefits. In determining the period of such a program, State approving agencies shall take into consideration the approximate term of the program recommended in registered apprenticeship program standards recognized by the Secretary of Labor.
- The sponsor of a competency-based program of apprenticeship shall provide notice to the State Approving Agency involved of any such standards that may apply to the program and the proposed approximate period of training under the program.
- The sponsor of a competency-based program of apprenticeship shall notify the Secretary upon the successful completion of a program of apprenticeship by an individual using VA education benefits.

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**ALL FACILITIES: THE INSTITUTION UNDERSTANDS THE FOLLOWING IMPORTANT REQUIREMENTS:**

- The facility will submit the following documentation to the SAA:
  - A schedule listing various operations for major kinds of work or tasks to be learned and showing for each job operations or work, tasks to be performed, and the approximate length of time to be spent on each operation or task,
  - The complete standards of apprenticeship including any appendices,
  - As requested during a compliance visit, a signed copy of the training agreement for each veteran or eligible person.
- The facility will submit VA Form 22-8865 or 22-10288A which contains additional conditions to be met for program approval which includes:
  - Title and description of the specific job objective for which the veteran or eligible person is to be trained,
  - The length of the training period,
  - The number of hours of supplemental related instruction required.

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**PART II OF WORKSHEET G: APPRENTICESHIP FACILITIES ONLY (Continued)**

**JOINT APPRENTICESHIP TRAINING FACILITIES ONLY - INSTITUTIONS THAT PARTICIPATE IN VA GI BILL PROGRAMS MUST AGREE TO ELECTRONIC FUNDS TRANSFER (EFT) - DIRECT DEPOSIT TRANSACTIONS FOR THE PAYMENT OF FUNDS OWED TO THE INSTITUTION.**

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**NOTE: IF YOUR FACILITY DOES NOT WISH TO RECEIVE AN ANNUAL REPORTING FEE PAYMENT FOR CERTIFYING THESE STUDENTS, YOU MAY DECLINE PARTICIPATION IN EFT. PLEASE CONTACT YOUR SAA FOR MORE INFORMATION.**

**REVIEW OF OCCUPATIONS - YOU MUST ALSO SUBMIT OCCUPATIONS FOR APPROVAL ON VA FORM 22-8865 OR 22-10288A TO THE STATE APPROVING AGENCY.**

**NON-REGISTERED APPRENTICESHIP FACILITIES ONLY - THE INSTITUTION UNDERSTANDS THE FOLLOWING IMPORTANT REQUIREMENTS:**

- The apprentice must receive training in a skilled trade and there must be reasonable assurance of a job upon completion of training.
- There must be an outline of the work processes in which the apprentice will receive supervised work experience and training on the job and an allocation of the approximate time to be spent in each major process.
- A minimum of 144 hours per year of supplemental instruction in technical subjects related to the trade is recommended for each year of the apprenticeship program.
- The standards must include a uniform, progressive schedule of wages. The wages paid to veteran apprentice during the training period must not be less than those paid to non-veteran apprentices in similar training positions.
- The numerical ratio of apprentices to journey workers must be consistent with proper supervision, training, safety, and continuity of employment.
- There must be assurance of qualified training personnel and adequate supervision on the job.
- A probationary period of reasonable length in relation to the full term of the apprenticeship is acceptable. Credit for the probationary period will count toward completion of the apprenticeship program.
- Adequate, safe, equipment and facilities, as well as adequate supervision, is required. Safety training for apprentices on the job, and in related instruction, is encouraged.
- The minimum qualifications established by the employer or sponsor for participation in the apprenticeship program must be stated.
- A copy of the training agreement making reference to the training program and wage schedule as approved by the State Approving Agency, is provided to the veteran or eligible person.
- Recognition for successful completion of an apprenticeship program is expected.
- The training establishment must assure compliance with Title VII of the Civil Rights Act of 1964.

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**NOTE: APPRENTICESHIP FACILITIES SHOULD SKIP DIRECTLY TO PART IV AND DO NOT NEED TO COMPLETE PART III.**

**PART III OF WORKSHEET G: ON-THE-JOB TRAINING FACILITIES ONLY**

**7. THE INSTITUTION UNDERSTANDS THE FOLLOWING IMPORTANT REQUIREMENTS:**

- The facility will submit the following documentation to the SAA:
  - A schedule listing various operations for major kinds of work or tasks to be learned and showing for each job operations or work, tasks to be performed, and the approximate length of time to be spent on each operation or task,
  - A signed copy of the training agreement for each eligible veteran or person, including the training program and wage scale as approved by the State Approving Agency, is provided to the veteran or person and to the Secretary and the State Approving Agency by the employer.

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**8. THE INSTITUTION UNDERSTANDS THE FOLLOWING IMPORTANT APPROVAL REQUIREMENTS:**

- The veteran or eligible person is not already qualified by training and experience for the job.
- The job which is the objective of the training is one in which progression and appointment to the next higher classification are based upon skills learned through organized and supervised training on-the-job and not on such factors as length of service and normal turnover.
- The training content of the course is adequate to qualify the eligible veteran or person for appointment to the job for which the veteran or person is to be trained.
- The job customarily requires full-time training for a period of not less than six months and not more than two years.
- The length of training period is not longer than that customarily required by the training establishments in the community to provide an eligible veteran or person with the required skills, arrange for the acquiring of job knowledge, technical information, and other facts to learn in order to become competent on the job.
- Provision is made for related instruction for the individual eligible veteran or person who may need it.
- There is in the training establishment adequate space, equipment, instructional material, and instructor personnel to provide satisfactory training on the job.
- Records will be maintained for each trainee. At a minimum, the records will include the following: job assignments, promotions, demotions, lay-off terminations, rates of pay, progress in training as outlined in the work processes, hours of training given monthly in each process and overall progress evaluations made at least each 3 months.
- No course of training will be considered bona fide if given to an eligible veteran or person who is already qualified by training and experience for the job.
- Wages to be paid to the veteran or eligible person upon entrance into training are not less than wages paid to non-veterans in the same training position, are at least 50 percent of the wages paid for the job for which he or she is to be trained, and will be increased in regular periodic increments until not later than the last full month of the scheduled training period. They will be at least 85 percent of the wages paid for the job for which the veteran or eligible person is being trained.
- Close supervision by qualified journey workers will be provided throughout the training program;
- Credit will be given for previous training and experience and the length of the training program will be reduced proportionately. Trainees who are granted credit for previous training and experience will be placed into the appropriate step of the wage progression scale;
- A copy of an approved training agreement will be provided to the trainee and to the Department of Veterans Affairs (VA);
- Immediately notify VA of any wage increase (or decrease) paid any trainee not in accordance with his or her training agreement.

**9. THE INSTITUTION UNDERSTANDS THE FOLLOWING IMPORTANT APPROVAL REQUIREMENTS (Continued):**

- There is reasonable certainty that the job for which the veteran or eligible person is to be trained will be available to him or her at the end of the training period.

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**PART IV OF WORKSHEET G: FACILITY CERTIFICATION AND ACKNOWLEDGMENTS**

**ADDITIONAL DOCUMENTATION** - THE STATE APPROVING AGENCY AND/OR VA MAY REQUIRE ADDITIONAL INFORMATION OR DOCUMENTATION OUTSIDE OF THE INFORMATION REQUESTED ON THIS FORM. ADDITIONAL INFORMATION OR DOCUMENTATION NEEDED TO PROCESS A FACILITY APPROVAL MAY BE REQUIRED TO MEET APPLICABLE STATE OR FEDERAL LAWS.

**10. THE INSTITUTION CERTIFIES THE FOLLOWING STATEMENTS:**

- The institution is in compliance with all applicable laws and regulations relating to the approval of courses of education.
- During the five-year period preceding the date of this application, the institution has not been subject to, or been party to a contract with any individual or entity that has been subject to:
  - Any adverse administrative or judicial action that's related to the instruction or training, including with respect to the quality of education, provided by the institution or establishment; and resulted in a fine or penalty in an amount equal to or more than five percent of the amount of funding provided to the institution or establishment under Title IV of the Higher Education Act of 1965 for the fiscal year preceding the year in which the application is submitted;
  - Or has not employed an individual or been party to a contract with any individual or entity, that has been convicted of a Federal fraud charge related to the instruction or training provided by the institution or establishment.
- The educational institution or training establishment will include their application materials:
  - A list of individuals who will serve as fully qualified instructors for the course of education, as of the date of the application, and an attestation that such individuals:
    - Have a degree or other training, as appropriate, in the field of the course;
    - Effectively teach the skills offered under the course;
    - Have a demonstrated relevant industry experience in the field of the course;
    - A list of individuals who will serve as career services employees for students enrolled in the course and an attestation that such individuals are skilled at identifying professions in the relevant industry that are in need of new employees to hire, tailoring the course of education to meet market needs, and identifying the employers likely to hire graduates.

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**11. THE INSTITUTION UNDERSTANDS AND AGREES THAT THE FOLLOWING CONDITIONS MUST BE MET FOR TRAINING PROGRAMS TO BE APPROVED FOR VA TRAINING BENEFITS.**

- Close supervision by qualified journey workers will be provided throughout the training program;
- Records will be maintained for each trainee. At a minimum, the records will include the following: job assignments, promotions, demotions, lay-off terminations, rates of pay, progress in training as outlined in the work processes, hours of training given monthly in each process and overall progress evaluations made at least each 3 months;
- Credit will be given for previous training and experience and the length of the training program will be reduced proportionately. Trainees who are granted credit for previous training and experience will be placed into the appropriate step of the wage progression scale;
- If required for approval of a training program, the trainee will be advanced to the full journey worker wage immediately upon completion of the training program;
- An Enrollment Certification will not be submitted for a veteran or eligible person who is already qualified for the position because of prior training or experience;
- A copy of an approved training agreement will be provided to the trainee and to the Department of Veterans Affairs (VA);
- Immediately notify VA of any wage increase (or decrease) paid any trainee not in accordance with his or her training agreement.

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**PART V OF WORKSHEET G: SUBMISSION OF MARKETING MATERIALS**

**12. REVIEW OF ADVERTISING AND MARKETING** - WITH THIS APPLICATION, YOU MUST ALSO SUBMIT ADVERTISING OR RECRUITING MATERIALS YOUR FACILITY USES THAT ADVERTISES GI BILL OR VETERAN'S BENEFITS. *(Advertising may include but is not limited to: scanned brochures, Internet advertising markups, newspaper inserts, etc.)* THE SAA MAY REQUEST ADDITIONAL INFORMATION OR ADVERTISING SUBMISSIONS.

Additionally:

- Institutions are prohibited from using "GI Bill" in any manner that directly or indirectly implies a relationship affiliation, or endorsement affiliation with the Department of Veterans Affairs.
- Institution agrees to adhere to the VA GI Bill Trademark Terms of Use. If you choose to use the words "GI Bill" in advertising, the trademark symbol "®" should be placed at the upper right corner of the trademarked phrase in the most prominent place at first usage; such as the title of a brochure, form, or the very top of web pages and the following trademark attribution notice must be prominently visible: "GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA)." More information can be found at [Trademark Terms of Use - Education and Training \(va.gov\)](https://www.va.gov/trademark-terms-of-use-education-and-training).

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**PART VI OF WORKSHEET G: OTHER INFORMATION SUBMITTED**

**13. REMARKS** *(If you need more space, please attach the additional remarks to the application.)*

**WORKSHEET H - MULTI-STATE APPRENTICESHIP TRAINING FACILITY (VALOR ACT)**

**PART I OF WORKSHEET H: GENERAL INFORMATION**

**REVIEW OF OCCUPATIONS - YOU MUST ALSO SUBMIT OCCUPATIONS FOR WHICH YOU ARE REQUESTING APPROVAL ON EITHER VA FORM 22-8865 OR VA FORM 22-10288A TO THE STATE APPROVING AGENCY.**

1. TELL US WHY YOU ARE SUBMITTING THIS APPLICATION

- INITIAL APPLICATION.** This is a request for an initial approval to be designated as an institution with programs eligible for VA education benefit reimbursement.
- ADDING NEW OCCUPATION(S).** This is a request for a new occupation to be approved. It must list the various operations for the major kinds of work or tasks to be learned and performed, and the approximate length of time to be spent on each operation or task.

2. IS THE TRAINING ESTABLISHMENT CLASSIFIED AS A NON-FEDERAL APPRENTICESHIP PROGRAM?

- YES     NO *(If "No," please do not proceed filling out this form.)*

3. IS THE APPRENTICESHIP PROGRAM OPERATING IN MORE THAN ONE STATE?

- YES     NO *(If "No," please do not proceed filling out this form.)*

4. DOES THE APPRENTICESHIP PROGRAM(S) MEET THE MINIMUM NATIONAL PROGRAM STANDARDS AS DEVELOPED BY THE U.S. DEPARTMENT OF LABOR?  
*(A program is considered to satisfy this criterion if the standards are signed by the U.S. Department of Labor's Office of Apprenticeship Administrator.)*

- YES     NO *(If "No," please do not proceed filling out this form.)*

**PART II OF WORKSHEET H: INFORMATION REGARDING OPERATIONAL STATUS OF THE FACILITY**

5. THE INSTITUTION UNDERSTANDS THE FOLLOWING IMPORTANT REQUIREMENTS:

- The sponsor will forward the following information to the State Approving Agency of jurisdiction:
  - VA Form 22-8865
    - The address on VA Form 22-8865 may be different than the address of the Registered Apprenticeship Program Manager listed in the standards.
    - The wage rate and journeyman wage rate may be left blank.
  - Signed national standards, signed by Administrator, Office of Apprenticeship, Employment and Training Administration.
  - Signed sponsor participation agreement.
    - This also includes sponsors of interstate commerce carrier programs that meet the VALOR requirements.
  - The address for the headquarters in the jurisdiction of the State Approving Agency accepting the approval.
    - *Note: The VALOR Act does not require training or any administrative functions for GI Bill® purposes from the headquarters.*
  - Name of the person(s) responsible for the record keeping and the location of the records.
    - *Note: The person does not have to be located physically at the headquarters, and records do not have to be maintained there.*
- The sponsor facility also agrees to:
  - Utilize DOL's Registered Apprenticeship Partners Information Data System (RAPIDS).
  - Ensure completion of DOL-ETA 671 Form Training Agreement.

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**PART III OF WORKSHEET H: FACILITY CERTIFICATION AND ACKNOWLEDGMENTS**

6. THE INSTITUTION CERTIFIES THE FOLLOWING STATEMENTS:

- The institution is in compliance with all applicable laws and regulations relating to the approval of courses of education.
- During the five-year period preceding the date of this application, the institution has not been subject to, or been party to a contract with any individual or entity that has been subject to:
  - Any adverse administrative or judicial action that's related to the instruction or training, including with respect to the quality of education, provided by the institution or establishment; and resulted in a fine or penalty in an amount equal to or more than five percent of the amount of funding provided to the institution or establishment under Title IV of the Higher Education Act of 1965 for the fiscal year preceding the year in which the application is submitted;
  - Or has not employed an individual or been party to a contract with any individual or entity, that has been convicted of a Federal fraud charge related to the instruction or training provided by the institution or establishment.
- The educational institution or training establishment will include their application materials:
  - A list of individuals who will serve as fully qualified instructors for the course of education, as of the date of the application, and an attestation that such individuals:
    - Have a degree or other training, as appropriate, in the field of the course;
    - Effectively teach the skills offered under the course;
    - Have a demonstrated relevant industry experience in the field of the course;
  - A list of individuals who will serve as career services employees for students enrolled in the course and an attestation that such individuals are skilled at identifying professions in the relevant industry that are in need of new employees to hire, tailoring the course of education to meet market needs, and identifying the employers likely to hire graduate.

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**PART IV OF WORKSHEET H: SUBMISSION OF MARKETING MATERIALS**

**REVIEW OF ADVERTISING AND MARKETING** - WITH THIS APPLICATION, YOU MUST ALSO SUBMIT ADVERTISING OR RECRUITING MATERIALS YOUR FACILITY USES THAT ADVERTISES GI BILL OR VETERAN'S BENEFITS. *(Advertising may include but is not limited to: scanned brochures, Internet advertising markups, newspaper inserts, etc.)* THE SAA MAY REQUEST ADDITIONAL INFORMATION OR ADVERTISING SUBMISSIONS.

Additionally:

- Institutions are prohibited from using "GI Bill" in any manner that directly or indirectly implies a relationship affiliation, or endorsement affiliation with the Department of Veterans Affairs.
- Institution agrees to adhere to the VA GI Bill Trademark Terms of Use. If you choose to use the words "GI Bill" in advertising, the trademark symbol "®" should be placed at the upper right corner of the trademarked phrase in the most prominent place at first usage; such as the title of a brochure, form, or the very top of web pages and the following trademark attribution notice must be prominently visible: "GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA)." More information can be found at [Trademark Terms of Use - Education and Training \(va.gov\)](https://www.va.gov/education/trademark-terms-of-use).

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**PART V OF WORKSHEET H: OTHER INFORMATION SUBMITTED**

7. REMARKS *(If you need more space, please attach the additional remarks to the application.)*