

INSTRUCTIONS FOR VET TEC 2.0 Program "Expert" Credentials Checklist

Section 212 of PL 118-210, entitled High Technology Program gives the Secretary of the Department of Veterans Affairs (VA) authority to determine whether VET TEC 2.0 training providers employ instructors who are "experts in their respective fields" based on evidence submitted to VA by VET TEC 2.0 Training Providers.

Directions for Completing the Expert Credentials Checklist Tab (This checklist must include all currently approved instructors as well as new requests for instructor approval)

Column	Name	Directions
A	Program Name	Enter the full program name. This is the formal name of the program as listed in your State approval and/or submitted catalog/brochure. Enter the full name of the instructor you are seeking to have approved as an expert to teach the program/course. This name must match the name on all submitted expert credentials for this instructor. If the instructor will teach the "entire program" enter "entire program", if the instructor will teach specific courses within the program, enter the name of the specific course(s).
B	Instructor Name	
C	Course Taught	
D	Approval Request	From the drop down box select the accurate approval request you are submitting for the instructor listed in column B. Based on the response in column C, list all current certifications the instructor in column B has in the field of study.
E	Course taught related Current Certification/CE	Select the appropriate option, were certifications submitted for the instructor listed in column B? Select "yes", "no", or "n/a". Mark as N/A if the instructor is approved by the State to teach the course.
F	Current Certifications Submitted	Select the appropriate option, was a current resume submitted for the instructor listed in column B? Select "yes", "no", or "n/a". The resume must be current and list the Training Provider as a current employer. Mark this question as N/A if the instructor is currently approved by the State to teach course at this school.
G	Current Resume Submitted	
H	Proof Instructor Currently Approved by State to Provide Instruction in Course Taught at School Submitted	Select the appropriate option, was proof of state approval for instructor listed in column B to teach course taught in column C at school provided? Select "yes" or "no". Select the appropriate option, was proof of continuing education in the course taught in column C submitted for the instructor listed in column B? Select "yes", "no", or "n/a". Mark this answer as n/a if instructor has current certifications in the field of study or approval by state to teach course.
I	Proof of Continuing Education Submitted	Select the appropriate option, were two letters of reference attesting to the expertise in course taught in column C for the instructor listed in column B submitted? Select "yes", "no", or "n/a". Mark this answer as n/a if instructor has current certifications in the field of study or approval by state to teach course.
J	Two Letters of Reference Attesting to Expertise in Course Taught Submitted	
K	Approval Status	The VA will make the approval decision and annotate an approval status of approved, denied, or withdrawn. The VA will determine the approval status date. This date represents the effective date of the approval decision. For new requests, the VA will enter this date once the approval decision has been determined.
L	Approval Status Date	

See example below on how to complete form:

[illegible]

PRIVACY ACT INFORMATION: VA will not disclose the information contained on this to any source other than what has been authorized under the Privacy Act of 1974 or Title 5, Code of Federal Regulations 1.326 for routine uses (i.e., civil or criminal law enforcement, congressional communications, epidemiological studies) or research studies; the collection of money owed to the United States. litigation in which the United States is a party or has an interest; the administration of VA programs and delivery of VA benefits; verification of identity status, and personnel administration as identified in the VA system of records, 58 USC 552(a)(7)(D), (E); the Department's operations and management; the delivery of VA services; and the management of VA resources.

Section 502(b)(7)(C). Government Employees' Information. The VA publishes the following information regarding your obligation to report if required to obtain or retain benefits. Correspondence you send to VA may be made available to provide the VA with information needed to process your claim under 38 USC § 501 (c) (1). The VA will not give any individual benefit for refusing to provide your SSN unless the disclosure of the SSN is required by Federal statute of law in effect prior to January 1, 1973, and still in effect. Information that you furnish may be utilized in computer matching programs with other Federal State agencies for the purpose of determining your eligibility to receive VA benefits, as well as to collect any amount owed to the United States by virtue of your participation in any benefit program administered by the Department of Veterans Affairs.

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 2900-0046, and it expires XXXXXX/XX. Public reporting burden for this collection of information is estimated to average 20 minutes per respondent or sponsor, per person. Including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information, sending comments regarding this burden estimate and any aspect of this collection of information, including suggestions for reducing the burden, to VA Report Control Unit, Paper Project Office, Washington, DC 20330-0046. Do not send your comments to this address.