



APPLICATION FOR APPROVAL OF ORGANIZATIONS OTHER THAN INSTITUTIONS OF HIGHER LEARNING

PART I: GENERAL INFORMATION

1. TELL US WHAT TYPE OF COURSES 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 APPROVAL ON A SEPARATE FORM PROVIDED BY THE STATE APPROVING AGENCY FOR WHICH YOU ARE REQUESTING APPROVAL.

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 all statements in this application are true and correct 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: 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. We estimate that you will need an average of 8 hours to review the instructions, find the information and complete this form. VA cannot conduct or sponsor a collection of information unless a valid OMB control number is displayed. You are not required to respond to a collection of information if this number is not displayed. Valid OMB control numbers can be located on the OMB Internet Page at www.reginfo.gov/public/do/PRAMain.

WORKSHEET E - CORRESPONDENCE SCHOOL

PART I OF WORKSHEET E: GENERAL INFORMATION

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.

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.
- 24 MONTH REVIEW.** This is a request for a full re-approval of currently approved GI Bill programs, in addition to approval of one or more additional program(s). Full re-approvals are required at least every 24 months.
- 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 (IF APPLICABLE, THE DOCUMENT(S) SHOULD INCLUDE VOLUME, NUMBER, AND DATE OF PUBLICATION)	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)		
IF APPLICABLE: 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 ACKNOWLEDGEMENTS

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 ACKNOWLEDGEMENTS (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.)*