



NON-INSTITUTION OF HIGHER LEARNING PROGRAM SUBMISSION LISTS

INSTRUCTIONS

When completing VA Form 22-10288a, Program Submission List, please only complete the section related to the type of training provided by your facility, leaving the pages with different types of training blank. Please complete Part I and Part II below in their entirety.

Please Note: This form must be submitted with VA Form 22-10288, Application for Approval of a Non-College Degree, Vocational Flight School, License/Certification Exam, Preparatory Courses for License/Certification, Correspondence School, High School, Apprenticeship/On-the-Job Training or Multi-State Apprenticeship Facility.

After completing the Application and Program Submission List, please email the documents to the State Approving Agency (SAA) of jurisdiction for their review. Please use this link: <https://nasaa-vetseducation.com/nasaa-contacts/> to locate the SAA with jurisdiction over your facility (or facilities).

SIGNATURE PAGE		
PART I: INSTITUTION CONTACTS		
NAME OF SCHOOL CERTIFYING OFFICIAL <i>(Leave blank for original application)</i>	SCHOOL CERTIFYING OFFICIAL EMAIL ADDRESS <i>(Leave blank for original application)</i>	
PART II: CERTIFICATION AND SIGNATURE OF AUTHORIZING OFFICIAL		
NOTE: 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 federal laws.		
I CERTIFY THAT all statements in this application are true and correct to the best of my knowledge and belief.		
NAME OF AUTHORIZING OFFICIAL	SIGNATURE OF AUTHORIZING OFFICIAL	DATE SIGNED <i>(MM/DD/YYYY)</i>
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 and 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 1 hour 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 .		

PREPARATORY COURSE FOR LICENSE/CERTIFICATION EXAM ORGANIZATION - PROGRAM SUBMISSION LIST

1. INSTITUTION NAME

2. FACILITY CODE

3. CATALOG PUBLICATIONS USED IN THIS FORM

1)

2)

3)

SUBMITTED PREPARATORY PROGRAMS FOR EVALUATION OF APPROVAL

Preparatory Course Approval Section

Entities that recognize the L/C: _____ Course tuition cost: \$ _____

Are there any mandatory course fees? *(Fees can include instructional materials only if these are mandatory resources for the program.)* Yes No

List of course fees *(Please attach additional information if more space is needed. The SAA may request additional information if required.):*

Total Course Tuition and Fees Eligible for Reimbursement: \$ _____

Test prep courses may be offered online or in an online/in-person hybrid modality in accordance with the facility's approval. There is no monetary cap for these courses, as the costs of these courses are charged to entitlement pursuant to 38 U.S.C. § 3315B.

VA beneficiaries may repeat these courses as many times as they deem appropriate as beneficiaries do not receive housing allowance for these courses, but using more entitlement if they chose to take the course repeatedly. Therefore, no waiting period is necessary, and a VA beneficiary may repeat from the same or a different course provider.

License or Certification Exam Information Section

For educational assistance to be payable for a licensing, certification, or national exam preparatory course, the exam for which the course is designed must already be approved under 38 CFR § 21.4268(b).

Name of exam(s) the course prepares for: _____

Does the exam certify for License or Certification? License Certification CIP Code Name of L/C the exam(s) certify for: _____

Name of the organization that issues the L/C: _____

Entities that recognize the License or Certification: _____

PREPARATORY COURSE FOR LICENSE/CERTIFICATION EXAM ORGANIZATION - PROGRAM SUBMISSION LIST (Continued)

REMARKS

Please fill-out a new copy of this page for any additional Preparatory Courses you would like to have approved for VA Education Benefits.

This is page ____ of ____ with programs submitted for approval.

**SAA USE ONLY -
Approve (Y/N)**

SAA ONLY - REMARKS