Instructions for Institution and Program Approval - Accredited Institutions

Note: All information submitted with this application is subject to Idaho Statute Title 74, Chapter 1—Public Records Act.

An accredited institution desiring approval of a program must complete the following steps:

1. Submit a current school catalog, student handbook, supplements and addenda
2. Complete the application for approval (Pgs. 1-2)
3. Complete the catalog checklist (Pgs. 3-4)
4. Complete the certifications for Power of Attorney for VA Checks and Advanced Payments (Pg. 5)
5. Complete the VA Form 20-8206, Statement of Assurance of Compliance With Equal Opportunity Laws (For non-public schools only) (Pg. 6)
6. Complete the VA Form 22-1919, Conflicting Interests Certification for Proprietary Schools Only (Pg. 7)
7. Complete the VA Form 22-8794, Designation of Certifying Officials (Pgs. 8-9)
8. Complete or supply the required information outlined in exhibits A through G (Pgs. 10-16)
9. Submit all materials to the Idaho Division of Veterans Services, State Approving Agency (SAA)
10. Schedule a site visit with the SAA

Important Information

1. Non-public (private, profit or non-profit) schools must have operated as an educational institution for the last two (2) years to be considered for approval to train Veterans. Verification of student enrollment (continuous) records for the two year period is required for approval consideration. Code of Federal Regulations (CFR) 21.4251 (b) & (d)
2. The school will make available the records and necessary data required for approval under Section 3676, Title 38, U. S. Code, for inspection by authorized representatives of the SAA and Department of Veterans Affairs (VA). CFR 21.4209(a)
3. Accreditation does not guarantee approval. The SAA will not issue a grant of approval under 38 CFR 21.4253(a) Accredited Courses, when the evidence of record demonstrates that an institution and/or its courses fail to fully comply with accrediting agency standards.
4. It is understood and agreed that charges for services and articles, if applicable, for Veterans and other eligible persons are not in excess of charges made for other regular students pursuing the same or similar program. CFR 21.4202(a)
5. When more than eighty-five (85%) percent of the students enrolled in a program are active VA beneficiaries, the school will not accept enrollment/re-enrollment of VA beneficiaries, excluding Chapter 31. The 85/15 ratio applies to each program individually. CFR 21.4201(a)
6. The school must maintain a Receipt of Enrollment Policies form and Record of Previous Education and Training form in every VA student's file. (Forms are attached)
7. The catalog, student handbook, supplements and addenda may be submitted electronically as a searchable pdf file (Adobe Acrobat) or two printed hard copies of each submission. For submission of electronic media, the file must be a static pdf (Adobe Acrobat) file. All information should be accessible offline, i.e. no live hyperlinks to web sites.

Application for Institution and Program Approval

Accredited Institutions

Application for approval under Section 3675, Title 38, U.S. Code of Federal Regulations

1. Name and address of facility:	2. Name and email of facility contact:	
	3. Phone #:	4. Fax#:
5. Name of owner:	6. Type of School:	

7. Type of ownership: ☐ Public ☐ Private for profit ☐ Private non-profit

8. List all partners or, if a corporation, all officers, directors, and/or trustees as well as each shareholder owning stock aggregating at least 10% of the total and outstanding share. (Use additional sheet if necessary.)

Name	Title	Address	% Owned

9. Name of accrediting agency or association:

10. For non-public schools only: Is a license or approval from any other federal, state or municipal agency required for the operation of your school? ☐ Yes ☐ No

11. If yes to number 10, please list the licensing or approving body:

12. Will your facility be applying for approval of practical training courses?

☐ No ☐ Yes (See exhibit B for further instruction)

STATEMENTS OF ASSURANCE

13. The school must agree to comply with the following statements:

A. The courses, curriculum, and instruction are consistent in quality, content, and length with similar recognized accepted standards. 38 CFR 21.4254 (c)(1)

B. There is in the school adequate space, equipment, instructional material, and instructor personnel to provide training of good quality. 38 CFR 21.4254 (c)(2)

C. Education and experience qualifications of directors, administrators, and instructors are adequate. 38 CFR 21.4254 (c)(3)

D. The school enforces a policy relative to standards of conduct and progress required of the student. 38 U.S. Code § 3675 (d)(4)

E. The educational institution keeps adequate records, as prescribed by the Secretary or the State approving agency, to show the progress and grades of the eligible person or veteran and to show that satisfactory standards relating to progress and conduct are enforced. 38 U.S. Code § 3675 (b)(1)

STATEMENTS OF ASSURANCE, Contd.

F. The educational institution maintains a written record of the previous education and training of the eligible person or veteran that clearly indicates that appropriate credit has been given by the educational institution for previous education and training, with the training period shortened proportionately. 38 U.S. Code § 3675

G. A copy of the course outline, schedule of tuition, fees, and other charges, regulations pertaining to absences, grading policy, and rules of operation and conduct will be furnished the Veteran or eligible person upon enrollment. Receipt of Enrollment Policies (attached) will be maintained in each student's file.

H. Upon completion of training, the Veteran or eligible person is given a certificate by the school indicating the approved program and indicating that training was satisfactorily completed.

I. The school will not utilize advertising of any type which is erroneous or misleading, either by actual statement, omission, or intimation. 38 CFR 21.4254 (c)(10)

J. The school will not use advertising of any type which suggests or explicitly claims to have any affiliation or partnership with the VA. 38 CFR 21.4254(c)(10)

K. The educational institution will 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. 38 U.S. Code § 3696(d)(1)

L. The school will make available the records and necessary data required for approval under Section 3676, Title 38 U.S. Code, for inspection by authorized representatives of the SAA and VA. CFR 21.4209(a)(1)

M. The school will retain records for at least three (3) years for all students who graduated, dropped out, or transferred. CFR 21.4209(f)

N. If the school has a standard of attendance, it maintains records of attendance for veterans and eligible persons enrolled in resident courses which are adequate to show the student meets the school's standard of attendance. 38 U.S. Code § 3474, 3675

O. It is understood and agreed that charges for services and articles, if applicable, for Veterans and other eligible persons are not in excess of charges made for other regular students pursuing the same or similar programs. CFR 21.4202(a)

P. The school must report any change to information included in this application for approval. Approval expires when the catalog fails to remain in effect, in both content and policy, as certified true and correct by the school and approved by the SAA. Failure to properly advise the Idaho SAA of changes to the catalog or failure to submit any new publications of the catalog, even in academic years when there are no Veterans or eligible persons enrolled, automatically voids the approval effective the date of change.

Q. Nothing in this application prevents or limits the ability of the Idaho SAA to request additional information or documentation, conduct an on-site evaluation, contact external entities or review the records of Veteran and non-Veteran students to ascertain compliance with applicable standards and requirements. 38 USC 3690(c),

CERTIFICATION

14. I certify that the information contained in this application and all attachments (catalog or bulletin, student handbook, supplements, addenda, and the supporting approval material) is true and correct in content and policy as required by 38 code of federal regulations 21.4253. I also certify that the school will adhere to the statements of assurance identified in this application for approval as a condition of continued approval.

15. Signature of authorized school official:	16. Date:

Completed application materials may be submitted by:

Email: education@veterans.idaho.gov

Fax: 208-780-1301

Mail: Idaho Division of Veterans Services

Attn: Education Department

351 Collins Road

Boise, ID 83702

Catalog Checklist	
These elements are required to be included in the school catalog, student handbook, supplements or addenda.	Catalog Page #
1. Catalog Identification: Volume, date of publication, etc. *Required per 38 CFR 21.4253(c)*	Pg.
2. School Calendar: Showing term begin and end dates, holiday, semesters/quarters. *Required per SAA Policy & 38 CFR 21.4253(e)(3)*	Pg.
3. Names of institution's accrediting agency or association, governing body and administration: *Required per 38 CFR 21.42543(c)*	Pg.
4. Names of faculty: *Required per 38 CFR 21.4254(b)(2)*	Pg.
5. List of all Idaho campuses, campus names, addresses and telephone numbers: *Required per SAA Policy & 38 CFR 21.4266*	Pg.
6. Description of facilities: Map, space, equipment, instructional materials and personnel. *Required per 38 CFR 21.4253(d)(7)*	Pg.
7. Standards of Progress Policy (SOP) to include the following: *Required per 38 CFR 21.4253(d)(1)(ii)*	Pg.
• Grading System description	Pg.
• Minimum grade considered satisfactory/required to pass course	Pg.
• Description of probationary period (if applicable)	Pg.
• Conditions for interruption for unsatisfactory grades or progress	Pg.
• Minimum Conditions for re-entry if dismissed for unsatisfactory progress	Pg.
• Statement regarding progress records kept by institution and furnished to students	Pg.
8. Student Conduct: Policy & regulations relating to student conduct and conditions for dismissal for unsatisfactory conduct. *Required per 38 CFR 21.4253(d)(1)(iii)*	Pg.
9. Attendance Standards: If institution has a listed policy. *Required per 38 CFR 21.4253(d)(1)(iv) & 21.4253(d)(5)*	Pg.
10. Policy that institution will review all prior education and Training: Example verbiage might be, "This institution *will* inquire about each veteran's previous education and training, and request transcripts from all prior institutions, including military training, traditional college coursework and vocational training. Previous transcripts will be evaluated and credit will be granted, as appropriate. *Required per 38 CFR 21.4253(d)(3)*	Pg.
11. Schedule of fees, deposits & other charges: *Required per SAA Policy*	Pg.
12. Refund Policy: *Required per SAA Policy*	Pg.
13. Policy Enforcing Standards of Conduct and progress required of student: *Required per 38 CFR 21.4253(d)(4) & 38 USC 3474*	Pg.
• Specific to determine point when educational benefits should be discontinued; able to determine when student ceases to make satisfactory progress	Pg.
• Includes GPA that must be maintained in order to graduate	Pg.
14. Graduation requirements: *Required per 38 CFR 21.4253(d)(1)(i)*	Pg.
15. Program descriptions and program objectives: including course descriptions, listed for each program offered at the institution to include credit or clock hours granted for each course. *Required per SAA Policy*	Pg.
16. Statement that student records are maintained: *Required per 34 CFR Part 99*	Pg.
• Information regarding where student records are kept and how a student can review their records	Pg.
• Information on how a student can obtain transcripts	Pg.

Catalog Checklist	
If your facility offers these types of courses, these elements are required to be included in the school catalog, student handbook, supplements or addenda.	Catalog Page #
17. Cooperative Courses: Full time program of education consisting of school instruction alternated with training in a business or industrial establishment. *Required per 38 CFR 21.4233*	Pg.
• The institutional portion must be at least equivalent to one-half time training and must be combined with job training portion sufficient to equal full time.	Pg.
• The course is set up as a cooperative course in the school catalog	Pg.
• School arranges directly with business for placing student and maintains supervision and control over student activities at establishment	Pg.
• School grants credit for on-job portion of the course	Pg.
18. Does the institution provide any programs that are contracted to a third party? Is the school or entity providing the training approved by SAA? List all pages that apply. *Required per 38 CFR 21.4233(e)*	Pg(s).
• If contracted course is a flight training course, the school or entity providing the training is approved by FAA.	Pg.
19. Courses offered for Teacher certificates or degrees are approved by Idaho Dept. of Education: *Required per 38 CFR 21.4253(a)(4)*	Pg.
20. Courses offered for credit toward a high school diploma are approved by Idaho Dept. of Education: *Required per 38 CFR 21.4253(a)(2)*	Pg.
21. Independent Study: Non-resident/distance learning course for accredited IHL only. *Required per 38 CFR 21.4267* Note: The VA considers a course to be offered by independent study when it consists of a prescribed program of study with provision for interaction between the student and the 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 other electronic means, is offered without any regularly scheduled, conventional classroom or laboratory sessions and is not considered a cooperative or farm cooperative course, correspondence course, undergraduate or graduate resident training.	Pg.
• IHL is accredited: Reference accrediting body for independent study programs below	Pg.
• Leads to a standard college degree or certificate	Pg.
• Catalog description includes methods of communication between faculty and students completion timelines.	Pg.
• Course or program offered is same as course offered on-campus	Pg.

POWER OF ATTORNEY CERTIFICATION FOR VA CHECKS

I certify that this institution does not have a power of attorney to negotiate VA educational benefit checks nor does this institution use coercive procedures or practices to limit a Veteran or other eligible person's disposition of the proceeds of a VA check. Checks are not stamped "For Deposit Only" to the school's account for endorsement by the student. This institution does not have a joint bank account with any VA student.

☐ This institution **DOES** plan on receiving VA students' monthly education benefit checks as the school's address.

☐ This institution **DOES NOT** plan on receiving VA students' monthly education benefit checks as the school's address.

_____ _____

Signature of School Official Date

Title of School Official: _____

Name of School: _____

ADVANCED PAYMENT CERTIFICATION

Advance payment is a payment at the beginning of the term that combines the first partial month with the first full month of benefits. If a school agrees to handle advance payments, a student may receive this combined payment at the beginning of the term. VA sends the advance payment check to the school for the student to pick up. VRAP students are also eligible to request an advance payment.

To receive an advance payment, the following conditions must be met:

- The school must have agreed to receive and process advance payments, and
- The student must request an advance payment through his or her school certifying official, and
- VA must receive the enrollment certification at least 30 days before classes start.

☐ This institution **DOES** agree to participate in the VA's advanced payment program and I certify that payment checks will be maintained in a secure place and be given to the VA student upon registration, but not earlier than 30 days prior to the first day of classes, and that we will furnish verification of enrollment as prescribed by VA directives.

☐ This institution **DOES NOT** agree to participate in the VA's advanced payment program.

_____ _____

Signature of School Official Date

Title of School Official: _____

Name of School: _____

Department of Veterans Affairs

STATEMENT OF ASSURANCE OF COMPLIANCE WITH EQUAL OPPORTUNITY LAWS

_____(hereinafter called the "Signatory")
(Name of Organization, Institution, or Individual)

HEREBY AGREES THAT

it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), and all Federal regulations adopted to carry out such laws. This assurance is directed to the end that no person in the United States shall, on the ground of race, color, national origin (Title VI), handicap (Section 504), sex (Title IX, in education programs and activities only), or age (Age Discrimination Act) be excluded from participation in, to be denied the benefits of, or be subjected to discrimination under any program or activity of the Signatory receiving Federal financial assistance or other benefits under statutes administered by VA (Department of Veterans Affairs), the ED (Department of Education), or any other Federal agency. This assurance applies whether assistance is given directly to the recipient or indirectly through benefits paid to a student, trainee, or other beneficiary because of enrollment or participation in a program of the Signatory.

The Signatory HEREBY GIVES ASSURANCE that it will promptly take measures to effect this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Signatory by VA or ED, this assurance shall obligate the Signatory, or in the case of transfer of such property, any transferee, for the period during which the real property or structure is used for the purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. In all cases, this assurance shall obligate the Signatory for the period during which the Federal financial assistance is extended to any of its programs by VA, ED or any other Federal agency.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining Federal financial assistance, including facilities furnished or payments made under sections 104 and 244(1) of Title 38, U.S.C. Also, sections 1713, 1720, 1720a, 1741-1743, 2408, 5902(a)(2), 8131-8137, 8151-8156 (formerly 613, 620, 620a, 641-643, 1008, 1008, 3402(a)(2), 5031-5037, 5051-5056 respectively) and 38 U.S.C. chapters 30, 31, 32, 35, 36, 82, and 10 U.S.C. chapter 106. Under the terms of an agreement between VA and ED, this assurance also includes Federal financial assistance given by ED through programs administered by that agency. Federal financial assistance is understood to include benefits paid directly to the Signatory and/or benefits paid to a beneficiary contingent upon the beneficiary's enrollment in a program or using services offered by the Signatory.

The Signatory agrees that Federal financial assistance or other benefits will be extended in reliance on the representations and agreements made in this assurance; that VA or ED will withhold financial assistance, facilities, or other benefits to assure compliance with the equal opportunity laws; and that the United States shall have the right to seek judicial enforcement of this assurance.

THIS ASSURANCE is binding on the Signatory, its successors, transferees, and assignees for the period during which assistance is provided. The Signatory assures that all contractors, subcontractors, subgrantees, or others with whom it arranges to provide services or benefits to its students or trainees in connection with the Signatory's programs or services are not discriminating against those students or trainees in violation of the above statutes.

The person who signature appears below is authorized to sign this assurance.

_____ _____
(Date) *(Signature of authorized official)*

_____ _____
(Title of authorized official)

_____
(Mailing address)

OMB Control No. 2900-0657
Respondent Burden: 10 Minutes

Department of Veterans Affairs

CONFLICTING INTERESTS CERTIFICATION FOR PROPRIETARY SCHOOLS

(Under Chapters 30, 31, 32, and 35, Title 38, U.S.C.; Chapters 1606 and 1607, Title 10, U.S.C.; Sections 901 or 903 of Public Law 96-342, National Call to Service Provision of Public Law 107-314 and the Omnibus Diplomatic Security and Antiterrorism Act of 1986)

Privacy Act Notice: VA will not disclose information collected on this form to any source other than what has been authorized under the Privacy Act of 1974 or Title 38, Code of Federal Regulations 1.576 for routine uses as identified in the VA system of records, 58VA21/22, Compensation, Pension, Education and Rehabilitation Records - VA, and published in the Federal Register. An example of a routine use allows VA to send educational 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 VA to obtain further information as may be necessary from the school for VA to properly process the veteran's education claim or to monitor his or her progress during training. Your obligation to respond is required to obtain or retain benefits. We cannot pay education benefits to any person training at your school until we receive this information (38 U.S.C. 3686(b)). Your responses are confidential (38 U.S.C. 5701). Any information provided by applicants, recipients, and others may be subject to verification through computer matching programs with other agencies.

Respondent Burden: We need this information to approve courses at your school for VA purposes and pay education benefits to trainees at your facility. Title 38, United States Code, allows us to ask for this information. We estimate that you will need an average of 10 minutes 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.whitehouse.gov/omb/library/OMBINVC.html#VA. If desired, you can call 1-888-GI-BILL-1 (1-888-442-4551) to get information on where to send comments or suggestions about this form.

NAME AND ADDRESS OF INSTITUTION

PURPOSE: This form informs individuals that the law has restrictions concerning any potential conflict of interest. (See certifications (1) and (2) below).

(1) PROPRIETARY PROFIT SCHOOLS ONLY

The law prohibits employees of the Department of Veterans Affairs (VA) and the State approving agency (SAA) from owning any interest in an educational institution operated for profit. In addition, the law prohibits these employees from receiving any wages, salary, dividends, gifts, or services from private profit schools. These provisions may be waived if VA determines that no detriment will result to the government, or to veterans or eligible persons enrolled (38 U.S.C. 3683). Please list below those VA and SAA employees known by you who may have a potential conflict of interest under this provision. If there are none, please enter the word "none."

NAME AND TITLE OF EMPLOYEES(S)	DESCRIPTION OF ASSOCIATION WITH SCHOOL

(2) ALL PROPRIETARY SCHOOLS

Title 38 CFR 21.4202(c) prohibits the payment of educational assistance to any veteran or eligible person based on an enrollment in any proprietary school of which the veteran or eligible person is an official authorized to sign certificates of enrollment or verifications/certifications of attendance, an owner or an officer. Please list below the names and VA file numbers (claim or Social Security Numbers) of any certifying officials, owners or officers of your school who receive VA educational assistance based on an enrollment in your school. If there are none, please enter the word "none."

NAME AND TITLE OF EMPLOYEE(S)	VA FILE NUMBER	DATES OF ENROLLMENT WITH YOUR SCHOOL	
		FROM	TO

CERTIFICATION: I DO HEREBY CERTIFY that the entries above are true and correct to the best of my knowledge. I agree to immediately notify VA of any potential violations of the above prohibitions.

SIGNATURE OF PRESIDENT OR CHIEF ADMINISTRATIVE OFFICIAL OF SCHOOL	TITLE	DATE

OMB Approved No. 2900-0262
Respondent Burden: 10 Minutes

Department of Veterans Affairs

DESIGNATION OF CERTIFYING OFFICIAL(S)

GENERAL INSTRUCTIONS

1. This form MUST ONLY be completed by a responsible official with the authority to designate certifying officials for the school or training establishment.
2. This form must be completed whenever there is a change in any of the information. Include the names, titles, and signatures of all certifying officials, not just the changed information.

SPECIFIC INSTRUCTIONS

1. Item 1: Enter the complete name and address of the school or training establishment.
2. Item 2: Enter the certifying official's telephone number.
3. Item 3: Enter the certifying official's fax number.
4. Item 4: Enter the certifying official's e-mail address. As an alternative, you may enter the e-mail address for the office where the certifying official works.
5. Item 5A: Enter the complete name and title for each designated certifying official. Have each person sign the form on the same line as his or her name and title. If any of the certifying officials have limited jurisdiction, note such limitations in Item 6, "Remarks". Use space below if needed.
6. Item 5B: If facsimile (e.g., rubber stamp) signatures will be used for any certifying officials, enter a sample in the appropriate block. In addition, have the individual initial next to the sample.
7. Item 5C: If veterans and other eligible persons will be claiming individualized tutorial assistance, complete these blocks.
8. Items 7 and 8: Sign and date the form. The person signing the form must be a person of significant authority, i.e., registrar, academic dean, or higher.

PURPOSE: This form is used to provide the names and signatures of those individuals who are authorized to certify enrollment information to the Department of Veterans Affairs.

1. NAME AND ADDRESS OF SCHOOL OR TRAINING ESTABLISHMENT *(Include ZIP Code)*

FOR VA USE ONLY

2. TELEPHONE NUMBER(S) OF CERTIFYING OFFICIAL(S) *(Include Area Code)*

3. FAX NUMBER OF CERTIFYING OFFICIAL(S) *(Include Area Code)*

4. E-MAIL ADDRESS OF CERTIFYING OFFICIAL(S)

5. THE FOLLOWING ARE DESIGNATED AS CERTIFYING OFFICIALS OF THIS SCHOOL OR TRAINING ESTABLISHMENT

A. OFFICIALS DESIGNATED TO SIGN VA ENROLLMENT CERTIFICATIONS, CERTIFICATIONS OF CHANGE IN STUDENT STATUS, CERTIFICATIONS OF DELIVERY OF ADVANCE PAYMENTS, CERTIFICATIONS OF PURSUIT, ATTENDANCE, FLIGHT TRAINING, ON-THE-JOB OR APPRENTICESHIP TRAINING (AS APPLICABLE), OTHER CERTIFICATIONS OF ENROLLMENT ARE:

NO.	NAME	TITLE	SIGNATURE
(1)			
(2)			
(3)			
(4)			

B. THE USE OF THE FOLLOWING FACSIMILE (e.g., rubber stamp) SIGNATURES FOR THE OFFICIALS LISTED IN ITEM 5A ABOVE ARE AUTHORIZED.

(1)		(2)	
(3)		(4)	

5. THE FOLLOWING ARE DESIGNATED AS CERTIFYING OFFICIALS OF THIS SCHOOL OR TRAINING ESTABLISHMENT *(Continued)*

C. FOR POSTSECONDARY EDUCATIONAL INSTITUTIONS ONLY - OFFICIALS DESIGNATED TO SIGN THE SCHOOL PORTION OF VA FORM 22-1990T, APPLICATION AND ENROLLMENT CERTIFICATION FOR INDIVIDUALIZED TUTORIAL ASSISTANCE, ARE:

NO.	NAME	TITLE	SIGNATURE
(1)			
(2)			
(3)			

6. REMARKS

It is acknowledged that each of the individuals designated as certifying officials must successfully complete online training for new certifying officials prior to being granted access to VA's certification system. **It is hereby certified that** the Department of Veterans Affairs will be notified of any changes in the designations shown on this form as they occur.

7. SIGNATURE AND TITLE OF DESIGNATING OFFICIAL	8. DATE

PENALTY - The law provides that whoever makes any statement of a material fact knowing it to be false shall be punished by fine or imprisonment or both.

PRIVACY ACT NOTICE: VA will not disclose information collected on this form to any source other than what has been authorized under the Privacy Act of 1974 or Title 38, Code of Federal Regulations 1.576 for routine uses as identified in the VA system of records, 58VA21/22/28, Compensation, Pension, Education, Vocational Rehabilitation and Employment Records - VA, and published in the Federal Register. An example of a routine use (e.g., VA sends educational 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 VA to obtain further information as may be necessary from the school for VA to properly process the veteran's education claim or to monitor his or her progress during training). Your obligation to respond is required to obtain or retain education benefits. VA cannot recognize you as the proper certifying official unless the information is furnished as required by existing law (38 U.S.C. 3680(g)). The responses you submit are considered confidential (38 U.S.C. 5701). Any information provided by applicants, recipients, and others is subject to verification through computer matching programs with other agencies.

RESPONDENT BURDEN: We need this information to identify you as the certifying official for your school or job training establishment when reporting pursuit of training for veterans and other eligible persons (38 U.S.C. 3684). Title 38, United States Code, allows us to ask for this information. We estimate that you will need an average of 10 minutes 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. If desired, you can call 1-888-GI-BILL-1 (1-888-442-4551) to get information on where to send comments or suggestions about this form.

EXHIBIT A

Verification of Contracted Courses

☐ If your facility has no contracted courses please check the box, sign and date.

School Name: _____

School Address: _____

Facility Code: _____

Catalog Year: _____

Courses Offered Under Contract:

38 U.S. Code of Federal Regulations 21.4252(m) states that VA may not approve the enrollment of a Veteran, service member, reservist, or eligible person in a course as a part of a program of education offered by any educational institution if that institution or entity providing the course under contract has not obtained a separate approval for the course in the same manner as for any other course as required by VA Regulations.

We have read and understand the above referenced regulation. We certify that the school facility has complete administrative and curriculum oversight of all programs submitted for approval and that no contracted institution, entity or employee, which has not obtained approval to offer Title 38 benefits, has any part in the administrative or curriculum oversight of any program (to include deemed-approved degrees) submitted for approval.

_____ _____

Signature/Title of School Official Date

The following program (s) do meet the definition of a contracted program of education. An SAA consultant will contact your facility for further discussion. Please provide a copy of the current contract with name, phone and email address of the point of contact.

Program Title	Contracting Facility	Total Units	Page # in catalog or addendum

EXHIBIT B

Practical Training Courses

Please check all regular practical training courses for which you are requesting approval:

- ☐ Medical-dental internships and residencies
- ☐ Medical-dental specialty courses
- ☐ Medical-dental assistant courses for the Department of Veterans Affairs
- ☐ Nursing courses
- ☐ Professional training courses: Any non-medically related professional internship program, such as a clinical pastoral course, that is accredited by a nationally recognized accrediting agency and takes place at the facility applying for approval.

If your facility is requesting approval for other types of practical training programs not listed above, but meet the requirements of 38 CFR 21.4265 (f), please list them in the table below.

Program Title	Page # in catalog or addendum

EXHIBIT C
Licensing Attach a copy of the license issued by a federal, state or municipal agency required for the operation of your school

EXHIBIT D

Electronic Payment Information

The following should be submitted on school letterhead:

- Name of institution
- Address
- Tax identification number
- Facility code
- Name of financial institution
- Address of financial institution
- Nine digit routing number
- Account number
- Type of account (checking or savings)
- Signature and title of school official
- Signature date
- Phone number of school official

EXHIBIT E

Publications

Please provide examples of publications, advertising
or other communications related to instruction in Idaho

EXHIBIT F

Statement of Financial Position

I certify that the attached financial statements as of (for the period ended) is true and correct to the best of my knowledge and belief.

Name and address of school:	Name of owner:
	Title of authorized school official:

Signature:	Date:

State: _____

City: _____

County: _____

Sworn to and subscribed before me on this the _____ day of _____ , _____
(Month) (Year)

Notary Public: _____

Seal

Date commission expires: _____

This certification must accompany all compiled financial statements

EXHIBIT G
Accreditation Attach a copy of your school's most recent accreditation visit report

COMPLETE ONLY IF APPLICABLE

Change of Ownership (38 CFR 21.4251)

School Name:	Dates of Ownership:	Previous Owner(s):
School Name:	Dates of Ownership:	Current Owner(s):

Current Owner Certification

I certify that:

- The school remains essentially the same; i.e., there are no major changes in the type or number of faculty, student body, or courses offered;
- As the new owner, I have acquired all, or substantially all, of the school's assets, which are directly related to the school's educational activities;
- As the new owner, I assume liability on the date the school is sold for all or substantially all, of the outstanding debts of the school. I assume only the debts incurred as a direct result of the school's educational activities under the previous ownership. This includes overpayments of educational assistance for which the school is liable or may become liable under 38 CFR 21.4009;
- As the new owner or manager, I will make all refunds which, on the date the school was sold, may be due to Veterans and eligible persons under 38 CFR 21.4254(c)(13); and
- As the new owner, I agree to honor all student contracts that Veterans, reservists, or other eligible persons signed or that school authorities approved before the effective date of the change in ownership.

Please attach a copy of the license and/or accreditation letter reflecting new ownership.

Signature:	Printed Name:	Date:

Change of Address (38 CFR 21.4251)

Current Address:	Previous Address:

I certify that the currently approved school ,

has relocated effective and meets the following approval criteria:

- The new location is within normal commuting distance of the previous location
- The school/training facility has essentially the same faculty/instructors and student body/trainees
- The school/training facility offers the same courses
- The school/training facility has maintained a *continuity of operation* meaning that the facility has not been closed or otherwise unavailable for instruction for a period in excess of 30 days during the course of the move
- The new facility meets all local and state safety codes and maintains all appropriate certifications

Signature:	Printed Name:	Date:

THE FOLLOWING FORMS MUST BE

COMPLETED FOR EACH VETERAN OR

ELIGIBLE BENEFICIARY AND

KEPT IN THEIR STUDENT FILE

RECEIPT OF ENROLLMENT POLICIES

PUBLIC AND NON-PUBLIC EDUCATIONAL INSTITUTIONS APPROVED UNDER THE PROVISIONS OF TITLE 38, UNITED STATES CODE

_____

School Name

Authority for Data Collection: Title 38, United States Code, Chapter 36, Section 3676(c)(5) and (14)

Planned Use of the Data: To provide evidence of receipt of that information which is required by rule and law to be provided the student prior to enrollment.

Instructions: This form is to be completed by the student prior to enrollment and the completed form maintained by the school in each student's file. A copy of the completed form will be given to the student. If additional clarification is needed, contact Veterans Education at (208) 780-1332, or by email at Tom.Byrns@Veterans.idaho.gov.

The following items and information must be furnished to each prospective student prior to enrollment. This information is provided for the student's protection. Ensure each item of information is given to the student, fully explained and all questions answered prior to signing an enrollment agreement or contact. In addition, the prospective student must acknowledge receipt by initialing each item in the space provided.

I have received the following prior to enrollment: (Student should initial receipt of each item)

_____ A copy of the school bulletin and a program/course outline for the program(s) in which I wish to enroll

_____ A schedule of the tuition, fees, and other charges

_____ A copy of the cancellation and refund policy

_____ The attendance, progress and grievance policies

_____ Rules of operation and conduct

_____ Regulations pertaining to incomplete grades

_____ An invitation to tour the school's facilities and inspect equipment related to my planned program of instruction

_____ I have furnished information disclosing my previous education, training, and work experiences. I understand this will be evaluated and may result in my program/course length being shortened and the cost being reduced.

_____ I further realize that any grievances not resolved by the school may be forwarded to the Idaho Division of Veteran Services, Veterans Education, 351 Collins Rd., Boise, Idaho 83702

I certify that I have been provided all of the information above prior to my enrollment. I will receive a copy of this completed form and a copy of my enrollment agreement when signed.

_____ _____

Signature of student Date

_____ _____

Signature of school official Date

A COPY OF THIS COMPLETED FORM MUST BE GIVEN TO THE STUDENT AND ALSO MAINTAINED IN THEIR FILE

RECORD OF PREVIOUS EDUCATION AND TRAINING

Authority for Data Collection: Title 38, United States Code, Chapter 36, Section 3676(b)(12)

Planned Use of this Data: This form must be used by the school in its entirety to provide a record by which previous education and training may be evaluated and credit given to the student. It also provides a record of such credit and reduction of program length and cost as required by law.

Schools and training facilities must request that students or trainees who receive VA education benefits submit transcripts or training documents from previous education or training for evaluation toward their new program. Schools and training facilities must evaluate this previous education or training, grant credit toward the new program if applicable, and inform the student or trainee. This form is used to document that this evaluation and any granting of credit has been completed and should be kept in student/trainee file. Copies of student/trainee transcripts or other training documents used to evaluate prior credit should also be retained.

Name of student:	Date of enrollment:
Name of School:	Date of evaluation:
Name of program:	GI Bill® chapter used: CH 33 - Post 9/11

Did student provide evidence of any previous education or training? ☑ Yes ☐ No	Has this previous education or training been evaluated? ☐ Yes ☐ No
Has credit been granted based on the evaluation? ☐ Yes ☐ No	Has student been notified of the results of the evaluation? ☐ Yes ☐ No

If credit has been granted, indicate the source of prior credit and the amount granted:

Credit/price adjustments (Cost per hour is the original cost divided by the original program length)

Original program length:	Original cost: $
Credit granted:	Less credit granted: $
Adjusted program length:	Adjusted program cost: $

Student: I have discussed the above evaluation of my previous education and training with the authorized school official and acknowledge that appropriate credit was applied as listed above.

Signature of student: _____ Date: _____

School official: I certify that all information provided by the student has been evaluated and that the student WILL receive credit for which they are entitled as listed above.

Signature of school official: _____ Date: _____

Use the following links to obtain military training equivalencies for Veterans:

Air Force— http://www.au.af.mil/au/barnes/ccaf/index.asp

Army, Coast Guard, Marine Corps, Navy— https://jst.doded.mil/smart/signIn.do