



Department of Veterans Affairs

**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 01/31/2028. 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. 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 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 \(va.gov\)](#).

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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.)