United States Department of Veterans Affairs (VA) Notification Form for Modifications to Programs

Veterans and other eligible individuals may enroll in any education program they choose, if they meet the school's requirements for admission. However, Veterans and other eligible individuals who want to receive their GI Bill benefits must enroll in a program of education that has been deemed approved by law or that has been approved by the State Approving Agency (SAA) or the United States Department of Veterans Affairs (VA).

Courses deemed approved by Public Law 111-377, Section 203, subject to sections 3875 (b)(1) and (b)(2), 3680A, 3684, and 3696, of Title 38 U.S.C. effective August 1, 2011 are:

- Standard college degree programs and non-college degree programs offered at a public or not-for-profit proprietary educational institution accredited by an agency or association recognized for that purpose by the Secretary of Education. (Note: Courses taken that do not count towards a degree or certificate and programs offered under contract are not deemed approved)
- Flight training that is approved by the Federal Aviation Administration and offered by a certified pilot school that possesses a valid Federal Aviation Administration pilot school certificate.
- Apprenticeship program(s) registered with Office of Apprenticeship of the Employment. Training Administration of the Department of Labor or a State apprenticeship agency recognized by the Office of Apprenticeship.
- Programs that lead to a secondary school diploma offered by a secondary school approved in the state in which it is operating
- A licensure test offered by a Federal, State, or local government

If a program is not deemed approved by law, the school must submit an application to the SAA requesting approval of the program(s). An education program must be approved before benefits can be paid to the Veteran or other eligible individuals by the VA. Any new institution or facility and existing facilities that have programs that are not deemed approved by law should contact their SAA: http://www.nasaa-vetseducation.com/contacts/default.aspx

This notification form is to be used for modifications to programs for existing institutions and facilities that have programs deemed approved by law and will assist the VA in ensuring compliance with Title 38, United States Code and appropriate regulations. This form and any questions pertaining to it would be submitted to the VA Education Liaison Representative of jurisdiction: http://www.gibill.va.gov/school-certifying-officials/elr.html
NOTE: Modifications to standard college degree programs at accredited public and not-for-profit institutions do not have to be reported (both new and removed standard college degree programs). VA must continue to be notified of new/modifications of non-college degree, flight, licensure, and high school programs in order to properly pay benefits and will approve or deny programs offered under contract.

PART I – FACILITY INFORMATION

Date:
Name of School:
Mailing Address:
Physical Address:
Chief Administrative Officer/Title:
Name/Title of Contact:
Tel. # **Fax #**
Email Address:

School is organized as: ☐ Public Entity (City, State, or Federal)
☐ Non-Profit Corporation
☐ Other (specify) _____

Accreditation Status: ☐ Accredited
(Provide name of accrediting agency below)
_____

Expiration Date of Accreditation: _____
☐ Non-accredited

Facility is: ☐ Institution of Higher Learning
☐ Apprenticeship
☐ High School
☐ Flight School

Other: ☐ Licensure Test (Federal, State or Local Govt)

Comments:
_____

Please see page applicable to your facility type

INSTITUTION OF HIGHER LEARNING (IHL) (Public or Not-for-Profit)

**Attach additional pages if required*

Are you reporting a change in accreditation status?
☐ Yes ☐ No **If Yes, notify your SAA also**
If yes, explain:
Are you removing a non-college degree program?
☐ Yes ☐ No
If yes, please list the program here
Are you adding a non-college degree program?
☐ Yes ☐ No
If yes, please list the program here and attach the new catalog or an addendum with appropriate page number(s): Note: You <u>must</u> indicate if the program listed is a continuing education program or a program that is offered under contract
Are you modifying an existing non-college degree program?
☐ Yes ☐ No
If yes, please document here and attach new catalog or addendum with appropriate page number(s):
Are you reporting other changes?
☐ Yes ☐ No
If yes, please specify change(s):

****Page 8 must be completed and submitted with this notification form***

APPRENTICESHIP PROGRAMS

**Attach additional pages if required*

Are you reporting a change in registration status with the Office of Apprenticeship(OA) or a State apprenticeship agency?
☐ Yes ☐ No **If yes, notify your SAA also**
Are you modifying an existing program?
☐ Yes ☐ No
If yes, list the program and explain/attach training outline if applicable
Are you adding a new program?
☐ Yes ☐ No
If yes, list the program and attach the training outline:
Are you reporting other changes?
☐ Yes ☐ No
If yes, please specify change(s):

****Page 8 must be completed and submitted with this notification form***

HIGH SCHOOLS

**Attach additional pages if required*

Are you reporting modifications to a previously approved education program?	
☐ Yes	☐ No
If yes, explain:	
Are you reporting other changes?	
☐ Yes	☐ No
If yes, explain:	

****Page 8 must be completed and submitted with this notification form***

LICENSING PROGRAMS (Federal, State or Local Government)

**Attach additional pages if required*

Are you adding a new licensure test?
☐ Yes ☐ No
If yes, explain:
Are you making a change to a previously approved test?
☐ Yes ☐ No
If yes, explain:
Are you reporting other changes?
☐ Yes ☐ No
If yes, please specify change(s):

****Page 8 must be completed and submitted with this notification form***

FLIGHT SCHOOLS

**Attach additional pages if required*

Are you reporting changes to your air agency certificate or FAA approval?
☐ Yes ☐ No **If yes, notify your SAA also**
If yes, explain:
Are you removing a program or aircraft?
☐ Yes ☐ No
If yes, list and attach a copy of the FSDO – stamped Training Course Outline (TCO)
I
Are you adding a new program?
☐ Yes ☐ No
If yes, explain and attach a copy of the FSDO – stamped TCO
Are you modifying an existing program?
☐ Yes ☐ No
If yes, explain and attach a copy of the FSCO-stamped TCO, if applicable
Are you reporting other changes?
☐ Yes ☐ No
If yes, please specify change(s):

****Page 8 must be completed and submitted with this notification form***

I agree to the following conditions:

- To immediately report applicable changes to VA: New and removed non-college degree programs, accreditation status or air agency certification, address, etc..
- To keep adequate records that show the progress and grades of the eligible person or Veteran and to show that satisfactory standards relating to progress and conduct are enforced. (see 38 USC 3680A (b)(1))
- To maintain 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. (see 38 USC 3680 (b)(2))
- To not certify eligible persons or Veterans in courses precluded such as bartending or personality development courses, courses pursued by radio, and courses avocational or recreational in character, unless the course will be of bonafide use in the pursuit of present or contemplated business or occupation. NOTE: The listing is not all-inclusive. (see 38 USC 3680A and the Code of Federal Regulations 21.4252)
- To report enrollment and any interruption or termination without delay of the education of the eligible person or Veteran. The listing is not all-inclusive. (see 38 USC 3684)
- The institution must not engage in enrollment practices of any type, which are erroneous, deceptive, or misleading either by actual statement, omission, or intimidation.
- To make students' files available for review by representatives of the U.S. Department of Veterans Affairs and State Approving Agencies.
- To provide a certified copy of the school's catalog to VA, when changes are made. (if applicable – high schools are not required to submit catalogs)
- The school will select an employee to act as the contact person for VA, and will inform VA and complete a new VA Form 22-8794, Designation of Certifying Official when a new employee is selected.

I certify that:
The information contained in this notification form is true and correct in content and policy and I am aware that the institution or facility must comply with applicable statues and regulations and that failure to comply may lead to suspension or withdrawal of programs by the VA.

_____
(Signature of Administrative Official) (Date)

_____
(Name and Title of Administrative Official)