



**Application for Approval to Train VA Eligible Persons (High School)**

\_\_\_\_\_ Original Request                      \_\_\_\_\_ Update

1. Name of School \_\_\_\_\_
2. Address of School \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 Web Page Address \_\_\_\_\_
3. Federal, State or Municipal Licensing Body or Authority \_\_\_\_\_
4. Name of President/Director/Owner \_\_\_\_\_
5. Name of VA Certifying Official \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_
6. The above-named institution requests approval to train VA eligible persons in the programs listed on the attached page. *(Attach a listing of those degree and certificate programs to be considered for approval.)*

I understand that: (reference 38 Code of Federal Regulations 21.4209)

- The school will make available to the authorized government representative records and accounts pertaining to veterans or eligible persons who received educational assistance.
- Other students' records necessary for the Department of Veteran Affairs and its authorized representative to ascertain institutional compliance.
- The school must retain records and account for at least three years following the termination of student's enrollment period.

I certify that:

- The educational institution keeps adequate records, as prescribed by the State Approving Agency, to show the progress and grades of the eligible or veteran and to show that satisfactory standards relating to progress and conduct are enforced.
- 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.
- The program, curriculum, and instruction are consistent in quality, content, and length with similar programs in public schools and other private schools in the state, with recognized standards.
- The school has adequate space, equipment, instructional material, and instructor personnel to provide training of good quality.
- Educational and experience qualifications of staff and instructors are adequate.
- Upon enrollment, the Veteran will be furnished with a copy of the course outline, schedule of tuition, fees, school policies pertaining to absence and grading, and rules of operation and conduct.
- Upon completion of training, the Veteran will be given a certificate indicating that the training was satisfactory completed.

**True and Correct Statement** – I certify that the information contained in this application and attachment(s), 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 21.4254.

\_\_\_\_\_  
 Signature of Authorized School Official                      Title                      Date

School \_\_\_\_\_

Name /Title of Person Preparing this Package \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

## Application for Approval of Higher School Under Section 3675, Title 38, USC

This application should be as complete as possible as this document, once approved, will form the basis for your approval to train veterans or other eligible person. Responses to this application can include references to other official school publications that are provided.

**Note: The approval for high school training is restricted to resident training only. VA students may not be certified if enrolled in on-line or self-paced courses.**

1. All communications regarding the veteran's education program will be directed to:

\_\_\_\_\_, Title \_\_\_\_\_

2. All enrollment documents and records of all veterans will be signed and maintained by:

\_\_\_\_\_, Title \_\_\_\_\_

3. The following schedule of holidays will be observed:

( ) Labor Day    ( ) Christmas    ( ) Thanksgiving  
 ( ) New Year's    ( ) Easter    ( ) Other days \_\_\_\_\_

4. The following vacation periods are scheduled (all dates inclusive):

Fall Break: \_\_\_\_\_

Winter Break: \_\_\_\_\_

Spring Break: \_\_\_\_\_

Other: \_\_\_\_\_

5. School will begin on \_\_\_\_\_ and end on \_\_\_\_\_

6. Days and hours per week of required attendance for a full-time student:

\_\_\_\_\_ hrs per day \_\_\_\_\_ days per week

7. Names and address of off-campus sites/branches where some or all programs will be offered:

\_\_\_\_\_

Page #'s	Catalog/Handbook Information
	Listing of Governing Board, officials, faculty & staff – including qualifications
	Courses offered towards a high school diploma are approved by NMPED
	Attendance Policies
	Grading system
	Standards of Progress
	Policy regarding transfer of credits
	Program outlines and course descriptions
	Academic Calendar
	Graduation requirements