STATE OF NEW MEXICO, DEPARTMENT OF VETERAN SERVICES
STATE APPROVING AGENCY
5201 Eagle Rock Ave, Suite 1A, Albuquerque, NM 87122
(505) 383-2418

Renewal Application

1. Name of School_____

2. Address of School_____

4. Name of VA Certifying Official_____

Phone _____ Fax _____ Email _____

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:

- This institution does 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.
- 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.

Progress Policy Guidelines

Institutions are required by law to have and to enforce standards of progress in order for their programs to be approved for VA benefits. These standards should be stated plainly in the catalog or bulletin. The policy must define the following:

- School's grading system
- School's grading period
- Minimum grades considered satisfactory
- A clear description of any probation period
- Conditions for interruption of training due to unsatisfactory grades or progress
- Conditions for student's reentrance/admission following dismissal/suspension for unsatisfactory progress

Please ensure that your progress policies for undergraduate, graduate, law school and certificate programs meet the above requirements. If your catalog does not contain all of this information, a progress policy must be submitted as an addendum to the current catalog (and noted on the true and correct statement).NOTE: Progress policies for VA students cannot be less stringent than policies for other students.

True and Correct Statement

I certify that the following materials and all supporting documents being submitted to support our request for approval to train veterans and other eligible persons at ***(Insert School Name Here…)*** are true and correct in content and policy as required by 38 CFR 21.4253 (d):

Please provide month/day/year for all effective dates

☐ Catalog(s) ***Effective Date:*** _____ ☐ Student Handbook ***Effective Date:*** _____
☐ Addendum ***Effective Date:*** _____ ☐ Class Schedule ***Effective Date:*** _____
☐ ***Additional documentation:*** _____ ***Effective Date:*** _____

Please check the box above of the item you are requesting for approval.

_____
Signature of Authorized School Official

_____ _____
Title Date

♦♦♦

SUPPORTING APPROVAL MATERIAL

Please Provide the Appropriate Page Number to the Catalog Relating to the Items Below

- ❑ Qualified Instructors: Catalog Page no. _______
(If the catalog does not list faculty for the local campus, please attach a list for the appropriate campus)

- ❑ Tuition and Fees: Catalog Page no. _______ (If the schedule is not located in the catalog please attach it as an addendum)

  The following should be included in the schedule:
  - *Special Tuition and Fees for Veterans*
  - *Any discounts that may apply*
  - *All Policies that apply to tuition*

- ❑ Academic Calendar: Catalog Page no. _______ (If the calendar is not located in the catalog please attach it as an addendum)

- ❑ Open circuit TV courses – Offered at your institution: ____ Yes ____ No – Catalog Page no. ______ *(If checked yes and a description is not in the catalog, please attach a description addendum for Open Circuit TV courses.)*

- ❑ Independent Study: _____ Yes _____ No *(It is no longer necessary to provide a description for I//S)*

- ❑ Developmental/Remedial/Deficiency Courses: ____ Yes ____ No (If checked yes, please complete the application page 4 for Remedial/Deficiency Courses)

- ❑ ***Repetitions of courses policies*** – please indicate location of the policy in the catalog: page #'s: ______
(If a policy is not available in the catalog, please attach an addendum of your institution's policy)
PLEASE NOTE: The Department of Veteran Affairs does not permit re-certification of courses successfully completed in the past**.**

- ❑ Cooperative Education Courses: _____ Yes _____ No – Catalog Page no. _____ (If checked yes and a description is not in the catalog, please attach a description addendum for Cooperative Education)

- ❑ **Contracted Programs:** _____ Yes _____ No – Catalog Page no. _____ (If checked yes and a description is not in the catalog, please attach a description addendum for Contracted Program and MOU with the contracted organization/institution)

- ❑ Practical Training Courses: _____ Yes _____ No – Catalog Page no. _____* (If checked yes, please complete the application for page 5 for Practical Training Courses.)

  - ❑ Training is monitored on a weekly basis
  - ❑ Training is located in the State of New Mexico
  - ❑ If the training is not located in New Mexico please indicate where the training takes place:
  ____
  ____
  ____

- ❑ Off-Campus Locations: Please list other off-campus locations that provide instruction below.

- ❑ List campuses (including main) that maintain all records and have administrative capability:

DEVELOPMENTAL/REMEDIAL/DEFICIENCY COURSES

Reference 38 CFR 21.4200(s) and (t)

I certify that the following courses are designed to overcome a deficiency at the elementary or secondary level in a particular area of study (e.g. English or math) and NOT for study skills or personal enhancement. I also certify that these courses cannot be used for credit toward completion of degree and/or certificate requirements.

Course Number	Course Title	Credit Hrs.	Catalog Page No. or Addendum

Definition: Developmental/Remedial/Deficiency courses are courses designed to overcome a deficiency at the elementary or secondary level in a particular area of study (usually English or math) under provisions of 38 CFR 21.4200(s) and (t); and 38 CFR 21.4235(f) and 38 CFR 21.4237(f) for ESL.

Documentation through testing must be available to support the need for each specific developmental/remedial/deficiency courses. These courses cannot be used for degree or certificate requirements.

NOTE: Courses cannot be used for credit toward completion of degree or certificate program requirements. Also, they cannot be used as electives. Study skills and personal enhancement courses cannot be approved as developmental/remedial/deficiency courses for VA training.

On-line Remedial/ Deficiency courses are not payable and should not be included in the list above.

PRACTICAL TRAINING

(Title 38 Code of Federal Regulations 21.4265)

Practical training is academic training that includes actual job training. These courses are an integral part of the course, required for the completion of the course, and are under the direction and supervision of the school. If specifically approved, these types of courses can be certified either in credit hours or clock hours, whichever is more advantageous to the veteran.

CHECK THE TYPE OF PRACTICAL TRAINING BEING REQUESTED FOR APPROVAL

☐ **Medical/Dental Specialty Courses (clinical training given off-campus such as medical/dental assistant externships or X-ray technician)**

☐ **Registered Nursing Courses (clinical courses with hospital or fieldwork phases)**

☐ **Licensed Vocational Nursing Courses (academic subjects and clinical training)**

☐ **Professional Training Courses (including Teacher Certification courses)**

☐ **Practical Training (externships or practicums in any other field that require class attendance on at least a weekly basis to provide for interaction between instructor and student)**

I request that the applicable practical training courses be assessed as institutional training under the provisions of 38 CFR 21.4265. I certify that these courses are an integral part of the curriculum, are required for graduation, are under the direction of the school, and the student remains enrolled in the school during these courses. These courses may be certified in either credit or clock hours.

"Name of Institution"
"Name of Catalog"
Program List

This is an example of how the program list should be done as the VA Database lists your programs (WEAMS)

➢ **Contracted Degrees Only** **Page No.**

AA	Art Studio – Contracted with Driving Mechanic School XXX	Pg. 70
AA	Communications – Contracted with Awesome Comms Institute	Pg. 69

➢ **Certificate Name** **Hours** **Page No.**

Certificate	Collision Repair Technology	35		Pg. 67
Certificate	Corrections Academy		**Delete, no longer offered**	
Certificate	Dental Assisting	45		Pg. 82
Certificate	Design Media (formerly electronic)	25		Pg. 83
Certificate	Health Info Tech-Transcription	45		Pg. 96
Certificate	Health Care Technician	30	**New eff date:**	Pg. 97
Certificate	Human Services	45		Pg. 98

School Name:

Approved Programs:
Disapproved/ Deleted Programs:

Total of Programs:

CERTIFICATIONS

The school understands and agrees to the following conditions:

- To immediately report applicable changes to the NMSAA: New and removed non-college degree programs, accreditation, 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 3675A(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 3675(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 ensure that not more than 85% of the students enrolled in a course of study are having all or part of their tuition, fees, or other charges paid to or for them by the educational institution or by the Department of Veterans Affairs, unless the school has obtained a waiver from the DVA (see 38 USC 3680A).

- 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 advertising and/or enrollment practices of any type, which are erroneous, deceptive, or misleading either by actual statement, omission, or intimidation (see USC 3696).

- To make students' files available for review by representatives of the U.S. Department of Veterans Affairs and State Approving Agencies.

- To provide two certified copies of the school's catalog to NMSAA when changes are made.

- 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.

REVISED CATALOG/ADDENDUM CERTIFICATION STATEMENT
I certify that:

- This institution does 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.
- This institution does not use erroneous, deceptive and misleading practices.
- The information contained in this application form is true and correct in content and policy.
- 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 NMSAA and/or DVA.

_____
(Signature of Administrative Official) (Date)

_____
(Printed Name, Title of Administrative Official and school name)

Submit two copies of all required materials to:

New Mexico Department of Veterans Services
State Approving Agency

(for regular U.S. mail or Fed Ex, U.P.S. delivery)
5201 Eagle Rock Ave. NE, Suite 1A
Albuquerque, NM 87133