



New Mexico Department of Veteran Services

ACCREDITED INSTITUTIONS

ACCREDITED INSTITUTIONS GUIDE FOR SCHOOLS IN PREPARING AN APPLICATION FOR APPROVAL TO TRAIN VETERANS AND OTHER ELIGIBLE PERSONS UNDER SECTION 3675, TITLE 38, and UNITED STATES CODE

Dear VA Certifying Official:

It's that time of year again -- time to submit your approval for VA education & training to the State Approving Director for Veterans' Education & Training.

The veterans' education approval of programs is publication based. It is dependent upon information in the school's publication. Since schools issue periodic revisions of their publications which may contain new or revised policies and programs, the State Approving Agency (Education and Training Division of the NM Department of Veterans' Services) must acquire certified copies of these new publications – review, analyze and approve them – and forward them to the Department of Veteran Affairs. **Original signatures and approval materials are necessary for each revision so we are unable to accept the approval packet on line. Please call us if you need assistance in the course of completing the application process.** My direct phone line is (505) 383-2418 and my E-mail is Marilyn.Dykman@state.nm.us. Nancy Soto, Program Specialist, may also be contacted with any questions at (505) 383-2431. Please include in with your application packet the following:

1. Application packet – please identify page number for policies
2. **Two (2) catalogs**
3. **Standardized program list** (An example of this list is included on last page of this document).
4. True and correct statement for approval materials with signature
5. Updated Designation of Certifying Official(s) – **VA Form 22-8794**

Submit your complete packet as soon as your revised catalog is available. Thank you for your patience, cooperation and continued support of the Veterans' Education program and the eligible VA individuals that we serve.

Respectfully,

Marilyn Dykman
State Approving Agency Director

Return to:

New Mexico Department of Veteran Services
State Approving Agency
5201 Eagle Rock NE, Suite 1A
Albuquerque, New Mexico 87113

www.dvs.state.nm.us

Email: marilyn.dykman@state.nm.us

**New Mexico Department of Veteran Services
State Approving Agency**

Application for Approval to Train VA Eligible Persons (Accredited Institutions)

Original Request Update

- I certify that the school below HAS operated as an educational institution for the last two years with continuous student enrollment.
 I certify that the school below HAS NOT operated as an educational institution for the last two years.

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.
- The school does not use erroneous, deceptive, or misleading practices
- 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 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.

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 21.4253.

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

Submit two copies of each item and check off those items included in this approval packet.

ALL CHANGES TO THE CATALOG, SUPPLEMENT, STUDENT HANDBOOK OR ADDENDA SHOULD BE SUBMITTED FOR APPROVAL, ALONG WITH A TRUE AND CORRECT STATEMENT (see sample). CHANGES MAY BE SUBMITTED ANYTIME DURING THE YEAR.

- Current Catalog or Bulletin (indicate if a 2-year catalog is still applicable)
Printed/Published Supplemental or Insert to the Catalog or Bulletin
Current Student Handbook
Addenda to the Catalog - The following are items that should be in the school's catalog. If they are not, they should be submitted as addenda to the catalog. Please provide page number from the catalog.
Degree and/or Certificate program outlines
Degree and/or Certificate program changes
Course descriptions/changes to course descriptions
Any other information in the printed catalog (or materials submitted) that has changed

(if located in the catalog or addendum, indicate page number

- Evidence of Accreditation
Academic calendar for degree/certificate programs
Grading system (to include incomplete grades)
Progress policy for VA students (see guidelines)
Conduct policy
Attendance policy
Graduation requirements and minimum GPA
Policy regarding transfer credit (prior credits awards)
Progress records (transcripts) kept by the school
Progress records (grades) furnished to students
Accrediting body
Tuition, fees, course costs
Date of drop/add period

Table with 3 columns: Undergraduate, Graduate, Certificate. Multiple empty rows for data entry.

- Qualified Instructors: Catalog Page no. (If the catalog does not list faculty for the local campus, please attach a list for the appropriate campus)
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 No (If checked, please complete the application page 5 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 and Request for Approval (If checked, please complete the application page 6 for Cooperative Education Courses)

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:

IRS Designation: ____ Not-For-Profit ____ For-Profit

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:

Repetitions of courses policies – please indicate policy and page number below:

PLEASE NOTE: The Department of Veteran Affairs does not permit re-certification of courses successfully completed in the past.

Policy	Page number

For institutions with programs offered in credit hours, provide the number of credit hours that constitute the following at your school (check which division of the school year applies):

- _____ quarter (usually 10-13 weeks)
- _____ semester (usually 15-19 weeks)
- _____ term (any regularly established division of the ordinary school year)
- _____ indicate if school does NOT operate on a term basis

	Undergraduate Fall/Spring	Undergraduate Summer	Graduate Fall/Spring	Graduate Summer
Full time	12 hours			
Three-quarter (3/4) time	9-11 hours			
Half (1/2) time	6-8 hours			
Less than half (1/2) time	4-5 hours			
Quarter (1/4) time	1-3 hours			

Training time for Clock Hour Programs

	Theory Predominates	Shop predominates
Full time (clock hours)	18 clock hours	22 clock hours
¾ time	13-17	16-21
½ time	9-12	11-15
Less than ½ but more than ¼ time	5-8	6-10
¼ time or less	1-4	1-5

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

School officials are responsible for enforcing the established standards of progress. This will require that you specify intervals between initial enrollment and graduation/completion when each student's progress will be evaluated.

Schools that provide a period of academic probation may not continue to certify a veteran or eligible person for an indefinite period of time. It is not unreasonable to expect that an institution will report a termination due to unsatisfactory progress if a student remains on academic probation beyond two (2) terms, quarters or semesters without an improvement in his/her academic standing.

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.

REQUEST FOR WAIVER – 85/15 PERCENT

This is to certify that our current enrollment of Department of Veterans Affairs (VA) students receiving VA educational benefits is 35 percent or less of the total school enrollment.

We do hereby request a waiver of the 85/15 percent reporting requirement. We do understand that the above waiver would not apply to any course/program in which the percentage of VA students exceeds 85 percent.

Signature of School Official

Date

Title of School Official

Name of School

Address of School

City/State/Zip

DEVELOPMENTAL/REMEDIAL/DEFICIENCY COURSES

Reference 38 CFR 21.4200(s) and (t)

Name and Location of School

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. Reading, Writing and 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.

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hrs.</u>	<u>Catalog Page No. or Addendum</u>
Course Number	Course Title		Catalog Page Number or Addendum

Signature of School Owner or Director

Date

(Use additional sheets if necessary)

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.

COOPERATIVE EDUCATION COURSES

REQUEST FOR APPROVAL OF COOPERATIVE EDUCATION COURSES UNDER THE PROVISIONS OF 38 CFR 21.4233(a)

Name of School _____

Location of School _____

Accrediting Body _____

We request that the following list of cooperative education courses be approved under the provisions of 38 CFR 21.4233(a) we certify that:

- The alternate in-school period of the course is at least as long as the alternate period in the business or industrial establishment;
- The course is set up as a cooperative course in the school catalog or other literature of the school;
- The school itself arranges with the employer's establishment for providing the alternative on-job portion periods of training on such basis that the on-job portion of the course will be training in a real and substantial sense and will supplement the in-school portion of the course;
- The school arranges directly with the employer's establishment for placing the individual student in that establishment and exercises supervision and control over the student's activities at the establishment to an extent that assures training in a true sense to the student; and
- The school grants credit for the on-job portion of the course for completion of a part of the work required for granting a degree or diploma.

<u>Course No.</u>	<u>Course Title</u>	<u>Credit Hrs/Clock Hrs.</u>	<u>Catalog Pg orNo./Addendum</u>
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(Please note that VA's definition – listed above – varies from the school's definition of cooperative education. Notice the equal time working and in the classroom provision.)

Signature of School Owner or Director

Date
(Use additional sheets if necessary)

PRACTICAL TRAINING
(Title 38 Code of Federal Regulations 21.4265)

Name and location of School

Accrediting Body

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.

PROFESSIONAL TRAINING COURSES

(for Teacher Certification Courses)

REQUEST FOR APPROVAL OF PROFESSIONAL TRAINING COURSES UNDER THE PROVISIONS OF 38 CFR 21.4265 (e)

Name and location of School

Accrediting Body

The applicable professional training courses (conducted off campus) include student teaching, internship, practicum, etc. and are part of the approved teacher education curricula leading to the certification. I request that these courses offered by the school be assessed as institutional training.

Signature of School Owner or Director

Date

Use additional sheets if necessary

- | |
|---|
| <p><input type="checkbox"/> No out-of-state or out-of-country locations should be listed</p> <p><input type="checkbox"/> Affiliated hospitals for nursing or medical and dental programs should not be listed</p> <p><input type="checkbox"/> ☞■◆✕☞● Certificate programs offered by a private, profit and non-profit IHL will be subject to the two-year period of operation requirement</p> |
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OFF-CAMPUS LOCATIONS

(Use complete addresses - street, city, state, zip code)

Name and location of School

Accrediting Body

1) LIST CAMPUSES AND/OR LOCATIONS WHICH PROVIDE INSTRUCTION OTHER THAN MAIN CAMPUS

“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)

<u>Degrees & Certificates Approved</u>			<u>Page No.</u>
AA	Art Studio	Teach Out Effective Last Date to complete	Pg. 70
AA	Communications		Pg. 69
AA	Liberal Arts		Pg. 104
AA	Physical Education and Recreation	Delete	
AA	Pre-Professional Education-Secondary		Pg. 121
AA	Psychology		Pg. 122
AA	School Health Promotion	Delete	
AAS	Automotive Technician Business		Pg. 66
AAS	Criminal Justice		Pg. 79
AAS	Design & Digital Media		Pg. 84
AAS	Welding Technology		Pg. 130
AS	Community Health Education		Pg. 70
AS	Diabetes Prevention Specialist	New	Pg. 87
AS	Health Information Technology		Pg. 94
<u>Certificate</u>	<u>Name</u>	<u>Hours</u>	<u>Page No.</u>
Certificate	Collision Repair Technology	35	Pg. 67
Certificate	Corrections Academy	Delete	
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 Pg. 97
Certificate	Human Services	45	Pg. 98

School Name:

Approved Programs:	18
Disapproved Programs:	<u>3</u>
Total of Programs:	21

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 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 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 87133-4783