



## **NON-ACCREDITED NEW INSTITUTIONS**

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### **GUIDE FOR SCHOOLS IN PREPARING AN APPLICATION FOR NON-ACCREDITED INSTITUTIONS TO TRAIN VETERANS AND OTHER ELIGIBLE PERSONS UNDER SECTION 3676, TITLE 38, UNITED STATES CODE**

***Return to:***

New Mexico Department of Veteran Services  
State Approving Agency  
5201 Eagle Rock NE, Suite 1A  
Albuquerque, New Mexico 87113  
505-383-2418/505-383-2431

**Email:** [Marilyn.Dykman@state.nm.uns](mailto:Marilyn.Dykman@state.nm.uns)

New Mexico Department of Veteran Services

Application for Approval to Train VA Eligible Persons (Non - Accredited Schools)

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.

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



**Note:** Progress policies – if the institutional policy does not meet the standards described in the enclosed Progress Policy Guidelines, please submit a VA policy. Progress policies should be included in the printed catalog or provided as an addendum to the catalog, as applicable (undergraduate, graduate, certificate programs).

- [ ] True and correct statement applicable to the:  
 Catalog(s) or Bulletin(s)       Addendum to the Catalog(s) or Bulletin(s)       Student Handbook
- [ ] IRS Designation: \_\_\_ Not-For-Profit \_\_\_\_\_ For-Profit
- [ ] Off-Campus Locations
- [ ] Programs to be approved

	Programs to be approved	Student/Teacher Ratio	Technical/Vocational/Business
Degree			
Certificate			

- [ ] School maximum enrollment in above programs: \_\_\_\_\_

**ALL courses listed in the schedule of classes MUST be described in the printed catalog. If not, course descriptions must be provided as an addendum to the catalog.**

### 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:

1. The school’s grading system,
2. The minimum grades considered satisfactory,
3. A clear description of any probation period,
4. Conditions for interruptions of training due to unsatisfactory grades or progress, and
5. Conditions for a student’s re-entrance/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 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 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.**

### ATTENDANCE POLICY GUIDELINES

A nonaccredited school **MUST** have a stated attendance policy that covers:

- Leave of absence
- Class cuts
- Make-up work
- Tardiness
- Interruption for unsatisfactory attendance.

Attendance records documenting the policy can be an indicator of whether a Veteran is making progress toward a diploma, degree or certificate.

### **SAMPLE ATTENDANCE POLICIES**

#### **ABSENTEE POLICY**

An absence in ANY portion of the regularly scheduled class day for which the student is NOT in attendance. This includes minutes, hours, or the entire class day. The total hours of absence must be converted to days of absence. There will be no carryover from one calendar month to another.

(For example if the student is tardy 30 minutes, this is 30 minutes of absence. If the student is scheduled to attend from 8:00 am to 1:00 pm and shows up for classes at 10:00 am, this 2 hours of absence. If the student's schedule is 5 hours per day, 5 days per week, 5 total hours of absence constitutes a day.)

**Make up work will not be authorized for the purpose of removing an absence or tardy.**

#### **INTERRUPTION POLICY**

A veteran or other eligible person will be reported (VA Form 22-1999b) for violation of the attendance policy when he/she accumulates absences in excess of the following:

- 5 days in a calendar month (trainee in attendance 5 or more days per week)
- 4 days in a calendar month (trainee in attendance 4 days per week)
- 3 days in a calendar month (trainee in attendance 3 days per week)

School holidays or breaks such as summer vacation and Christmas holidays, etc., are not considered as days of absence for interruption.

#### **PRACTICAL TRAINING POLICY**

All practical training at non-accredited approved facilities must take place on the facilities campus. Any practical training offered off campus must be voluntary and can be completed on campus.

#### **RE-CERTIFICATION POLICY**

Veterans or other eligible persons who have been interrupted for VA pay purposes because of excessive absences will not be reinstated prior to ONE MONTH from date of interruption. A veteran or other eligible person who has been interrupted for VA pay purposes for excessive absences caused by an emergency or emergencies such as personal illness or death in the immediate family, jury service, etc., may re-enter training upon presentation of acceptable evidence to the institution. Such evidence will be made a part of the student's file.

#### **LEAVES OF ABSENCE**

Leaves of absence, including military leaves, shall be reasonable in duration, not to exceed that period stated in the approved catalog, and shall be for specific and acceptable purposes.

The school attendance records will clearly show leave of absence granted.

A written request for leave of absence properly dated and signed by both the student and the school director must be placed in the individual student file prior to the effective date of such leave of absence.

The school certifying official is responsible for reporting Leave of Absence to the Department of Veterans Affairs Regional Processing Office using the Notice of Change in Student Status (VA Form 22-1999b).

If the student fails to return from leave, he or she will be automatically terminated, and a refund will be totally consummated within forty (40) day.

***“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 &amp; Certificates Approved</u>			<u>Page No.</u>
AA	Art Studio	<b>Teach-out - Eff. last date to complete:</b>	Pg. 70
AA	Communications		Pg. 69
AA	Liberal Arts		Pg. 104
AA	Physical Education and Recreation	<b>Delete, no longer offered</b>	
AA	Pre-Professional Education-Secondary		Pg. 121
AA	Psychology		Pg. 122
AA	School Health Promotion	<b>Delete, no longer offered</b>	
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	<b>New eff. date:</b>	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		<b>Delete, no longer offered</b>
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	<b>New eff date:</b> Pg. 97
Certificate	Human Services	45	Pg. 98

**School Name:**

Approved Programs:	18
<u>Disapproved Programs:</u>	<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 and contracted 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 3676 (c)(7))
- To maintain a written record of the previous education and training of the eligible person and clearly indicates that appropriate credit has been given by the institution for previous education and training, with the training period shortened proportionately and the eligible person so notified. (see 38 USC 3676(c)(4))
- 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.
- 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 NMSAA and/or DVA.

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(Signature of Administrative Official)

(Date)

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(Printed Name and Title of Administrative Official)

**Submit 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 87113-4783