



FLORIDA DEPARTMENT OF VETERANS' AFFAIRS

---

*Honoring those who served U.S.*

**State Approving Agency for Veterans' Education & Training**

# FLORIDA STATE APPROVING AGENCY

## Maintaining SAA Approval: Application for Reapproval and Document Submission

Florida Department of Veterans' Affairs

June 6-9, 2022



Florida Association of  
Veteran Education  
Specialists (FAVES)



FAVES Annual  
SCO Conference  
Florida

## DISCLAIMER

The information you are about to receive may be the Florida SAA's interpretation of recent laws where final interpretation of the law by VA, is pending. Sharing this SAA interpretation is to assist you as you work on your 22-23 catalogs & approval document submissions.

VA's interpretation of the law will be the official interpretation of the law.

Please be sure to attend VA's SCO Office Hour Webinars for the most current information.

# Recommendations to School Officials Working on 22-23 Catalogs While Awaiting VA Guidance Pertaining to Isakson & Roe (I & R), Section 1018:

*Incorporate all I & R Requirements into your 22-23 Catalog, Except for the Requirements in Section 1018*

*Adopt Use of U.S. Department Of Education's College Financing Plan Form, No Later Than August 1, 2022*

*Review Catalog Requirements and Practices Required within I & R, Section 1018 and Prepare to Satisfy Section 1018 Action/Procedural Requirements by August 1, 2022, AND Prepare, as Addendums, Section 1018 Requirements for Published Catalog Items*

**OR**

*Request a Section 1018 Waiver from VA*

# Section 1018 Waiver Request

VA may permit requests to waive some requirements in Section 1018

The waiver must be submitted prior to the first day of the institution's academic year for which the waiver is sought.

VA may waive the requirements for a ONE-academic year period, beginning in August of every year, and the institution may not receive a waiver for more than 2 consecutive years

**Waivers may be available June 15, 2022**

# Public Law 117-76, The Remote Act Effective December 21, 2021

## Additional VA Guidance is Anticipated

*Extension of COVID-19 Provisions until 6/1/2022*

*Placed Isakson & Roe, Section 1018 on Hold until 8/1/2022 (all of 38 USC § 3679(f))*

*Established use of College Financing Plan form to possibly exempt certain schools from Section 1018, or 38 USC § 3679(f)*

# College Financing Plan Template

Due to the passage of The Remote Act, The College Financing Plan form, developed by the Secretary of Education, will satisfy the requirements of the Personalized Form required by Isakson & Roe, Section 1018 (38 USC § 3679(f)) and, based on PL 117-76, The Remote Act, may exempt a school from all of 38 USC § 3679(f).

Complete and maintain in EVERY veteran beneficiary file

<https://www2.ed.gov/policy/highered/guid/aid-offer/index.html>

University of the United States (UUS)		MM / DD / YYYY	
Undergraduate College Financing Plan			
Student Name, Identifier			
<b>Total Cost of Attendance 2022-2023</b>			
	On Campus Residence	Off Campus Residence	
Tuition and fees	\$X,XXXX	\$X,XXXX	
Housing and meals	\$X,XXXX	\$X,XXXX	
Books and supplies	\$X,XXXX	\$X,XXXX	
Transportation	\$X,XXXX	\$X,XXXX	
Other education costs	\$X,XXXX	\$X,XXXX	
<b>Estimated Cost of Attendance</b>	<b>\$X,XXXX / yr</b>	<b>\$X,XXXX / yr</b>	
<b>Expected Family Contribution</b>			
Based on FAFSA		X,XXXX / yr	
Based on Institutional Methodology		X,XXXX / yr	
<b>Scholarship and Grant Options</b>			
Scholarships and Grants are considered "Gift" aid - no repayment is needed.			
<b>Scholarships</b>		<b>Grants</b>	
Merit-Based Scholarships		Need-Based Grant Aid	
Scholarships from your school	\$X,XXXX	Federal Pell Grants	\$X,XXXX
Scholarships from your state	\$X,XXXX	Institutional Grants	\$X,XXXX
Other scholarships	\$X,XXXX	State Grants	\$X,XXXX
Employer Paid Tuition Benefits	\$X,XXXX	Other forms of grant aid	\$X,XXXX
<b>Total Scholarships</b>	<b>\$X,XXXX / yr</b>	<b>Total Grants</b>	<b>\$X,XXXX / yr</b>
<b>VA Education Benefits</b>			
VA Education Benefits		\$X,XXXX / yr	
<b>College Costs You Will Be Required to Pay</b>			
<b>Net Price To You</b>		<b>\$X,XXXX / yr</b>	
(Total cost of attendance minus total grants and total scholarships)			
<b>Loan and Work Options to Pay the Net Price to You</b>			
You must repay loans, plus interest and fees.			
<b>Loan Options*</b>		<b>Work Options</b>	
Federal Direct Subsidized Loan	\$X,XXXX / yr	Work-study	\$X,XXXX / yr
(X.XX% interest rate) (X.XX% origination fee)		Hours Per Week (estimated)	XX / wk
Federal Direct Unsubsidized Loan	\$X,XXXX / yr	Other Campus Job	\$X,XXXX / yr
(X.XX% interest rate) (X.XX% origination fee)		<b>Total Work</b>	<b>\$X,XXXX / yr</b>
<b>Total Loan Options</b>	<b>\$X,XXXX / yr</b>		
* For federal student loans, origination fees are deducted from loan proceeds.		<b>For More Information</b>	
<b>Other Options</b>		University of the United States (UUS)	
You may have other options to repay the remaining costs. These		Financial Aid Office	
		123 Main Street	

# Public Law 117-68

## The Colonel John M. McHugh Tuition Fairness for Survivors Act of 2021

Effective August 1, 2022

*Chapter 35 recipients to receive the in-state tuition and fee rate at all public schools (amends 38 USC § 3679(c); also see F.S. 1009.26(13))*

*All schools must have a policy that the educational institution will not impose financial or access penalties for up to 90 days for Chapter 31, 33, or 35 recipients (amends 38 USC § 3679(e))*





# MAINTAINING SAA APPROVAL



# Application for Reapproval & Submission Processes

## Courtesy Reminders

- SAA frequently sends *courtesy* catalog reapproval reminder letters/emails (to primary SCO or other school official); however, timing is based upon “through” or “expiration” date assigned to last (current) catalog approved
  - Through/expiration date based upon academic calendar and/or other dates within catalog
  - If another catalog or addendum is published prior to the through/expiration date, school **must** submit within **30 days** of publication – *each* publication

Approval is hereby granted for the following:

**2022-2023 CATALOG and STUDENT HANDBOOK**, through **July 31, 2022**, or until such time another catalog or addendum is published, whichever is sooner, for the following programs only:

*Please note that any new publication(s), whether catalog, student handbook or addendum, must be submitted to the SAA, certified true and correct in content and policy, within 30 days of publication*

# Submission of Catalogs & Addenda

## How to Submit

- **Submit catalog and any addenda to the State Approving Agency (SAA) within 30 days of publication, along with:**
  - Application for Approval/Reapproval Form
  - Catalog(s) and Addenda
    - Active links within a document could lead to a file or page that no longer exists
  - Program Spreadsheet (Excel format)
  - All supporting documents and documentation
    - All documents (with exception of the Excel Program Spreadsheet) must be submitted in PDF format

NOTE: Forms and Approval/Reapproval application packets may be requested by emailing [SAAOutreach@fdva.state.fl.us](mailto:SAAOutreach@fdva.state.fl.us)

***Best Practice: Be mindful of your catalog expiration date and prepare for submission months in advance***

# Application for Reapproval

# Submission of Application for Reapproval Accredited or Nonaccredited Form

FLORIDA DEPARTMENT OF VETERANS' AFFAIRS  
State Approving Agency

APPLICATION FOR APPROVAL/REAPPROVAL  
ACCREDITED EDUCATIONAL PROGRAMS/COURSES  
PUBLIC, PROFIT, AND NONPROFIT EDUCATIONAL INSTITUTIONS  
Title 38 USC § 3675

APPLICATION INSTRUCTIONS AND REQUIREMENTS

**General Information.** The Florida State Approving Agency (FL SAA) is responsible for the approval of courses/programs in accordance with requirements defined in the U.S. Code of Federal Regulations (CFR), Title 38. The FL SAA will not issue an approval under 38 CFR § 21.4253 when the evidence of record demonstrates that a school and/or its courses/programs fail to fully comply with the standards for approval.

**Complete this application in the format provided.** Information shall be provided in the sequence of the application and submitted via email (see Section VI for submission instructions). Attachments are to be labeled, individually, for the correct part of this application.

**SECTION I:** School Information (pp. 2-8).  
**Note** – Regarding the Requirements Checklist: You must submit each item for consideration of approval/reapproval, noting that additional requirements are required for initial approvals.

**SECTION II:** Attachments Checklist (pp. 5-7)

**SECTION III:** Course/Program Elements (p. 8 and attached Program Inventory List and Furniture & Equipment Inventory List)

FLORIDA DEPARTMENT OF VETERANS' AFFAIRS  
State Approving Agency

APPLICATION FOR APPROVAL/REAPPROVAL  
NONACCREDITED EDUCATIONAL PROGRAMS/COURSES  
PUBLIC, PROFIT, AND NONPROFIT EDUCATIONAL INSTITUTIONS  
Title 38 USC § 3676

APPLICATION INSTRUCTIONS AND REQUIREMENTS

**General Information.** The Florida State Approving Agency (FL SAA) is responsible for the approval of courses/programs in accordance with requirements defined in the U.S. Code of Federal Regulations (CFR), Title 38. The FL SAA will not issue an approval under 38 CFR § 21.4254 when the evidence of record demonstrates that a school and/or its courses/programs fail to fully comply with the standards for approval.

**Complete this application in the format provided.** Information shall be provided in the sequence of the application and submitted via email (see Section VI for submission instructions). Attachments are to be labeled, individually, for the correct part of this application.

**SECTION I:** School Information (pp. 2-8).  
**Note** – Regarding the Requirements Checklist: You must submit each item for consideration of approval/reapproval, noting that additional requirements are required for initial approvals.

**SECTION II:** Attachments Checklist (pp. 5-7)

**SECTION III:** Course/Program Elements (p. 8 and attached Program Inventory List and Furniture & Equipment Inventory List)

# Submission of Application for Reapproval Certifications

## B. CERTIFICATION OF APPLICATION AND CONDITIONS FOR APPROVAL

*I certify that the enrollment certifications of all students receiving VA education benefits (GI Bill®) under title 38, United States Code, will be completed in an accurate and timely manner.*

*I certify [redacted] does and will continue to comply with the following required approval criteria (Failure to comply may impact approval status):*

1. The courses, curriculum, and instruction are consistent in quality, content, and length, with similar courses in public schools or private schools in the State, with recognized accepted standards;
2. There is, in the school, adequate space, equipment, instructional materials, and instructor personnel to provide training of good quality;
3. The school employs directors, administrators, instructors, and staff that have appropriate and adequate education and experience, qualifications;
4. Maintain a written record of previous education and training of the veteran or eligible person (documented evaluation of such) and clearly indicates appropriate credit has been given for previous education and training, with the training period shortened proportionately, and the veteran or eligible person so notified;
5. Upon enrollment, furnish the veteran or eligible person with, and maintains the Proof of Issue of such, a copy of the course outline, schedule of tuition, fees, and other charges, regulations pertaining to absences, grading policy, and rules of operation and conduct;
6. Upon completion of training, the veteran or eligible person is given a certificate by the school indicating the approved course and indicating the training was satisfactorily completed;
7. Maintain adequate records as prescribed by the FL SAA to show attendance and progress or grades, and satisfactory standards toward the veteran or eligible person's educational/vocational objective relating to attendance, progress and conduct are enforced. If the student's enrollment is terminated prior to completing a course or objective, the school must report the last date of attendance or effective date to the United States Department of Veterans Affairs (VA);
8. The school's policies of academic progress and conduct are and will continued be enforced (these policies must describe the conditions under which the student's enrollment to VA will be terminated due to lack of progress toward their educational objective or engaging in unacceptable conduct);
9. Attendance records are maintained for students enrolled, and policies for attendance will be

documentation, as issued by the agency represented. It or most recent calendar year and identify or include

of the issuing agency or body  
number/operator  
mailing branch and locations

approval number  
expiration date

or misleading recruiting practices for any eligible VA

which describes all required policies, procedures, and application, will be furnished to the veteran or eligible

all other provisions of 38 CFR § 21.4254;

I representative certifies that the institution does not receive payment based directly or indirectly on success in persons or entities engaged in any student recruiting or regarding the award of student financial assistance.

*I certify that I am an authorized representative of [redacted] and that the catalog/bulletin submitted along with all of the information contained herein, and referenced in this application and submitted with and as part of this application, are true and correct in content and policy.*

[Click or tap here to enter text.](#)  
Name of Authorized School Official

\_\_\_\_\_  
Signature of Authorized School Official

[Click or tap here to enter text.](#)  
Title

[Click or tap to enter a date.](#)  
Date

# Catalog and Addenda

# Application for Reapproval & Submission Documents

## Maintaining Approval

- **Catalogs and addenda must be submitted to the SAA**
  - Part of initial approval criteria as well as maintenance of approval for the training of veterans and other eligible persons
  - Information contained in catalogs, bulletins, student handbooks, program handbooks, supplements, and addenda **must be certified as true and correct in content and policy** as required by 38 CFR §§ [21.4253](#) and [21.4254](#)
    - The following statement must accompany and reference any of the above mentioned items: ***“I hereby certify all information contained in the [specify catalog and/or other items] is true and correct in content and policy”***; dated and signed by official signatory of the school.



# Submission of Catalogs & Addenda

## Extension Requests

### QUESTION

What happens if you cannot supply a new catalog?



# Submission of Catalogs & Addenda

## Extension Requests

### ANSWER

- *The VA/SAA contract requires the SAA to review catalogs for reapproval within 4 months of catalog expiration date*
- *SAA may consider granting an extension of your current catalog for 1 to 3 months, only*
  - *Depends on reason*
  - *Anticipate SAA actions of suspension or withdrawal thereafter*
- *Request for an extension must be in writing*
  - *Use SAA template*
- *Ensure you enclose all academic calendars and current tuition/fees*
  - *If the academic calendars are different for semester, clock hour or individual programs, you will need to submit all academic calendars*
- *When requesting an extension, remember the extension is for the currently approved catalog, not the catalog that is not yet available*

# Submission of Catalogs & Addenda

## Extension Requests

***Best Practice: Be mindful of your catalog expiration date and prepare for submission months in advance***

# Submission of Catalogs & Addenda

## Filling in the Gaps

- **The SAA must receive all published catalogs**

### Example of what occurs when not received...

- School's last SAA-approved catalog was Volume 24:

Approval is hereby granted for the following:

2022 ACADEMY CATALOG, **Volume 24**, through **December 31, 2022** or until such time another Catalog or addendum is published, whichever is sooner, for the following programs only:

- School receives a reminder email/letter the end of November and submits a certified true and correct Volume **27**.
- What would happen?
  - The SAA would not be able to process Volume 27 until we receive Volumes 25 and 26 first
  - Delay in processing
  - Possible denial letter or suspension letter

# Submission of Catalogs & Addenda

## Addendum Items

### Addendum Items

- **Must** be tied to a specific catalog
- Cannot approve addendum items for a catalog that has not yet been submitted and approved
- Not all items within the school's addendum are required to be approved by the SAA
- Addenda must be certified true and correct as to content and policy just the same as a catalog
- Examples of items referenced in a catalog, but that may need to be submitted separately:
  - Student Handbook
  - Academic Calendar
  - New Institution Policies

# The Program Spreadsheet

# Program Spreadsheet – Revised June 2021

## Tab #1 - Instructions and Examples

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	COMPLETION OF THE PROGRAM SPREADSHEET IS REQUIRED. PLEASE SUBMIT ALONG WITH THE APPLICATION FOR APPROVAL/REAPPROVAL TO THE FLORIDA STATE APPROVING AGENCY (SEE BELOW)																	
2	See examples in bottom section of this spreadsheet																	
3	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED	REQUIRED
4	Enter the name of the program as it appears in your catalog, and in the order of already approved programs on your 22-1998 (WEAMS report) to include each program (whether deemed approved or not) for which you are seeking approval, continued approval, or change in approval status (withdrawal, teach-out, etc.).	Enter "Yes" or "No" as to whether or not program is accredited (if yes, ensure it is listed as such on letter from accrediting agency)	Select Educational Objective (examples below and in dropdown menu on program sheet)	Enter "Yes" or "No" as to whether or not any program/major concentrations, tracks, emphases, specializations, etc.	Select program Status (examples below; dropdown menu on program sheet). Note: If it is a name change, enter the <u>old</u> name in the comments section	Enter effective date for all programs <u>except</u> those with continued SAA approval, which are known as, 'Still Approved'	If a Semester or Quarter Hour program, enter the total length of the program in credit hours. If a Clock Hour program, leave blank.	Must Select Length Type (examples below; use dropdown menu on program sheet. For credit hour programs, indicate Semester or Quarter hrs)	Enter the number of Semester Credit Hours, Quarter Credit Hours OR Clock Hours that your school requires for full-time enrollment determination. For Graduate full-time, this number must be published in your catalog	Enter the number of Clock Hours in the program that have Classroom or Theory delivery	Enter the number of Clock Hours in the program that are taught in a Lab or Shop setting	Enter total length of the program in Clock Hours, as appropriate; or number of months or years if OJT or Apprenticeship	Enter <u>first page</u> in catalog in which the Program is located. DO NOT enter a page range.	Enter "Yes" or "No" as to whether or not program is intended to prepare individuals to take a license or certification exam in Florida. This applies to ALL nonaccredited programs at ALL institutions. (Federal, State or local Govt licensure tests noted in Comments)	Enter whether program is taught in Resident, or Distance (online) Hybrid (blended) format, or if one program offers Both (a separate Resident & a separate Distance or Hybrid offering for one program) if modality was converted from in-resident to online solely due to COVID-19, indicate so in Comments	Enter "Yes" or "No" as to whether or not any part of the program's curriculum is contracted with a 3rd party to provide training or equipment	Is there a maximum number of students the school can accommodate? (MANDATORY RESPONSE for educational institutions with nonaccredited programs)	Comments required when program is in teach-out status (enter anticipated End Date & number of currently enrolled VA students), and any additional information that may be helpful, to include expanding upon program status information as necessary
5	Program Name	Accredited? Yes or No	Educational Objective	Concentrations	Approval Status	Effective Date	Total Credit Hours in Program	Program Length Measurement	Full-Time Enrollment	Classroom Theory Clock Hours	Lab or Shop Clock Hours	Total Clock Hours in Program	Catalog Page Number	License & Cert Prep?	Modality	Contracted Program	Enrollment Limit	Comments <small>e.g. Teach-Out Prog End Date</small>
6	EXAMPLES:		CHOICES:		EXAMPLES:			EXAMPLES:				EXAMPLES:			EXAMPLES:			
7	Bachelor of Science, Nursing	Yes	Bachelor	No	New	6/1/2021	120.0	Semester	12				42	Yes	Resident	No		
8	Bachelor of Fine Arts, Graphic Design	Yes	Bachelor	No	Withdrawn	7/1/2021	180.0	Quarter	15				33	No	Both	No		Loss of Accreditation
9	Cosmetology	No	Diploma	No	Still Approved			Clock	22	400	800	1200.0	69	Yes	Resident	No	20	
10	Master of Arts, Tourism & Hospitality	Yes	Masters	Yes	Teach Out Phase	7/1/2021	36.0	Semester	9				57	No	Hybrid	Yes		End:12/31/2021; 7 vets
11	Police Officer (OJT example)	No	OJT	No	No Longer Offered	7/1/2021		Months	120			12.0		No	Resident	No		

# Program Spreadsheet-Revised June 2021

## Tab #2-Input Following WEAMS Report Program Order

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Florida SAA Program Spreadsheet - Approval Request						School Name:				Catalog Yr & Number:						Facility Code:	
2	Hover over or click on column heading for instructions						Credit Hrs			Clock Hour Programs								
	Program Name	Accredited? Yes or No	Educational Objective	Concentrations? Yes or No	Approval Status	Effective Date	Total Credit Hours in Program	Program Length Measure- ment	Full-Time Enrollment	Class- room Theory Clock Hours	Lab or Shop Clock Hours	Total Clock Hours in Program	Page Number	State License or Cert Prep? Yes or No	Modality	Contracted Program? Yes or No	Enrollment Limit (nonaccre- dited)	Comment e.g. Teach-Out Pro
3																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		
13																		
14																		
15																		
16																		
17																		
18																		
19																		
20																		
21																		
22																		
23																		



# Program Spreadsheet-Revised June 2021

## Tab #1- Submission Information Instructions

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
	Program Name	Accredited? Yes or No	Educational Objective	Concentrations	Approval Status	Effective Date	Total Credit Hours in Program	Program Length Measure- ment	Full-Time Enrollment	Classroom Theory Clock Hours	Lab or Shop Clock Hours	Total Clock Hours in Program	Catalog Page Number	License & Cert Prep?	Modality	Contracted Program	Enrollment Limit	Comments e.g. Teach-Out Prog End Date
5																		
6	EXAMPLES:		CHOICES:		EXAMPLES:			EXAMPLES:				EXAMPLES:			EXAMPLES:			
7	Bachelor of Science, Nursing	Yes	Bachelor	No	New	6/1/2021	120.0	Semester	12				42	Yes	Resident	No		
8	Bachelor of Fine Arts, Graphic Design	Yes	Bachelor	No	Withdrawn	7/1/2021	180.0	Quarter	15				33	No	Both	No		Loss of Accreditation
9	Cosmetology	No	Diploma	No	Still Approved			Clock	22	400	800	1200.0	69	Yes	Resident	No	20	
10	Master of Arts, Tourism & Hospitality	Yes	Masters	Yes	Teach Out Phase	7/1/2021	36.0	Semester	9				57	No	Hybrid	Yes		End:12/31/2021; 7 vets
11	Police Officer (OJT example)	No	OJT	No	No Longer Offered	7/1/2021		Months	120					No	Resident	No		
12	Electrician (Apprenticeship example)	No	Apprenticeship	No	Name Change	8/1/2021		Years	120			5.0		Yes	Resident	No		Prior-Lineman
13			Certificate															
14	SCROLL DOWN FOR IMPORTANT INFORMATION			Associates														
15			Doctorate															
16			Journeyman															
17			Grad Cert															
18			Other															
19																		
20																		
21	Please rename the Program Sheet to include in the file name: Fiscal year-VA facility code (no dashes)-facility name-and the initials of the staff/representative reporting the information to the SAA. Example: FY22-xxxxx10-ABCUniversity-xyz																	
22	When emailing, please submit the following as attachments and email to SAAOutreach@fdva.state.fl.us :																	
23	• The completed School Program Spreadsheet (remember, this file must be saved as an Excel document)																	
24	• The completed Application for Approval/Reapproval																	
25	• Supporting documents (saved as PDFs) such as: Catalogs (must not contain hyperlinks*), Handbooks, Addendums																	
26	• There is a 10 MB file size limitation per email. If file size exceeds 10 MB, you must contact the SAA, for an alternate method of delivery, at SAAOutreach@fdva.state.fl.us Or, you may leave a voice message at (727) 319-7402.																	
27	* If documents contain hyperlinks to external files/documents, they must be saved to a CD as separate PDFs, or, if sending as a paper hard copy, must be individually printed and submitted. Email SAAOutreach@fdva.state.fl.us for further instructions.																	
28	220313bw																	
29																		
30																		
31																		
32																		
33																		

INSTRUCTIONS & EXAMPLES

PROGRAM SHEET



[SAAOutreach@fdva.state.fl.us](mailto:SAAOutreach@fdva.state.fl.us)

# Program Spreadsheet Guidance

## Retention

**Save and retain your Program Spreadsheet (Revised by SAA June 2021), for use with future submissions to SAA**

- Save time by editing the saved document for future submissions to the SAA, instead of having to re-type all previously submitted programs – Please do not submit an earlier version
- Use your saved spreadsheet to verify all information submitted to the SAA is entered correctly on your catalog reapproval letter and on your WEAMS report
- If you save and edit your spreadsheet from the previous year, **be sure to review all programs carefully to ensure all changes are noted to include the page number where the program may be found in the new catalog**

# Supporting Documents

# Application for Reapproval & Submission Documents

## Documents You May Be Requested To Submit

### Application for Reapproval & Documents 38 USC §§ [3675](#) and [3676](#)

Application/Catalog Submission Form	Catalog
Program Spreadsheet	Handbook
Business License to Operate in State	Bulletin
Proof of Accreditation Status & Updates	Addendums
Financial Statements	<b>Policies</b>
Certificate of Liability Insurance	Description of Physical Space
<b>Personalized Financial Form/College Financing Plan</b>	Academic Calendar
<b>CIE Annual License &amp; CIE Documents</b>	Detailed Tuition & All Fees
<b>Copy of Lease or Rental Document</b>	Branch Campuses
<b>Description/List of Equipment</b>	Advertising Since Last Approval
<b>Statements of Adequate Space &amp; Equipment</b>	Program Outline
<b>Statements of Qualifications of Faculty, Administrators</b>	2-Year Period of Operation
<b>Title IV Participation Agreement</b>	<b>Prior Credit Evaluation Form</b>
<b>Third Party Contracts</b>	Practical Training
<b>VA Form 22-1919</b>	Enrollment Agreement
<b>VA Form 22-8794</b>	<b>Administrators of Good Reputation</b>

All submissions must include the 'True and Correct' statement

# Application for Reapproval & Submission Documents

## Documents You Will Be Requested To Submit

The proof of and statements of:

**Adequate Space, Adequate Equipment & Qualifications of Faculty and Administrators**

Required, as detailed in 38 USC §§ [3675](#) AND [3676](#)

*“The courses, curriculum and instruction are consistent in quality, content and length...”*

*“There is in the institution adequate space, equipment, instructional material, and instructor personnel to provide training of good quality.”*

*“Educational and experience qualifications of directors, administrators, and instructors are adequate.”*

# Application for Reapproval & Submission Documents

## Documents You Will Be Requested To Submit

Personalized Form – *Effective 6/15/21; Enforced 8/1/22*

PL 116-315, Section 1018 which created 38 USC 3679(f) requires a school, prior to veteran beneficiary's enrollment, to provide the individual with a personalized form which includes:

*Estimate of Total Cost of Course*

*Estimate of Cost of Living Expenses*

*Amount of Costs Covered by VA*

*Amount of Title IV & Institutional Aid Individual May Qualify for*

*Estimate of Student Loan Debt at Graduation*

*Information Regarding Graduation Rates*

*Job Placement Rates for Grads by Program (if available)*

*Institution's Acceptance of Transfer & Military Credits*

*Additional Requirements for License & Certification*

SAA actions are required, if not compliant (38 USC § 3679(f))

# Application for Reapproval & Submission Documents

## Documents You Will Be Requested To Submit

As established in Public Law 117-76, The Remote Act, The College Financing Plan form, developed by the Secretary of Education, will satisfy the requirements of the Personalized Form and may exempt some schools from requirements in 38 USC § 3679(f).

Create and maintain in EVERY veteran beneficiary file

<https://www2.ed.gov/policy/highered/guid/aid-offer/index.html>

University of the United States (UUS)		MM / DD / YYYY																								
Undergraduate College Financing Plan																										
Student Name, Identifier																										
<b>Total Cost of Attendance 2022-2023</b>																										
	On Campus Residence	Off Campus Residence																								
Tuition and fees	\$X,XXXX	\$X,XXXX																								
Housing and meals	\$X,XXXX	\$X,XXXX																								
Books and supplies	\$X,XXXX	\$X,XXXX																								
Transportation	\$X,XXXX	\$X,XXXX																								
Other education costs	\$X,XXXX	\$X,XXXX																								
<b>Estimated Cost of Attendance</b>	<b>\$X,XXXX / yr</b>	<b>\$X,XXXX / yr</b>																								
<b>Expected Family Contribution</b>																										
Based on FAFSA		X,XXXX / yr																								
As calculated by the institution using information reported on the FAFSA or to your institution.																										
Based on Institutional Methodology		X,XXXX / yr																								
Used by most private institutions in addition to FAFSA.																										
<b>Scholarship and Grant Options</b>																										
Scholarships and Grants are considered "Gift" aid - no repayment is needed.																										
<b>Scholarships</b>		<b>Grants</b>																								
<table border="1"> <tr><td>Merit-Based Scholarships</td><td></td></tr> <tr><td>Scholarships from your school</td><td>\$X,XXXX</td></tr> <tr><td>Scholarships from your state</td><td>\$X,XXXX</td></tr> <tr><td>Other scholarships</td><td>\$X,XXXX</td></tr> <tr><td>Employer Paid Tuition Benefits</td><td>\$X,XXXX</td></tr> <tr><td><b>Total Scholarships</b></td><td><b>\$X,XXXX / yr</b></td></tr> </table>		Merit-Based Scholarships		Scholarships from your school	\$X,XXXX	Scholarships from your state	\$X,XXXX	Other scholarships	\$X,XXXX	Employer Paid Tuition Benefits	\$X,XXXX	<b>Total Scholarships</b>	<b>\$X,XXXX / yr</b>	<table border="1"> <tr><td>Need-Based Grant Aid</td><td></td></tr> <tr><td>Federal Pell Grants</td><td>\$X,XXXX</td></tr> <tr><td>Institutional Grants</td><td>\$X,XXXX</td></tr> <tr><td>State Grants</td><td>\$X,XXXX</td></tr> <tr><td>Other forms of grant aid</td><td>\$X,XXXX</td></tr> <tr><td><b>Total Grants</b></td><td><b>\$X,XXXX / yr</b></td></tr> </table>	Need-Based Grant Aid		Federal Pell Grants	\$X,XXXX	Institutional Grants	\$X,XXXX	State Grants	\$X,XXXX	Other forms of grant aid	\$X,XXXX	<b>Total Grants</b>	<b>\$X,XXXX / yr</b>
Merit-Based Scholarships																										
Scholarships from your school	\$X,XXXX																									
Scholarships from your state	\$X,XXXX																									
Other scholarships	\$X,XXXX																									
Employer Paid Tuition Benefits	\$X,XXXX																									
<b>Total Scholarships</b>	<b>\$X,XXXX / yr</b>																									
Need-Based Grant Aid																										
Federal Pell Grants	\$X,XXXX																									
Institutional Grants	\$X,XXXX																									
State Grants	\$X,XXXX																									
Other forms of grant aid	\$X,XXXX																									
<b>Total Grants</b>	<b>\$X,XXXX / yr</b>																									
<b>VA Education Benefits</b>		<b>VA Education Benefits</b>																								
		\$X,XXXX / yr																								
<b>College Costs You Will Be Required to Pay</b>																										
<b>Net Price To You</b>		\$X,XXXX / yr																								
(Total cost of attendance minus total grants and total scholarships)																										
<b>Loan and Work Options to Pay the Net Price to You</b>																										
You must repay loans, plus interest and fees.																										
<b>Loan Options*</b>		<b>Work Options</b>																								
Federal Direct Subsidized Loan (x.xx% interest rate) (x.xx% origination fee)	\$X,XXXX / yr	Work-study																								
Federal Direct Unsubsidized Loan (x.xx% interest rate) (x.xx% origination fee)	\$X,XXXX / yr	Hours Per Week (estimated)																								
<b>Total Loan Options</b>	<b>\$X,XXXX / yr</b>	Other Campus Job																								
		<b>Total Work</b>																								
		\$X,XXXX / yr																								
* For federal student loans, origination fees are deducted from loan proceeds.																										
<b>Other Options</b>		<b>For More Information</b>																								
You may have other options to repay the remaining costs. These include:		University of the United States (UUS)																								
<ul style="list-style-type: none"> <li>Tuition payment plan offered by the institution</li> <li>Parent PLUS loans, which your parent can apply for</li> <li>Non-Federal Private education loan, which you or your parent can apply for after passing a credit check</li> </ul>		Financial Aid Office																								
		123 Main Street																								
		Anytown, ST 12345																								
		Telephone: (123) 456-7890																								
		E-mail: financialaid@uus.edu																								
		<b>Loan Amounts</b>																								

# Application for Reapproval & Submission Documents

## Documents You May Be Requested To Submit

### CIE Documents

In review of VA's guidance pertaining to non-duplication of agency efforts, the SAA determined the Florida Department of Education's Commission for Independent Education (CIE) reviews many of the same documents that the SAA is tasked to review when they make determinations for licensing approval. In an effort to reduce SCO and SAA workload, the SAA will request the private, for-profit school officials governed by the CIE, to supply the SAA with the same documents provided to the CIE as well as CIE outcome documents and determinations.

*Annual License/Provisional License Certificate*

*Annual License/Provisional License Letter*

*CIE Form 604 & School's CPA Financial Statements*

*Religious Exemption Letter*

*Summary Sheet*

*Approved Data Sheet*

*Program Data Sheet*

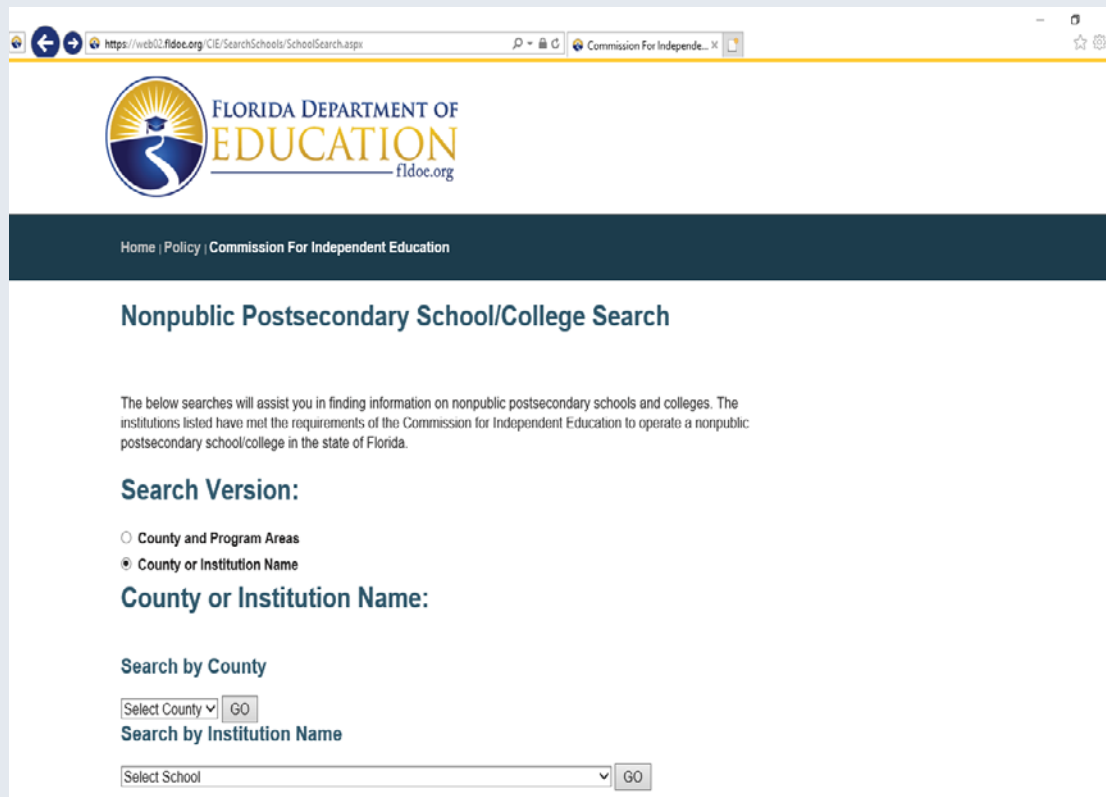
Since you may not be familiar with the CIE forms and process, we are offering the following guidance...



# Application for Reapproval & Submission Documents

## CIE School Representative Search

To find your school's CIE representative, go to:  
<https://web02.fldoe.org/CIE/SearchSchools/SchoolSearch.aspx>  
for CIE's Search Engine and select your school



The screenshot shows a web browser window with the URL <https://web02.fldoe.org/CIE/SearchSchools/SchoolSearch.aspx>. The page header features the Florida Department of Education logo and the text "FLORIDA DEPARTMENT OF EDUCATION fldoe.org". Below the header is a navigation bar with links for "Home", "Policy", and "Commission For Independent Education". The main content area is titled "Nonpublic Postsecondary School/College Search". A paragraph of text states: "The below searches will assist you in finding information on nonpublic postsecondary schools and colleges. The institutions listed have met the requirements of the Commission for Independent Education to operate a nonpublic postsecondary school/college in the state of Florida." Underneath, there is a "Search Version:" section with two radio buttons: "County and Program Areas" (unselected) and "County or Institution Name" (selected). Below this is a "County or Institution Name:" label. There are two search options: "Search by County" with a dropdown menu labeled "Select County" and a "GO" button; and "Search by Institution Name" with a dropdown menu labeled "Select School" and a "GO" button.

# Application for Reapproval & Submission Documents

## CIE School Representative Search

Choose your school name from the drop down menu and the name of the school representative who works with the CIE will be listed, along with that person's contact information

Name and Contact Info

Click on 'Detail' for CIE Approved programs

Commission For Independent Education

Page 1 of 2

### Nonpublic Postsecondary School/College Search

The below searches will assist you in finding information on nonpublic postsecondary schools and colleges. The institutions listed have met the requirements of the Commission for Independent Education to operate a nonpublic postsecondary school/college in the state of Florida.

#### Search Version:

- County and Program Areas
- County or Institution Name

#### County or Institution Name:

##### Search by County

Select County  GO

##### Search by Institution Name

Galen College of Nursing

Institution	Contact	County	Campus
<b>Galen College of Nursing (#3150)</b> 10200 Dr. Martin Luther King Jr Street North St. Petersburg, FL 33716 <a href="#">Detail</a>   <a href="#">Map</a>	Jennifer Green Phone: (727) 577-1497 Fax: (727) 576-4372 Email: <a href="mailto:JGreen@galencollege.edu">JGreen@galencollege.edu</a> Website: <a href="http://www.galencollege.edu">www.galencollege.edu</a>	Pinellas	Main

# Application for Reapproval & Submission Documents

## CIE School Representative Search

School Detail will additionally display:

How long school has been licensed by CIE

How licensure was determined

The main and branch locations

The accreditor(s)

The level of accreditation

Programs approved

Credential Awarded

The number of clock/credit hours for program completion

### Galen College of Nursing (#3150)

10200 Dr. Martin Luther King Jr Street North  
St. Petersburg, FL 33716

[Map](#)

Contact: Jennifer Green

Phone: (727) 577-1497

Fax: (727)576-4372

Email: [JGreen@galencollege.edu](mailto:JGreen@galencollege.edu)

Website: [www.galencollege.edu](http://www.galencollege.edu)

License Status: License By Means of Accreditation

Licensed Since: 8/18/2004

#### Other Locations

Institution Name	Location	Campus
<a href="#">Galen College of Nursing</a>	Pembroke Pines	Branch
Galen College of Nursing	St. Petersburg	Main

#### Accreditation

##### Accredited By

**SACS**  
ACEN  
CCNE

##### Level of Accreditation

Institutional  
Programmatic  
Programmatic

Note: Accreditation generally means that a college or school has been evaluated by a group of educators, and meets the accrediting agency's standards. This process is VOLUNTARY for the college; it is not "required". However, accreditation is required for financial aid eligibility, recognition of degrees or credits by employers or other colleges, universities, or schools, easy transfer of credits, acceptance into another school, and other education-related opportunities. Be aware that some so-called "accrediting agencies" may not be recognized by the U.S. Department of Education, or may even be bogus! A current listing of recognized "accrediting agencies" may be found on the [U.S. Department of Education's web site](#). Check with this office before you send money to any college, even if it claims to be accredited.

#### Programs Offered

# Application for Reapproval & Submission Documents

## CIE Program Data Sheet

The CIE Program Data Sheet provides valuable information

Names of Programs Approved

Degree Level and Type

Approval in Clock or Semester Hours

If Modality is approved for Distance Education or In-Residence

### Commission For Independent Education

[Main Menu](#)

You are logged in as [Redacted]  
Currently viewing: [Redacted]

[Change Password/Email](#)  
[Log Out](#)

[Return to School Data](#)

#### Program Data

If you have questions or concerns regarding the information below please contact [Redacted], your Program Specialist.

Program Title:	Credential:	Degree Level:	Degree Type:	Clock Hours:	Credit Hours:	Tuition:	Total Program Cost:	Distance Education
Accounting	Associate in Science	A	AS		█			Yes
Accounting	Bachelors	B	BS		█			Yes
Accounting	Diploma			█	█			Yes
Administrative Cyber Security	Diploma			█	█			Yes
Business	Diploma			█	█			Yes
Business Administration	Masters	M	MBA		█			Yes
Business Management	Associate in Science	A	AS		█			Yes
Business Management	Bachelors	B	BS		█			Yes
Computer Science	Bachelors	B	BS		█			Yes
Criminal Justice	Associate in Science	A	AS		█			Yes
Criminal Justice	Bachelors	B	BS		█			Yes
Cyber Security	Bachelors	B	BS		█			Yes
Data Analytics	Bachelors	B	BS		█			No
Data Science	Masters	M	MS		█			Yes
Digital Design and Animation	Bachelors	B	BS		█			Yes
Early Childhood Education	Diploma			█	█			Yes
Early Childhood Education	Diploma			█	█			Yes
Early Childhood Education	Diploma			█	█			Yes
Early Childhood Education	Associate in Science	A	AS		█			Yes

# Application for Reapproval & Submission Documents

## CIE Approved Data Sheet

The CIE Approved Data Sheet provides valuable information

Names of Programs Approved

Degree Level and Type

Approval in Clock or Semester Hours

Accreditation Information



Commission for Independent Education

Approved Data

[Redacted]

Corporation Data	
Name:	[Redacted]
Foreign or Domestic:	Domestic Profit or Non Profit: [Redacted]

Address Data	
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]

Contact Data		License Data	
Contact:	[Redacted]	Lic #:	[Redacted] Campus Type: Main
Phone:	[Redacted] Phone Ext:	Lic Status:	[Redacted]
Fax:	[Redacted]	Program Specialist:	[Redacted]
E-Mail:	[Redacted]	Annual Review Date:	[Redacted]
Web Site:	[Redacted]		

Accredited by:	Level of Accreditation:	Last Granted:	Renewal Date:	Next visit Scheduled:
ABHES	Programmatic	[Redacted]	[Redacted]	[Redacted]
ACICS	Institutional	[Redacted]	[Redacted]	[Redacted]
ACEN	Programmatic	[Redacted]	[Redacted]	[Redacted]

Program Title as Licensed:	Hours:		Degree Type:	Credential:
	Clock	Credit		
Criminal Justice		[Redacted]	AS	Associate in Science
Electrical Technology	[Redacted]	[Redacted]		Diploma
Interior Design		[Redacted]	AS	Associate in Science
Medical Assistant	[Redacted]	[Redacted]		Diploma
Medical Assisting		[Redacted]	AS	Associate in Science
Network Engineering and Administration		[Redacted]	AS	Associate in Science
Nursing		[Redacted]	AS	Associate in Science
Paralegal		[Redacted]	AS	Associate in Science
Surgical Technician		[Redacted]	AAS	Associate of Applied Science
Surgical Technician		[Redacted]	AS	Associate in Science
Veterinary Assisting	[Redacted]	[Redacted]		Diploma

# Application for Reapproval & Submission Documents CIE Summary Sheet

The CIE Summary Sheet provides valuable information

Programs Approved

Placement & Retention Rates

Financial information reviewed by the CIE

**SUMMARY SHEET**

Commission Meeting Date: September 29, 2020 Agenda Item: \_\_\_\_\_

Parent Corporation: \_\_\_\_\_

Corporate Name: \_\_\_\_\_

d/b/a: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Level of Institution: Nondegree

**LICENSURE ACTIONS REQUESTED:** Renewal of Annual License

License Number: 5527

ID Number: 5527

Type: Annual

Licensed Since: 06/18/2016

Profit/Nonprofit: Profit

Reviewed By: Monica Muldrow-Brooks

**PROGRAMS**

Current programs offered:

Program Title as Licensed:	Hours:		Degree Type:	Credential:	Dist Ed:
	Clock	Credit			
Beauty Professional Makeup Artistry	300			Diploma	No
Modern Effects Makeup Artistry	880			Diploma	No

Proposed new programs:  
Proposed program modifications:

**ACCREDITATION AND PROFESSIONAL RECOGNITION**

Agencies granting professional approvals/dates:

**ENROLLMENT DATA**

Headcount enrollment in Florida: 21 Fiscal Year: 2018-2019

Placement Rate: 73.33% Retention Rate: 95.24%

**FINANCES**

Type of financial submitted: Audit

Current assets exceed current liabilities: Yes

Total Current Assets:	<u>\$281,060.00</u>	Total Assets:	<u>\$337,720.00</u>
Total Current Liabilities:	<u>\$118,650.00</u>	Total Liabilities:	<u>\$378,080.00</u>
Working Capital:	<u>\$162,410.00</u>	Net Equity:	<u>(\$40,360.00)</u>
	Ratio: <u>2.36881584</u>		

Prepared By: \_\_\_\_\_

Fiscal Year End Date: 12/31/2019

Rev. 08.20.2014 v. 2.3 Page 1 of 2 8/17/2020 12:09:59 PM

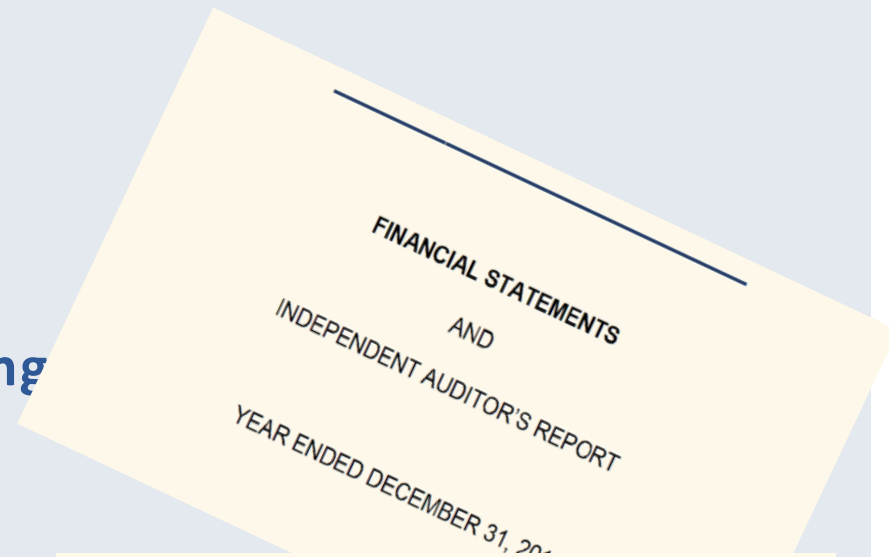
# Application for Reapproval & Submission Documents

## Proof of Financial Stability Requirement

### Nonaccredited Schools

Financial Statements prepared by a Certified Public Accountant (CPA) or an independent accounting firm in accordance with Generally Accepted Accounting Principles (GAAP)

If accounting books are not closed for the preceding tax year, a Balance Sheet, Income statement, and Statement of Cash Flows must be submitted for month-end and year tied to date of application



#### TABLE OF CONTENTS

	Page No.
INDEPENDENT AUDITOR'S REPORT.....	1
<b>Financial Statements</b>	
Balance Sheet.....	2
Statement of Income.....	3
Statement of Changes in Stockholder's Equity.....	4
Statement of Cash Flows.....	5
Notes to Financial Statements.....	6 - 10

# Application for Reapproval & Submission Documents State of Florida Business License





# Application for Reapproval & Submission Documents CIE Annual License



## COMMISSION FOR INDEPENDENT EDUCATION LICENSE BY MEANS OF ACCREDITATION

This is to certify that

Is hereby licensed to offer postsecondary program(s) of instruction

Under the provisions of Chapter 1005, Florida Statutes and Chapter 6E, Florida Administrative Code for the period beginning:

Executive Director

12/1/2020

License Number

Commission Chairperson

This license is non-transferable, non-assumable, and shall be rendered null and void upon any change in ownership of the licen

ID#1042



State Board of Education

Andy Tuck, Chair  
Marva Johnson, Vice Chair  
Members  
Ben Gibson  
Tom Grady  
Michael Olenick  
Ryan Petty  
Joe York

Richard Corcoran  
Commissioner of Education

December 3, 2020

NOTIFICATION OF LICENSE BY MEANS OF ACCREDITATION - LICENSE # [REDACTED]  
INSTITUTION: [REDACTED]

On behalf of THE COMMISSION FOR INDEPENDENT EDUCATION, I am pleased to send you a license, as provided under Ch. 1005, Florida Statutes.

There are three (3) key factors you must keep in mind during your period of licensure:

1. You are licensed to teach only the program(s) approved by your accrediting agency.
2. You must report to the Commission any significant change relative to the operation of your institution during the next year of licensure.
3. Any change of ownership and/or control of the institution must be reported immediately along with the required information.

You will be notified before your next annual review submission deadline with information on filing an application.

Should you need further assistance, please contact Angela Shelby at (850) 245-3200.

Sincerely,

Samuel L. Ferguson  
Executive Director  
Commission for Independent Education

# Application for Reapproval & Submission Documents

## Advertising

### Advertising

- Review [PL 116-315 Sec 1020](#), 38 USC § 3696 & [38 CFR § 21.4252](#) and school guidance posted on the GI Bill® website
- Submit copies of advertising and other statements disseminated to the public in any manner, to include:
  - social media
  - brochures
  - radio ad transcripts
  - school's website pages
  - billboards
  - TV ad transcripts
- Ensure your website, advertising and social media sites are compliant

# Application for Reapproval & Submission Documents Advertising

## Advertising Best Practices

- SAA determines approval to administer VA education benefits, not VA, unless it's a federal program, so do NOT indicate, "VA Approved"
  - A simple, acceptable statement would be "Approved for VA Education Benefits"
  - Ensure your school is not using Veterans Affairs emblems (or logos) or those of Military Branches, without written permission
  - If your school references GI Bill® ensure your school is including the Registered Trade Mark symbol and prominently displays *"GI Bill® is a registered trademark of the U.S. Department of Veteran Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill)."*

# Application for Reapproval & Submission Documents Proof of Accreditation



July 11, 2012



Dear Mrs. Reguero:

The following action regarding your institution was taken at the June 2012 meeting of Trustees of SACS Commission on Colleges:

The Commission on Colleges reaffirmed accreditation at Level II. No action was requested. Your institution's next reaffirmation will take place in 2022 otherwise notified.

Please submit to your Commission staff member, preferably by email, a one-page summary of your institution's Quality Enhancement Plan. The summary is due Aug. 2012, and should include on the same page the following information: (1) the title of Enhancement Plan, (2) your institution's name, and (3) the name, title, and email of individual who can be contacted regarding its development or implementation. This will be posted to the Commission's Web site as a resource for other institutions and reaffirmation process.

All institutions are requested to submit an "Impact Report of the Quality Enhancement Student Learning" as part of their "Fifth-Year Interim Report" due five years before a reaffirmation review. Institutions will be notified 11 months in advance by the Presic Commission regarding its specific due date.

We appreciate your continued support of the activities of the Commission on Colleges. If you have questions, please contact the staff member assigned to your institution.

Sincerely,

Belle S. Wheelan, Ph.D.  
President

BSW:ch

cc: Dr. Cheryl D. Cardell

1745 Southern Lane • Decatur, Georgia 30031-4397 • Telephone 404/674-4500 • Fax 404/674-4501  
www.sacscoc.org

## CERTIFICATE OF ACCREDITATION

In accordance with its accreditation standards and procedures

has accredited

Baccalaureate Degree Program in Nursing

The Commission on Collegiate Nursing Education is listed by the U.S. Secretary of Education as a nationally recognized accrediting agency.

  
EXECUTIVE DIRECTOR

September 10, 2014

EFFECTIVE DATE OF ACCREDITATION



ONE DUPONT CIRCLE, N.W.  
SUITE 710  
WASHINGTON, DC 20036

THIS CREDIT IS VALID FOR THE DURATION OF THE PERIOD OF ACCREDITATION

# Application for Reapproval & Submission Documents

## Proof of Participation in Title IV

As required by Isakson & Roe, Section 1015, schools with accredited programs must participate in Title IV Financial Aid for approval to participate in GI Bill® Education Programs



FEDERAL STUDENT AID  "START HERE. GO FURTHER."

UNITED STATES DEPARTMENT OF EDUCATION

FEDERAL STUDENT AID  
SCHOOL ELIGIBILITY SERVICE GROUP

### PROGRAM PARTICIPATION AGREEMENT

[PROVISIONAL APPROVAL]

Effective Date of Approval: The date on which this Agreement is signed on behalf of the Secretary of Education

Approval Expiration Date: September 30, 2021

Reapplication Date: June 30, 2021

Name of Institution: [REDACTED]

Address of Institution: University Avenue  
PO Box 6201  
[REDACTED]

OPE ID Number: [REDACTED]

DUNS Number: [REDACTED]

Taxpayer Identification Number (TIN): [REDACTED]

The execution of this Agreement by the Institution and the Secretary is a prerequisite to the Institution's initial or continued participation in any Title IV, HEA Program.


The postsecondary educational institution listed above, referred to hereafter as the "Institution," and the United States Secretary of Education, referred to hereafter as the "Secretary," agree that the Institution may participate in those student financial assistance programs authorized by Title IV of the Higher Education Act of 1965, as amended (Title IV, HEA Programs) indicated under

# Application for Reapproval & Submission Documents

## Certificate of Liability Insurance

		<b>CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YYYY) 9/16/2020		
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.						
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).						
PRODUCER RRL INSURANCE 4450 W Eau Gallie Blvd., #115 Melbourne FL 32934			INSURER(S) AFFORDING COVERAGE		NAIC #	
INSURED [REDACTED]			INSURER A : Lancer Insurance Company		26077	
INSURER B :			INSURER C :			
INSURER D :			INSURER E :			
INSURER F :						
COVERAGES		CERTIFICATE NUMBER: 172688394		REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PER <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			9/13/2020	9/13/2021	EACH OCCURRENCE \$ 2,000,000 COVERAGE TO RENTALS / PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE EXCESS LIAB <input type="checkbox"/> RETENTIONS DED <input type="checkbox"/> RETENTIONS			9/13/2020	9/13/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PIP \$ 10,000 EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in FL) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)						
CERTIFICATE HOLDER			CANCELLATION 30			
Florida Department For Veterans Affairs P. O. Box 31003 St. Petersburg FL 33731			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE [REDACTED]			

# Application for Reapproval & Submission Documents Fire Marshall Compliance Certificate

 **Fire and Life Safety Division  
OFFICE OF THE FIRE MARSHAL  
Greater Naples Fire Rescue District**

**EXISTING NOTICE OF FIRE COMPLIANCE**

LOCATION

OCCUPANCY NAME: \_\_\_\_\_

OCCUPANCY ADDRESS: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_

PHONE # \_\_\_\_\_ SQ. FT. \_\_\_\_\_ DIST. # \_\_\_\_\_

OCCUPANCY CLASSIFICATION (Please Check)

ASSEMBLY \_\_\_\_\_ BUSINESS \_\_\_\_\_ MERCANTILE \_\_\_\_\_ STORAGE \_\_\_\_\_ INDUSTRIAL \_\_\_\_\_

DAY-CARE \_\_\_\_\_ HEALTH CARE \_\_\_\_\_ APARTMENT \_\_\_\_\_ OTHER Edu.

I hereby certify that on this date no violations of Florida Fire Prevention Code were noted.

Michael Perry 090  
Certified Fire and Life Safety Inspector

11/25/2020

White Copy: Owner / Yellow Copy: Occupational License / Pink Copy: Fire District


2700 N. Harseshoe Dr. • Naples, FL 34104 • (239) 774-2800 • (239) 774-3116 Fax

06/2015

# Application for Reapproval & Submission Documents

## VA 22-1919

OMB Control No. 2900-0657  
Respondent Burden: 10 Minutes

 Department of Veterans Affairs		
<b>CONFLICTING INTERESTS CERTIFICATION FOR PROPRIETARY SCHOOLS</b>		
<p><b>Privacy Act Notice:</b> VA will not disclose information collected on this form to any source other than what has been authorized under the Privacy Act of 1974 or Title 38, Code of Federal Regulations 1.576 for routine uses as identified in the VA system of records, 58VA21/22, Compensation, Pension, Education and Rehabilitation Records - VA, and published in the Federal Register. An example of a routine use allows VA to send educational forms or letters with a veteran's identifying information to the veteran's school or training establishment to (1) assist the veteran in the completion of claims forms or (2) for VA to obtain further information as may be necessary from the school for VA to properly process the veteran's education claim or to monitor his or her progress during training. Your obligation to respond is required to obtain or retain benefits. We cannot pay education benefits to any person training at your school until we receive this information (38 U.S.C. 3686(b)). Your responses are confidential (38 U.S.C. 5701). Any information provided by applicants, recipients, and others may be subject to verification through computer matching programs with other agencies.</p> <p><b>Respondent Burden:</b> We need this information to approve courses at your school for VA purposes and pay education benefits to trainees at your facility. Title 38, United States Code, allows us to ask for this information. We estimate that you will need an average of 10 minutes to review the instructions, find the information, and complete this form. VA cannot conduct or sponsor a collection of information unless a valid OMB control number is displayed. You are not required to respond to a collection of information if this number is not displayed. Valid OMB control numbers can be located on the OMB Internet Page at <a href="http://www.whitehouse.gov/omb/library/OMBINVC.html#VA">www.whitehouse.gov/omb/library/OMBINVC.html#VA</a>. If desired, you can call 1-888-GI-BILL-1 (1-888-442-4551) to get information on where to send comments or suggestions about this form.</p>		
NAME AND ADDRESS OF INSTITUTION		
PURPOSE: This form informs individuals that the law has restrictions concerning any potential conflict of interest. (See certifications (1) and (2) below).		
<b>(1) PROPRIETARY PROFIT SCHOOLS ONLY</b>		
<p>Title 38 U.S.C. 3683 prohibits employees of the Department of Veterans Affairs (VA) and the State approving agency (SAA) from owning any interest in an educational institution operated for profit. In addition, the law prohibits these employees from receiving any wages, salary, dividends, profits, gifts, or services from private profit schools. These provisions may be waived if VA determines that no detriment will result to the government, or to veterans or eligible persons. Please list below those VA and SAA employees known by you who may have a potential conflict of interest under this provision. If there are none, please enter the word "none."</p>		
NAME AND TITLE OF EMPLOYEE(S)	DESCRIPTION OF ASSOCIATION WITH SCHOOL	
<b>(2) ALL PROPRIETARY SCHOOLS</b>		
<p>Title 38 C.F.R. 21.4202(c), 21.5200(c), 21.7122(e)(6), and 21.7622(f)(4)(iv) prohibit the payment of educational assistance to any veteran or eligible person based on an enrollment in any proprietary school of which the veteran or eligible person is an official authorized to sign certificates of enrollment or verifications/certifications of attendance, or is an owner or an officer. Please list below the names and VA file numbers (claim or Social Security Numbers) of any certifying officials, owners, or officers of your school who receive VA educational assistance based on an enrollment in your school. If there is none, please enter the word "none."</p>		
NAME AND TITLE OF EMPLOYEE(S)	VA FILE NUMBER	DATES OF ENROLLMENT WITH YOUR SCHOOL FROM TO
<p><b>CERTIFICATION: I DO HEREBY CERTIFY</b> that the entries above are true and correct to the best of my knowledge. I agree to immediately notify VA of any potential violations of the above prohibitions.</p>		
SIGNATURE OF PRESIDENT OR CHIEF ADMINISTRATIVE OFFICIAL OF SCHOOL	TITLE	DATE

VA FORM 22-1919  
OCT 2008

SUPERSEDES VA FORM 22-1919, OCT 2007,  
WILL BE USED.



# School Policies

# Application for Reapproval Policies and Procedures

**Know your policies and enforce them!**

## **Credit for Previous Education and Training**

- The school must maintain a written record in the veteran beneficiary's file that clearly indicates official transcripts have been obtained from all post-secondary institutions that the student has attended, that the training has been evaluated and if granted, the training shortened and tuition reduced proportionately and the veteran so notified
- Documentation required in beneficiary file even if zero credit is awarded

## **Pro Rata Refund Policy**

- Required for nonaccredited courses only
- A school could have accredited and nonaccredited programs



# Application for Reapproval

## Policies and Procedures

### Attendance

- Many IHLs do not have to monitor attendance for degree programs or those NCD programs that lead to a standard college degree and, therefore, this does not require separate approval
- For those IHLs that *do* have a *schoolwide* policy in place, it must be reviewed by the SAA to determine if approvable
  - Approved policy must be enforced
  - Must be a definite point in time in which VA student enrollment is terminated due to unsatisfactory attendance
- NCD programs approved in clock hours must maintain complete attendance records (even if offered at an IHL)
  - Must be a definite point in time in which VA student enrollment is terminated due to unsatisfactory attendance
- A Veterans Attendance Policy may be required

# Application for Reapproval

## Policies and Procedures

### Standards of Progress

- Must relate to graduation requirements
- Must be a clear, definite point in time when:
  - Students will be placed on academic probation or suspended/withdrawn
- Schools must report Ch 33 graduation/completion to VA as required in 38 USC § 3326 (Veteran's Improvement Act of 2016)



### Student Conduct

- The school catalog indicates which behavior or actions are not allowed and actions that will be taken when a student violates the Student Conduct policy

# Application for Reapproval & Submission Documents Existing & New 3679(f) Policies Required in 38 USC §3679 DISAPPROVAL

## School Policies – 38 USC § 3679 (c) (d) (e) (f)

Numerous recent laws have established requirements for schools to adopt and publish policies as conditions for approval:

*38 USC § 3679(c) – In-state tuition rate at public schools (FS 1009.26(13) **federal law to include chapter 35; Enforced 8/1/22 See PL 117-68, The McHugh Act Submit URL to SAA***

*38 USC § 3679(d) - Additional Requirements for License & Certification*

*38 USC § 3679(e) - No Financial or Access Penalties for chapters 31, 33 and 35, for up to 90 Days, While Awaiting VA Payment **See PL 117-68, The McHugh Act; Effective 8/1/22***

*38 USC § 3679(f) – (NEW Created by Isakson & Roe, Sec 1018) **Enforced 8/1/22 See PL 117-76, The Remote Act where you may be eligible for an exemption***

*Inform of Title IV & Institutional Aid*

*Prohibit Automatic Renewal in a Course*

*Ensure each Individual approves of enrollment in a course*

*Accommodations for Absence by Reason of Service*

# Application for Reapproval

## Policies and Procedures

### In-State Tuition at Public Schools – [38 USC § 3679\(c\)](#)

- The SAA will disapprove a course of education if a public institution charges more than the in-state rate for tuition and fees, for covered individuals, who reside within the state while attending said school. **The McHugh Act adds chapter 35s to federal law, effective 8/1/22.** Schools will provide the SAA with the URL where students can find veteran beneficiary in-state tuition information and the forms required for such a request. VA is posting the URL link to the school's pages on the GI Bill® Comparison Tool.

### Congressman C.W. “Bill” Young Veteran Tuition Waiver Program Florida Statute 1009.26(13) – Covered Individuals

- Honorably discharged members who served in U.S. Armed Forces, Reserve Forces or the National Guard
- Any individual receiving VA Education Assistance (Chapters 30, 31, 32, 33, ToE, 35, 1606, 1607)

# Application for Reapproval Policies and Procedures

## In-State Tuition at Public Schools – [38 USC § 3679\(c\)](#)

ation/gi-bill-comparison-tool/institution/11017310

State Facility Closures Suggested Sites VA Access Gateway Imported From IE Google VA Education Service... New Tab Florida Higher Educ...

Did you use your Post-9/11 GI Bill benefits for tuition, housing, or books for a term that started before January 1, 2018? ([Learn more](#))

Yes

No

Will you be taking any classes in person? ([Learn more](#))

Yes

No

**School costs and calendar** +

**Learning format and location** +

**Scholarships and other VA funding** +

**Additional information regarding your benefits**

**Veterans tuition policy:** Yes ([View policy](#))

**Protection against late VA payments** ([Learn more](#)): No

**Yellow Ribbon Program** ([Learn more](#)): No

**Veteran Rapid Retraining Assistance Program (VRRAP)** ([Learn more](#)): No

**Housing allowance** ([Learn more](#))

Fall:	\$10,584
Spring:	\$10,584
<b>Total per year:</b>	<b>\$21,168</b>

↑ Back to top

Compare institutions (0 of 3) ^

# Application for Reapproval

## Policies and Procedures

### Licensing & Certification Disclosures – [38 USC § 3679\(d\)](#)

- The SAA will disapprove a course of education if an institution does not publicly disclose conditions or additional requirements for licensure or certification of programs, to include, but which is not limited to, training, experience, or examinations
- Federal, State or local Government licensure tests must be noted in the Comments column of the Program Spreadsheet

***Best Practice: Prominently publish the additional requirements along with the Program descriptions, requirements and include if the program prepares an individual for Federal, State or local Government licensure***



# Application for Reapproval

## Policies and Procedures

### No Financial or Access Penalties - [38 USC § 3679\(e\)](#)

- Institutions must maintain a published policy which prevents financial and access penalties, for up to 90 days, for chapter 31, chapter 33, and **effective 8/1/22, chapter 35** beneficiaries, while the institution awaits payment from VA. The policy must detail that beneficiaries must submit their certificates of eligibility (CoE) for entitlement to educational assistance, to the institution, for this coverage. [URL for policy on Comparison Tool](#)
- The institution will ensure the educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or require the covered individual to borrow funds due to the delayed disbursement of a VA payment to the institution

**Best Practice: Require a copy of CoE or VAF 28-1905 (ch 31) upon admittance; coordinate requirements with Business Office**

# Application for Reapproval Policies and Procedures

## No Financial or Access Penalties – [38 USC § 3679\(e\)](#)

ation/gi-bill-comparison-tool/institution/11017310

State Facility Closures Suggested Sites VA Access Gateway Imported From IE Google VA Education Service... New Tab Florida Higher Educ...

Did you use your Post-9/11 GI Bill benefits for tuition, housing, or books for a term that started before January 1, 2018? ([Learn more](#))

Yes

No

Will you be taking any classes in person? ([Learn more](#))

Yes

No

School costs and calendar +

Learning format and location +

Scholarships and other VA funding +

**Additional information regarding your benefits**

Veterans tuition policy: Yes ([View policy](#))

Protection against late VA payments ([Learn more](#)): No

Yellow Ribbon Program ([Learn more](#)): No

Veteran Rapid Retraining Assistance Program (VRRAP) ([Learn more](#)): No

<b>Housing allowance (<a href="#">Learn more</a>)</b>	
Fall:	\$10,584
Spring:	\$10,584
<b>Total per year:</b>	<b>\$21,168</b>

↑ Back to top

Compare institutions (0 of 3) ^

# Application for Reapproval

## New Policies and Procedures

### VA STRESSED TO SCHOOLS: READ SECTION 1018

#### NEW - Prohibit Automatic Renewal of Enrollment

#### PL 116-315, Sec 1018, which Created 38 USC § 3679(f)

- A published policy that prohibits the automatic renewal of a veteran beneficiary in courses and programs of education; and
- A published policy that ensures each veteran beneficiary approves of the enrollment in the course

***Best Practice: Create a published policy which can be added as an addendum to the 22-23 catalog and require a signed & dated Request for Certification of Enrollment form, each enrollment term; Note The Remote Act provides for the use of the College Financing Plan form for possible exemption of 38 USC § 3679(f)***

***Effective 6/15/21; Enforced 8/1/22***

# Application for Reapproval

## New Policies and Procedures

### VA STRESSED TO SCHOOLS: READ SECTION 1018

#### **NEW - Availability of Financial Aid & Institutional Aid PL 116-315, Sec 1018, which Created 38 USC § 3679(f)**

- The institution must maintain a published policy which informs veteran beneficiaries of the availability of Federal Title IV financial aid and also of Institutional aid offerings
- The institution must alert veteran beneficiaries of potential financial aid eligibility prior to packaging student loans or alternative financing for the individuals

***Best Practice: Create a published policy which can be added as an addendum to the 22-23 catalog and require a signed & dated Acknowledgement of Available Aid form, each academic year.***

***Note The Remote Act provides for the use of the College Financing Plan form for possible exemption of 38 USC § 3679(f)***

***Effective 6/15/21; Enforced 8/1/22***

# Application for Reapproval

## New Policies and Procedures

### VA STRESSED TO SCHOOLS: READ SECTION 1018

#### NEW - Absence Due To Service

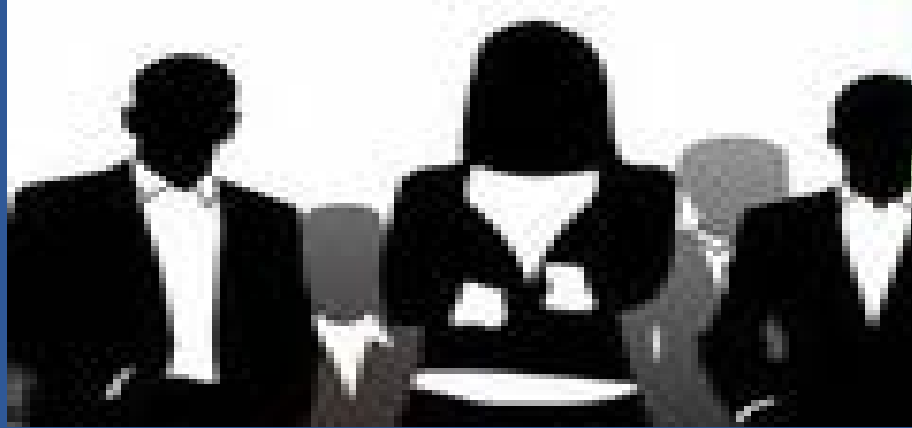
#### PL 116-315, Sec 1018, which Created 38 USC § 3679(f)

- A published policy that ensures members of the Armed Forces, reserve components, and the National Guard, who enroll in a course of education, may be readmitted if such members are temporarily unavailable or have to suspend such enrollment by reason of serving in the Armed Forces; must also accommodate members during short absences by reason of service

***Best Practice: Create a published policy which can be added as an addendum to the 22-23 catalog and require a signed & dated Request for Consideration of Leave Due to Service form & proof.***

***Note The Remote Act provides for the use of the College Financing Plan form for possible exemption of 38 USC § 3679(f)***

***Effective 6/15/21; Enforced 8/1/22***



# SAA REVIEW



# Application for Reapproval Review

- Once SAA is in receipt of a 'complete' submission: the Application for Reapproval, the Catalog, the Program Spreadsheet, and supporting documents, it is logged in for processing
- SAA has a set period of time, 30 days, to determine if the documents in the 'complete file' are approved, denied, if the suspension is lifted or there's a withdrawal; INCOMPLETE documents will be denied & a new submission requires a new "True and Correct" statement from school officials
- Approval or denial letter sent to each specific campus where schools have multiple campuses with separate catalogs
  - Maintain a copy for your records
  - Copy is also sent to VA for entry into WEAMS database
  - If a denial letter, ensure you *immediately* respond to any requests within the letter
  - Action Items may also appear within the approval letter

# Application for Reapproval Review

- **Specific approval items will be identified/listed in the reapproval letter. A catalog review may include:**
  - Degree Programs, Non-College Degree Programs
  - Page number where specific information may be found
  - Type and number of hours approved (e.g. credit or clock hours)
  - Type of NCD training Class/Theory OR Shop Practice will be identified
  - Programs withdrawn or not approved
  - Additional items reviewed will be identified (e.g., Attendance Policy, Academic Calendar, Items Not Approved)
  - Use of applicable U.S. Code and Code of Federal Regulations (CFR)



# Application for Reapproval Review

- **Degree Programs**

- Schools with degree programs will find:

- Each degree program listed (or included as an attachment)

- Degree programs may be grouped based on degree, for example, Associate degrees, Bachelor degrees, Master degrees, etc.

- **Noncollege Degree Programs (NCD)**

- Each Certificate and/or Diploma Program will be listed (or included as an attachment)

- **Any revisions to hours and any special annotations will also be noted**

# Application for Reapproval Review

- **Programs Withdrawn** (include effective date on Program Spreadsheet)
  - Previously approved programs that are:
    - No longer listed in the catalog;
    - No longer listed on the Commission for Independent Education (CIE) website through the Florida Department of Education; and/or
    - No longer meet criteria for approval
  
- **Programs Not Approved**
  - Listed in catalog, but do not meet criteria for approval
    - Not listed as approved on the CIE website
    - Hours listed in catalog do not equal hours on CIE website
    - Determined to be not accredited
    - Not consistent in quality, content and length with similar courses in public and private institutions with recognized acceptable standards

# Application for Reapproval Review

## Also Input Teach-Out Info on Program Spreadsheet

### ■ Programs in Teach-Out Phase

- Approved programs that are:
  - No longer enrolling students
  - In teach-out phase
- SAA must be informed of:
  - The effective date of the Teach-Out
  - The anticipated date the program will complete Teach-Out phase
  - Whether there are VA students currently enrolled
  - Notify the SAA when all students have completed program



# Application for Reapproval Review

- **Program Information:**

- Page number in catalog where program may be found
- Type and number of hours approved (e.g., credit hours or clock hours)
  - Review of CIE documents, catalog, transcripts, accrediting agency documents as they will indicate if programs are approved in credit hours (semester or quarter) or clock hours
  - Most often, programs approved in semester or quarter hours are because the programs lead to a standard college degree

# Application for Reapproval Review

## NCD TRAINING

### ■ Program Information (cont):

- Type of NCD training, Class/Theory OR Shop Practice, will be identified
  - Determination of Class or Shop aided by program descriptions, course descriptions and school officials
  - Full-time for Class/Theory programs = 18 clock hours/week
  - Full-time for Shop Practice programs = 22 clock hours/week
    - When certifying, submit student's actual scheduled hours per week

**Veteran Claims Examiners (VCE) will not process programs if the hours certified and the length of the term is greater than 100% of the SAA approved scheduled program hours – may adjust for breaks and holidays**

# Application for Reapproval Review

## Additional Items Reviewed May Include

- Academic Calendar (required)
- Tuition and Fees (required)
- Study Abroad (Note: Study Abroad would not be approvable for NCD)
- Enrollment Limitations for nonaccredited programs
- Clinical and Practical Training / Internships / Externships
  - Except for some medical-related programs, must be accredited by the appropriate agency (38 CFR § 21.4265)
- Contracted Programs – Contracted school must also be approved by the SAA; submit the contract to the SAA

# Application for Reapproval Review

## Additional Items Reviewed May Include

### ■ Independent Study

- All veteran beneficiaries, to include chapter 35 beneficiaries, are now able to pursue accredited independent study programs at approved public and not-for-profit area Career, Technical and Vocational Education Schools that provide postsecondary level education (38 USC § 3680A) expanding SAA approval decisions previously available for accredited IHL programs that lead to a standard college degree and those that lead to a certificate
- Other NCD online, distance learning, independent study, hybrid or blended courses that are approved in clock hours OR those that do not lead to a standard college degree at other NCD schools, ARE NOT APPROVABLE

# NCD and COVID-19



## QUESTION



What happens when an approved program at an NCD education or training institution temporarily ceases resident training and has the capability to convert training to an online modality during the COVID-19, or other, national emergency?





# NCD and COVID-19

*Answer: An NCD with a current SAA approved program may continue to train and report enrollments to the VA. Those students who pursue courses converted to an on-line modality solely due to COVID-19 will continue to receive the MHA rate for resident training. The law authorizes this special payment authority to VA from March 1, 2020 to June 1, 2022.*

*This special payment authority provided to VA does not affect the SAA's approval actions where in-resident only mode of delivery is required at these NCD schools. Programs and/or schools will be withdrawn if online mode of delivery is performed, June 2, 2022, and beyond.*

*See VA's April and May SCO Office Hours for add'l info*

# Application for Reapproval Review

## Items Not Approvable (not all-inclusive)

- Leave of Absence (LOA)
  - Student may **NOT** receive VA education benefits during periods of leave
    - A school-approved LOA must be reported to VA in the Remarks section indicating the begin and end date of the LOA, and extend the term accordingly
    - If the student does not return, the enrollment must be terminated at the point of the last date of attendance
- Audited courses
  - If school's grading policy allows a student who registers for credit to later change to audit, the school must report the change from credit to audit as a withdrawal, effective the day the student changed from credit to audit. Report the withdrawal as you would other withdrawals.

# Application for Reapproval Review

## SAA NOTED Most Common Errors and Omissions

- Teach-Out & Discontinued Programs – Omitting Effective Date and/or anticipated program End Date
- Submissions do not have the “True and Correct” statement
- Not informing SAA when a program is no longer offered
- Former program name AND/OR new name not provided
- SCO submits prior catalog Program Spreadsheet with old information and does not update with details from the new catalog
- Unnecessarily inputting Effective Dates for Still Approved Programs
- Documents requested within forms & emails, not submitted
- Signatures missing on documents and on ‘True & Correct’ statement
- Advertising, to include social media pages, not submitted
- Lease Agreements submitted are not current



# REVIEWING THE SAA REAPPROVAL LETTER AND THE VA 22-1998 (WEAMS) REPORT



# SAA Reapproval Letter and WEAMS Report

## ■ Two-Step Process

- When the State Approving Agency (SAA Reapproval Letter) is received, review it for accuracy and verify the letter reflects information submitted to SAA to include all Branch and Extension campuses, with complete addresses
- When the VA 22-1998 form (aka WEAMS Report) is received, compare the information on the WEAMS Report to verify it reflects all information on the most recent SAA Reapproval Letter
  - The WEAMS Report may be received weeks after receipt of the SAA Reapproval Letter

# Reviewing the SAA Reapproval Letter

- Item being approved will be identified (e.g., catalog, handbook) along with an approved through date, or expiration date

Reapproval is hereby granted for the following:

**2022-2023 CATALOG and STUDENT HANDBOOK**, through July 31, 2023, or until such time another catalog or addendum is published, whichever is sooner, for the following programs only:

*Please note that any new publication(s), whether catalog, student handbook or addendum, must be submitted to the SAA, certified true and correct in content and policy, within 30 days of publication.*

- The box and numbers below, are for internal use

PA	PD	OA	OD
65	3	1	1

# Reviewing the SAA Reapproval Letter Sample - IHL



**James S. Hartnell**  
Deputy Executive Director

State of Florida  
**DEPARTMENT OF VETERANS' AFFAIRS**  
**Bureau of State Approving for Veterans' Training**  
9500 Bay Pines Boulevard, Rm 214  
Bay Pines, FL 33744  
SAAOutreach@fdva.state.fl.us  
www.FloridaVets.org

**Ron DeSantis**  
Governor  
**Ashley Moody**  
Attorney General  
**Jimmy Patronis**  
Chief Financial Officer  
**Nikki Fried**

*Official Communication - Sent Via Email Only*



Facility Code: 3-1-9541-10

**Date of Approval**  
November 23, 2020  
**Effective Date of Approval**  
August 1, 2020

Appropriate Section of Law:  
 Chapter 36, Title 38, U.S. Code, Section 3675  
 Chapter 36, Title 38, U.S. Code, Section 3676

IHL

PA	PD	OA	OD
111	0	5	0

NCD

PA	PD	OA	OD
7	0	2	0

Based upon supporting documents received by this Bureau on October 23, 2020, re-approval is granted to train veterans and other eligible persons to receive GI Bill® education benefits under the provisions of 38 Code of Federal Regulations (CFR), 21.4254, Title 38, United States Code (U.S. Code) 3676. Approval is hereby granted for the 20-21 Catalog, through October 31, 2021, for the following programs only:

Degree Programs	Semester Hrs.	Page #
BA Advertising and Public Relations w/concentrations	124	204
BA Applied Dance – <u>Teachout through 12/31/2024</u>	124	
BA Applied Sociology w/concentrations	124	297
BA Art – <u>Teachout through 12/31/2025</u>	124	
BA Art Therapy <u>New add to WEAMs listed on Approval ltr 11/1/19</u>	124	196
BA Visual Arts w/concentrations	124	194
BA Biochemistry w/concentrations	124	271
BA Biology w/concentrations	124	261
BA Chemistry w/concentrations	124	269
BA Communication w/concentrations	124	199
BA Communication and Speech Studies (NEW) effective 8/1/20	124	199

# Reviewing the SAA Reapproval Letter Sample

Japanese Effective 11/1/2020	16	
Portuguese Effective 11/1/2020	16	
Spanish Effective 11/1/2020	16	

**ACCREDITATION:** Accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Accreditation is current.

**VETERANS BENEFITS AND TRANSITION ACT OF 2018:** Page 392. School has a policy in place that will allow a covered individual to attend or participate in a course of education, pending VA payment, providing the individual submits a certificate of eligibility for entitlement to educational assistance and is therefore in compliance with the requirements of 38 USC3679(e) (Section 103, of Public Law 115-407).

**ACADEMIC CALENDAR:** Pages 187-192. Term dates will be certified from the start of the term through the end of the term. The hours of enrollment must agree on the VA Enrollment Certification and the school transcript.

**STANDARDS OF PROGRESS:** Pages 378-384. VA must be notified when students using VA education benefits are no longer satisfactorily meeting standards of progress.

**CREDIT FOR PREVIOUS EDUCATION AND TRAINING:** Pages 390-392 and within majors. The school must maintain a written record that clearly indicates that appropriate previous education and training has been evaluated and granted, with training time shortened and tuition reduced proportionately, and the VA and veteran so notified.



# Reviewing the SAA Reapproval Letter Sample - NCD

New Approval

Name of approved program(s):

Program Title	Educational Objective	Status	Length Type	Length	Catalog Page Number	VA Full Time	Modality
Barber/Styling	Diploma	New Approved	Clock	1200	38	22	Resident Only
Cosmetology	Diploma	New Approved	Clock	1200	34	22	Resident Only
Facial/Skin Care	Diploma	New Approved	Clock	300	43	18	Resident Only
Full Specialty	Diploma	New Approved	Clock	600	46	18	Resident Only
Massage Therapy	Diploma	New Approved	Clock	600	52	18	Resident Only

A high school diploma/equivalent is required for course entry

LICENSING AND CERTIFICATION REQUIREMENTS: Listed within Admissions Policy and Program Information. The school meets the criteria to prepare an individual for state licensure or certification for public law 114-315, section 409.

ACADEMIC CALENDAR: Pages 66-67. Dates of enrollment will be "as certified" with the certifying official to

# Reviewing the SAA Reapproval Letter Sample

November 23, 2020

Page 8

Failure to notify the SAA of any changes in chief administrative officer, veteran certification officer, location, or school name change will automatically void this approval, effective the date of the change. The institution must report to the SAA any material event or circumstance that could affect the school's accreditation status, policies, staff, curricula, reputation and legal or financial status for SAA approval review which may result in Suspension or Withdrawal actions. The SAA must be advised of any pending changes in advance, when possible, and a letter of explanation must be provided within five (5) working days after the change has been accomplished.

This approval is not finalized until such time it has been accepted and processed by the U.S. Department of Veterans Affairs Regional Office. At that time, you will receive an updated VA Form 22-1998 (WEAMS report) from VA. Upon receipt, please read it carefully to ensure accuracy.



Nathaniel Knight  
Program Specialist  
Florida State Approving Agency

cc: VA (777A)

# WEAMS Report

## What is a WEAMS Report?

VA 22-1998 Form – also known as a WEAMS Report

Web Enabled Approval Management System (WEAMS) is used to store VA and SAA approval information

- SAA Approval/Reapproval Letters are emailed to the school
- VA uses SAA Approval Letters to update the WEAMS Report
- WEAMS Reports are emailed to schools by VA
- VA's Veterans' Claims Examiners (VCE) use the WEAMS reports to determine eligibility of benefit payments
- If new programs are approved by the SAA, do not certify a student in the new program until WEAMS Report has updated information
- It is essential to verify SAA reapproval letter information is reflected accurately on the WEAMS Report

# Reapproval Letter and WEAMS Report

## Sample Comparison



State of Florida  
**DEPARTMENT OF VETERANS' AFFAIRS**  
 Bureau of State Approving for Veterans' Training  
 9500 Bay Pines Boulevard, Room 214  
 Bay Pines, FL 33744  
 (727) 319-7402 / FAX: (727) 319-7780  
 www.floridavets.org

Daniel W. "Danny" Burgess, Jr.  
 Executive Director

Ron DeSantis  
 Governor  
 Ashley Moody  
 Attorney General  
 Jimmy Patronis  
 Chief Financial Officer  
 Nikki Fried  
 Commissioner of Agriculture

OFFICIAL COMMUNICATION - SENT VIA E-MAIL ONLY

[Redacted]  
 [Redacted]  
 [Redacted]  
 [Redacted]  
 Facility Code: 18149010

**Date of Approval**  
 August 3, 2020  
**Determination Date**  
 July 28, 2020  
**Effective Date of Approval**  
 August 1, 2020

Appropriate Section of Law:  
 Chapter 36, Title 38, U.S. Code, Section 3675  
 Chapter 36, Title 38, U.S. Code, Section 3676

IHL

PA	PD	OA	OD

NCD

PA	PD	OA	OD
27	3	4	3

Approval is hereby granted for the following: [Redacted] Catalog 2020-2021 July 2020.

This approval expires July 31, 2021 or when another Catalog or Addendum is published.

NON-COLLEGE DEGREE PROGRAMS	Clock Hrs	Page	VA	FT
PROFESSIONAL CULINARY ARTS AND HOSPITALITY	1200	7, 12, 90	18	
WELDING TECHNOLOGY	1050	8, 12, 92	22	
WELDING TECHNOLOGY - ADVANCED	750	8, 12, 93	22	

<b>TEACH-OUT PHASE</b>				
<b>AIR CONDITIONING, REFRIGERATION, AND HEATING TECHNOLOGY Eff. 8/1/2019</b>	<b>1350</b>	6, 12, 39	<b>22</b>	
ELECTRONIC TECHNOLOGY Eff. 12/15/2019	1400	7, 12, 65	18	

**NO LONGER OFFERED**  
**ACCOUNTING OPERATIONS**  
**ADMINISTRATIVE OFFICE SPECIALIST**  
 AUTOMOTIVE COLLISION REPAIR AND REFINISHING

ACADEMIC CALENDAR: Pages 33-34. Term dates will be as certified from the start through the end of the term. The hours of enrollment must agree on the VA enrollment certification and the school transcript. The School Certifying Official is to retain a copy of the academic calendar in the student's file for programs approved in clock hours.

### NCD Programs

Code	Type	Description	Length	Mode	Full Time	Mode	Effective Date	Withdrawal
321	D	3D ANIMATION TECHNOLOGY	1050	C	18	C	07/04/2009	

Remarks:

510	D	AC REFRIGERATION AND HEATING TECHNOLOGY	1350	C	22	C	01/01/2013	
-----	---	---	------	---	----	---	------------	--

Remarks: TEACH OUT PHASE EFF 8/1/19

421	D	ACCOUNTING OPERATIONS	900	C	18	C	04/25/2006 08/01/2020	
-----	---	-----------------------	-----	---	----	---	-----------------------	--

Remarks:

429	D	ADMINISTRATIVE OFFICE SPECIALIST	1050	C	18	C	04/25/2006 08/01/2020	
-----	---	----------------------------------	------	---	----	---	-----------------------	--

Remarks: NAME CHANGE FROM ADMINISTRATIVE ASSISTANT EFFECTIVE 08/02/2018.

571	D	ADVANCED	2400	C	18	C	04/25/2006	
-----	---	----------	------	---	----	---	------------	--

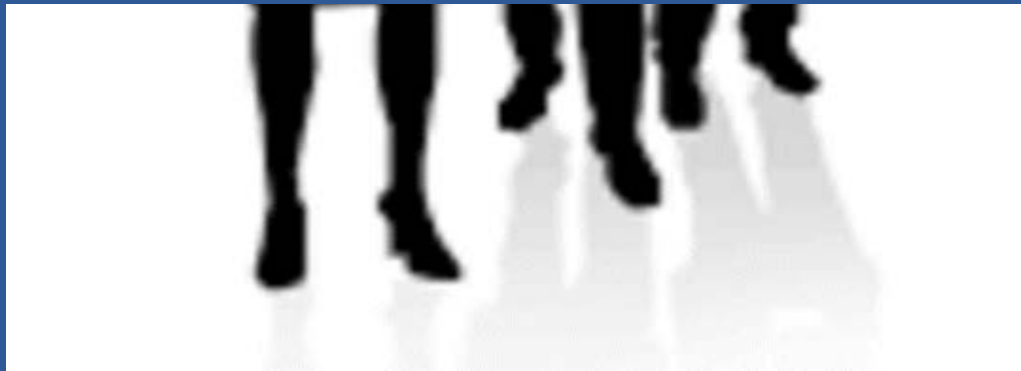
# Reapproval Letter and WEAMS Report

## GUIDANCE

- Read letters **carefully** to ensure accuracy and understanding
- Ensure your Branch and Extension campuses are included on your WEAMS report
- Do ***not*** certify ***new programs*** in VA-ONCE **until** WEAMS (aka VA Form 22-1998) has been updated by VA and you receive a copy
- Veterans Claims Examiners (VCEs) will deny benefits for a program they do not see in WEAMS or program hours that exceed SAA approved hours
  - Ensure VA-ONCE reflects program name ***exactly*** as it appears in WEAMS



# OTHER ITEMS THAT MUST BE REPORTED WITHIN 30 DAYS OF OCCURRENCE



# Other Changes or Additions to Report Report Within 30 Days of Occurrence

## Other Changes to Report to the SAA

- **Change in Facility Name**
- **Change of Ownership**
- **Change of Location**
- **New Facility Mailing Address** (no change in physical location)
- **Change in Accrediting Agency**
- **Change in Accreditation Status & Docs Requested by Accreditor**
- **Change in Title IV Participation Status & Docs Requested by ED**
- **Change from In-Resident to any Other Mode of Delivery, if ONLY approved for In-Resident delivery**

# Other Changes or Additions to Report Report Within 30 Days of Occurrence

## Other Changes to Report to the SAA

- Change in Programs Offered
- New Branch Campus
- Change in Financial Soundness
- Change in Ability to Provide Adequate Space, Adequate Equipment or Quality Education, Training and Student Services
- Legal Actions Against the Facility
- Notice from the Federal Trade Commission to Cease & Desist from any Act or Practice
- Closure of an Institution
- Closure of an Institution Due to Natural Disaster



# Other Changes or Additions to Report Report within 30 Days of Occurrence

## Changes to Report to the SAA (cont.)

- Any other changes, such as, but not limited to:
  - Revision to any policies
    - Standards of Academic Progress
    - Admissions
    - Standards of Attendance
    - Refund Policies
    - Standards of Conduct
  - Change in Administration
  - Change in Tuition and Fees (update College Financing Plan forms)
  - Change in Academic Calendar

# Changes or Additions to Report to VA Report within 30 Days of Occurrence

## Changes to Report to VA

### ■ SCOs

- Submit updated VA Form 22-8794 (Rev July 2021) to [FLORIDAEDUCATIONOUTREACH@vbaspt@va.gov](mailto:FLORIDAEDUCATIONOUTREACH@vbaspt@va.gov)
  - Please indicate which listed person is the Primary SCO by inputting that person's information on line 2A, on the form
  - Also input dates/submit copies of VA Training Certificates for SCOs
- VA will update WEAMS and (where appropriate) VA-ONCE
- Ensure SCOs no longer working at your school are removed immediately from VA-ONCE (contact VA)
  - School does not need to submit a new MoU for VA-ONCE when it changes SCOs

# VA

## Contact/Reference Information

VA Education Line (888) 442-4551

VA Debt Management (800) 827-0648  
[dms.ops@va.gov](mailto:dms.ops@va.gov)

Corrections to GI Bill® Comparison Tool  
[EDUAPPMGMT.VBACO@va.gov](mailto:EDUAPPMGMT.VBACO@va.gov)

Florida Education Outreach Office  
[FloridaEducationOutreach.VBASPT@va.gov](mailto:FloridaEducationOutreach.VBASPT@va.gov)

Email VA - Use the “Ask VA” link  
[www.benefits.va.gov](http://www.benefits.va.gov)

VA SCO Training Webinars  
[https://www.benefits.va.gov/gibill/resources/education\\_resources/school\\_certifying\\_officials/presentations.asp](https://www.benefits.va.gov/gibill/resources/education_resources/school_certifying_officials/presentations.asp)

VA Priority Enrollment  
[Priority.enrollment.vbabuf@va.gov](mailto:Priority.enrollment.vbabuf@va.gov)

# Reference Information

## Accredited Schools Not Participating in Title IV Financial Aid How to Request a Section 1015 Waiver

You can request a waiver by submitting an email to

[VBACOSECTION1015WAVR@va.gov](mailto:VBACOSECTION1015WAVR@va.gov). The waiver request package must include:

1. A cover letter on the organization's letterhead requesting approval for an Education Service Waiver under 38 U.S.C. §§ 3675(b)(4) and 3672(b)(2)(A)(i)(II). The request must include the following information:

- Date of last application for participation in the Federal funded student financial aid through the Department of Education and the result of that application;
- If the school has a currently pending Program Participation Agreement with the Department of Education and proper documentation of the submission (VA may verify this submission with the Department of Education); and
- Enumerated list of the specific provisions of Title IV with which the institution is unable or has chosen not to comply. For each non-compliant provision, a reason or justification for non-compliance.

2. A copy of the denial notification (final adjudication notification), if the institution has previously been denied Title IV funding from the Department of Education.

Failure to provide any of the elements could result in your institution's waiver request being denied until you submit the missing elements

# SAA Contact Information

**Betsy Wickham, Bureau Chief**  
[wickhamb@fdva.state.fl.us](mailto:wickhamb@fdva.state.fl.us)

**(727) 319-7401**

**Cora Stagner, Office Manager**  
[stagnerc@fdva.state.fl.us](mailto:stagnerc@fdva.state.fl.us)

**(727) 319-7402**

**Paul Smith, Administrative Assistant**  
[smithpa@fdva.state.fl.us](mailto:smithpa@fdva.state.fl.us)

**(727) 319-7406**

**Office Email (Do not send hard copies in mail)**  
[SAAOutreach@fdva.state.fl.us](mailto:SAAOutreach@fdva.state.fl.us)

# SAA

## Large File Submission

■ For submitting a file larger than 20 mb to the SAA, or a large number of files, please go to <https://floridavets.org/upload>.

- Select SAA
- Input **your** email address
- Select the file(s) you want to send by using the *Browse* button
- Select *Send file(s)*



The image shows a blue web form for file submission. At the top left is the FDVA logo with a red star. Below the logo is the text "Choose a Recipient" followed by a list of radio buttons: "Fred Cachilli", "Amy Carlin", and "SAA". Below this is the text "Enter Your Email Address" followed by a text input field and a "Browse..." button. At the bottom of the form is a "Send file(s)" button.

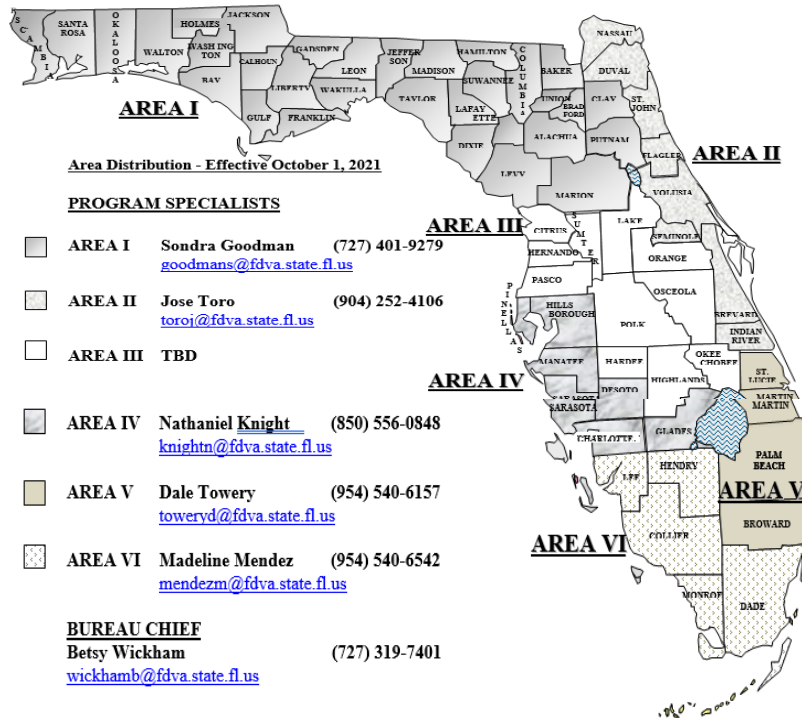
# State Approving Agency (SAA) Area Distribution



James S. Hartsell  
Executive Director

State of Florida  
**Department of Veterans' Affairs**  
Bureau of State Approving for Veterans' Education and Training  
[SAAOutreach@fdva.state.fl.us](mailto:SAAOutreach@fdva.state.fl.us)  
[www.floridavets.org](http://www.floridavets.org)

Ron DeSantis  
Governor  
Ashley Moody  
Attorney General  
Jimmy Patronis  
Chief Financial Officer  
Nikki Fried  
Commissioner of Agriculture



Area Distribution - Effective October 1, 2021

**PROGRAM SPECIALISTS**

- AREA I** Sondra Goodman (727) 401-9279  
[goodmans@fdva.state.fl.us](mailto:goodmans@fdva.state.fl.us)
- AREA II** Jose Toro (904) 252-4106  
[toroj@fdva.state.fl.us](mailto:toroj@fdva.state.fl.us)
- AREA III** TBD
- AREA IV** Nathaniel Knight (850) 556-0848  
[knighnt@fdva.state.fl.us](mailto:knighnt@fdva.state.fl.us)
- AREA V** Dale Towery (954) 540-6157  
[toweryd@fdva.state.fl.us](mailto:toweryd@fdva.state.fl.us)
- AREA VI** Madeline Mendez (954) 540-6542  
[mendezm@fdva.state.fl.us](mailto:mendezm@fdva.state.fl.us)

**BUREAU CHIEF**

Betsy Wickham (727) 319-7401  
[wickhamb@fdva.state.fl.us](mailto:wickhamb@fdva.state.fl.us)

**ADMINISTRATIVE STAFF**

Cora Stagner, Office Manager (727) 319-7402  
[stagnerc@fdva.state.fl.us](mailto:stagnerc@fdva.state.fl.us)

Paul Smith, Admin. Assistant (727) 319-7406  
[smithpa@fdva.state.fl.us](mailto:smithpa@fdva.state.fl.us)

# SAA

## Program Specialist Contact Information

**AREA I – Sondra Goodman**  
[goodmans@fdva.state.fl.us](mailto:goodmans@fdva.state.fl.us)

**(727) 401-9279**

**AREA II – Jose Toro**  
[toroj@fdva.state.fl.us](mailto:toroj@fdva.state.fl.us)

**(904) 252-4106**

**AREA TBD – Brad Gilkes**  
[gilkesb@fdva.state.fl.us](mailto:gilkesb@fdva.state.fl.us)

**(352) 422-5736**

**AREA IV – Nathaniel Knight**  
[knightn@fdva.state.fl.us](mailto:knightn@fdva.state.fl.us)

**(850) 556-0848**

**AREA V - Dale Towery**  
[toweryd@fdva.state.fl.us](mailto:toweryd@fdva.state.fl.us)

**(954) 540-6157**

**AREA VI - Madeline Mendez**  
[mendezm@fdva.state.fl.us](mailto:mendezm@fdva.state.fl.us)

**(954) 540-6542**

**AREA TBD - Ingrid Abernathy**  
[abernathyi@fdva.state.fl.us](mailto:abernathyi@fdva.state.fl.us)

**(727) 385-5865**



Questions?