

# MD SAA CATALOG SUBMISSION

## NCD FULL REVIEW (36 MONTH)

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### 1. WHAT IS A FULL REVIEW (36 MONTH REVIEW)?

- This is a full review of your approval requirements as a VA Approved Educational Training Institution (ETI). This review also includes a full review of your current VA program inventory. This is required every 36 months. Institutions who fail to maintain and submit a full review with a published catalog will be out of compliance and subject to SAA approval action.

### 2. WHAT DO I NEED TO COMPLETE?

- ☐ Uniform Application 22-10288-Worksheet A for NCD's
  - Please complete all parts of the UA (certain questions are based on your facility type)
- ☐ Complete MD SAA Program Review Form for Uniform Application
  - There are 4 tabs on the Program Review Form you must complete.
    - Supplement Check List Tab: Please review and submit all applicable supplemental documents to include your academic catalog and any addendums. Use checklist to confirm these items are included.
    - WEAMS Review Tab- Please use your VA 22-1998 to complete this section for the current programs approved in your VA Program Inventory. Please list programs in the order that they appear on your 22-1998. You must let the SAA know to **Reapprove** the program (no changes reported); **Modify** the program (include details of modification in the remarks area) or to **Withdraw** the program. Please fill out all columns as required for each program. Note\* If you do not have a copy of your 22-1998, please request a copy from the SAA.
    - Add New Programs Tab- Please use this tab to add any new programs that you are requesting to be added to your VA Program Inventory. \*Note: Your programs must be approved by the Secretary of the Maryland Higher Education Commission before we will consider it for approval by the SAA.
    - SCO Contact Tab- Please complete with your SCO Staff information to include an immediate supervisor.
- ☐ Supplemental Documents (as outlined on the Supplemental Documents tab of your program review form)

### 3. HOW DO I SUBMIT?

- All your materials must be submitted via our [MD One Stop Application Portal: MD SAA Catalog/Program Submission Portal](#).
- If you are a first time user, please create an account. Please note: accounts are user specific and not institution. If you are sharing an account or collaborating on a submission, it is recommended to create an account with a department email and shared password.

### 4. QUESTIONS?

- Please reach out to us at [vaeducationbenefits.mhec@maryland.gov](mailto:vaeducationbenefits.mhec@maryland.gov).
- All documents for your submission are on our webpage: [Veterans Affairs and State Approving Agency](#) under Resources for GI Bill® Approved Institutions. Do not use old forms from previous submissions.