

MD SAA CATALOG SUBMISSION

NCD ANNUAL REVIEW

1. WHAT IS AN ANNUAL REVIEW?

- This is a review of an annually published catalog of a VA Approved Educational Training Institution (ETI) that is not due for a full review (36 months). In this review, you are only required to report changes to policies and changes to programs in your current VA program inventory (including the addition of new programs).

2. WHAT DO I NEED TO COMPLETE?

- ☐ Uniform Application 22-10288-Worksheet A for NCD's
 - Please complete parts I (pages 1 and 2), & part II. You may include remarks in part VIII if necessary.
- ☐ Complete MD SAA Program Review Form for Uniform Application (if you are making any program changes)
 - There are 4 tabs on the Program Review Form you must complete.
 - Supplement Check List Tab: This tab is only required for a Full Review (36 months). You may delete this tab or disregard.
 - WEAMS Review Tab- Unlike a full review, where you must list and reconcile your entire VA program inventory, you will only list currently approved programs that you are requesting changes to (modification or withdrawal). If a program is currently approved, and you are reporting no changes, it does not need to be listed.
 - 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.
- ☐ Academic Catalog and any applicable addendums or additional information as you deem necessary.

3. HOW DO I SUBMIT?

- All your materials should 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.
- 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.