

# MD SAA CATALOG SUBMISSION

## NCD MODIFIED REVIEW

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### 1. WHAT IS A MODIFIED REVIEW?

- This is a review of a previously approved catalog of a VA Approved Educational Training Institution (ETI) that is not due for a full review (36 months). This modification may be to add additional programs not submitted with the original catalog approval, add new programs with an addendum, modification, withdrawals or other changes to tuition or policies within the previously approved catalog, academic year.

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

- ☐ Uniform Application 22-10288-Worksheet A for NCD's
  - Please complete part I (pages 1 and 2). Include remarks in part VIII for changes not program related.
- ☐ Complete MD SAA Program Review Form for Uniform Application (for program changes). If you have no changes or there are policy, tuition or institution related, do not complete or submit this form.
  - 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.
- ☐ Addendum (if applicable): If your changes are not in your previous catalog, you will need to submit an addendum to your previously approved catalog that includes the information you are seeking approval.

### 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](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.