**Application for Approval to Provide Training to Veterans and Other Eligible Persons under Title 38, U.S.C. 3672 (b)(2)(iv)**

**Deemed Approved- High Schools**

*March 2021*

**Instructions:** Application must be signed and dated. Please return your completed application and corresponding materials via e-mail to [VAeducationbenefits.mhec@maryland.gov](file:///C:\Users\ejackson\Downloads\VAeducationbenefits.mhec@maryland.gov).

1. **Institution**

Name of Institution:

Street Address:

City:

State: Zip Code:

Website:

Type of Institution:  Public  Private, Not-for-profit  Private, for-profit

Accreditation:  Accredited (Renewal Date: )  Non-accredited

Please include a copy of your school’s State License and/or accreditation from the Maryland State Department of Education

Identify the person who will serve as the institution’s primary Veterans Certifying Official, responsible for certifying enrollments with the US Department of Veterans Affairs:

Name:

Title:

E-mail:

Phone:

1. **Official Institutional Publications**

* **Attach a copy of your institution’s student handbook as well as any published addendums to those documents. Each document submitted should be affixed with the following statement and be signed and dated by the institution’s Registrar or Principal.**

***“I certify that this publication is true and correct in content and policy”***

***(Signature) (Date)***

**Note: If submitting via e-mail may send PDF version of Handbook with the certification statement in the body of the e-mail.**

* **Attach a copy of any school advertising or promotion materials. (Private Schools only)**

**The following items are required under Title 38 USC to be included in a published catalog/handbook/addendum for any school approved for veterans training. Please list the corresponding document title and page number for each item listed below:**

|  |  |
| --- | --- |
| Content Area | Page # |
| 1. Requirements for Graduation |  |
| 1. Attendance Standards |  |
| 1. Policies for standards of progress including satisfactory and unsatisfactory progress. |  |
| 1. An explanation of the institution’s grading system. |  |
| 1. Policies related to student conduct and conditions for dismissal. |  |
| 1. Statement that adequate records of progress and grades are maintained by the school. |  |
| 1. Statement that the school maintains a written record of previous education and training and applicable credit is applied to the program. |  |

1. **Additional Requirements- SCO Training**

**Please note that once your school has been set up in the VA system, a designated certifying official will be required to complete a brief (3-5 hour) online training course in order to fully activate your approval. Links to the training will be sent to you by the VA and the training does not need to be completed in one sitting. Upon completion of the training, you will send your training certificate with a completed VA Form 22-8794 Designation of Certifying Official form to the VA for final processing.**

1. **Certification Under Oath**

**I, the undersigned, certify that:**

1. **I am an officer or official of the institution named in the application and I make this certification under the authority of the named institution.**
2. **Notwithstanding any other provision of law, the institution will make available for examination by duly authorized representatives of the government during normal business hours, without prior notice, any records and accounts of the institution pertaining to persons who received educational assistance under Title 38, U.S.C. and Chapter 1606, Title 10 U.S.C., as well as the records of other students who are necessary to ascertain that the institution is complying with the requirements of Titles 38 and 10.**
3. **I have read and completed this application for approval under Title 38, U.S. Code, including all statements and materials submitted with the application.**
4. **I certify that the answers, statements, and materials submitted as part of the application are, to the best of my knowledge, true and correct in content and policy.**

**Name:**

**Title:**

**Signature:**

**Date:**