



NEW APPROVAL CHECK SHEET

A complete application for approval includes the items listed below. The required number of each is indicated. Please assemble these materials in the order listed and submit them to the training specialist whose name card is attached.

Applicant: _____ Date: _____
(Name of Institution)

Application completed by: _____ Title: _____

Check Sheet

Item Required	No. Copies	Verified/Comment (Staff Use Only)
1. Letter requesting approval and identifying programs for which approval is requested.	2	
2. Application for Approval of Educational and Training Programs for Veterans .	2	
3. Current catalog/bulletin “certified to be true and correct in content and policy” with Catalog Check Sheet attached.	2	
4. Class schedule (NCD Only)	2	<i>If applicable</i>
5. Financial Statement. Must include balance sheet and profit and loss statement as of end of institution’s most recent fiscal year. Statement submitted to licensing board/accrediting agency is acceptable. (must submit 3 copies)	2	
6. Current license/other authorization to operate (photocopy).	2	
7. Accreditation certificate/letter/grant (photocopy).	2	<i>If applicable</i>
8. Attendance report form.	2	
9. Progress report form.	2	
10. Certificate/diploma awarded upon satisfactory completion of program of study.	2	

Check Sheet

11. Occupancy permit (photocopy).	2	
12. General description of institution's physical facilities.	2	
13. Floor plan showing square feet for each instructional area.	2	
14. Evidence that equipment is adequate and available in sufficient quantities to accomplish program objectives.	2	<i>Detailed listing of equipment</i>
15. Letter(s) of program approval from licensing board/other approving entity (photocopy).	2	
16. Letter(s) of approval to award degrees (photocopy).	2	<i>If applicable</i>
17. Verification that the institution has been in operation for at least two years .	2	
18. Educational and experience qualifications of program administrators and all instructors.	2	<i>Résumés</i>
19. All advertising and promotional approvals currently in use (photocopies).	2	<i>If applicable</i>
20. Enrollment Agreement (if appropriate)	2	
21. Designation of Certifying Official(s) (VA Form 22-8794).	2	
22. Memorandum of Understanding (MOU)	1	
23. Conflicting Interest Certification (VA Form 22-1919).	2	
24. Statement of Assurance of Compliance with Equal Opportunity Laws (VA Form 20-8206).	2	
25. VA Advance Payment Program Form	2	
26. VA Power of Attorney Certification Form	2	
27. Practical Training Agreement/Other	2	
28. EFT Request Letter	2	