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| ***Request for an Application to provide training to veterans and other eligible persons*** ***Instiutions of higher learning, non-college degree and Licensure and certification*** |

*(This is* ***ONLY*** *a request for the application of approval to provide training to veterans and other eligible persons. Upon receipt of this completed form, an Application for Approval will be emailed along with all supporting documentation needed for the State Approving Agency to process your application. Please allow 48 hours for the SAA to review and process this form. If you have any question please contact Chris Mackey, Operations Manager* *at 804-786-0571).*

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| ***Full Name and Address of Institution:***

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| ***Accreditation Status*** | ***Type of School*** | ***Check all that Applies*** [ ]  Degree Undergraduate [ ]  Degree Graduate[ ]  Certificates/Diplomas |
| **License & Certification (L&C)** |
| Do you ***own*** a License or Certification test? *(If you answered* ***NO,*** *you are not eligible for approval, please return form to the SAA)* | **Type of L&C** |

Official(s) who will serve as the Contact Representative for SAA approval:      Phone:       Fax: E-mail:       | ***SAA Use ONLY*** |
| ***Date Application Sent:*** |
| ***Date Application received:*** |
| ***RM Assigned to:*** |
| ***Type of Application:****[ ]  Deemed Approved**[ ]  Accredited IHL/NCD**[ ]  Non-Accredited IHL/NCD*[ ]  *License & Certification* *[ ]  Governmental* *[ ]  Non-Governmental* |
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| 1. Are you accredited by an accrediting agency recognized by the U.S. Department of Education (<http://www.chea.org/search/search.asp>)?
 | [ ]  Yes [ ]  No |
| 1. Please provide the name of the accrediting Agency :
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| 1. If you are a proprietary educational institution that offers a course not leading to a standard college degree, have you been in operation for 2 continuous years?
 | [ ]  Yes [ ]  No |
| 1. If you answered ***NO*** to question 3, you may not beeligible for approval at this time. *If you are a proprietary educational institution that offers a course not leading to a standard college degree you must be in* *operation for 2 continuous years unless the institution meet the following exceptions under CFR 21.4251:* Offers the course under a contract with the Department of Defense or the Department of Transportation; and gives the course on or immediately adjacent to a military base, Coast Guard station, National Guard facility, or facility of the Selected Reserve**. If you do not meet these exceptions *STOP HERE* and return this form to the SAA.**
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| 1. Does the facility have a Certificate to Operate (CTO) from the State Council of Higher Education for Virginia **(SCHEV)**?
 | [ ]  Yes [ ]  No |
| 1. If you answer ***NO*** to question 5, do you have an exemption? ***This requirement may not apply if you do not fall under SCHEV jurisdiction.****(Contact SCHEV at 804-225-3093)*
 | [ ]  Yes [ ]  No [ ]  N/A |
| 1. Does the facility fall under the jurisdiction of any State Agencies listed on page 2?
 | [ ]  Yes [ ]  No |
| 1. If you answered ***YES*** to question 7. Are you an approved Title IV Institution? If ***YES***, you are required to have a Certificate to Operate from SCHEV.
 | [ ]  Yes [ ]  No [ ]  N/A |

***Please email the completed form to Chris Mackey, Operations Manager*** ***at*** Chris.Mackey@dvs.virginia.gov

***Disclaimer****: All programs of education must go through the State Council of Higher Education for Virginia (SCHEV), unless you fall under one of the category below:*

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| Program/School Type | Approving State Agency |
| Apprenticeships | Department of Labor and industry |
| Esthetics (Non-Title IV)  | Board for Barbers & Cosmetology – under Department of Professional & Occupational Regulation (DPOR) |
| Esthetics (Title-IV eligible) | SCHEV and DPOR |
| Cosmetology & Barbering (Non Title-IV) | Board for Barbers & Cosmetology – under Department of Professional & Occupational Regulation (DPOR) |
| Cosmetology & Barbering (Title-IV eligible) | SCHEV and DPOR |
| CDL and Professional Driver Training | Department of Motor Vehicles |
| Certified Nursing Assistant | Virginia Board of Nursing |
| Nurse Aide | Virginia Board of Nursing |
| Medication Aide | Virginia Board of Nursing |
| Massage Therapy | SCHEV and Virginia Board of Nursing |
| Electrical, Plumbing, HVAC, Gas fitting | Virginia Board of Contractors –under DPOR |
| EMT & Paramedic | Virginia Department of Health |
| Real Estate | Board of Real Estate – under DPOR |
| Pharmacy & Pharmacy Tech | Board of Pharmacy |
| Insurance | State Corporation Commission |
| Private Security, Law Enforcement, Tow Truck Drivers  | Department of Criminal Justice Services |
| Personal Care Aide | Department of Medical Assistance Services |
| Phlebotomy | SCHEV |