



Virginia Department of Veterans Services
Veterans Education Transition and Employment
State Approving Agency

Request for an Application to Provide Training to Veterans and Other Eligible Persons

Note: Federal agencies must be approved directly by the U.S. Department of Veterans Affairs. If your facility is a federal agency, please do not fill out this form. Please contact us at saa@dvs.virginia.gov for the DVA point of contact.

Date of Request:	
Facility Name:	
Address:	
City:	
State:	Zip Code:
Contact Person:	
Phone Number:	
Fax Number:	
Email :	
1. Is your facility an apprenticeship or on-the-job training (OJT) establishment?	
<input type="checkbox"/> Yes, OJT	
<input type="checkbox"/> No	<input type="checkbox"/> Yes, registered apprenticeship
	<input type="checkbox"/> Yes, non-registered apprenticeship
<i>If you checked any of the "yes" boxes above, you are done with this form. Please email it to saa@dvs.virginia.gov</i>	
2. Do you <u>own</u> (not just offer) a licensure or certification test?	
<input type="checkbox"/> Yes, governmental	
<input type="checkbox"/> No	<input type="checkbox"/> Yes, non-governmental
<i>If you checked any of the "yes" boxes above, you are done with this form. Please email it to saa@dvs.virginia.gov</i>	
3. Is your facility an accredited high school?	
<input type="checkbox"/> No	<input type="checkbox"/> Yes
<i>If you checked "yes" above, you are done with this form. Please email it to saa@dvs.virginia.gov</i>	

<p>4. Is your school accredited by an accrediting agency recognized by the U.S. Department of Education https://www.chea.org/chea-usde-recognized-accrediting-organizations</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes</p>
<p>5. If you answered “yes” to #4, please list the agency:</p>
<p>6. Is your school:</p> <p><input type="checkbox"/> For profit <input type="checkbox"/> Private non-profit <input type="checkbox"/> Public</p>
<p>7. Does your school offer (check all that apply):</p> <p><input type="checkbox"/> Undergraduate degrees <input type="checkbox"/> Graduate degrees <input type="checkbox"/> Certificates/diplomas</p>
<p>8. Has your school been in operation in the Commonwealth of Virginia for at least two years?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes</p>
<p>9. Does your school have a Certificate to Operate (CTO) from the State Council of Higher Education for Virginia (SCHEV)? (Contact SCHEV at 804-225-2600)</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes</p>
<p>10. If you answered “no” to #9, does your school have an exemption?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes (enclose a copy of your exemption letter with this form) <input type="checkbox"/> N/A (explain):</p>
<p>11. Does your school fall under the jurisdiction of any of the State Agencies listed on the following page?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes (which one):</p>
<p>Please email this form to saa@dvs.virginia.gov</p>
<p>SAA OFFICIAL USE ONLY</p>
<p><i>Date form received:</i></p>
<p><i>Type of application sent:</i></p>
<p><i>Date application sent:</i></p>
<p>Remarks:</p>

Note: All programs of education must go through the State Council of Higher Education for Virginia (SCHEV), unless it falls under one of the categories below:

Program/School Type	Approving State Agency
Apprenticeships	Virginia Department of Labor and Industry (DOLI)
CDL and Professional Driver Training	Virginia Department of Motor Vehicles
Certified Nursing Assistant	Virginia Board of Nursing
Cosmetology & Barbering (Title-IV eligible)	SCHEV, Virginia Department of Professional & Occupational Regulation (DPOR), and accredited by an agency recognized by CHEA
Electrical, Plumbing, HVAC, Gas Fitting	Virginia Board of Contractors –under Virginia Department of Professional & Occupational Regulation (DPOR)
EMT & Paramedic	Virginia Department of Health
Esthetics (Non-Title IV)	Board for Barbers & Cosmetology – under Virginia Department of Professional & Occupational Regulation (DPOR)
Esthetics (Title-IV eligible)	SCHEV and Virginia Department of Professional & Occupational Regulation (DPOR)
Flight	Federal Aviation Administration
Fire Fighting	Virginia Department of Fire Programs
Insurance	State Corporation Commission
Maritime	U.S. Coast Guard
Massage Therapy	SCHEV
Medication Aide	Virginia Board of Nursing
Nurse Aide	Virginia Board of Nursing
Personal Care Aide	Virginia Department of Medical Assistance Services
Pharmacy & Pharmacy Tech	Virginia Board of Pharmacy
Phlebotomy	SCHEV
Private Security, Law Enforcement, Tow Truck Drivers	Virginia Department of Criminal Justice Services
Real Estate	Board of Real Estate – under Virginia Department of Professional & Occupational Regulation (DPOR)