



FLORIDA DEPARTMENT OF VETERANS' AFFAIRS

Honoring those who served U.S.

State Approving Agency for Veterans' Education & Training

FLORIDA STATE APPROVING AGENCY

Catalog Submission and
Approval Processes
Maintaining Approval

Florida Department of Veterans' Affairs

June 8, 2017



Florida Association of
Veteran Education
Specialists (FAVES)



FAVES Annual
School Certifying
Official Conference



TradeWinds Resort
St. Pete Beach, Florida

Catalog Submission and Approval Processes

2017 Updates

Submission of Catalogs & Addenda

Maintaining Approval

- **Catalogs and addenda must be submitted to the SAA**
 - Part of initial approval criteria as well as maintenance of approval for the training of veterans and other eligible persons
 - Information contained in catalogs, bulletins, student handbooks, supplements, and addenda must be certified as true and correct in content and policy as required by 38 CFR §§ 21.4253 and 21.4254
 - The following statement must accompany and reference any of the above mentioned items: *“I hereby certify all information contained in the [specify catalog and/or other items] is true and correct in content and policy”*; dated and **signed** by official signatory of the school.

Submission of Catalogs & Addenda

Courtesy Reminders

- SAA frequently sends *courtesy* catalog reminder letters/emails (to primary SCO or other school official); however, timing is based upon “through” or “expiration” date assigned to last (current) catalog approved
 - Through/expiration date based upon academic calendar and/or other dates within catalog
 - If another catalog or addendum is published prior to the through/expiration date, school **must** submit within **30 days**

Approval is hereby granted for the following:

2016-2017 STUDENT CATALOG and STUDENT HANDBOOK, through **July 31, 2017**, or until such time another catalog or addendum is published, whichever is sooner, for the following programs only:

Please note that any new publication(s), whether catalog, student handbook, or addenda, must be submitted to this Bureau, certified true and correct in content and policy, within 30 days of publication.

Submission of Catalogs & Addenda

Extension Requests

- **What happens if you cannot supply a new catalog?**
 - SAA may consider granting an extension of your current catalog
 - Depends on reason
 - Request must be in writing
 - Use SAA template (example, next slide)
 - Ensure you enclose academic calendar and current tuition/fees

Submission of Catalogs & Addenda Extension Request

Florida Department of Veterans' Affairs
Attn: State Approving Agency
P. O. Box 31003
St. Petersburg, FL 33731

Re: Catalog Extension

To whom it may concern:

Please accept this letter as an official request to extend the approval of our [year/title/publication#] catalog/handbook to [date]. The reason the new catalog is not available is [state the complete reason catalog is not available].

Enclosed are our Academic Calendar and current Tuition and Fees listing for the [enter school year] school year. I hereby certify that the enclosed information is true and correct in content and policy.

I understand that I am responsible for forwarding the new catalog, along with any student handbook referenced in the catalog, and any addenda and other pertinent approval information/documentation, within thirty (30) days of the publication. If you have any questions, I may be reached at [provide email address and phone number].

Sincerely,

Submission of Catalogs & Addenda

Filling in the Gaps

- The SAA must receive all published catalogs

Example of what occurs when not received...

- School's last SAA-approved catalog was Volume 24:

Approval is hereby granted for the following:

2016 ACAEDMY CATALOG, Volume 24, through December 31, 2016, or until such time another catalog or addendum is published, whichever is sooner, for the following programs only:

- School receives a reminder email/letter the end of November and submits a certified true and correct Volume **27**.
- What would happen?
 - The SAA would not be able to process Volume 27 until we received Volumes 25 and 26 first
 - Delay in processing
 - Possible denial letter

Submission of Catalogs & Addenda

Addendum Items

Addendum Items

- **Must** be tied to a specific catalog
- Cannot approve addendum items for a catalog that has not yet been submitted and approved
- Not all items within the school's addendum are required to be approved by the SAA
- Addenda must be certified true and correct as to content and policy just the same as a catalog
- Examples of items referenced in catalog, but may need to be submitted separately:
 - Student Handbook
 - Academic Calendar
 - Code of Student Conduct

Submission of Catalogs & Addenda

How to Submit

- **Submit catalog and any addenda to the State Approving Agency (SAA) within 30 days of publication, along with:**
 - Catalog Submission Form
 - Program Spreadsheet (Excel format)
 - Ensure you *read all instructions*
 - You may email the Excel School Program Spreadsheet(s) and PDF documents to SAA or copy Excel spreadsheet(s) to a CD and mail to the SAA (PDF without active links)
 - Active links within a document could lead to a file or page that no longer exists
 - All documents (with exception of the Excel Program Spreadsheet) must be submitted in PDF format
 - Forms and application packets available on the FDVA website at: www.floridavets.org under Benefits & Services, and then State Approving Agency

Submission of Catalogs & Addenda

Catalog Submission Form



Bureau of State Approving Agency for Veterans' Education and Training

CATALOG SUBMISSION FORM NONCOLLEGE DEGREE (NCD) INSTITUTIONS

Section 1 – Facility Information

Date:

Name of School/Facility:

Mailing Address:

Physical Address:

Chief Administrative Officer Name/Title:

Name/Title of Contact:

Tel. # Fax #

Email Address:

Are you reporting a change of address, name, ownership, or profit status?

Yes No

If yes, please explain. In addition, you must request a template or packet from the SAA to [officially submit the change\(s\)](#).

Submission of Catalogs & Addenda

Catalog Submission Form



Bureau of State Approving Agency for Veterans' Education and Training

CATALOG SUBMISSION FORM INSTITUTION OF HIGHER LEARNING (IHL)

Section 1 – Facility Information

Date:

Name of School/Facility:

Mailing Address:

Physical Address:

Chief Administrative Officer Name/Title:

Name/Title of Contact:

Tel. # Fax #

Email Address:

Are you reporting a change of address, name, ownership, or profit status?

Yes No

If yes, please explain. In addition, you must request a template or packet from the SAA to officially submit the change(s).

Program Spreadsheet

Instructions and Examples – Tab #1

COMPLETE THE APPROPRIATE FORMS FOR THE APPROVAL and THE PROGRAM SPREADSHEET AND SUBMIT TO FLORIDA STATE APPROVING AGENCY (SEE BELOW)

	REQUIRED ¹	REQUIRED ²	REQUIRED ³	REQUIRED ⁴	REQUIRED ⁵	REQUIRED ⁶	REQUIRED ⁷	REQUIRED ⁸	OPTIONAL ⁹	REQUIRED ¹⁰	REQUIRED ¹¹	REQUIRED ¹²	REQUIRED ¹³	REQUIRED ¹⁴	OPTIONAL ¹⁵
4	Enter the name of the program as it appears in your catalog, to include each program (whether deemed approved or not) for which you are seeking approval, continued approval, or change in approval status (withdrawal, teach-out, etc.).	Select Educational Objective (examples below; dropdown menu on program sheet)	Enter "Yes" or "No" as to whether or not any program/major has concentrations, tracks, emphases, specializations, etc.	Select program Status (examples below; dropdown menu on program sheet). Note: If it is a name change, enter the <u>old</u> name in the comments section	Enter effective date for all programs <u>except</u> those that are 'Still Approved'	Select Length Type (examples below; dropdown menu on program sheet. For credit hour programs, indicate semester or quarter hrs)	Enter the full-time hours as designated on the WEAMS (aka 22-1998) report	Enter length of the program (credit or clock hours, as appropriate; or months or years if OUT)	Is there a maximum number of students the school can accommodate? (Mandatory response for nonaccredited programs)	Enter <u>first page</u> in catalog in which the Program is located (do <u>not</u> enter page range)	Enter "Yes" or "No" as to whether or not program is accredited (if yes, ensure it listed as such on letter from accrediting agency)	Enter "Yes" or "No" as to whether or not program is intended to prepare individuals to take a license or certification exam. (Non-degree certificate programs only)	Enter whether program is taught in resident, or distance learning (online, independent study, blended or hybrid) format, or if offered in both modalities	Enter "Yes" or "No" as to whether or not any part of the program's curriculum is contracted with a third party to provide training.	Any additional information that may be helpful, to include expanding upon program status information as necessary, such as anticipated graduation date for a program in teach-out status, and whether any VA students are currently enrolled, etc.
5	Program ¹	Educational Objective ²	Concentrations ³	Status ⁴	Effective Date ⁵	Length Type ⁶	VA Full-time ⁷	Length ⁸	Enrollment Limit ⁹	Catalog Page Number ¹⁰	Accredited? Yes or No ¹¹	License & Cert Prep?	Modality ¹²	Contracted Program ¹³	Comments ¹⁴
6	EXAMPLES:	EXAMPLES:		EXAMPLES:		EXAMPLES:	EXAMPLES:	EXAMPLES:					EXAMPLES:		
7	Cosmetology	Associate		New		Semester Hrs	12.0	120.0					Resident		
8	Medical Billing and Coding	Bachelor		Still Approved		Clock Hrs	18.0	1200.0					Distance		
9	Associate in Science, Criminal Justice	Masters		No Longer Offered		Months	22.0	12.0					Both		
10	Bachelor of Science, Information Tech	Doctorate		Name Change		Years		5.0							
11	Bachelor of Fine Arts, Graphic Design	Academy		Withdrawn											
12	Master of Arts, Tourism & Hospitality	Apprenticeship		Teach Out Phase											
13		Certificate		Deemed Approved											
14		Diploma													
15		Grad Certificate													
16		Journeyman													
17		OUT													
18		Other													
19		Vocational													

Program Spreadsheet

Instructions and Examples – Tab #1

21 **YOUR FINISHED SHEET SHOULD LOOK SOMETHING LIKE THIS:**

22	Program Title	Educational Objective	Concentrations	Status	Effective Date	Length Type	VA Full Time	Program length	Enrollment Limit	Catalog Page Number	Accredited? Yes or No	License & Cert Prep?	Modality	Contracted Program	Comments
23	Cosmetology	Diploma	No	Teach Out Phase	1/5/2016	Clock	22.0	1200.0	20.0	45	Yes	No	Resident	No	Anticipated end date of 8/5/2016; no veterans currently enrolled
24	Medical Billing and Coding	Diploma	No	Name Change	1/5/2016	Clock	18.0	940.0		42	Yes	No	Resident	No	Medical Coding & Billing
25	AS, Criminal Justice	Associate	No	No Longer Offered	12/31/2015	Credit Hrs	12.0	60.0		33	Yes	No	Resident	No	
26	BS, Information Technology	Bachelor	Yes	Still Approved		Credit Hrs	12.0	120.0		47	Yes	No	Distance	No	
27	BFA, Graphic Design	Bachelor	No	Still Approved		Credit Hrs	12.0	120.0		52	Yes	No	Resident	No	
28	MA, Tourism & Hospitality	Masters	No	Still Approved		Credit Hrs	6.0	36.0		69	Yes	No	Distance	No	

30 Please rename the Program Sheet to include in the file name: Complete facility name, VA facility code, and the initials of the staff/representative reporting the information to the SAA. Example: ABCUniversity_XXXXX10_xyz

31 If emailing, please submit the following as attachments and email to the SAA Office Manager, Cora Stagner, at stagnerc@fdva.state.fl.us :

- 32 • The completed School Program Spreadsheet (remember, this file must be saved as an **Excel** document)
- 33 • Supporting documents (saved as PDFs) such as: Catalogs (must not contain hyperlinks*), Handbooks, Addendums
- 34 • There is an 8 MB file size limitation per email. If file size exceeds 8 MB, you must mail.

35 If mailing, please submit the following to one of the addresses listed below:

- 36 • The completed School Program Spreadsheet, saved as an Excel document, to a CD
- 37 • Supporting documents such as: Catalogs (must not contain hyperlinks*), Handbooks, Addendums either saved as PDF documents to the same CD, or as hard copies (remembering that we still must have the Excel file on CD)
- 38 State Approving Agency for Veterans' Education and Training, Florida Department of Veterans' Affairs, P.O. Box 31003, St. Petersburg, FL 33731, or, if sending via company that requires a physical address, such as FedEx:
- 39 State Approving Agency for Veterans' Education and Training, Florida Department of Veterans' Affairs, 9500 Bay Pines Blvd., Room 214, Bay Pines, FL 33744

40 * If documents contain hyperlinks to external files/documents, they must be saved to the CD as separate PDFs, or, if sending as hard copy, must be individually printed and submitted.

41

INSTRUCTIONS

ADDT'L INSTRUCTIONS

PROGRAM SHEET

PROGRAM SHEET (2)



Program Spreadsheet

Additional Instructions – Tab #2

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	ADDITIONAL INSTRUCTIONS FOR COMPLETING THE PROGRAM SHEET												
2													
3	PURPOSE												
4													
5	The purpose of the Program Sheet (Excel spreadsheet) is to ensure the SAA receives the most current, accurate, data when												
6	considering program approvals. The information an institution provides will be uploaded into the Florida SAA's database and												
7	reviewed when making a determination for approval.												
8	The following column headings are already explained, in part, in the INSTRUCTIONS tab of this Excel Program Sheet workbook.												
9	However, additional information is provided, below, related to each column heading. If you have any questions regarding the form or												
10	instructions, please contact the SAA at 727.319.7402 or email Cora Stagner at stagnerc@fdva.state.fl.us .												
11													
12	COLUMN HEADINGS												
13	Program¹												
14													
15	• This is a required/mandatory field for each program (whether deemed approved or not) at all institutions												
16	• Enter the name of the program as it appears in your catalog to include a separate listing for each major.												
17	• If licensed by the CIE, and/or if school is accredited, the name of the program in the catalog should also match the CIE and/or												
18	accrediting agency approval												
19	• For institutions using VA-ONCE, the program name should also match what is on your WEAMS report (aka VA Form 22-1998),												
20	which in turn should also match what is in your catalog, CIE/accrediting agency approval, etc.												
21	• Since programs are entered into the WEAMS report with abbreviated degrees, e.g., BS for Bachelor of Science, etc., you may												
22	use that same abbreviation when listing your programs (as shown in the "Your Finished Sheet Should Look Something Like This"												
23	section of the Instructions spreadsheet												
24	Educational Objective²												
25													
26	• This is a required/mandatory field for each program at all institutions												
27	• There is a dropdown menu on the Program Sheet from which you may select the Educational Objective of your program, e.g.,												
28	Associate, Bachelor, Certificate, Diploma, etc.												
29	• The Educational Objective is going to be a type of degree, diploma, or certificate for most schools (OJT and Apprenticeship												
30	facilities have programs with different objectives)												
	• Looking in your school catalog, it will say what is awarded upon successful completion of the program.												

Program Spreadsheet

Additional Instructions – Tab #2

Educational Objective² (cont).

	A	B	C	D	E	F	G	H	I	J	K	L	M
30	•	Looking in your school catalog, it will say what is awarded upon successful completion of the program.											
31	○	Cosmetology – while the ultimate goal is to be licensed, the educational objective is what the school awards the student upon completion/graduation, i.e., a diploma											
32													
33		Concentrations³											
34													
35	•	This is a required/mandatory field for each program at all institutions											
36	•	There is a dropdown menu on the Program Sheet from which you may select "Yes" or "No" as to whether or not the program/major has concentrations, tracks, specializations, emphases, etc.											
37													
38													
39		Status⁴											
40													
41	•	This is a required/mandatory field for each program at all institutions											
42	•	You may notice that the Status options are determinations of the SAA; however, for the purposes of entering information within the Program Sheet, please understand the following:											
43													
44	○	New Approved (something the SAA determines, but you will use for the Program Sheet purpose) equates to a new program request											
45													
46	▪	Approval determination will come later											
47	▪	If you have a new program for which you are seeking approval, you will also complete the approval checklist form within the Catalog Submission and Program Modification form packet											
48	▪	You may wish to use the comments section and state 'requesting new program approval'											
49	▪	Don't forget to list an effective date of when you wish the approval to take effect											
50													
51	•	If licensed by the CIE and/or accredited, the SAA will need documentation showing the effective dates of approval by the respective agency(ies)											
52													
53	○	Still Approved (something the SAA determines, but the institution can also verify if still listed on the WEAMS report) equates to a program previously approved and still being offered											
54													
55	○	No Longer Offered – Use this Status option when the program is no longer offered and not in a teach-out status											
56	▪	If not in a teach-out status (a separate Status option), then the SAA will withdraw the program											
57	○	Name Change – Use this Status option when the program name has changed											
58	▪	Note that the SAA cannot approve a name change until the CIE and/or accrediting agency or other appropriate agency approves the change, first (we must see documentation)											
59													

Program Spreadsheet

Additional Instructions – Tab #2

	A	B	C	D	E	F	G	H	I	J	K	L	M
57	Status⁴ (cont.)												
58													
59	<ul style="list-style-type: none">○ Name Change – Use this Status option when the program name has changed<ul style="list-style-type: none">▪ Note that the SAA cannot approve a name change until the CIE and/or accrediting agency or other appropriate agency approves the change, first (we must see documentation)▪ Entering an effective date is mandatory○ Withdrawn – You do not need to use this option if the program is already listed as withdrawn on the WEAMS report<ul style="list-style-type: none">▪ This is a Status option that the SAA will primarily use▪ The institution may use it in instances where they are requesting that a program be withdrawn – using the comments field to provide: the effective date of withdrawal; whether or not there are any currently enrolled students (VA or otherwise); and why the institution is requesting that the program be withdrawn○ Teach-out Phase – Use this Status option when a program is currently in teach-out<ul style="list-style-type: none">▪ An effective date of when the program went into a teach-out status is required▪ An anticipated program end date and whether or not there are any currently enrolled VA students and any other students still in the program must be annotated in the Comments field○ Deemed Approved – This is a status determination made by the SAA; however, the institution, if it believes the programs meet the requirements to be considered ‘deemed approved’ may use this Status option on the Program Sheet.<ul style="list-style-type: none">▪ The distinction is reserved for degree programs at public Institutions of Higher Learning (IHLs) as well as at private, nonprofit IHL degree programs, that are also not contracted with a third party▪ Each program, even if it is ‘deemed approved’ must be listed on the Program Sheet												
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61													
62													
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64													
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66													
67													
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69													
70													
71													
72													
73													
74													
75													
76													
77	○ Effective Date⁵												
78													
79	<ul style="list-style-type: none">• An effective date is required for each program at all institutions except those that have a status of “Still Approved”. This is the earliest date for which VA education benefits may be considered for payment.												
80													
81	Length Type⁶												
82													
83	<ul style="list-style-type: none">• This is a required/mandatory field for each program• There are only five (5) options for Length Type: 1) Semester Hrs; 2) Quarter Hrs; 3) Clock Hrs; 4) Months (for OJT and Apprenticeship programs only); and 5) Years (for OJT and Apprenticeship programs only)												
84													
85													
86													

Program Spreadsheet

Additional Instructions – Tab #2

	A	B	C	D	E	F	G	H	I	J	K	L	M
83	VA Full-time⁷												
84	<ul style="list-style-type: none">• This is a required/mandatory field for all programs at all institutions <u>except</u> those at approved employers, i.e., OJT and Apprenticeship programs												
85	<ul style="list-style-type: none">• The VA <i>Full-time</i> information will be found on the WEAMS (aka 22-1998) report:												
86	<ul style="list-style-type: none">○ For Degree Programs, the number will be found next to <i>Full-time Undergraduate</i>												
87	<ul style="list-style-type: none">○ For NCD programs, the number will be found within the NCD program section next to Full Time												
88	<ul style="list-style-type: none">▪ Where 18 clock hours is listed as the full-time requirement, this means the program is classroom/theory predominate.												
89	<ul style="list-style-type: none">▪ Where 22 clock hours is listed as the full-time requirement, this means that shop practice instruction predominates												
90	<ul style="list-style-type: none">▪ Don't forget that regardless of the full-time determination as noted on the WEAMS report, schools must certify each student's <u>actual scheduled</u> clock hours per week as appropriate												
91													
92													
93													
94													
95	Length⁸												
96	<ul style="list-style-type: none">• This is a required/mandatory field for all programs at all institutions												
97	<ul style="list-style-type: none">• Institutions will list one of the following:												
98	<ul style="list-style-type: none">○ Credit hours												
99	<ul style="list-style-type: none">○ Clock hours												
100	<ul style="list-style-type: none">○ Months or Years (for OJT, Apprenticeship, and Residency programs only)												
101	<ul style="list-style-type: none">• The hours listed must match with the catalog, and the licensing and accrediting agencies as applicable												
102	<ul style="list-style-type: none">○ If the hours do not match, the SAA cannot approve until rectified												
103													
104	Enrollment Limit⁹												
105	<ul style="list-style-type: none">• This field is optional for accredited institutions; but is <u>mandatory for nonaccredited institutions</u>												
106	<ul style="list-style-type: none">• Nonaccredited institutions must supply any enrollment limitations for each applicable program for determination by the SAA												
107	<ul style="list-style-type: none">• The SAA may place a limit on the number of VA students a nonaccredited institution may enroll.												
108	<ul style="list-style-type: none">○ Based on space, facilities, and faculty												
109	<ul style="list-style-type: none">○ Enrollment limitations are typically established at time of initial approval; however, it may be updated at any time												
110													
111													
112													

Program Spreadsheet

Additional Instructions – Tab #2

	A	B	C	D	E	F	G	H	I	J	K	L	M
83	VA Full-time⁷												
84	<ul style="list-style-type: none">• This is a required/mandatory field for all programs at all institutions <u>except</u> those at approved employers, i.e., OJT and Apprenticeship programs												
85	<ul style="list-style-type: none">• The VA <i>Full-time</i> information will be found on the WEAMS (aka 22-1998) report:												
86	<ul style="list-style-type: none">○ For Degree Programs, the number will be found next to <i>Full-time Undergraduate</i>												
87	<ul style="list-style-type: none">○ For NCD programs, the number will be found within the NCD program section next to Full Time												
88	<ul style="list-style-type: none">▪ Where 18 clock hours is listed as the full-time requirement, this means the program is classroom/theory predominate.												
89	<ul style="list-style-type: none">▪ Where 22 clock hours is listed as the full-time requirement, this means that shop practice instruction predominates												
90	<ul style="list-style-type: none">▪ Don't forget that regardless of the full-time determination as noted on the WEAMS report, schools must certify each student's <u>actual scheduled</u> clock hours per week as appropriate												
91													
92													
93													
94													
95	Length⁸												
96	<ul style="list-style-type: none">• This is a required/mandatory field for all programs at all institutions												
97	<ul style="list-style-type: none">• Institutions will list one of the following:												
98	<ul style="list-style-type: none">○ Credit hours												
99	<ul style="list-style-type: none">○ Clock hours												
100	<ul style="list-style-type: none">○ Months or Years (for OJT, Apprenticeship, and Residency programs only)												
101	<ul style="list-style-type: none">• The hours listed must match with the catalog, and the licensing and accrediting agencies as applicable												
102	<ul style="list-style-type: none">○ If the hours do not match, the SAA cannot approve until rectified												
103													
104	Enrollment Limit⁹												
105	<ul style="list-style-type: none">• This field is optional for accredited institutions; but is <u>mandatory for nonaccredited institutions</u>												
106	<ul style="list-style-type: none">• Nonaccredited institutions must supply any enrollment limitations for each applicable program for determination by the SAA												
107	<ul style="list-style-type: none">• The SAA may place a limit on the number of VA students a nonaccredited institution may enroll.												
108	<ul style="list-style-type: none">○ Based on space, facilities, and faculty												
109	<ul style="list-style-type: none">○ Enrollment limitations are typically established at time of initial approval; however, it may be updated at any time												
110													
111													
112													

Program Spreadsheet

Additional Instructions – Tab #2

	A	B	C	D	E	F	G	H	I	J	K	L	M
111	Catalog Page Number¹⁰												
112	<ul style="list-style-type: none">• This is a required/mandatory field for all programs at all institutions												
113	<ul style="list-style-type: none">• It is primarily applicable to a catalog, but may also be used for addendum, bulletin, handbook, etc.												
114	<ul style="list-style-type: none"><ul style="list-style-type: none">◦ If necessary, use the comments section if you have more than one document to which you are referring												
115													
116	Accredited?¹¹												
117	<ul style="list-style-type: none">• This is a required/mandatory field for all programs at all institutions <u>except those at OJT and Apprenticeship Facilities</u>												
118	<ul style="list-style-type: none">• This requires a “yes” or “no” response for each program; and, if yes, a copy of the letter from the school's accrediting												
119	<ul style="list-style-type: none"><ul style="list-style-type: none">agency(ies), listing each accredited program, is required.												
120													
121	License & Certification Prep¹²												
122	<ul style="list-style-type: none">• This is a required/mandatory field for all non-degree certificate programs at all institutions <u>except those at OJT and</u>												
123	<ul style="list-style-type: none"><ul style="list-style-type: none"><u>Apprenticeship Facilities</u>												
124	<ul style="list-style-type: none">• This field is related to Public Law 114-315 Sec 409 whereby the SAA needs to ascertain whether a non-degree certificate												
125	<ul style="list-style-type: none"><ul style="list-style-type: none">program is intended to prepare individuals to take a licensure or certification exam. If yes, the school must provide												
126	<ul style="list-style-type: none"><ul style="list-style-type: none">documentation showing that each applicable program meets any instructional curriculum, licensure, or certification												
127	<ul style="list-style-type: none"><ul style="list-style-type: none">requirements of the state and that your catalog lists all the requirements to obtain that license or certification.												
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131													
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138													
139													
140													

Program Spreadsheet

Additional Instructions – Tab #2

	A	B	C	D	E	F	G	H	I	J	K	L	M
128													
129													
130													
131													
132													
133													
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Modality¹³

- This is a required/mandatory field for all programs at all institutions except those at OJT and Apprenticeship facilities
- This requires a response of "Resident", "Distance", or "Both"
 - Resident – sometimes labeled as "classroom", etc.; must meet the appropriate number of Standard Class Sessions (SCSs) per week for IHLs and must consist entirely of traditional classroom and laboratory sessions at NCDs
 - Distance – aka Independent Study, Online, Blended, Hybrid
 - Both - select this response if you offer the program in both modalities
- Programs at nonaccredited IHLs may not be approved if taught in whole or in part in a distance learning format
- NCD programs at standalone NCD institutions – regardless of accreditation status
 - May only be approved if considered "Resident"
 - No program may be approved if taught in whole or in part in an independent study, online, distance learning, blended, or hybrid format
 - If you have an approved program that you find is being taught in one of the above mentioned distance learning formats, you must inform the SAA immediately

Contracted Program¹⁴

- This is a required/mandatory field for all programs at all institutions except those at OJT and Apprenticeship facilities
- This requires a response of "Yes" or "No" as to whether or not any portion of the curriculum is contracted out to a third party

Comments¹⁵

- This is an optional field unless there are items that require further explanation, such as, but not limited to:
 - Expanding on program status information, e.g., anticipated completion/teach-out date
 - Expanding on page numbers if program is referenced in more than just a school catalog, e.g., an addendum to the catalog has supplemental program information.

Program Spreadsheet Actual

1	SAA PROGRAM APPROVAL SUBMISSION														
2	RED FIELDS REQUIRED (See ADDT'L INSTRUCTIONS Tab)														
3	School Name:							Facility Code:							
4	Program Title	Educational Objective	Concentrations? Yes or No	Status	Effective Date	Length Type	VA Full Time	Length	Enrollment Limit	Catalog Page Number	Accredited? Yes or No	License & Cert Prep?	Modality	Contracted Program?	Comments
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Program Spreadsheet Retention

Save and retain your Program Spreadsheet for use with future submissions to the SAA

- Save time by editing the saved document for future submissions to the SAA, instead of having to re-type all previously submitted programs
- Use your saved spreadsheet to verify all information submitted to the SAA is entered correctly on your catalog approval letter and on your WEAMS report
- If you save and edit your spreadsheet from the previous year, be sure to review all programs carefully to ensure all changes are noted

Catalog Review

Multi-step Process

- Once SAA is in receipt of the Catalog and Program Spreadsheet, it is logged in for processing
- SAA has a set period of time to determine if catalog and/or addenda are approved or denied
- Approval or denial letter sent to each specific campus where schools have multiple campuses with separate catalogs
 - Maintain a copy for your records
 - Copy also sent to VA for entry into WEAMS
 - If a denial letter, ensure you *immediately* respond to any requests within the letter
 - Action Items may also appear within the approval letter

Catalog Review

Multi-step Process

- Read letters **carefully** to ensure accuracy and understanding
 - If questions, contact SAA employee identified in letter
- Do ***not*** certify ***new programs*** in VA-ONCE **until** WEAMS (aka VA Form 22-1998) has been updated by VA and you receive a copy
- Veterans Claims Examiners (VCEs) will deny benefits for a program they do not see in WEAMS
 - Ensure VA-ONCE reflects program name ***exactly*** as it appears in WEAMS

Approval Letters

Sample



Glenn Sutphin
Executive Director

State of Florida
DEPARTMENT OF VETERANS' AFFAIRS
Bureau of State Approving for Veterans' Training
P.O. Box 31003
St. Petersburg, FL 33731
(727) 319-7402 / FAX: (727) 319-7780
www.FloridaVets.org

Rick Scott
Governor
Pam Bondi
Attorney General
Jeff Atwater
Chief Financial Officer
Adam Putnam
Commissioner of Agriculture

March 1, 2017

Ms. Carolyn Serino
Orange Technical College - Orlando Campus
301 West Amelia Street
Orlando, FL 32801

Effective Date: February 16, 2017
Facility Code: 1-5-1415-10
THIS IS AN ACCREDITED
FACILITY

PA	PD	OA	OD
22	0	1	7

Dear Ms. Serino:

Approval is hereby granted for the following:

2016-2017 Catalog and 2016-2017 Student Planner

National Accrediting Agency: The Commission of the Council on Occupational Education (COE). The school's accreditation is current.

This approval expires May 31, 2017, or until another catalog or addendum is published, whichever is sooner.

Based on your supporting approval documents, this approval is granted under Title 38, Chapter 36, United States Code (38 U.S.C. 3671[a] and 3672[a]).

Approval Letters

Sample

YOUR APPLICATION IS APPROVED AS FOLLOWS:

Program Course Title:

Certificate	Type	Length	Page
Still Approved			
3-D Animation Technology	CLOCK	1050	39
Accounting Operations	CLOCK	900	40
Administrative Office Specialist	CLOCK	1050	41
Child Care Center Operations	CLOCK	45	51
Commercial Foods and Culinary Arts	CLOCK	1200	53
Dental Assisting	CLOCK	1230	57
Digital Audio Production	CLOCK	1050	58
Digital Video Production	CLOCK	1500	61
Early Childhood Education	CLOCK	600	63

Other Items that Must be Submitted for Approval

Other Changes or Additions to Report

Other Changes to Report to the SAA

- Facility Name
 - Template available for use on school letterhead
 - If due to Change in Ownership, obtain a packet
 - Visit will be required if a substantial change of address is also involved (i.e., physically moved to an entirely different facility as opposed to just a change in mailing address)
- Facility Mailing Address (no change in physical location)
 - Request template for use on school letterhead
- Accreditation
 - Different accrediting agency
 - Status (or issues)
 - Explain change or issue (such as probationary status, notice of warning, etc.) and include a copy of the letter regarding such from the accrediting agency

Other Changes or Additions to Report

Changes to Report to the SAA (cont.)

- Profit status
- Removal of any existing program
 - Specify program name and effective date
 - Specify reason each program is being removed
 - Being taught out; no longer accepting new enrollments
 - Give estimated date for end of program
 - Replaced by a different program
 - No longer offered at all and students transferred to other program(s)
- Modification of any existing program
 - Specify program name, modification and effective date
- Addition of any new program
 - Submit approval checklist and supporting documentation
 - If information is not in current catalog, must provide new catalog or addendum with appropriate page numbers

Other Changes or Additions to Report

Changes to Report to the SAA (cont.)

- Closure of an institution approved for veterans' training
- Any other changes, such as, but not limited to:
 - Revision to any policies
 - Academic Standards of Progress
 - Admissions
 - Standards of Attendance
 - Refund Policies
 - Standards of Conduct
 - Administration
 - Tuition and fees
- Remember to submit to the SAA **within 30 days** of the change

Other Changes or Additions to Report

Changes to Report to the SAA (cont.)

■ SCOs

- Submit updated VA Form 22-8794 to VA ELR or SAA
- VA will update WEAMS and (where appropriate) VA-ONCE
- Ensure SCOs no longer working at your school are removed immediately from VA-ONCE (contact VA)
 - School does not need to submit a new MoU for VA-ONCE when it changes SCOs

State Approving Agency (SAA) Contact Information

Betsy Wickham, Bureau Chief (727) 319-7401
wickhamb@fdva.state.fl.us

Katherine Snyder, Program Consultant (941) 979-2525
snyderk@fdva.state.fl.us

Cora Stagner, Office Manager (727) 319-7402
stagnerc@fdva.state.fl.us

Paul Smith, Administrative Assistant (727) 319-7406
smithpa@fdva.state.fl.us

**Florida Department of Veterans' Affairs
State Approving Agency for Veterans' Education and Training**

Mailing Address:

P.O. Box 31003
St. Petersburg, FL 33731

Physical Address:

9500 Bay Pines Boulevard, Room 214
Bay Pines, FL 33744

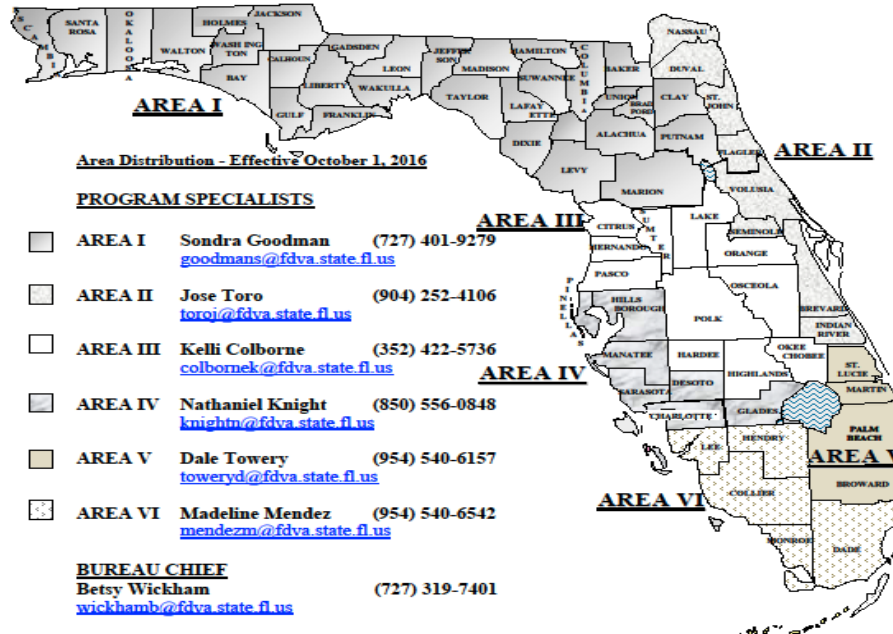
State Approving Agency (SAA) Area Distribution



Glenn Satphin
Executive Director

State of Florida
Department of Veterans' Affairs
Division of Veterans' Benefits and Assistance
State Approving Agency
for Veterans' Education & Training
P.O. Box 31003
St. Petersburg, FL 33731

Rick Scott
Governor
Pam Bondi
Attorney General
Jeff Atwater
Chief Financial Officer
Adam Putnam
Commissioner of Agriculture



Area Distribution - Effective October 1, 2016

PROGRAM SPECIALISTS

- AREA I **Sondra Goodman** (727) 401-9279
goodmans@fdva.state.fl.us
- AREA II **Jose Toro** (904) 252-4106
toroj@fdva.state.fl.us
- AREA III **Kelli Colborne** (352) 422-5736
colbornek@fdva.state.fl.us
- AREA IV **Nathaniel Knight** (850) 556-0848
knightn@fdva.state.fl.us
- AREA V **Dale Towery** (954) 540-6157
toweryd@fdva.state.fl.us
- AREA VI **Madeline Mendez** (954) 540-6542
mendezm@fdva.state.fl.us

BUREAU CHIEF

Betsy Wickham (727) 319-7401
wickhamb@fdva.state.fl.us

PROGRAM CONSULTANT

Katherine Snyder (941) 979-2525
snyderk@fdva.state.fl.us

Cora Stagner, Office Manager (727) 319-7402
stagnerc@fdva.state.fl.us

Paul Smith, Admin. Assistant (727) 319-7406
smithpa@fdva.state.fl.us

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goodmans@fdva.state.fl.us

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toroj@fdva.state.fl.us

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colbornek@fdva.state.fl.us

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knightn@fdva.state.fl.us

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toweryd@fdva.state.fl.us

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mendezm@fdva.state.fl.us

(954) 540-6542

Questions?