

# SCO Training Uniform Application

VA Forms 22-10287, 22-10287A, 22-10288, 22-10288A

Thursday, February 8, 2024  
10am – 11am

Presented By:  
New Jersey State Approving Agency

## **Agenda**

(2 minutes)

**NJ SAA and Where We are Today - 1 Slide**

(3 minutes)

**Rules Around Reapprovals - 6 Slides**

(10 minutes)

**Uniform Application + Program Inventory Document - 10 slides**

(25 minutes)

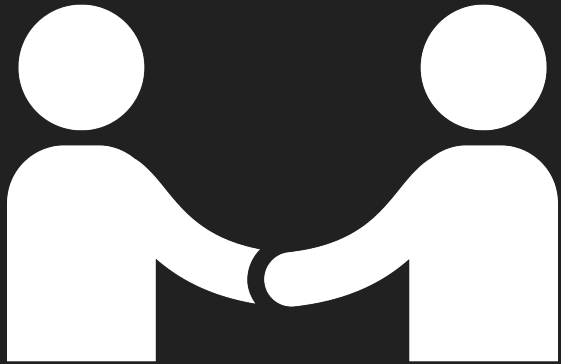
**Close out and Contacts - 1 Slide**

(5 minutes)

**Questions - 1 Slide**

(15 minutes)

# NJ SAA and Where We are Today



## Re-approvals - Why do we need to do this?

- Current catalog approved must be on file and reflected in WEAMS (Web Enabled Approval Management System)
- WEAMS data updates Enrollment Manager
- To make any changes to WEAMS, you need your most recent catalog approved (program additions, credit changes, address changes, SCO change, etc.)
- WEAMS will be upgraded to the Approval Manager System in 2024-2025
- Ensure that courses discontinued do not have veterans actively enrolled in them

Re-approvals - **how often?**

**EVERYTIME** there is a new catalog....

OR

**ONCE** every 2 years

Re-approvals - **timeline?**

**SAA has 30 days to submit a reapproval file**

**VA has 45 days to review the file**

# Re-approvals - when is it due?

4 months past the LAST DAY OF CLASS in the catalog

Example:

Summer sessions end August 10, 2024

→ August 10, 2024 + 1 month = September 10, 2024

→ August 10, 2024 + 2 months = October 10, 2024

→ August 10, 2024 + 3 months = November 10, 2024

→ August 10, 2024 + 4 months = December 10, 2024

If it is NOT submitted to the VA by **December 10, 2024** - it is **overdue**

## Re-approvals - so what do I do?

As soon as you get your new catalog published email

→ [DMAVA-SAA@dmava.nj.gov](mailto:DMAVA-SAA@dmava.nj.gov)

***SUBJECT: Reapproval Requested for XYX***



## Re-approvals - Instructions for Reapproval

[www.nj.gov/military/veterans/services/saa/](http://www.nj.gov/military/veterans/services/saa/)

Here are the next action steps:

1. Please download files according to your facility type and replace the “FC” with the facility code for your school.
2. The Uniform Application should be filled out, signed, and returned to our office.
3. In the Uniform Application , there are a few items/documents that you need to send to us.
4. The Program Inventory must list all the previously approved programs, their CIP Codes, and the changes in the new catalog according to the directions in the file.
5. Please send us all the documents in one email however, it can be multiple consecutive emails if the files are too large.

# VA Forms 22-10287 & 22-10287A – IHLs, VA Forms 22-10288 & 22-10288A – Non-IHL Facilities

## VA 22-10287 & 22-10288 – Facility Level Information

## VA 22-10287A & 22-10288A – Course Level Information

<b>Department of Veterans Affairs</b>		<b>APPLICATION FOR APPROVAL OF AN INSTITUTION OF HIGHER LEARNING FACILITY</b>	
<b>PART I. GENERAL INFORMATION</b>			
1. TELL US WHY YOU ARE SUBMITTING THIS APPLICATION <input type="checkbox"/> <b>INITIAL APPLICATION.</b> This is a request for an initial approval to be designated as an institution with programs eligible for participation in VA GI Bill® benefit programs. <input type="checkbox"/> <b>APPROVAL UPDATES.</b> This is a request for approval (or one or more additional program(s)) based on an addendum published for a currently approved catalog.			
2. NAME OF INSTITUTION		3. VA FACILITY CODE (if known)	
4. PHYSICAL ADDRESS		5. MAILING ADDRESS (if same, leave blank)	
6. INSTITUTION WEBSITE ADDRESS			
7. EXTENSIONS: PLEASE LIST OTHER PREVIOUSLY APPROVED OFF-CAMPUS LOCATIONS, INCLUDING COMPLETE MAILING ADDRESS AND FACILITY CODES FOR EACH OFF-CAMPUS LOCATION.			
7A. EXTENSION CAMPUS NAME	7B. COMPLETE ADDRESS	7C. VA FACILITY CODE (if known)	
8. IF MORE THAN FOUR EXTENSIONS, PLEASE ATTACH A COPY OF THE COMPLETE LIST OF EXTENSIONS WITH YOUR APPLICATION. IF WITHDRAWING OR ADDING AN OFF-CAMPUS LOCATION, PLEASE INDICATE ANY CHANGES IN THE REMARKS SECTION ON PAGE 7.			
9A. THE INSTITUTION IS CLASSIFIED AS: <input type="checkbox"/> PUBLIC <input type="checkbox"/> PRIVATE-FOR-PROFIT <input type="checkbox"/> PRIVATE NONPROFIT			
9B. HAS THE FACILITY EXPERIENCED A CHANGE-OF-OWNERSHIP IN THE PREVIOUS 24-MONTH PERIOD? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(If "Yes," provide details below. Include relevant dates and details on the impact these changes had on the facility.)</i>			
10. DOES THE STATE'S GOVERNING AUTHORITY, WITH OVERSIGHT OVER YOUR EDUCATION INSTITUTIONS AND PROGRAMS, OFFICIALLY CLASSIFY THE FACILITY AS AN INSTITUTION OF HIGHER LEARNING? (i.e., as a college, university, or similar establishment offering postsecondary level academic instruction leading to the conferring of a degree at the associate level or higher.) <input type="checkbox"/> YES <input type="checkbox"/> NO (If "No," please do not proceed filling out this form.)			
11. WHAT IS THE STATE GOVERNING BODY THAT AUTHORIZES YOUR FACILITY TO OPERATE? (If you are exempt from state authorization, please cite the reasons your facility is exempt.)			
12. THE INSTITUTION IS CLASSIFIED AS: <input type="checkbox"/> ACCREDITED <input type="checkbox"/> NONACCREDITED			
13. IF APPLICABLE, PROVIDE NAME(S) OF INSTITUTIONAL ACCREDITING AGENCIES RECOGNIZED BY THE U.S. DEPARTMENT OF EDUCATION			

<b>Department of Veterans Affairs</b>		<b>INSTITUTION OF HIGHER LEARNING - PROGRAM SUBMISSION LIST</b>						
OMB Approved No. 5900-0032 Expedient Bureau: 1 hour Expiration Date: 4/30/2024								
<b>INSTRUCTIONS:</b> When completing VA Form 22-10287a, Program Submission List, please complete each section, as applicable for your facility. Please complete Part I and Part II below in their entirety. <b>NOTE:</b> This form must be submitted with the VA Form 22-10287, Application for Approval of an Institution of Higher Learning Facility. After completing the Institution of Higher Learning - Program Submission List, please email the documents to the State Approving Agency (SAA) of jurisdiction for their review. Please use the following link to locate the SAA with jurisdiction over your facility (or facilities): <a href="http://naiaa-cetrededucation.com/naiaa-contacts">http://naiaa-cetrededucation.com/naiaa-contacts</a> .								
1. INSTITUTION NAME							2. FACILITY CODE	
3. CATALOG PUBLICATIONS USED IN THIS FORM (If your submission requires more than three catalog publications, please attach an additional copy of this form.)								
1)								
2)								
3)								
<b>SUBMITTED IHL PROGRAMS FOR EVALUATION OF APPROVAL</b>								
<b>PROGRAM NAME</b>	<b>AWARD/ DEGREE</b>	<b>CATALOG PUBLICATION NUMBER (As listed above)</b>	<b>PAGE NUMBER PROGRAM LISTED</b>	<b>CREDITS/CLOCK HOURS OF PROGRAM (Non-accredited or Tech Prep Programs Only)</b>	<b>CIP CODE</b>	<b>NOTES</b>	<b>SAA USE ONLY</b>	
							APPROVE?	(Yes/No)

(2 of 10)

Let's take a look at the IHL Uniform Application



# What Has Changed

- There are several requirements listed in 38 USC § 3672A that we would traditionally consider “approval criteria” that are usually found in 38 USC § 3675 or § 3676:
  - Use of the Uniform Application for all new programs being approved
    - Current in-progress approvals can continue using state-specific forms
    - Fully implemented for approvals beyond **February 15<sup>th</sup>, 2024**
  - Requirements within the application that the facility attests to various legal compliances with approval – e.g., is not involved with organizations engaged in illegal activities, or employed/contracted with people charged with federal fraud charges, etc.

# What Has Changed (Cont.)

- Non-Title IV Participating Facilities (IHL or NCD):
  - Include the articles of incorporation or proof of licensing to operate
  - Financial information (as prepared by a third-party or other adequate evidence that the institution is authorized to provide post-secondary training)
- New Facilities:
  - Information about the number of students who have entered and graduated from the course during the preceding two-year period
  - If available, the cohort default rate for funds provided to the institution or establishment under Title IV

# What Has Changed (Cont.)

- NCD Facilities must provide:
- (A) a list of individuals who will serve as fully qualified instructors for the course of education, as of the date of the application, and an attestation that such individuals—
  - (i) have a degree or other training, as appropriate, in the field of the course;
  - (ii) effectively teach the skills offered under the course; and
  - (iii) have demonstrated relevant industry experience in the field of the course; and
- (B) a list of individuals who will serve as career services employees for students enrolled in the course and an attestation that such individuals are skilled at identifying professions in the relevant industry that are in need of new employees to hire, tailoring the course of education to meet market needs, and identifying the employers likely to hire graduates.

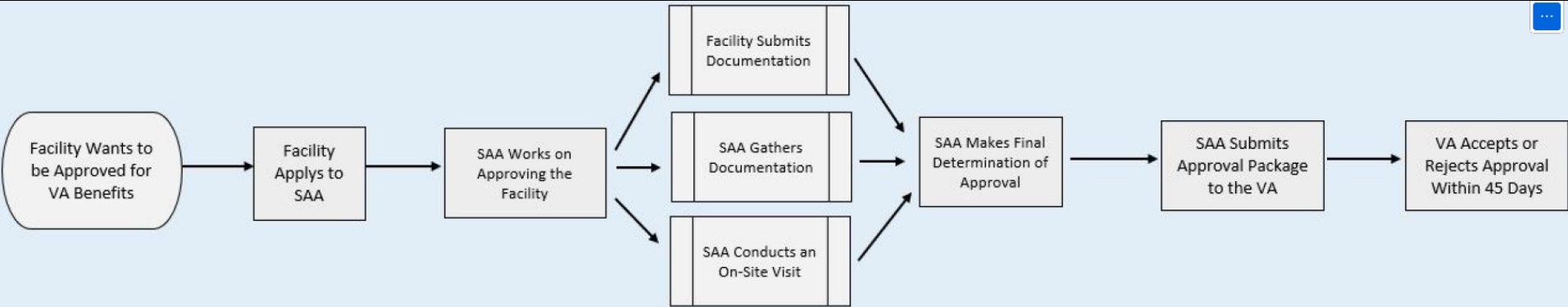
# What Has Changed (Cont.)

- Most of these changes have already been incorporated into the Universal Application in the form of attestation statements:

<p><b>16. NEW FACILITIES ONLY - PLEASE SUBMIT DOCUMENTATION IDENTIFYING THE FOLLOWING:</b></p> <ul style="list-style-type: none"> <li>• The number of students who have entered and graduated from all programs during the preceding two-year period <u>and</u>,</li> <li>• If available, the cohort default rate for funds provided to the institution under Title IV of the Higher Education Act of 1965.</li> </ul>
<p><b>PART IV OF WORKSHEET A: FACILITY CERTIFICATION AND ACKNOWLEDGEMENTS</b></p>
<p><b>17. ALL FACILITIES - THE INSTITUTION CERTIFIES THE FOLLOWING STATEMENTS:</b></p> <ul style="list-style-type: none"> <li>• The institution complies with all applicable laws and regulations relating to the approval of courses of education.</li> <li>• During the five-year period preceding the date of this application, the institution has not been subject to, or been party to a contract with any individual or entity that has been subject to:             <ul style="list-style-type: none"> <li>◦ Any adverse administrative or judicial action that's related to the instruction or training, including with respect to the quality of education, provided by the institution or establishment; and resulted in a fine or penalty in an amount equal to or more than five percent of the amount of funding provided to the institution or establishment under Title IV of the Higher Education Act of 1965 for the fiscal year preceding the year in which the application is submitted;</li> <li>◦ Or has not employed an individual or been party to a contract with any individual or entity, that has been convicted of a <u>Federal</u> fraud charge related to the instruction or training provided by the institution or establishment.</li> </ul> </li> </ul> <p>Authorizing Official Initial Here <input style="width: 50px; height: 30px; border: 1px solid black;" type="text"/></p>

5A. INFORMATION REQUESTED	5B. PUBLICATION IDENTIFYING DATA (IF APPLICABLE - THE DOCUMENT(S) SHOULD INCLUDE VOLUME, NUMBER, AND DATE OF PUBLICATION)	5C. INFORMATION PROVIDED ON PAGE(S)
A LIST OF INDIVIDUALS WHO WILL SERVE AS FULLY QUALIFIED INSTRUCTORS AND INDIVIDUALS WHO WILL SERVE AS CAREER SERVICES EMPLOYEES FOR STUDENTS		

# Program Approval Flowchart



Even with the Universal Applications this workflow still fundamentally hasn't changed with the new forms! 😊



# Use of the Uniform Application(s)


- 38 USC § 3672A says when we are required to use the uniform application:
  - *“shall require the use of a uniform application by any educational institution or training establishment seeking the approval of a new course of education under this chapter.”*
- This means facilities which are currently approved but are not adding new programs *may* still use your current state-based forms if you prefer, however, your state may decide to use the Uniform Applications for all actions facilities want to initiate with the SAA.
  - *(3) In the case of any State that uses approval criteria not covered by a uniform application under this section, the State approving agency for that State shall require the use of the uniform application and may require the submittal of additional information*

# Currently Known Issues (Abbreviated)

- 22-10287 – IHL Facility Approval
  - No Program Updates Box
  - No direction about withdrawing an extension site as there is on the 22-10288
- 22-10288 – Non-IHL Facility Approval
  - The “tab” of Adobe PDF shows the wrong form number
  - The License and Certification section is missing a whole box of data and in one box, only one line of information currently listed making it confusing.
- 22-10288A – Non-IHL Facility Program List
  - The Prep Course section has a check-box for CIP code
- Plus, other drafting errors or missing lexicon/revisions from the fall.

# Non-IHL Application – VA 22-10288 & 22-10288A

- 22-10288 is required to be used for: Non-IHL Facilities
- The VA has agreed that only the section/worksheet of the facility you're approving needs to be submitted.
- Remember – Apprenticeships need both the 22-10288 and the 22-8865 or 22-10288A. Other than that, you may use your own forms to collect course info.

 Department of Veterans Affairs		
APPLICATION FOR APPROVAL OF ORGANIZATIONS OTHER THAN INSTITUTIONS OF HIGHER LEARNING		
PART I: GENERAL INFORMATION		
1. TELL US WHAT TYPE OF COURSES YOUR FACILITY PROVIDES AND WISH TO BE APPROVED FOR A VA EDUCATION BENEFITS (Please select only one option per facility code. If your facility has more than one facility code, please fill out a new application for each facility code.)		
<input type="checkbox"/> <b>NON-COLLEGE DEGREE.</b> A vocational, business school or public safety/training academy which offers certificate or diploma programs that do not lead to a standard college degree at the associate level or above. Programs approved at this facility must have a defined vocational objective and be measured in either credit or clock hours. (Please complete Worksheet A only.)		
<input type="checkbox"/> <b>VOCATIONAL FLIGHT SCHOOL.</b> Parts 141 and 142 flight training programs necessary for the attainment of a recognized vocational objective in the field of aviation. (Please complete Worksheet B only.)		
<input type="checkbox"/> <b>LICENSE/CERTIFICATION EXAM.</b> An organization that issues licenses or certifications demonstrating a level of knowledge or skill required to enter into, maintain, or advance in employment and is generally accepted with government, business, or industry standards. (Please complete Worksheet C only.)		
<input type="checkbox"/> <b>PREPARATORY COURSES FOR LICENSE/CERTIFICATION.</b> An organization which offers programs to prepare an individual for a licensing or certification test that is required or used to enter into, maintain, or advance in employment in a predetermined and identified vocation or profession. These facilities do not receive tuition payments directly from the VA and veterans are not paid a monthly housing allowance. Instead, veterans are eligible to submit for tuition reimbursement. (Please complete Worksheet D only.)		
<input type="checkbox"/> <b>CORRESPONDENCE SCHOOL.</b> A program of education exclusively by correspondence, or the correspondence portion of a combination correspondence-residence course leading to a vocational objective, that is offered by an accredited educational institution. (Please complete Worksheet E only.)		
<input type="checkbox"/> <b>HIGH SCHOOL.</b> A public or private secondary school which offers a standard high school diploma as recognized by the state in which the school is operating. (Please complete Worksheet F only.)		
<input type="checkbox"/> <b>APPRENTICESHIP OR ON-THE-JOB TRAINING.</b> A program of apprenticeship as meeting the standards of apprenticeship published by the Secretary of Labor pursuant to the National Apprenticeship Act, or a program of training on the job in which the objective of progression and appointment to the next higher classification is based upon skills learned through organized and supervised training on the job and not on such factors as length of service and normal turnover. (Please complete Worksheet G only.)		
<input type="checkbox"/> <b>MULTI-STATE APPRENTICESHIP TRAINING.</b> Apprenticeship sponsors that have a multi-state apprenticeship program registered and approved by the U.S. Department of Labor's Office of Apprenticeship to operate nationally requesting approval from the SAA with jurisdiction over the state in which the sponsor is headquartered. (Please complete Worksheet H only.)		
REVIEW OF PROGRAMS - YOU MUST ALSO SUBMIT THE LIST OF PROGRAMS OR EXAMS FOR APPROVAL ON A SEPARATE FORM PROVIDED BY THE STATE APPROVING AGENCY FOR WHICH YOU ARE REQUESTING APPROVAL.		
2A. NAME OF ORGANIZATION		2B. VA FACILITY CODE (If known)
3A. PHYSICAL ADDRESS		3B. MAILING ADDRESS (If same, leave blank)
4. ORGANIZATION WEBSITE ADDRESS		
PART II: INSTITUTION CONTACTS		
5A. NAME OF SCHOOL CERTIFYING OFFICIAL (Leave blank for initial application)		5B. SCHOOL CERTIFYING OFFICIAL EMAIL ADDRESS (Leave blank for initial application)
PART III: CERTIFICATION AND SIGNATURE OF AUTHORIZING OFFICIAL		
6. ADDITIONAL DOCUMENTATION - THE STATE APPROVING AGENCY AND/OR VA MAY REQUIRE ADDITIONAL INFORMATION OR DOCUMENTATION TO PROCESS A FACILITY APPROVAL AND MEET APPLICABLE STATE OR LOCAL LAWS.		
I CERTIFY THAT all statements in this application are true and correct to the best of my knowledge and belief.		
6A. NAME OF AUTHORIZING OFFICIAL	6B. SIGNATURE OF AUTHORIZING OFFICIAL	6C. DATE SIGNED (MM/DD/YYYY)
<small>                         PRIVACY ACT INFORMATION: VA will not disclose information collected on this form to any source other than what has been authorized under the Privacy Act of 1974 or Title 38, Code of Federal Regulations, Section 1.556 for routine use (e.g. VA sends education forms or letters with a veteran's identifying information to the veteran's school or training establishment to (1) assist the veteran in the completion of claims forms or (2) for the VA to obtain further information as may be necessary from the school for the VA to properly process the veteran's education claim or to monitor his or her progress during training as identified in the VA System of Records, 50VA12/22/23, Compensation, Pension, Education and Veterans Readiness and Employment Records - VA, published in the Federal Register.                     </small>		
<small>                         RESPONDENT BURDEN: The respondent population for this form are educational training institutions that work coordinately with third-party State Approving Agencies. We need this information to determine whether your institution can have programs approved by a State Approving Agency for the purpose of VA Educational Benefits. We estimate that you will need an average of 6 hours to review the instructions, find the information and complete this form. VA cannot conduct or sponsor a collection of information unless a valid OMB control number is displayed. You are not required to respond to a collection of information if this number is not displayed. Valid OMB control numbers can be located on the OMB Internet Page at <a href="http://www.reginfo.gov/public/">www.reginfo.gov/public/</a>. <a href="http://FRAInfo">FRAInfo</a> </small>		

Let's take a look at the Non-IHL Uniform Application



# NJ SAA Contact for Program Reapprovals

[DMAVA-SAA@dmava.nj.gov](mailto:DMAVA-SAA@dmava.nj.gov)

Debra Cho - Bureau Chief  
[debra.cho@dmava.nj.gov](mailto:debra.cho@dmava.nj.gov)  
Currently on Military Leave

Shawn O'Leary - Program Assistant  
[Shawn.O'Leary@dmava.nj.gov](mailto:Shawn.O'Leary@dmava.nj.gov)  
Office phone: 609-530-6849

Malathi Krishnan – State Admin  
[malathi.krishnan@dmava.nj.gov](mailto:malathi.krishnan@dmava.nj.gov)  
Office phone: 609-530-6848

Matthew Moticha – State Admin  
[Matthew.moticha@dmava.nj.gov](mailto:Matthew.moticha@dmava.nj.gov)  
Office phone: 609-530-6830

Ben Stoner – State Admin  
[benjamin.stoner@dmava.nj.gov](mailto:benjamin.stoner@dmava.nj.gov)  
Office phone: 609-530-6858

Thank you for all the work you do for  
our veterans and your continued  
patience.



Questions for us?

(1 of 1)