

Workforce Training Board (WTB) SAA- VA Catalog Analysis Checklist

This required information must be added to your school catalog. For an initial approval schools can elect to add the required information as an addendum, but must be incorporated into the body of the catalog at the next printing. Please include an electronic copy of the school catalog and /or addendum.

Name of School: _____

Physical Address of School: _____

Address of Administrative Offices: _____

Catalog Certified by: _____ Catalog Publication Date: _____

Accredited by: _____ Catalog Volume Number: _____

School's Website: _____ School's Fax Number: _____

Please note: The following programs may not be approved:

- 1- any bartending course or personality development course;
- 2- any sales or sales management course which does not provide a specialized training within a specific vocational field;
- 3- any type of course which the Secretary of VA finds to be avocational or recreational in character (or the advertising for which the Secretary of VA finds contains significant avocational or recreational themes) unless the VA student submits justification showing that the course will be of bona fide use in the pursuit of the VA student's present or contemplated business or occupation; or
- 4- any independent study program except an accredited independent study program (including open circuit television) leading (A) to a standard college degree, or (B) to a certificate that reflects educational attainment offered by an institution of higher learning.

Required Information	Page Number(s)
<p>Catalog Certification Statement <i>This exact statement must be included in the catalog; it may be affixed to the catalog on a label if desired. <u>Sign and date next to statement</u></i></p>	
<p><i>"Catalog certified as true and correct for content and policy." (Signature & Date)</i></p>	
<p>Veterans Benefits Approval Statements <i>These exact statements must be included in the catalog. Insert the name of the school for in the (School Name)</i></p>	
<p>"Selected programs of study at (School Name) are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC."</p>	
<p>"(School Name) does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance."</p>	

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Required Information	Page Number(s)
<p>Description of Program(s) Provide a description of each program the school offers. Also, indicate what types of instruction the school offers. <i>(Note: the WTB SAA cannot approve any out-of-state programs or components without certain criteria being met, such as having approvals met by the other state. If you are in such a circumstance please write in details under comment for our dissemination)</i> If needed, please use additional paper and attach</p>	Comments for Consideration
How Many Hours Does a Student Need To Take To Be Considered Full-Time	
Classroom Lecture	
Hands-On	
Lab	
Internship/Externship	
Field Experience	
Independent Study Internship/Externship	
Credential Awarded	
Other (define)	
Facility Description (Include the following):	
Description of facility	
Equipment used for training	
Maximum class size	
Average student to teacher ratio	
Branch Campuses (Include Auxiliary and/or Remote Teaching Locations) <i>Note: Unlicensed sites will delay approval- if not sure please contact your Workforce Licensor at 360.709.4600</i>	
<p>List in catalog each campus & address <i>Note: If campus is outside the State of WA, please attach the VA Approval from the State where the campus is located.</i></p> <p>These locations may be subjected to the 2 year rule of operation and rule of 85/15. Requirements are referenced by: -CFR 21.4266 for branch approval and CFR 21.4201 for 85/15 rule; -SCO handbook: Certifications of two-year period of operation for branch locations verified, and APPENDIX B Compliance with the 85/15 rule at branch locations.</p>	

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Externships/Internship, Clinical/Practicum (or similar requirement designed as part of a program)	
<p>List in catalog these requirements & respective locations/address per program and where the policies/criteria/student expectations resides, along with any costs to students.</p> <p>Note: VA Students should limit their externship search to sites located in WA as out of state sites may not be approvable.</p> <p>Requirements are referenced by: -CFR 21.4233 & CFR 21.4265 -WTB Licensed Schools WAC 490-105-150 (#5 a-d) Program, facility, and equipment standards: WAC 490-105-150(5) Schools that have an externship/internship, clinical/practicum, or similar requirement designed as a part of a program shall be approved as part of the program provided the externship/internship. Those programs must comply with the following: (a) Be part of the approved curriculum of the school and described in the school catalog and directly relate to the intended area of employment. (b) Be under the coordination of a qualified instructor or faculty member and designate for the direct on-site supervision of the student to ensure that all hours are completed and program requirements are met. (c) The location of the externship/internship may be at the school's primary licensed location, at an approved on-site auxiliary location, or another location so long as an affiliation agreement or contract is in place and shall be made available to the agency upon request. (d) Ensure positions are available for all enrolled students as they progress to the externship/internship portion of the program and that students are timely placed so that the educational instruction is continuous.</p>	
Owners and Officers	
<p>Include names of owners with 10% or more equity ownership, and officers including governing body and administration.</p>	
Faculty	
<p>Include names and qualifications of the School's President, Provost and all faculty members as appropriate (<i>If your school is licensed by the Workforce Board, these staff need to appear under your license. Questions can be directed to Consumer Protection 360.709.4600</i>).</p>	
VA Student's Point of Contact(s)	
<p>List your School Certifying Official(s) (<i>Include phone and email address</i>)</p>	
Academic Calendar (Include the following):	
Start and end dates of your program(s)	
Hours of operation	
Observed holidays	
Details of school breaks longer than 7 days	
Admission Policies and Procedures	
<p>Catalog must contain your school's admission requirements</p>	
Compliance with VA's 85/15 Rule	
<p>Note: This applies per USC 3680A(d)(1) for each program/concentration/track offered at the school.</p> <p>Schools should limit student enrollment to 85% veteran enrollment for each separately approved educational or vocational objective. In the event that a veteran wishes to enroll in a program that has already reached the 85% cap, he or she may do that but will not be eligible for VA funding. Chapter 35 and 31 students may still enroll even if the 85 percent has been realized.</p>	

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Clock Hours	
Please ensure your hours within the breakout of your program equal the total calculated, if needed use a chart so all readers can clearly do the math. <i>(If appropriate or enter N/A the adjacent boxes)</i>	
Credit Hours (If <u>not</u> clock hours)	
If instruction is calculated in credit hours, provide a statement describing the contact hour conversion formula used by the school. Please ensure your hours within the breakout of your program equal the total calculated.	
Policy for Evaluating and Granting Credit for Prior Education/Experience	
Catalog must contain your school's policy	
Program Completion and Graduation Requirements	
Catalog must contain your school's policy	
Accreditation	
(If this doesn't apply enter <u>N/A</u> the adjacent boxes) Please note only those accrediting agencies listed with the US Dept. of Education can be approved. To check see: http://ope.ed.gov/accreditation/	
Distant Learning, Correspondence Courses, Farm Experience, Independent Study, Foreign Study, Radio or On-line Training	
(If this doesn't apply enter <u>N/A</u> the adjacent boxes) These types of instruction cannot be approved by the VA unless the school is accredited and an Institution of Higher Learning offering a degree program.	
Break Pay	
(If this doesn't apply enter <u>N/A</u> the adjacent boxes) If your school has breaks within a program longer than 5 class days please list. VA students receiving VA education benefits will not be able to be paid Basic Allowance for Housing during the break.	
Description of Support Services Catalog must provide description and contact details of the following:	
Academic Advising	
Counseling Services	
Financial Aid	
Scholarships <i>(please list if the school has a scholarship(s) that excludes VA Students from obtaining, if so, this may adversely affect your VA approval status)</i>	
Placement Services	

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Required Information	Page Number(s)
School Policies and Procedures	
Tardiness	
Absences	
Unsatisfactory attendance	
Makeup work	
Interruptions	
Cause for dismissal	
Conditions for readmission	
Student Conduct	
Student Record Confidentiality /Family Educational Rights and Privacy Act (FERPA)	
Pending Payment Policy per Signed Addendum (PL 115-407 sec. 103)	
<p>Religious Accommodation Policy (Required for all postsecondary educational institutions as defined in RCW 28B.10.016, degree-granting institutions as defined in RCW 28B.85.010, private vocational schools as defined in RCW 28C.10.020, schools as defined in RCW 18.16.020, Effective July 28, 2019, all postsecondary educational institutions are required to develop and implement a policy to provide religious accommodation to students in observance of religious holidays during exams or other program requirements. The policy shall allow faculty staff to “reasonably accommodate” up to two days of student absences per academic year for religious practices that occur on certain days throughout the course or program.</p> <p>“Reasonably accommodate” means coordinating with the student on rescheduling examinations or other assignments and activities required for completion of the program in the event of an absences for religious reasons. The policy must be published on the school’s website and referenced in the school’s catalog.</p> <p>Sample policy/procedure language:</p> <p>Religious Accommodation: The [Name of School] will make good faith efforts to provide reasonable religious accommodations to students who have sincerely held religious practices or beliefs that conflict with a scheduled course/program requirement. Students requesting a religious accommodation should make the request, in writing, directly to their instructor with as much advance notice as possible. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class. Students are responsible for obtaining materials and information provided during any class missed. The student shall work with the instructor to determine a schedule for making up missed work.</p> <p>Examples of religious accommodations may include: rescheduling of an exam or giving a make-up exam for the student in question; altering the time of a student’s presentation; allowing extra-credit assignments to substitute for missed class work or arranging for an increased flexibility in assignment due dates; and releasing a graduate assistant from teaching or research responsibilities on a given day.</p>	

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Required Information	Page Number(s)
Standards of Progress	
Grading system	
Transcripts/Grade Reports/Permanent Records <i>Must meet requirements of the school's regulatory authority. Schools licensed by the Workforce Training Board are required to retain transcripts for 50 years.</i>	
Minimum grades considered satisfactory	
Conditions for interruption for unsatisfactory grades	
Probationary period	
Conditions for re-entrance for students dismissed for unsatisfactory grades	
Satisfactory Refund Policy for VA Students	
<p>(If not accredited by entity recognized by the US Dept. of Ed., then this specific language must be incorporated in the school's catalog AND in the student agreement contract)</p> <p>_____ (name of school) agrees that if a veteran student fails to enter the course, withdraws, or is discontinued at any time prior to completion of the course, the unused portion of paid tuition, fees, and other charges will be refunded or the debt for such tuition, fees, and other charges will be canceled on a prorated basis, as follows:</p> <p>(1) Registration fee. An established registration fee in an amount not to exceed \$10 need not be subject to proration. Where the established registration fee is more than \$10, the amount in excess of \$10 will be subject to proration.</p> <p>(2) Breakage fee. Where (name of school) has a breakage fee, it may provide for the retention of only the exact amount of the breakage, with the remaining part, if any, to be refunded.</p> <p>(3) Consumable instructional supplies. Where (name of school) makes a separate charge for consumable instructional supplies, as distinguished from laboratory fees, the exact amount of the charges for supplies consumed may be retained but any remaining part must be refunded.</p> <p>(4) Books, supplies and equipment.</p> <p>a. (Name of school) will make a refund in full for the amount of the charge for unissued books, supplies and equipment when:</p> <ul style="list-style-type: none"> - The school furnishes the books, supplies and equipment, - The school includes their cost in the total charge payable to the school for the course, - The veteran or eligible person withdraws or is discontinued before completing the course. <p>b. The veteran or eligible person may dispose of issued items at his or her discretion even if they were included in the total charges payable to the school for the course.</p> <p>(5) Tuition and other charges. Where (name of school) either has or adopts an established policy for the refund of the unused portion of tuition, fees, and other charges subject to proration, which is more favorable to the veteran or eligible person than the approximate pro rata basis as provided in this paragraph, such established policy will be applicable. Otherwise, the school may charge a sum which does not vary more than 10 percent from the exact pro rata portion of such tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The exact proration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course.</p> <p>(6) Prompt refund. In the event that the veteran, spouse, surviving spouse or child fails to enter the course, or withdraws, or is discontinued there from at any time prior to completion of the course, the unused portion of the tuition, fees and other charges paid by the individual shall be refunded promptly. Any institution which fails to forward any refund due within 40 days after such a change in status, shall be deemed, prima facie, to have failed to make a prompt refund, as required by this subparagraph.</p>	

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Program Costs & Fees	
<p>Tuition, fees, deposits, other charges. Include special tuition and fees for VA students, if any.</p> <p>Catalog must list all Fees</p> <p>The VA does not pay for Application or Registration fees or any other fees associated with the admission's process as these fees are not considered in pursuit of the program.</p> <p>VA also does not pay for any non-mandatory charges. VA only pays for mandatory fees charged for the pursuit of the program (<u>and charged to all students</u>). Some fees may appear to be mandatory however the VA could rule that they are not.</p> <p>Books & Supplies</p> <p>Catalog must list all books & supplies along with their associate costs per program</p> <p>Items of a proprietary nature (owned or developed or having exclusive rights by the school) may be eligible for billing to the VA under tuition.</p> <p>Items that are not proprietary may not be billed to the VA under tuition.</p>	

By signing and dating this VA Catalog Analysis Checklist form the school attests that no other language exists other than noted by the school within this form aligning references to the catalog with the given statements.

This catalog referenced herein and submitted for approval shall remain in effect, in both content and policy, as certified true and correct by the institution. Any changes or revisions to the catalog must be submitted to the WTB for approval. Failure to properly advise the WTB of any changes to the catalog, or failure to submit any new publications of the catalog for approval (at least 2 copies), even in academic years when there are no veterans or eligible persons enrolled, could automatically void the school's approval effective the date of change.

This request for approval replaces and supersedes all prior approvals.

(Signature of school staff with signing authority to attest)

Date