



STATE OF WASHINGTON
WORKFORCE TRAINING AND EDUCATION COORDINATING BOARD
STATE APPROVING AGENCY FOR VETERANS EDUCATION & TRAINING
128 – 10th Avenue SW • P.O. Box 43105 • Olympia, WA 98504-3105 • (360) 709-4600

VA SUBMITTAL CHECKLIST

Reminders for completing your application:

- Type or clearly print all forms
- Retain a copy of all items submitted
- **All documents should be sent via SFT. Please contact Anthony Collins at anthony.collins@wtb.wa.gov for instructions and login information.**

___ Form VA 1, Application for Approval

___ Catalog: **Signed, dated, and "Certified as true and correct in content and policy."**

___ Form VA 8, Catalog Analysis / Checklist

___ Form VA 9, Approval Information

___ Form VA 10, Occupational Graduate Employment Record **(Required for Initial Approvals Only)**

___ Form VA 14, Acquisition of Records **(Required for Initial Approvals Only)**

___ Form VA 20-8206, Statement of Assurance of Compliance with Equal Opportunity Laws **(Required for Initial Approvals Only)**

___ Form VA 22-1919, Conflicting Interest Certification

___ Form VA 22-8794, Designation of Certifying Official **(As Needed)**

___ EFT Memo - Direct Deposit Information **(Required for Initial Approvals Only)**

___ Copy of the Enrollment Agreement/Contract

Copy of the School's Current (Active) Business License

CPA Certified Financial Statement **(Non-Accredited Schools Only)**

Student Handbook **(If not Incorporated into the School Catalog)**

Copy of Approval or License Issued by Other State Agency **(If Required to Operate School)**

Copy of all marketing materials used by the school during the previous twelve months

Accreditation Letter (Accredited Schools Only)

Signed Affirmation Form

Copies of the School's Academic Calendar for the Previous, Current, and Upcoming School Years