

# The Approval Process

*Note: To meet the initial requirement for approval to train veterans and other eligible persons, the school must have been in continuous operation for at least two years.*

## Step 1

- Institution's owner or official contact person sends a letter of request to train veterans and other eligible persons. The letter should include a brief description of the type of training being offered.
- After our office receives the inquiry, an application packet will be mailed requesting additional required information.

## Step 2

- After receiving the application packet, complete and provide all of the information requested and return the application package by mail. Feel free to contact us if questions arise.
- Once our office has verified that your training facility meets the requirements of the law, we will contact you to set up an on-site visit.
- The on-site visit will serve as a facilities inspection as well as a review of all necessary licenses and forms. We will also discuss record keeping requirements and provide training for persons responsible for working with and certifying veterans.

## Step 3

- After the on-site visit—providing that all items are complete and acceptable—the approval will be forwarded by us to the Department of Veterans Affairs for their acceptance.