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Application for Approval Accredited Educational Programs

MONTANA STATE APPROVING AGENCY FOR VETERANS EDUCATION

A school desiring to enroll veterans or other eligible persons for veterans benefits will need to make application for approval of such courses to the Montana State Approving agency in accordance with the provisions of Title 38, United States Code. This application is designed for those accredited institutions that have been previously approved and are applying for renewal (new catalog/bulletin). **Two (2) certified copies of catalog/bulletin need to be provided with application, in addition to other supporting documents including VA Form 22-8794, VA Form 22-1919 (proprietary schools only), VA Form 27-8206 (private schools only).**

1. Name of Institution			
Address	City	State	ZIP Code
2. Contact Person Regarding Approval			
3. Telephone Number	Fax Number	E-Mail Address	
4. Name of Accrediting Agency			
5. Date of Current Accreditation			
6. Institutional Corporate State: (Check One)			
<input type="checkbox"/> Public <input type="checkbox"/> Private for Profit <input type="checkbox"/> Private Nonprofit			
7. Approval for the institution will be based on the information submitted below. Submit two (2) current Bulletins and/or Catalogs. Each catalog needs to contain the following statement on the front cover: <u>"I hereby certify that this catalog is true and correct in content and policy."</u> and signed and dated by the designated official.			

CATALOG/BULLETIN INFORMATION

Catalog		Bulletin	
Volume	Number	Pub. Date	School Years Covered
Identify the policy location for the following:			<u>Page/Location</u>
A.	Grading system	_____	
B.	Minimum grades considered satisfactory	_____	
C.	Conditions for interruption of unsatisfactory grades or progress	_____	
D.	Description of probation period, if any	_____	
E.	Conditions for re-entrance, if dismissed	_____	
F.	Policy regarding the maintenance of grades and progress records	_____	
G.	Attendance standards (if enforced)	_____	
H.	Policy relating to student standards of conduct and progress	_____	
I.	Policy for reporting previous education and training, that clearly documents appropriate credit has been given for previous education and training, with the training period shortened proportionately	_____	
J.	Institutional calendar	_____	

DEGREE/CERTIFICATE PROGRAM INFORMATION

1. Please state the minimum number of credit hours considered by the institution as **Full-Time Attendance** for the credits listed below:

Credits _____ Quarter Semester Other _____

2. Please list the degree program majors, emphasis/options areas, concentrations, tracks, teacher certificate and pre-programs requested for approval. Use complete program titles in sequential order from the applicable catalog. Use the following format:

A	B	C	D	E
Degree	Major	Emphasis/ Concentration	Page(s) in Catalog	Length (Credit/Clock Hours)

DEGREE/CERTIFICATE PROGRAM INFORMATION (CONT.)

3. **Accredited Certificate Programs:** Please list below the information for all programs requested for approval. Use complete titles and list all majors in sequential order. Please enclose full-time class schedule.

A

B

C

Program

Emphasis/Concentration/Track

Ref. Page(s)

Length
(Credit/Clock Hours)

4. **Practical Training Courses** to be approved in accordance with V.A. Regulation 21.4265 (Internships, Residency, Practicum, Externship, etc.) Only approvable if required for graduation.

A

B

C

Degree

Reference Page

Course Title and Number

Length
(Credit/Clock Hours)

5. **Independent Study Courses** to be approved in accordance with V.A. Regulation 21.4267 (includes on-line courses).

A

B

C

Degree

Reference Page

Course Title and Number

Length
(Credit/Clock Hours)

DEGREE/CERTIFICATE PROGRAM INFORMATION (CONT.)

6. Courses offered at **Subsidiary Branches or Extensions** to be approved in accordance with V.A. Regulation 21.4266.

A	B	C	
Facility	Address City and State	Telephone Number	Degree(s) Course(s)

7. **Deficiency Courses** requested for approval.

A	B	C
Program	Reference Page	Length (Credit/Clock Hours)

The following list summarizes the items that must be submitted as part of the application for approval under Title 38, U.S. Code.

- A. Two (2) completed copies of this application form.
- B. Two (2) copies of your current catalog and student handbook, certified as true and correct in content and policy, or other publications/brochures which describe school programs, policies, procedures and rules.
- C. One copy of the completed form entitled "Veterans Administration Statement of Assurance of Compliance with Equal Opportunity Laws" (VA Form 27-8206 attached).—*Private Schools only*
- D. One copy of a completed form entitled "Designation of Certifying Officials" (VA Form 22-8794 attached).
- E. One copy of a completed form entitled "Conflicting Interests Certification for Proprietary Schools Only" (VA Form 22-1919 attached).—*Proprietary Schools only*

CERTIFICATION

I, the undersigned, certify that:

- A. I am an officer or official of the institution named in the application, and I make this certification under the authority of the named institution;
- B. The school does not utilize advertising, sales, or enrollment practices of any type which are erroneous, deceptive, or misleading either by actual statement, omission, or intimidation;
- C. Notwithstanding any other provision of law, the institution will make available for examination by duly authorized representatives of the government during normal business hours, without prior notice, any records and accounts of the institution pertaining to persons who received education assistance under Title 38, U.S. Code, as well as the records of other students which are necessary to ascertain that the institution is complying with the requirements of Title 38;
- D. I have read and completed this application for approval under Title 38, U.S. Code, including all statements and materials submitted with the application; and
- E. I certify that the answers, statements, and materials submitted as part of the application are, to the best of my knowledge, true and correct in content and policy.

Name of School Official	Position Title
Signature of School Official	Date of Signing