

# AVAA 2026 Conference

Presented by Kimberly Minniefield, Director-Alabama State Approving Agency

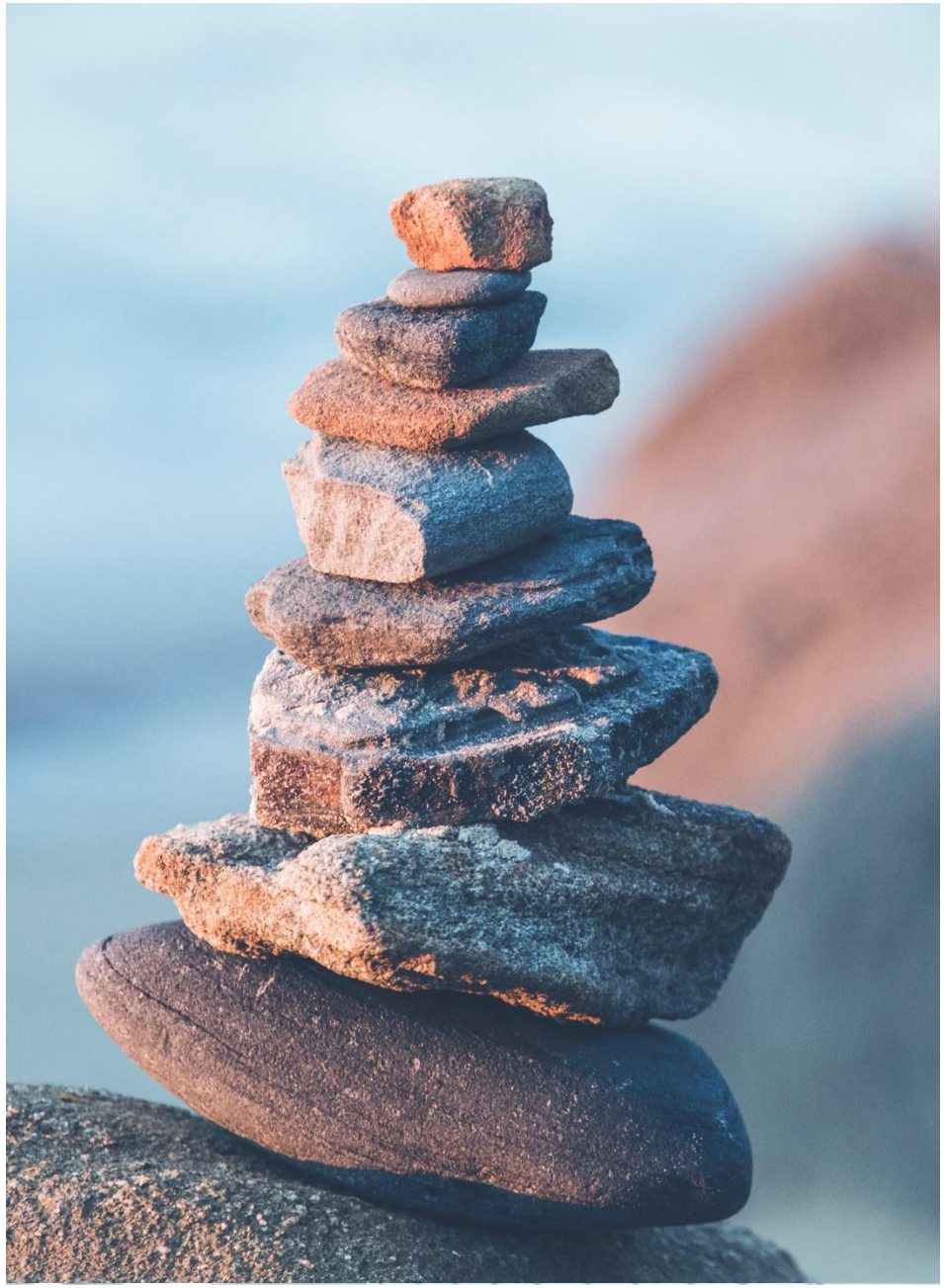


# Agenda

1. VA National Staffing Reorganization
2. Clarification of Full Reapprovals vs Modified Approvals
3. SAA Housekeeping “Pretty Please”
4. SAA Words of Appreciation
5. Q&A

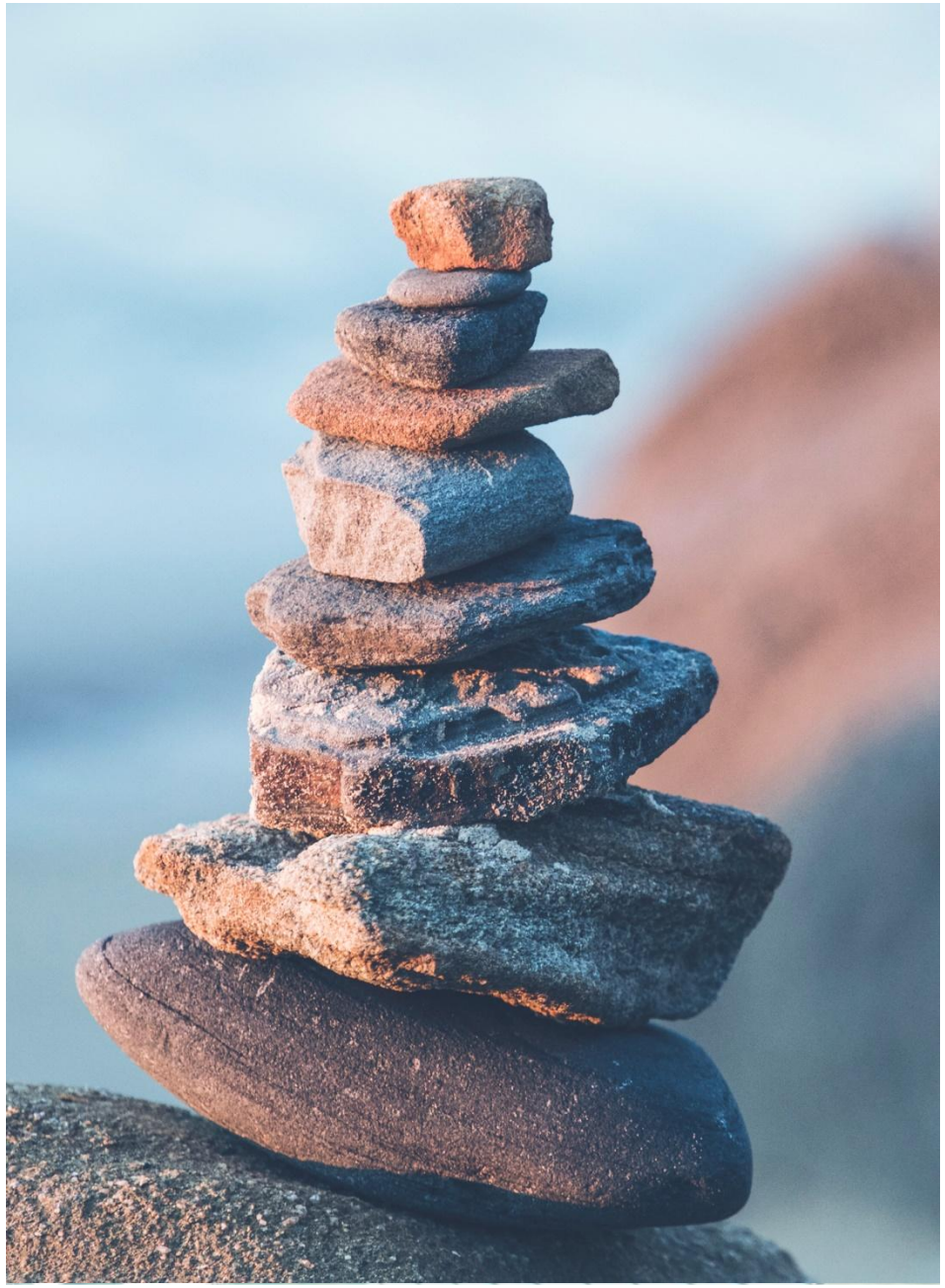
# VA National Reorganization: What does this mean for SCOs?

- **SCOs will have very little change. Will still provide timely guidance, support, and customer service.**
- The Education Approval Specialist (EAS) **(formerly ELR)** queue is now a national platform.
- Expect to see occasional questions or communications from new EASs regarding approvals.  May need clarification or additional documentation.
- EASs are quickly processing SAA uploads however, future slowdowns could occur.



# VA National Reorganization: What does this mean for SAAs?

- Approval-related questions are now sent to a new va.gov address.
- For awareness: Changes in position titles:
  - Education Compliance Survey Specialists (ECSS) is now **Education Compliance Specialist (ECS).**
  - Supervisory Compliance and Liaison Specialists (SCLS) is now **Supervisory Program Oversight Specialist**.
  - Chief Education Liaison Officer (CELO) is now **Chief Program Oversight Officer.**



# Full Reapprovals

# vs

# Modified Approvals

# Facility Reapproval



- **Required min. every 36-months**
- **Fully examines school policies, tuition and fees, marketing…**

IHL Checklist

**CERTIFICATION FORM FOR CATALOG AND OTHER PUBLICATIONS**
***(Attach one completed form to each publication being submitted)***

| **Institution Name:** | **Facility Code:** |
|---|---|

| Catalog Effective Date (mm/dd/yyyy): | Catalog Ending Date (mm/dd/yyyy): |
|---|---|

**THIS IS TO CERTIFY THAT THE ATTACHED SCHOOL CATALOG OR PUBLICATION IS TRUE AND CORRECT IN CONTENT AND POLICY IN ACCORDANCE WITH THE REQUIREMENTS OF THE CODE OF FEDERAL REGULATIONS SECTION 21.4253(d)(1) and SECTION 21.4254(b). WE UNDERSTAND THAT DOCUMENTS OR STATEMENTS FOUND TO BE FALSE, FRAUDULENT OR MISLEADING WILL RESULT IN THE IMMEDIATE SUSPENSION, WITHDRAWAL OR DENIAL OF APPROVAL.**

| **Signature of Administrator:** | **Date:** |
|---|---|

| **Print Name:** | **Telephone Number:** |
|---|---|
| **Title:** | **Email Address:** |

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***Checklist for Modified Approval (Addendum for New Program or Policy Approval):***

1. Application Form
2. School Catalog with list of changes from prior approval, or Addendum with new policy or program
3. Excel Spreadsheet for Program Updates (new, discontinued, name changes, etc.)
4. New Program Documents (accrediting agency letter, program description, curriculum, instructors, advertising)

***Checklist for Full Facility Reapproval:***

1. Application Form
2. Recruiting/Advertising Materials (used during past 12 months)
3. School Catalog and Student Handbook
4. Excel Spreadsheet for All Programs (with changes indicated in dropdown or notes section)
5. New Program Documents (accrediting agency letter, program description, curriculum, instructors, advertising)
6. Department of Education Program Participation Agreement (PPA) if applicable
7. Sample copy of Shopping Sheet/College Financing Plan
8. Copy of Alabama Private School License, Business License, if applicable
9. Accrediting Agency's actions within the last year, if applicable
10. Signed VA Form 22-1919 (private/proprietary schools)
11. Sample Admissions Application
12. Sample Enrollment Agreement (for certificate programs, if applicable)
13. List of programs that require Remedial, Practical Training or Cooperative Training, if applicable

# Modified Approval



- **Used to submit new catalogs, addendums to policy, add new programs, withdraw programs, or program name changes.**

NCD Checklist

**CERTIFICATION FORM FOR CATALOG AND OTHER PUBLICATIONS**
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| **Institution Name:** | **Facility Code:** |
|---|---|
| | |

| **Catalog Effective Date (mm/dd/yyyy):** | **Catalog Ending Date (mm/dd/yyyy):** |
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***Checklist for Modified Approval (Addendum for New Program or Policy Approval):***

1. Application Form
2. School Catalog/Handbook with list of changes from prior approval, or Addendum with new policy or program
3. Excel Spreadsheet for Program Updates (new, discontinued, name changes, etc.)
4. New Program Documents (accrediting agency letter, program description, curriculum, instructors and credentials, advertising, enrollment agreements)

***Checklist for Full Facility Reapproval:***

1. Application Form
2. Recruiting/Advertising Materials (used during past 12 months)
3. School Catalog, Student Handbook
4. Excel Spreadsheet for All Programs (with changes indicated in dropdown or notes section)
5. Accrediting Agency's actions within the last year, if applicable
6. Copy of Alabama Private School License, Business License, Board License, if applicable
7. Department of Education Program Participation Agreement (PPA) if applicable
8. Sample copy of Shopping Sheet/College Financing Plan (for all schools that charge tuition/fees)
9. Signed VA Form 22-1919 (private/proprietary schools)
10. Sample Admissions Application
11. Sample Enrollment Agreements
12. New Program Documents (accrediting agency letter, program description, curriculum, instructors and credentials, advertising, enrollment agreements)
13. Ownership or rental/lease agreement for school space (non-accredited schools)
14. Detailed equipment inventory, signed and dated (non-accredited schools)
15. Financial statements for previous 2 years (non-accredited schools)



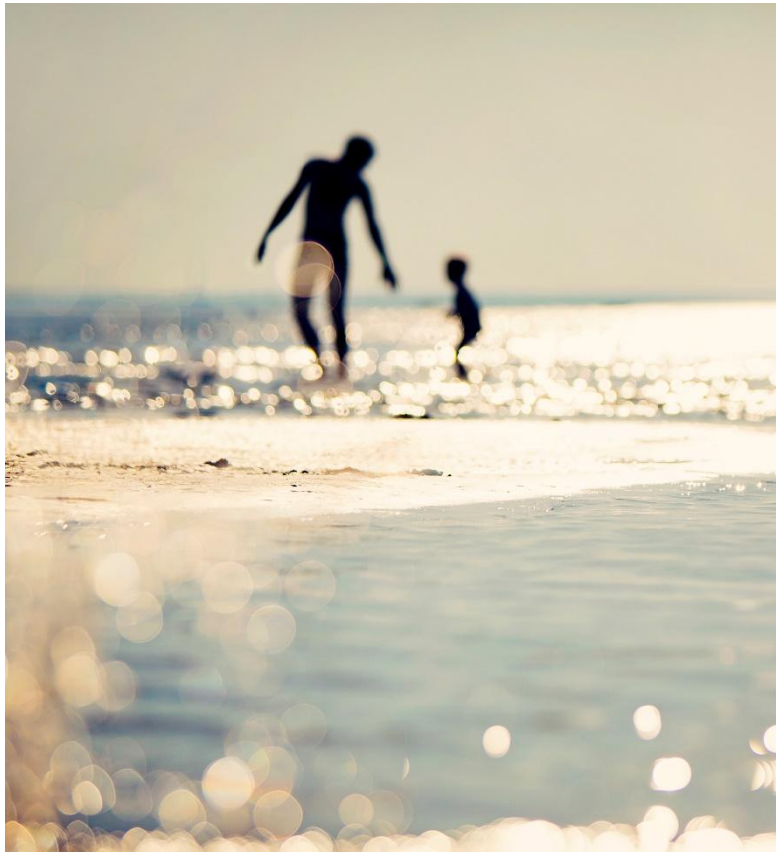
# Program Listing-Facility Reapproval

- **<u>REVISE</u>** your program list!
- Use your approval letter to review the program actions the SAA has taken. Check to see if programs have already been added, withdrawn, or previously denied.
- Use the most recent copy of your WEAMS and catalog to make sure you are not leaving approved programs off the list for continued approval.

# PROGRAM LISTING



# Program Listing: Modified Approval



- **<u>Again…REVISE</u>** your program list!
- List the programs that have:
  - Name changes
  - New program approval requests
  - Withdrawals/no longer offered
  - Include policy updates and/or changes to tuition and fees.

# SAA Housekeeping
# “Pretty Please”

- Respond to SAA emails and phone calls as soon as possible.  SAA inquiries (i.e. catalog reviews, student complaints, etc.) must be addressed as soon as possible.
- On your applications and program listings, **DO NOT INCLUDE LINKS!! MUST ENTER PAGE NUMBERS FROM THE CATALOG!!!**
- On your applications, list the official published physical/mailing address of the school and not the address of the SCO or VRC.
- Read the “Notes to School” section of your approval letters.
- SCO Designation Forms (22-8794) – List the direct phone numbers to your desk.  The intent is for compliance surveyors to call and schedule the time and location for your visit.

# Sincere Thanks!

From the Alabama SAA,

We thank each and every one of you for the hard work, compassion, and dedication that you continue to show to our beneficiaries, Veteran Affairs, and us. We cannot do the work of our agency without fabulous SCOs like YOU!

Kim, Laura, and Tanisha



# Q & A