



**United States Department of Veterans Affairs  
Notification Form for  
Modifications to Programs**

**PART I – FACILITY INFORMATION**

<b>Date:</b> <b>Name of School:</b> <b>Mailing Address:</b> <b>Physical Address:</b> <b>Chief Administrative Officer/Title:</b> <b>Name/Title of Contact:</b> <b>Tel. #            Fax #</b> <b>Email Address:</b>
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<b>School is organized as:</b>	<input type="checkbox"/> Public Entity (City, State, or Federal) <input type="checkbox"/> Non-Profit Corporation <input type="checkbox"/> Other (specify) _____
<b>Facility is:</b> agency below)	<input type="checkbox"/> Accredited (Provide name of accrediting agency below)  _____
	<b>Expiration Date of Accreditation:</b>  _____
<b>Facility is:</b>	<input type="checkbox"/> Non-accredited <input type="checkbox"/> Not Applicable <input type="checkbox"/> Institution of Higher Learning <input type="checkbox"/> Apprenticeship <input type="checkbox"/> High School <input type="checkbox"/> Flight School
<b>Other:</b>	<input type="checkbox"/> Licensure Test (State, Federal or Local)
<b>Comments:</b>	

**INSTITUTION OF HIGHER LEARNING (IHL)**

*\*Attach additional pages if required*

<b>Are you reporting a loss in accreditation status?</b>		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Effective date of the change?</b>
<b>If yes, explain:</b>		
<b>Are you adding or removing non-degree programs (certificate/diplomas)?</b>		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Effective date of the change?</b>
<b>If yes, please document programs here and attach new catalog or addendum with appropriate page number(s):</b>		
<b>Are you making a change to any of your school policies?</b>		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Effective date of the change?</b>
<b>If yes, please document here and attach new catalog or addendum with appropriate page number(s):</b>		
<b>Are you reporting other changes?</b>		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<b>Effective date of the change?</b>
<b>If yes, please specify change(s):</b>		

**IMPORTANT:** Use this form to notify the VA of modifications to programs at **existing facilities where programs have been deemed approved** by Public Law 111-377 (see definition below). Changes to programs at **other facilities** must be reported to the State Approving Agency—**do not use this form**.

**NOTE:** New, removed, or modifications to standard college degree programs at accredited public and not-for-profit institutions do not have to be reported. New, removed, or modifications to other types of programs (non-college degree, flight, licensure, and high school) must be reported using this form.

**PROGRAMS DEEMED APPROVED BY PUBLIC LAW 111-377**

Programs deemed approved by Public Law 111-377, Section 203, subject to sections 3675 (b) (1) and (b)(2), 3680A, 3684, and 3696, of Title 38 U.S.C. effective August 1, 2011 are:

- Standard college degree programs and non-college degree programs offered at a public or not-for-profit proprietary IHL educational institution accredited by an agency or association recognized for that purpose by the Secretary of Education.  
(Note: Courses taken that do not count towards a degree or certificate are not deemed approved)
- Flight training that is approved by the Federal Aviation Administration and offered by a certified pilot school that possesses a valid Federal Aviation Administration pilot school certificate.
- Apprenticeship program(s) registered with Office of Apprenticeship of the Employment Training Administration of the Department of Labor or a State apprenticeship agency recognized by the Office of Apprenticeship.
- Programs that lead to a secondary school diploma offered by a secondary school approved in the state in which it is operating
- A licensure test offered by a Federal, State, or local government

**AGREEMENT**

ON BEHALF OF MY INSTITUTION, I AGREE TO THE FOLLOWING:

- (1) To immediately report applicable changes to VA: new and removed non-college degree programs, accreditation status or air agency certification, or address.
- (2) To keep adequate records that show the progress and grades of the eligible person or Veteran and to show that satisfactory standards relating to progress and conduct are enforced. (see 38 USC 3680A (b) (1))
- (3) To maintain a written record of the previous education and training of the eligible person or Veteran that clearly indicates that appropriate credit has been given by the educational institution for previous education and training, with the training period shortened proportionately. (see 38 USC 3680 (b)(2))
- (4) To not certify eligible persons or Veterans in courses precluded such as bartending or personality development courses, courses pursued by radio, and courses avocational or recreational in character, unless the course will be of bonafide use in the pursuit of present or contemplated business or occupation. NOTE: The listing is not all-inclusive. (see 38 USC 3680A and the Code of Federal Regulations 21.4252)
- (5) To report enrollment and any interruption or termination without delay of the education of the eligible person or Veteran. The listing is not all-inclusive. (see 38 USC 3684)
- (6) The institution must not engage in enrollment practices of any type, which are erroneous, deceptive, or misleading either by actual statement, omission, or intimidation.
- (7) To make students' files available for review by representatives of the U.S. Department of Veterans Affairs and State Approving Agencies.
- (8) To provide a certified copy of the school's catalog to VA, when changes are made. (if applicable – high schools are not required to submit catalogs)
- (9) The facility will select an employee to act as the contact person for the VA, and will inform VA and complete a new VA form 22-8794 when a new employee is selected.

**CERTIFICATION**

IT IS HEREBY CERTIFIED THAT: The information contained in this notification form and attachments is true and correct in content and policy and I am aware that the institution or facility must comply with applicable statutes and regulations and that failure to comply may lead to suspension or withdrawal of programs by the VA.

ADMINISTRATIVE OFFICIAL NAME	ADMINISTRATIVE OFFICIAL TITLE
ADMINISTRATIVE OFFICIAL SIGNATURE	DATE