

FOR NON-ACCREDITED INSTITUTIONS

(Institutions not accredited by an accrediting body recognized by the US Department of Education)

Thank you for your interest in serving our veterans. Before you submit an application, you should ensure that your institution and/or program(s) will qualify. Here is important information you should review, prior to filing an application.

A non-accredited institution is one that does not have accreditation status with the U.S. Department of Education, as indicated on the attached link (<http://ope.ed.gov/accreditation/Search.aspx>). This Application FAQ sheet will assist you in determining if your school meets the minimum standards for CSAAVE approval. Please ensure that your school is able to meet **ALL** of the requirements, **before requesting an Application.**

VETERAN STUDENTS SHOULD NOT BE SOLICITED FOR ENROLLMENT PRIOR TO A GRANT OF APPROVAL

What to expect

- Approval does not guarantee veteran student enrollment
- VA benefit payments may be paid directly to the veteran student in the form of a monthly living allowance and does not correspond to the cost of tuition
- The CSAAVE does not:
 - Assist in the recruitment or enrollment of veterans
 - Publicize or maintain a list of approved schools
 - Solicit veterans on behalf of schools
 - Provide consultative services
 - Assist in the collection of payment for educational services

Approval requirements

- No fees are required for the application process.
- School **must** possess an Institutional Approval to Operate by the California Bureau for Private Postsecondary Education (BPPE) **and/or** the program must be approved by another State regulatory and governing authority (Example: Cosmetology – BBC, Home Health Aide/CNA – DHS, LVN – BVNPT, Pharmacy Technician – Board of Pharmacy, Dental Technician – Dental Board, etc.).
- School **must** have continuous ownership **and** operation in the same location for at least two years. Applications that fail to provide evidence of Approval, continuous ownership, **and** two-year operation in the same location will be returned.
- Religious or BBPE exemption or accreditation candidacy does not qualify as Approval.
- All non-college degree programs must have a vocational objective and lead to employment in a vocation/trade.
- CSAAVE **does not** approve the following education/training programs:

Refresher	Correspondence	Vocational Rehabilitation	Career enhancement
Avocational	Personal development	Recreational	Short-term career
Corporate	Continuing education	Certification	

- Practical training is only approved for medical and dental technology programs.
- It is suggested that programs be at least 200 hours in length (unless HHA/CNA – 40 hour programs), since benefits are paid monthly, based on the weekly schedule of attendance.
- School must evaluate all prior education/training and award credit where applicable.
- Programs **cannot** be/include distance learning, correspondence courses, or on-line training.
- Maximum non-refundable enrollment fee is \$10.00 and the school must have a 100% pro-rata refund policy.
- School must have **audited** financials prepared in accordance with GAAP.
- School must maintain completion/placement data and supporting documentation for each program.

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Application approval process

- The Approval process will take a minimum of 90 days (reviewed in the order in which they are received)
- Incomplete applications will delay the review and approval process
- Submission of an application does not guarantee approval
- An Education Specialist will be assigned to review the application for completeness and be in contact with you
- Once the application is reviewed and deemed complete, the Education Specialist will schedule and conduct an on-site evaluation at no cost to you

Incomplete applications

Applications that fail to meet the minimum requirements will be denied and returned. There is no appeal process for institutions whose application is denied. The following are examples of typical reasons for denial of an application:

1. Nonaccredited non-college degree granting institutions cannot offer education training programs, which are offered in whole or in part by independent study (online instruction or off-site training).
2. Application fails to include evidence of 2 years of continuous operation and approval by the Bureau for Private Postsecondary Education (BPPE) for each proposed program (Copy of the Approved List of Programs must be submitted) (<http://www.bppe.ca.gov/>).
3. Failure to have 2 years of continuous ownership.
4. Failure to submit a Certificate of Status issued by the California Secretary of State's Office identifying the ownership status as a corporation, limited liability company, limited partnership or limited liability partnership not submitted (http://www.sos.ca.gov/business/pdf/be_ircform.pdf).
5. Proposed programs fail to have a vocational objective, which prepare for a specific vocation, trade, or job title
6. Proposed programs are deemed career enhancement, personal development, upward mobility, seminar, certification, or continuing education training classes.
7. Proposed programs are too short (less than 200 hours).
8. Supporting documentation was not submitted or not complete (including copies of other governing agency approvals).
9. Refund policy exceeds the maximum non-refundable registration fee allowed by VA of \$10 for non-accredited schools.
10. School fails to submit **audited** financials prepared in accordance with GAAP for the most recent school fiscal year.
11. Completion/Placement must include verifiable evidence of numbers reported (student names, employer, job titles, starting salary, and placement date) for the most recent school fiscal year(s). Contract placement does not qualify as employment placement.
12. Inadequate policies pertaining to attendance, progress, pro-rata refund policy, and prior credit evaluation.
13. Please refer to the Code of Federal Regulations (Section 21.4254), for further clarification of minimum requirements for Approval at:

<http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&sid=71cfa50977833685e3871f793ba96b7b&rqn=div5&view=text&node=38:2.0.1.1.6&idno=38>

If you determine that your school meets the minimum requirements and may qualify for approval, please email your request to CSAAVE at CSAAVEInfo@calvet.ca.gov