



STATE OF WASHINGTON
WORKFORCE TRAINING AND EDUCATION COORDINATING BOARD
STATE APPROVING AGENCY FOR VETERANS EDUCATION & TRAINING
128 – 10th Avenue SW • P.O. Box 43105 • Olympia, WA 98504-3105 • (360) 709-4600

VA SUBMITTAL CHECKLIST

Reminders for completing your application:

- Type or clearly print all forms
- Retain a copy of all items submitted
- **We cannot accept any items via fax or email (except as noted on form VA9).**

- ___ Form VA 1, Application for Approval
- ___ Catalogs: **Two (2) copies signed, dated, and "Certified as true and correct in content and policy."**
- ___ Form VA 8, Catalog Analysis / Checklist
- ___ Form VA 9, Approval Information *(this form can be emailed as noted on form)*
- ___ Form VA 10, Occupational Graduate Employment Record
- ___ Form VA 14, Acquisition of Records
- ___ Form VA 20-8206, Statement of Assurance of Compliance with Equal Opportunity Laws
- ___ Form VA 22-1919, Conflicting Interest Certification
- ___ Form VA 22-8794, Designation of Certifying Official *(please add a backup SCO on the form)*
- ___ EFT Memo - Direct Deposit Information
- ___ Copy of the Enrollment Agreement/Contract *(include the additional refund policy for VA students)*
- ___ Prorated Refund Addendum (Non-accredited schools only)
- ___ CPA Certified Financial Statement **reflecting solvency** (Non-accredited schools only)
- ___ Student Handbook (2 copies if not incorporated into the school catalog)
- ___ Copy of Approval or License Issued by Other State Agency (If required to operate school)
- ___ Copy of all marketing materials used by the school during the previous twelve months
- ___ Accreditation Letter (Accredited schools only)