



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

APPLICATION PROCESS FOR VETERANS APPROVAL

Thank you for your interest in applying for veterans approval of your institution's program(s). This packet contains all of the required forms and instructions.

1. Preparing Your Application Packet

Mail your **completed** application packet to this office using the address above. Your packet must include all fully completed forms listed on the VA Submittal Checklist Form. Wherever possible, please type your information. If not possible, please print legibly. **If you have any questions about any of the forms or the approval process, please contact this office *prior* to the submission of your application packet. The application will not be accepted without all forms completed. Please remember to keep a copy of all items submitted for your own records.**

2. Our Review

After our receipt, your application packet will be carefully reviewed by staff. This review takes **approximately 60 days** from our receipt. You will be notified of any discrepancies, missing items, and/or other issues as soon as possible.

3. Site Inspection Visit

You will be contacted by SAA staff to schedule an inspection site visit. The purpose of this visit is for our staff to determine if your facility meets applicable VA requirements. These inspections are approximately 60 minutes in length.

4. Approval or Denial

Approval: If you meet the applicable requirements, our agency, the Workforce Training and Education Coordinating Board, will send you a letter approving your program(s). Our letter will advise you that your **final approval** will follow from the Veterans Administrative Regional Office. Their letter will provide you with instructions on the enrollment/certification of students who wish to use their VA benefits at your institution. **Please remember that you cannot proceed to advertise for, recruit, or enroll veterans until final approval letter with instructions and required forms are received from the Department of Veterans Affairs Regional Office. Please note that it may take up to three months to receive the final approval from the Department of Veterans Affairs Regional Office.**

Denial: If you do not meet the applicable requirements, you will be sent a letter from the Workforce Training and Education Board, State Approving Agency outlining the reason(s) for denial.

Please contact this office with any questions or concerns:

John Murray, Veterans Program Specialist
(360) 709-4627
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