**Catalog Checklist-Nevada-Revised Approval-Completed by SCO or School Official**

Complete the following by inserting the page number where the required information can be found in your catalog. If the item is on multiple pages, please indicate so in the “page #” box.

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| **SCHOOL NAME** | | **CATALOG NUMBER** | **EFFECTIVE DATE OF CATALOG** |
| **School Address and All Branch/Extension sites.** | | **Primary Certifying Officials** | **Has there been a change of address or ownership since the last approval?**  **Y N** |
| **PAGE #** | **REQUIREMENT** | | |
|  | List of governing body/owners names NAC 394.381 (6)(b) | | |
|  | List of **all** faculty members (NRS 394.465 and NAC 394.485 for *schools licensed by CPE and Cosmetology/Truck Driving).* | | |
|  | Entrance requirements NAC 394.381 (d) | | |
|  | Significant dates such as registration periods and add/drop dates, business hours, school hours, **start and stop dates of each term or course of study.** NAC 394.381 (c) | | |
|  | Description of the facility, equipment, available space including all locations within the state that training is conducted at. *(NAC 394.381 (6)(i)).* | | |
|  | Description of placement services offered (*NAC 394.381 (6)(d)).* | | |
|  | Credit for previous training (must state “required” for all postsecondary education for students receiving VA Education benefits if the school does not have such policy for all students) *(38 CFR 21.4253, 21.4254, 21.4263.* | | |
|  | Description of licensure and accreditation status, as applicable NRS. 394.441 | | |
|  | Refund policy that is fair and equitable to students *(NRS.394.449 for schools licensed by CPE and accredited). The refund policy for VA beneficiaries attending non-accredited schools is requires the pro-rated for the entire number of days of the program (CFR 21.4255).* | | |
|  | **CPE Licensed Schools Only:**  The catalog must provide an explanation of the Account for Student Indemnification per NRS 394.441. Specifically that there is an account for student indemnification which may be used to indemnify a student or enrollee who as suffered damage as a result of: discontinuance of operation or violation by such institution of any provision of NRS 394.383 to 394.560. Please review NRS 394.553 for further clarification. | | |
|  | Conduct of students to include description of unsatisfactory conduct and action taken by school for such conduct. *(CFR-21.4253 (1)(iii) and CFR 21.4254 (7)).* | | |
|  | Tuition charges to include complete description of all charges and expenses for each program or course, including registration fees, equipment, etc. For non-accredited programs the fees must be detailed per 38 CFR 21.4254, NRS 394.441 | | |
|  | Standards of progress  a) Identification of grading system or method of progress evaluation.  b) Minimum progress standards including definition of unsatisfactory progress.  c) Include policy for incomplete grades and timeframes.  d) Description of action/remedy for students not making satisfactory progress to include conditions of readmission for those dismissed.  e) Graduation Requirements  *(NAC 394.381 (6)(e)) 38 CFR 21.4253 (d)(1)(iii). 38 CFR 21.4254 (b)(7)* | | |
|  | Attendance  a) List of maximum number of absences allowed  b) Definition of absence, excused, unexcused, leave of absence, tardiness, make-up work, etc.  c) Action taken by school for excessive absences  *(NAC 394.381(6)(f)) 38 CFR 21.4253 (d)(1)(iv). 38 CFR 21.4254 (b)(5)* | | |
|  | Program description to include all required units, courses, classes, or subjects, and total hours or credits required for graduation. Briefly describe each *course* to show objective, content, and length, in hours or credits. If applicable, list and describe all special classes or courses. NAC 394.441, 38 CFR 21.4253, 21.4254 | | |
|  | Statement regarding progress records kept by the institution and furnished the student. NAC 394.441 (3) | | |
|  | Independent study **(IHL only)** description. This includes prescribed training that does not have regularly scheduled meetings and interaction is through electronic media (internet, distance education, individual correspondence courses, ect.). (*Distance Education-* 38 *CFR 21.4267)* | | |
|  | For distance education, please provide the name and location in which the training originates from. For example a corporate office and or where the servers are located. This could be out of state. | | |
|  | Practical training **(accredited)** and OJT **(non-accredited)** description if part of the program or course and is mandatory for graduation, supervised by the school and graded and the student remains enrolled during these courses. *(38 CFR 21.4262). Please include the comment of “practical training” on the Program Approval list in comments.* | | |
|  | Cooperative. This is related employment experience arranged for and supervised by the school as a supplemental activity rather than a required for program completion. *(38 CFR 21.4257)* | | |
|  | Development/Remedial/Deficiency Courses as described by CFR 21.4200 (s)(t)(u). | | |
|  | Graduate level programs only: Please provide the number of credit hours that constitute full-time, ¾ time, half time, and less than half time. | | |
|  | Contracted Training: Please provide the page numbers of the programs in which there is training being provided by another entity and/or school. In addition, please provide on letterhead a list of these programs, specific courses, and name/address of the facility and a signed copy of the contract/MOU for each program. Please note that this training can only be considered for approval if the contracted facility is approved by the SAA. | | |
|  | Please indicate pages number of any training that has limited enrollment due to the training facility size or curriculum requirements. | | |

***Code of Federal Regulations common references: Non-Accredited Courses—38 CFR 21.4254 and 38 CFR 21.4255. Accredited Courses: 38 CRF 21.4253. Reporting: 38 CFR 21.4203.***

I agree to the following:

* To immediately report applicable changes to the State Approving Agency: Including change of location, additional facilities, New and removed programs, accreditation status.
* 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)).
* To maintain a written record of the previous education and training of the eligible person or Veteran that clearly indicates that the appropriate credit has been given by the educational institution for previous education and training, with the training period shortened proportionately (38 USC 3680 (b)(s).
* To not certify eligible persons or Veterans in courses disapproved or prior to the approval of the State Approving Agency of jurisdiction.
* To report enrollment and any interruption or termination without delay of the education of the eligible person or Veteran (within 30 days of the incident).
* The institution must not engage in enrollment practices of any type, which are erroneous, deceptive, or misleading either by actual statement, omission, or intimidation.
* To make student’s files available for review by representatives of the U.S. Department of Veterans Affairs and the State Approving Agency.
* The institution maintains a written record of previous education and training of the eligible persons that clearly indicates that appropriate credit has been given by this institution for previous education and training, with the training period shortened proportionately.
* To provide a certified copy of the school’s catalog to the State Approving Agency when changes are made.
* The school will select an employee to act as the contact person for VA, and will inform the VA and complete a new VA Form 22-8794 (Designation of Certifying Official) when a new employee is selected.
* I certify that our institution does not provide any commission, bonus, or other incentive payments based directly or indirectly on securing enrollments to any employee or student.
* I certify that I understand that the term “GIBILL®” is a registered trademark and that our website, advertising, and published documents use this term in accordance with VA guidance. For more information; <http://www.benefits.va.gov/gibill>.

I certify that:

*The information contained in this notification from and all other supporting documents (including the catalog) is true and correct, in content and policy. I am aware that the institution or facility must comply with applicable statues and regulations and that failure to comply may lead to suspension or withdrawal of programs by the State Approving Agency/VA.*

Signature of Administrative Official or School Certifying Date

Name and Title of Administrative Official or School Certifying Official

***School Name***

Program Approval List

***Effective XXXXXXXXX XX, 20XX***

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| **Current Programs** | **Award** | | **Credits/**  **Hours** | | **Page #** | **On**  **License (CPE Only)?** | **Previously Approved?** | | | **Vocational**  **Objective**  **Noted**  ***(Degree seeking or for non-degree seeking must note the vocational objective)*** | **Comments** | |
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|  | | **Programs Not Seeking Approval or Programs that were previously in your Catalog/WEAMS that are no longer being offered. Please indicate a teach-out date or withdraw date for these programs.** | | | | | | | | | | |
| **Program** | **Award** | | **Credits** | **Page #** | | | |  | **Teach-Out/Withdrawn Effective Date** | | | **Comments/Reason** |
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