OMB Control No. 2900-0950
Respondent Burden: 20 Minutes
Expiration Date: 05/31/2029

U.S. Department of Veterans Affairs

Participation Agreement For Veterans Employment Through High Technology Education Courses (VET TEC 2.0) Program

HOW TO FILE THIS AGREEMENT:
Please email this agreement, worksheets, and any required attachments to ELR-VETTEC.VBABUF@VA.GOV.
You do not need to send a hard copy agreement via U.S. mail.

PART I: GENERAL INFORMATION

1. TO REQUEST APPROVAL UNDER THE VET TEC 2.0 PROGRAM, YOUR FACILITY MUST OFFER TRAINING PROGRAMS IN ONE OR MORE OF THE FOLLOWING HIGH-DEMAND TECHNOLOGY FIELDS *(Select all categories that apply to your programs submitted for approval)*

☐ **COMPUTER PROGRAMMING.** Involves writing code to create software applications and systems. Key aspects include:

- Using various programming languages such as Java, Python, and Kotlin.
- Designing and developing computer programs for different devices and purposes.
- Problem-solving and logical thinking to create efficient algorithms.
- Testing and debugging code to ensure proper functionality.

☐ **COMPUTER SOFTWARE**. Encompasses the development and management of software applications. It may include:

- Software development lifecycles and methodologies.
- Creating applications for different platforms (desktop, mobile, web).
- Understanding software architecture and design patterns.
- Implementing user interfaces and backend systems.

☐ **MEDIA APPLICATION.** Refers to the use of digital media in various contexts. It may include:

- Web technologies and development.
- Game animation and design.
- Virtual Reality (VR) and Augmented Reality (AR) development.
- Digital content creation and management.

☐ **DATA PROCESSING.** Involves manipulating and analyzing data to extract useful information. Key aspects include:

- Database concepts and management.
- Data analytics and visualization.
- Big data processing techniques.
- Data governance and management.

☐ **INFORMATION SCIENCES.** Involves focus on the study of information, its management, and its applications in various fields. It may include:

- Information systems design and management.
- Information organization and retrieval.
- Information ethics and security.
- Human-computer interaction and user experience design.

REVIEW OF PROGRAMS
YOU MUST SUBMIT THE LIST OF PROGRAMS FOR WHICH YOU ARE REQUESTING APROVAL ON VA FORM 22-10401a AND PROVIDE THEIR COMPLETION RATES ON VA FORM 22-10401b.

2A. NAME OF ORGANIZATION	2B. VA FACILITY CODE *(If known)*

3A. PHYSICAL ADDRESS	3A. MAILING ADDRESS *(if same, leave blank)*

4. ORGANIZATION WEBSITE ADDRESS

PART II: INSTITUTION CONTACTS

5A. NAME OF PRIMARY SCHOOL CERTIFYING OFFICIAL *(leave blank for initial approval request)*	5B. PRIMARY SCHOOL CERTIFYING OFFICIAL EMAIL ADDRESS *(Leave blank for initial approval request)*

PART III: CERTIFICATION AND SIGNATURE OF AUTHORIZING OFFICIAL

ADDITIONAL DOCUMENTATION

- You must complete the attached WORKSHEET in its entirety and initial all certifications and acknowledgments.
- You must submit a list of all programs for which you are requesting approval on VA Form 10401a, and their completion rates on VA Form 10401b.
- You must submit expert instructor credentials on VA Form 10401c.
- VA may also require additional information or documentation to process a Training Provider Participation Agreement in order to meet applicable federal, state or local laws.

I CERTIFY THAT:

- I am authorized to enter the school or training establishment into a binding agreement with the Department of Veterans Affairs.
- This agreement, catalog, or bulletin, along with all accompanying statements and supporting documentation submitted with this request for approval, are accurate and truthful in content and policy to the best of my knowledge and belief.
- This approval request applies to all approved training sites of the Training Provider unless specifically noted otherwise.

6A. NAME AND TITLE OF AUTHORIZING OFFICIAL	6B. SIGNATURE OF AUTHORIZING OFFICIAL	6C. DATE SIGNED *(MM/DD/YYYY)*

6D. EMAIL ADDRESS	6E. TELEPHONE NUMBER

WORKSHEET - VET TEC 2.0

PART I OF WORKSHEET: GENERAL INFORMATION

REVIEW OF PROGRAMS - To comply with VA requirement for program approval, schools must also submit:

- A list of all programs for which they are requesting approval on VA Form 10401a, and
- Program completion rates on VA Form 10401b, and
- Expert instructor credentials on VA Form 10401c

1. TELL US WHY YOU ARE SUBMITTING THIS PARTICIPATION AGREEMENT

☐ **INITIAL APPROVAL:** This is a request for initial approval to be designated as an institution with programs eligible for participation in the VET TEC 2.0 benefit program.

☐ **RE-APPROVAL:** This is a request for a full re-approval of currently approved VET TEC 2.0 programs and may include a yearly catalog review or if catalog is not updated yearly, a required 36-month re-approval.

☐ **MODIFIED APPROVAL:** This is a request for approval that does not require a full catalog review and may include addendum to approved catalog, adding, withdrawing, or updating programs, expert instructors, policies, tuition, and fees, etc. These changes must be reported within 30 calendar days of the change.

***For any approval requests that are not initial approvals, utilize the remarks section to clearly outline what you are requesting to be approved and only complete the sections of this agreement that pertain to the approval request.**

2. EXTENSIONS: PLEASE LIST EXTENSION SITES FOR WHICH YOU ARE SEEKING APPROVAL, INCLUDING THE NAME AND COMPLETE PHYSICAL ADDRESS.

	2A. NAME OF EXTENSION TRAINING SITE	2B. COMPLETE PHYSICAL ADDRESS
☐ Add ☐ Remove		
☐ Add ☐ Remove		
☐ Add ☐ Remove		
☐ Add ☐ Remove		

3. IF MORE THAN FOUR EXTENSIONS, PLEASE ATTACH A LIST OF ADDITONAL EXTENSIONS (ANNOTATING IF THE EXTESION IS TO BE ADDED OR REMOVED) WITH YOUR AGREEMENT.

4A. THE INSTITUTION IS CLASSIFIED AS:

☐ PUBLIC ☐ PRIVATE-FOR-PROFIT ☐ PRIVATE NON-PROFIT

4B. THE INSTITUTION IS CLASSIFIED AS:

☐ INSTITUTE OF HIGHER LEARNING (IHL) ☐ NON-COLLEGE DEGREE (NCD)

5. HAS THE TRAINING PROVIDER BEEN CONTINUALLY IN OPERATION, ENROLLING STUDENTS IN THE PROGRAMS SEEKING APPROVAL, AND ABLE TO CONFER DIPOMAS OR CERTIFICATES FOR THE PREVIOUS 12-MONTH PERIOD?

☐ YES ☐ NO *(If "No, please do not proceed filling out this form).*

6. HAS THE TRAINING PROVIDER EXPERIENCED A CHANGE-OF-OWNERSHIP IN THE PREVIOUS 12-MONTH PERIOD

☐ YES ☐ NO *(If "Yes", provide details below. Include relevant dates and details on the impact these changes had on the Training Provider).*

7. WHAT IS THE STATE GOVERNING BODY THAT AUTHORIZES YOUR FACILITY TO OPERATE? *(If you are exempt from state authorization, please cite the reason your facility is exempt.)*

8. THE INSTITUTION IS CLASSIFIED AS:

☐ ACCREDITED ☐ NONACCREDITED

9. IF APPLICABLE, PROVIDE NAME(S) OF INSTITUTIONAL ACCREDITING AGENCIES RECOGNIZED BY THE U.S. DEPARTMENT OF EDUCATION

10. WHAT TYPE OF TRAINING MODALITIES ARE YOU REQUESTING APPROVAL FOR? *(You may check more than one box. Not all modalities are approvable for all facilities. VA will determine which training modalities are approvable at your facilities.)*

☐ **RESIDENT TRAINING.** Face-to-face interaction of instructor and student in the same physical location during regularly scheduled times throughout the term or school program.

☐ **NON-RESIDENT TRAINING - DISTANCE LEARNING.** Training which uses one or more technologies to deliver instruction to students who are separated from each other and from the instructor instead of regularly scheduled resident class sessions. **NOTE:** An accredited Institution of Higher Learning (IHL) or an accredited public or nonprofit institution that provides education at the postsecondary level and is considered an area career and technical education school (under 20 U.S.C. 2302(3)) or a postsecondary vocational institution (under 20 U.S.C. 1002 (c)) may certify distance training under VET TEC 2.0. An exemption may be granted to Non-College Degree (NCD) schools and non-accredited schools who do not meet the requirements above once the Training Provider has been approved to offer programs under VET TEC 2.0 for at least five years.

☐ **HYBRID TRAINING.** Any combination of face-to-face instruction and interaction which uses one or more technologies to deliver instruction to students who are separated from each other and from the instructor instead of regularly scheduled class sessions. **NOTE:** A Training Provider must meet the requirements to certify non-resident training-distance learning, as described above, in order to certify hybrid training.

PART II: INFORMATION REGARDING TRAINING PROVIDER CATALOG OR OTHER FACILITY PUBLICATIONS

NOTE: If the Training Provider only uses brochures and not a formal catalog, VA will treat the brochures as a catalog for this review process. All information requested must still be provided in the school's written brochures.

11. PROVIDE THE FOLLOWING INFORMATION SHOWN IN THE TRAINING PROVIDER'S CATALOG/PUBLICATIONS.

ALL FACILITIES MUST COMPLETE THE BELOW AREAS:

11A. INFORMATION REQUESTED	11B. PUBLICATION IDENTIFYING DATA *(If applicable - The document(s) should include volume, number, and date of publication.)*	11C. INFORMATION PROVIDED ON PAGE(S)
TRAINING PROVIDER'S NAME, ADDRESS, AND TELEPHONE NUMBER		
NAME OF GOVERNING BODY, CORPORATE OWNER, AND BOARD MEMBERS		
LISTING OF INSTITUTION'S ADMINISTRATORS, SCHOOL OFFICIALS, AND MISSION/PURPOSE OF TRAINING PROVIDER		
CALENDAR OF THE SCHOOL SHOWING HOLIDAYS, BEGINNING AND ENDING DATE OF EACH TERM, AND OTHER IMPORTANT DATES		
INSTITUTION'S GRADING SYSTEM		
INSTITUTION'S GRADUATION REQUIREMENTS		
ACADEMIC PROBATION, SUSPENSION, AND REENTRANCE POLICIES		
INSTITUTION MAINTAINS RECORDS OF GRADES AND TRANSCRIPTS (MINIMUM OF THREE YEARS)		
INSTITUTION'S POLICY ON GRANTING CREDIT FOR PRIOR EDUCATION AND TRAINING. WHILE THE INSTITUION IS REQUIRED BY LAW TO REQUEST AND EVALUATE EACH STUDENT'S PREVIOUS TRAINING HISTORY, THE LAW DOES NOT REQUIRE THE STUDENT TO PROVIDE THESE RECORDS, NOR IS THE INSTITUTION REQUIRED TO OBTAIN TRANSCRIPTS ON A STUDENT'S BEHALF. IF PRIOR CREDIT IS GRANTED, THE INSTITUTION MUST SHORTEN THE PROGRAM ACCORDINGLY.		
ACCREDITED FACILITIES ONLY: U.S. DEPARTMENT OF EDUCATION RECOGNIZED ACCREDITATIONS FOR THE TRAINING PROVIDER		
INSTITUTION'S POLICY RELATING TO STUDENT CONDUCT AND CONDITIONS FOR DISMISSAL FOR UNSATISFACTORY CONDUCT		
LISTING OF PROGRAM DESCRIPTIONS AND/OR OUTLINES *(You must also submit the list of programs for which you are requesting approval on VA Form 22-10401a).*		
SUBJECTS OR UNITS IN THE COURSE, TYPE OF WORK, OR SKILL TO BE LEARNED, AND APPROXIMATE TIME AND CLOCK HOURS TO BE SPENT ON EACH SUBJECT OR UNIT **(INCLUDING BREAKDOWN OF THEORY AND SHOP HOURS)**		
DESCRIPTION OF AVAILABLE SPACE, FACILITIES, AND EQUIPMENT TO SUPPORT QUALITY TRAINING		
EVIDENCE THAT THE EDUCATIONAL AND EXPERIENCE QUALIFICATIONS OF DIRECTORS, ADMINISTRATORS, AND INSTRUCTORS TEACHING COURSES FOR WHICH APPROVAL IS SOUGHT ARE ADEQUATE		
EVIDENCE THAT PROGRAMS DESIGNED TO PREPARE AN INDIVIDUAL FOR EMPLOYMENT IN A HIGH TECHNOLOGY OCCUPATION AS WELL AS INDUSTRY CERTIFICATIONS MEET SUCH STANDARDS		
EVIDENCE THAT SHOWS EXPERTISE IN IDENTIFYING PROFESSIONS IN NEED OF NEW EMPLOYEES TO HIRE, TAILORING THE HIGH-TECH PROGRAMS TO MEET MARKET NEEDS AND IDENTIFYING THE EMPLOYERS LIKELY TO HIRE GRADUATES		
INSTRUCTORS TEACHING THE HIGH TECHNOLOGY PROGRAMS ARE EXPERTS IN THEIR RESPECTIVE FIELDS WITH AT LEAST TWO YEARS EXPERIENCE, DEMONSTRATED INDUSTRY KNOWLEDGE, CURRENT CERTIFICATIONS AND OR CONTINUING EDUCATION CREDITS *(You must also submit Expert Instructor Credentials on VA Form 10401C).*		
DETAILED LISTING OF TRAINING PROVIDER'S TUITION, FEES, AND OTHER CHARGES		

PART II: INFORMATION REGARDING TRAINING PROVIDER CATALOG OR OTHER FACILITY PUBLICATIONS (Continued)

11A. INFORMATION REQUESTED	11B. PUBLICATION IDENTIFYING DATA *(If applicable - The document(s) should include volume, number, and date of publication.)*	11C. INFORMATION PROVIDED ON PAGE(S)
ATTENDANCE POLICY WHICH INCLUDES: 1. EXCUSED/UNEXCUSED ABSENCES; 2. TARDINESS; 3. EXCESSIVE ABSENCES; 4. MAKE-UP WORK; AND 5. INTERRUPTION FOR UNSATISFACTORY ATTENDANCE		
ENROLLMENT LIMITS AND NUMBER OF WEEKLY CLOCK HOURS *(For a student to be considered full-time, VA requires a minimum of 18 clock hours per week for primarily classroom/theory based training, or a minimum of 22 clock hours per week for primarily shop/hands on based training)*		
SCHOOL POLICY ON ADMISSIONS/ENROLLMENT WITH RESPECT TO ENROLLMENT DATES AND SPECIFIC ENTRANCE REQUIREMENTS FOR EACH COURSE		
SUPPORT SERVICES OFFERED FOR GRADUATE PLACEMENT WITHIN FIELD OF STUDY		

NOTE: Provide an addendum on institution letterhead signed by the Training Provider authorizing official for any information requested above that is not currently listed in the school catalog or other school publication.

REVIEW OF PROGRAMS - YOU MUST ALSO SUBMIT THE LIST OF PROGRAMS FOR WHICH YOU ARE REQUESTING APPROVAL ON VA FORM 22-10401a.

PART III: INFORMATION REGARDING OPERATIONAL STATUS OF THE TRAINING PROVIDER

12. HAS ANY FEDERAL OR STATE GOVERNMENT ENTITY TAKEN ADVERSE REGULATORY ACTION AGAINST THE TRAINING PROVIDER SUCH AS PLACING THE TRAINING PROVIDER ON A PROVISIONAL CERTIFICATION STATUS OR OTHER PUNITIVE ACTION?

☐ YES ☐ NO *(If "Yes", please explain the circumstances that led to the adverse regulatory action below).*

13. HAS THE TRAINING PROVIDER BEEN NAMED AS A DEFENDANT IN ANY LITIGATION RELATED TO ITS TRAINING PROGRAMS?

☐ YES ☐ NO *(If "Yes", please explain the circumstances and the result of the litigation below).*

14. **ACCREDITED FACILITIES ONLY:** HAS THE TRAINING PROVIDER BEEN SUBJECT TO PROBATION, SUSPENSION, AN ORDER TO SHOW CAUSE RELATING TO THE EDUCATIONAL INSTITUTION'S ACADEMIC POLICIES AND PRACTICES OR TO ITS FINANCIAL STABILITY OR REVOCATION OF ACCREDITATION?

☐ YES ☐ NO *(If "Yes", please explain the circumstances and the result of the litigation below).*

15. **NON-ACCREDITED FACILITIES ONLY:** THE TRAINING PROVIDER IS FINANCIALLY SOUND AND CAPABLE OF FULFILLING ITS COMMITMENTS FOR TRAINING. THE TRAINING PROVIDER AGREES TO SUBMIT WITH THIS AGREEMENT FINANCIAL DOCUMENTATION TO SUBSTANTIATE FINANCIAL SOUNDNESS.

(Examples of documentation may include copies of tax returns, or financial reports that demonstrate the financial position of the institution or establishment, as prepared by any appropriate third-party entity. New facilities are requested to submit 24 months of financial data to determine financial soundness. Please contact VA for additional guidance if needed.)

☐ YES ☐ NO *(If "No", explain the circumstances below).*

PART IV: TRAINING PROVIDER CERTIFICATION AND ACKNOWLEDGEMENTS

16. **ALL FACILITIES -** THE INSTITUTION CERTIFIES THE FOLLOWING STATEMENTS:

- The institution complies with all applicable laws and regulations relating to the approval of courses of education within the state of the Training Provider and policies governing the VET TEC 2.0 program.
- During the five-year period preceding the date of this approval request, the institution has:
  - o Not been subject to, or been party to, a contract with any individual or entity that has been subject to any adverse administrative or judicial action related to instruction or training, including with respect to the quality of education provided by the institution or establishment, and that resulted in a fine or penalty amounting to five percent or more of the funding provided to the institution or establishment under Title IV of the Higher Education Act of 1965 for the fiscal year preceding the year in which the agreement is submitted.
  - o Not employed an individual or been party to a contract with any individual or entity that has been convicted of a federal fraud charge related to the instruction or training provided by the institution or establishment.

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PART IV: TRAINING PROVIDER CERTIFICATION AND ACKNOWLEDGEMENTS (Continued)

17. **ALL FACILITIES -** THE INSTITUTION MUST RETAIN THE COMPLETE HISTORICAL ACADEMIC RECORD AND ACCOUNT INFORMATION OF VA STUDENTS FOR THREE YEARS FOLLOWING THE ENDING DATE OF THE LATEST PERIOD OF ENROLLMENT CERTIFIED TO VA.

- Maintain sufficient records to show the progress of each VA student and to promptly inform VA when the conduct or progress of any VA student is not satisfactory in accordance with the regularly prescribed standards and practices of the institution.
- Institution will evaluate credit for previous education and training of VA students and shorten the training program appropriately.
- Institution only admits students meeting admission standards into programs and if enrollment agreements are used, are completed, and signed by each student.
- Institution will only certify to VA courses that are required for completion of the student's program.
- Institution will charge both VA and Non-VA students the same tuition, fees, and other related miscellaneous amounts for the costs of attendance.
- Institution can establish the last date of attendance and will report to VA within 30 days of that date when an eligible VA student formally withdraws from the school or ceases to attend classes.
- The institution will agree to promptly inform VA when a student completes/graduates from the program, and will notify VA within 30 days of the change when any VA student:
  - o Has changes in hours of credit or attendance, or
  - o Has interrupted or discontinued a course or program of study, giving the date(s) of withdrawal, and the reason(s), if known, or
  - o Receives grade(s) for any course(s) that will not be used when computing graduation requirements.

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18. **ALL FACILITIES -** TRAINING PROVIDER UNDERSTANDS THE FOLLOWING IMPORTANT PROGRAM REQUIREMENTS AND/OR LIMITATIONS:

- Training Providers will be financially responsible to VA for the payments made directly to the educational institution pursuant to the VET TEC 2.0 Program.
- Provider must select an employee to act as a VA contact person (School Certifying Official) and will complete a new VA Form 22-8794, Designation of Certifying Official, whenever an employee is added or removed from the role.
- Any Training Provider that has 100 or more students certified using VA education benefits must have VA Annual Reporting Fees (ARFs) deposited into an account that is a separate from the general fund. Institutions with less than 100 students may deposit VA Annual Reporting Fees (ARFs) into either a merged or general funds account. Regardless of the number of VA students, the ARF funds must be used to support certifying enrollments or other veteran programs.
- The Training Provider prior to the enrollment of a student, must provide the individual with information regarding the following: graduation rates; if available, job-placement rates for graduation of the course; information regarding the acceptance of institution transfer of credits, including military credits; any conditions or additional requirements, including training, experience, or examinations, required to obtain the license, certification, or approval for which the course of education is designed to provide preparation; and other information to facilitate comparison by the individual of aid packages offered by different educational institutions.
- Accredited Schools Only - The Training Provider acknowledges the Training Provider may be suspended or withdrawn from eligibility if the Training Provider is the subject of a negative action, including sanction or probation, made by the institution's accrediting agency.

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19. **ALL FACILITIES -** TRAINING PROVIDERS THAT PARTICIPATE IN THE VET TEC 2.0 PROGRAM MUST AGREE TO ELECTRONIC FUNDS TRANSFER (EFT) DIRECT DEPOSIT TRANSACTIONS FOR THE PAYMENT OF FUNDS OWED TO THE PROVIDER.

Training Providers must include the following direct deposit information on school letterhead with this Participation Agreement:

- Name of Training Provider
- Address of Training Provider (street number, city, state)
- Tax Identification Number
- Facility Code(s) (if established)
- Name of Financial Institution
- Address of Financial Institution
- Nine-digit Routing Number
- Account Number and Type of Account (checking or savings)

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20. **NONACCREDITED FACILITIES ONLY -** THE FOLLOWING ARE REQUIREMENTS FOR PARTICIPATION. VA MUST BE ABLE TO VERIFY THE FOLLOWING INFORMATION USING THE SUBMITTED DOCUMENTATION OR OTHER PUBLISHED INFORMATION.

- The institution complies with all local, city, county, municipal, state, and federal regulations such as fire, building, and sanitation codes.
- The institution's owners, administrators, and directors are of good reputation and character to provide quality training.
- Courses taught at this Training Provider are consistent in quality, content, and length with similar courses in public schools and other private schools in the State, with recognized accepted standards.

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PART V: SUBMISSION OF MARKETING MATERIALS

REVIEW OF ADVERTISING AND MARKETING - WITH THIS AGREEMENT, YOU MUST ALSO SUBMIT THE FOLLOWING ADVERTISING OR RECRUITING MATERIALS YOUR FACILITY USES:

- A copy of any recruiting or advertising materials you may use. VA is required to review any information that advertises VET TEC 2.0, GI Bill, or veterans' benefits. (Advertising may include but is not limited to: Scanned brochures, Internet advertising markups, newspaper inserts, etc.)
- Please include information about any third-party contracts or organizations you may use to recruit students.
- Any graduation rates/placement rate data you may publish, with a citation of the source for this data.

TRAINING PROVIDER UNDERSTANDS THE FOLLOWING IMPORTANT REQUIREMENTS AND/OR LIMITATIONS REGARDING ADVERTISING PRACTICES:

- Training Providers will not engage in advertising and/or enrollment practices of any type, which are erroneous, deceptive, or misleading either by actual statement, omission, or intimation. This includes any of the following practices:

  o **Misleading Statements:** Communication, action, omission, or intimation made in writing, visually, orally, or through other means, that has the likelihood or tendency to mislead the intended recipient of the communication under the circumstances in which the communication is made. Such term includes the use of student endorsements or testimonials for an educational institution that a student gives to the institution either under duress or because the institution required the student to make such an endorsement or testimonial to participate in a program of education.
  o **Misrepresentation:** Any false, erroneous, or misleading statement, action, omission, or intimation made directly or indirectly to a student, a prospective student, the public, an accrediting agency, a state agency, or to the Secretary by an eligible institution, one of its representatives, or any person with whom the institution has an agreement to provide education programs, marketing, advertising, recruiting or admissions services.
  o **Substantial Misrepresentation:** Misrepresentation in which the person to whom it was made could reasonably be expected to rely, or has reasonably relied, to that person's detriment.
  o **Limitations on Commissions, Bonuses, and Other Incentive Payments:** An educational institution with a course or program of education approved and/or entity that owns such an educational institution, shall not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollments or financial aid to any persons or entities engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance.
  o **Aggressive Enrollment Practices:** Carries out deceptive or persistent enrollment practices, including on military installations, that consist of any automatic enrollment or renewal of enrollment in courses and programs of education.
  o **Aggressive Recruiting:** Carries out deceptive or persistent recruiting practices, including on military installations, that consist of making three or more unsolicited contacts to a covered individual by phone, email, in-person, during a 1-month period or engaging in same-day recruitment and registration.
  o **Lead Generating Activity:** Any internal person or third-party entity receiving any compensation directly or indirectly based upon initiating VET TEC 2.0 or GI Bill beneficiary interest to secure GI Bill enrollments, course or program completions by a student, or financial aid in an education and training institution with at least one approved GI Bill program.
  o **Payment of Inducements:** The Training Provider does not pay inducements, including any gratuity, favor, discount, entertainment, hospitality, loan, transportation, lodging, meals, or other item having monetary value of more than a de minimis amount, to any individual, entity, or its agents including third party lead generators or marketing firms other than salaries paid to employees or fees paid to contractors, in conformity with all applicable laws for the purpose of securing enrollments of covered individuals or obtaining access to educational assistance under Title 38, with the exception of scholarships, grants, and tuition reductions provided by the education institution.

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TRAINING PROVIDER UNDERSTANDS THE FOLLOWING IMPORTANT REQUIREMENTS AND/OR LIMITATIONS REGARDING TRADEMARKS:

- Training Providers are prohibited from using “VET TEC 2.0” or "GI Bill" in any manner that directly or indirectly implies a relationship affiliation, or endorsement affiliation with the Department of Veterans Affairs.
- Training Provider agrees to adhere to the VA GI Bill Trademark Terms of Use. If you choose to use the words "GI Bill" in advertising, the trademark symbol "®" must be placed at the upper right corner of the trademarked phrase in the most prominent place at first usage; such as the title of a brochure, form, or the very top of web pages and the following trademark attribution notice must be prominently visible: *"GI Bill ®" is a registered trademark of the U.S. Department of Veterans Affairs (VA)."* More information can be found at: Trademark Terms of Use - Education and Training (va.gov)

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PART VI: OTHER INFORMATION SUBMITTED

21. REMARKS *(If you need more space, please attach the additional remarks to the Participation Agreement.)*

PART VII: ADDITIONAL TRAINING PROVIDER AGREEMENTS

Part VII: SECTION A-PREFERENTIAL TREATMENT

VA gives Training Providers preferential treatment to encourage job-relevant skills, industry connections, and positive outcomes for Veterans. Preferential treatment aligns with VET TEC 2.0's overall goal of helping Veterans transition into high technology occupations quickly.

Upon request, VA shall give preference to a VET TEC 2.0 Training Provider under one of the three options listed below (Select only one):

☐ **Option A: Employment success rate:** Seventy percent of the graduates of the approved high technology program obtain full-time employment in the field of study within the milestone of 180-days after graduation from the program.

☐ **Option B: Tuition reimbursement guarantee:** Tuition and fees paid will be refunded to the VA if the graduate does not obtain full-time employment in the field of study within 180 days of program completion.

☐ **Option C: Employment success rate AND Tuition reimbursement guarantee**.

Benefits Of Preferential Treatment:

- Special designation on the VET TEC 2.0 website
- Opportunity to request waiver of 85/15 requirements

Payment Effect of noncompliance:

- A debt for all tuition and fees paid will be created when it is found that a preferred provider is not in compliance with the Preferred Provider qualification(s), regardless of option chosen.
- The institution is not allowed to charge students for any debt the institution owes to VA.
- The institution may be converted to non-Preferred Provider status or disapproved as a Vet Tec 2.0 Training Provider.

INSTITUTION PREFERENCE REQUEST:

☐ WITH PREFERENCE *(as selected above)* ☐ WITHOUT PREFERENCE

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The Training Provider also agrees to the following terms and conditions outlined in Sections B through H below, in addition to what is already listed in this agreement.

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Part VII: SECTION B-GENERAL

	1. The Training Provider understands, while a student's enrollment in a program to continue their education meets the requirements for payment, the primary focus of the VET TEC 2.0 program is for Veteran graduates to obtain employment in the field of study within 180 days of completing the program and the high-tech program is designed to achieve this employment goal.
	2. Training Providers recognize and acknowledge they have an obligation to support Vet Tec 2.0 students in securing and maintaining employment following program completion.
	3. Training Providers acknowledge that VA reserves the authority to suspend or disapprove a program if the graduates are not predominantly employed in positions related to their field of study.
	4. Training Providers acknowledge that VA reserves the authority to limit, suspend or disapprove a program if VA observes a pattern of students entering continuing education instead of obtaining employment within the field of study.
	5. VET TEC 2.0 students must be enrolled in a term that begins on or after July 1, 2026, and on or before September 30, 2027; not more than 4,000 individuals may participate in the VET TEC 2.0 program in any fiscal year. Note: By Law, the number of participants who may participate in the program per fiscal year is limited and subject to change by Congress. (38 U.S. Code 3699C(a)(2)).
	6. The program of education is delivered directly by the institution itself, rather than outsourced to or provided by another entity through a contractual agreement or other arrangement.
	7. The Training Provider when requesting approval for new programs will provide the job placement rate of graduates who secured employment in the field of study of the high technology program within the milestone of 180 days of completing the program.
	8. The program(s) for which the Training Provider is seeking approval cannot lead to a standard college degree.
	9. The program for which the Training Provider is seeking approval must be a minimum of 6 weeks long and cannot exceed 28 weeks in length; self-paced and open enrollment programs are ineligible for approval under the VET TEC 2.0 program.
	10. The tuition and fees charges for a program at a proprietary institution cannot exceed the private school tuition and fees cap established by VA for the academic year in which enrollees enter the VET TEC 2.0 approved program. See Post-9/11 GI Bill (Chapter 33) Rates | Veterans Affairs for private school academic year caps. Tuition and fee charges at a public institution cannot exceed the institution's in-state tuition and fee rate.
	11. Instructors teaching the high technology programs are experts based on industry certification and/or the following capabilities reflecting teaching proficiency and real-world experience in their respective fields: • **Identifying Workforce Needs:** Instructors must show they can identify professions that need employees, adapt programs to meet current market demands, and pinpoint employers likely to hire program graduates. • **Teaching Effectiveness:** Instructors must prove their ability to effectively teach the skills offered to Veterans enrolled in the program. • **Relevant Industry Experience:** Instructors need to provide evidence of their practical experience in the industries related to the training programs. • **Demonstrated Expertise**: Instructors must also demonstrate their expertise in the specific fields covered by the programs. NOTE: You must also submit Expert Instructor Credentials on VA Form 10401c.

Part VII: SECTION B-GENERAL (Continued)

12. VA shall not approve an enrollment in any course for an eligible Veteran for any period during which more than 85 percent of the students enrolled in the high technology program are having all or part of their tuition, fees or other charges paid for them by the educational institution or by VA under VET TEC 2.0, or any other VA educational assistance program under Title 38 or Title 10. This rule does not apply to tuition, fees, or other charges paid through a compliant institutionally funded payment plan that requires the outstanding balance is paid no later than 180 days after the end of the relevant term, quarter, semester, or enrollment period, and is paid in full before students can begin training for the next term or other enrollment period beginning on or after the expiration date of the payment plan.

85/15 Waiver: The waiver process is an exception to the general rule, which aims to prevent programs from specifically targeting Veterans' benefits and to ensure program quality by requiring a mix of students from the general population. The waiver process is as follows:

- VA will waive the 85% enrollment restriction for Preferred Providers who request and are granted a waiver.
- VA may waive the 85% enrollment restriction if it is determined to be in the interest of both the Veteran and the Federal Government.
- VA must prescribe regulations detailing the criteria and process for granting such waivers.
- If a waiver is granted VA must submit a report to the Committees on Veterans Affairs of the Senate and House of Representatives within 30 days of issuing the waiver.
- The report must explain the rationale for granting the waiver and how it serves the interests of both the Veteran and the Federal Government.

13. The Provider will follow all certification instructions provided in the VET TEC 2.0 Certifying Official Handbook.

14. The Provider understands VA reserves the right to send a representative to the Provider's facility to conduct a compliance survey in accordance with 38 U.S.C. §3693 to ensure continued compliance with all applicable provisions of law.

15. Training Providers cannot charge VET TEC 2.0 students directly for tuition and fees with the intent of refunding future VET TEC 2.0 tuition and fee payment to the Veteran. Training Providers must maintain a billing ledger for each student that delineates any debits and credits to the account. All payments will be made by VA at the identified VET TEC 2.0 milestones.

16. Training Providers must notify VA within 30 days of becoming subject to any of the following actions or events:

- The receipt of payments under heightened cash monitoring level 2 payment method as per §487(c)(1)(B) of the Higher Education Act of 1965 (20 U.S.C. 1094).
- Punitive action taken by federal entities (Attorney General, Federal Trade Commission, or other Federal department or agencies for misconduct or misleading marketing practices that violate standards set by Secretary of Veterans Affairs.
- Punitive action taken by a State against an educational institution.
- The placement of an educational institution on provisional certification status by the Secretary of Education
- The Loss, or potential loss of accreditation from an accrediting agency or association, including:
  - Notice of probation
  - Suspension
  - Order to show cause related to academic policies, practices or financial stability
  - Revocation of accreditation

Part VII: SECTION C-VA PAYMENTS

SECTION 212 OF PUBLIC LAW 118-210 AUTHORIZES VA TO PAY:

- **Mandatory Tuition and Fees**: All mandatory tuition and fee costs charged by the Training Provider, which are paid directly to the Training Provider, as outlined in the payment schedule provided below. Note: Tuition and fees paid to any non-public institution cannot exceed the private school tuition and fees cap established by VA for the academic year in which the enrollee enters the VET TEC 2.0 approved program. Tuition and fees paid to any public institution cannot exceed the institution's in-state tuition and fee rate.

- **Monthly Housing Allowance (MHA):** A monthly housing allowance is paid by VA directly to the Veteran depending on if they are attending in-residence or online and is always paid in arrears.
  - When there is a break in training (such as a holiday break) greater than 7 consecutive calendar days, MHA payments are not authorized for the break period. During the month(s) in which a break occurs, the Veteran will receive a pro-rated MHA payment.

- **Books and Supplies Stipend:** A books and supplies stipend is paid by VA directly to the Veteran on or after the first day of a term or other enrollment period.

VA PAYMENT SCHEDULE:

Section 212 of Public Law 118-210 authorizes VA to pay mandatory tuition and fees to the Training Provider based on the following milestones:

- **25%** of the net payable tuition and fees will be paid upon receipt of the initial Enrollment Certification for the Veteran.
  - The Veteran must attend at least one day of class in order to meet the VA's definition of “initial enrollment”.
  - Enrollment Certifications cannot be submitted more than 30 days prior to the student's start date.
  - If it is subsequently determined that the student did not attend any class sessions, a debt will be created for the tuition and fees paid regardless of the school's published refund policy.

- **25%** of the net payable tuition and fees will be paid upon the Veteran's successful completion of the program:
  - Successful completion of the program means that the Veteran has successfully completed all required training and has received a graduation certificate from the Training Provider.

- **50%** of the net payable tuition and fees will be paid once the Veteran meets one of three milestones:
  - The graduate finds employment in their field of study within 180 days after graduation and works for at least 180 days in that employment.
  - The graduate is hired by, and remains employed by, the Training Provider for at least 365 days.
  - The graduate enrolls in a new program in the same field to continue their education with the same Training Provider or at a new institution.

RELEASE OF FINAL PAYMENT:

For VA to release the final tuition and fees payment once one of the final 50% payment milestones above are met, both the Veteran and the Training Provider must certify the milestone using VA Form 22-10299, Veterans Employment Through High Technology Education Courses (VET TEC 2.0) Employment or Further Educational Pursuit Certification.

- The VA Form 22-10299 should be submitted by the Training Provider; not the student.
- The Training Provider must submit supporting documentation with the VA Form 22-10299 and keep all documentation on file for 3 years following the end date of the latest enrollment period certified to VA for the student.
- VA will only extend the 180-day requirement milestone to find employment if the Veteran is called to Active Duty or for extenuating circumstances, VA will evaluate such circumstances on a case-by-case basis. The 180-day period will be extended by the length of the call-up when less than 90-days.

Part VII: SECTION D-TRAINING PROVIDER REPORTING REQUIREMENTS

Training Providers are required to submit data to VA that supports VA in compiling the elements outlined below for its annual report to Congress. Providers are expected to deliver accurate and timely information to fulfill these reporting obligations, ensuring adherence to VA standards for monitoring program performance and evaluating outcomes effectively.

1. **Enrollment and Completion Data:**
   - The number of Veterans enrolled in the program.
   - The number of Veterans who completed a high technology program of education during the reporting year.
   - The reason why each Veteran who did not complete the program dropped out of the program.
2. **Employment Milestone Outcomes:**
   - The average employment rate of Veterans who completed such programs at measured milestone within 180 days after completion.
   - The average time between program completion and employment.
3. **Employment in Technology:**
   - The total number of Veterans employed in high technology-related positions after completing the program.
   - The average salary of these Veterans, broken down by geographic areas.
4. **Salary Comparisons:**
   - A comparison of the average salary of Veteran program graduates employed in high technology with the average salary of all individuals in similar positions related to high technology within the same geographic areas.
5. **Further Education:**
   - The number of Veterans who completed one program and subsequently enrolled in a second program under the field of study for continued skill development and career advancement in technology related fields.

Part VII: SECTION E-TERMINATION OF PROGRAM PARTICIPATION AGREEMENT

VA will terminate, i.e., withdraw approval of this Training Provider participation agreement if any of the terms and/or approval conditions within this agreement are violated.

- Should VA terminate the participation agreement midterm, VA will:
  - Continue to pay for all Veterans currently enrolled in the formerly approved program.
  - Terminate the Provider's access to the enrollment manager system, so the Provider will need to report all changes to VETTEC.VBABUF@va.gov
  - Not make any payments for any Veterans not already enrolled with the Training Provider under this agreement.
- If the agreement was terminated due to willful or negligent failure of the Training Provider to report excessive student absences from a course, or discontinuances, or interruptions, or willful or negligent false certification:
  - VA may pursue school liability procedures and seek recoupment from the Training Provider for all monies paid to both the Training Provider and the Veteran as a result of those acts.
- The Training Provider may terminate this agreement only by formal written notification with 30 days' notice sent from the authorized representative of the terminating Training Provider to the VET TEC 2.0 Education Liaison Representative via ELR-VETTEC.VBABUF@VA.GOV. In no case will any termination be effective, nor will any terminations be attempted outside of these stated requirements. Should the Training Provider terminate this participation agreement:
  - The Training Provider remains obligated to complete the training of all Veterans currently enrolled in the program (“teach-out”).
  - VA will continue to pay for all Veterans currently enrolled in the formerly approved program.
  - VA will terminate the Training Provider's access to the Enrollment Manager system; the Training Provider then will need to report all enrollment changes to VETTEC.VBABUF@va.gov.
  - VA will not make any payments for any Veterans not already enrolled with the terminated Training Provider.

Part VII: SECTION F-AMENDMENTS TO THIS AGREEMENT

Amendments to this agreement must be made in writing and signed by an authorized representative of the Training Provider and VA official. Oral or unilateral amendments will not be valid. Terminations may only be carried out unilaterally if done in accordance with the terms outlined in this agreement.

Part VII: SECTION G-DISPUTES WITH THIS AGREEMENT

Should disagreements arise as to the interpretation of the provisions of this agreement that cannot be resolved between the Training Provider and the VET TEC 2.0 Education Liaison Representative, the area(s) of disagreement will be reduced to writing by each party and presented to the ELR Supervisor and Team Chief for resolution. If settlement cannot be reached at this level, the disagreement will be raised to the Executive Director of Education Services of VA for final resolution.

Part VII: SECTION H-DECISION REVIEW/APPEAL PROCESS

- VA shall establish and maintain a review process for Training Providers that have been determined not to meet certain requirements in order to be approved under the VET TEC 2.0 program. This provision aims to create a formal mechanism for Training Providers to appeal decisions that affect their eligibility to provide VA-approved education programs and ensures congressional oversight of the process through required reporting.
  - VA will allow Training Providers to request a review of such determinations.
  - VA has the option to consult with state approving agencies (SAAs) regarding the review process or specific review.
  - VA will report to the Senate and House Committees on Veterans' Affairs within 180 days of establishing or revising this process.
- Training Providers that request a review/appeal of the approval decision are given a limited window of opportunity to provide context or explanations for their circumstances:
  - The Training Provider must submit their request for review within 30 days after the start of the term, quarter, or semester affected by the determination.
  - The Training Provider is allowed to submit any information they believe is relevant to their case.
  - This can include information they think VA should have considered when making the original determination.
  - The Training Provider can present mitigating circumstances that may explain or justify their situation.

VET TEC 2.0 TRAINING PROVIDER
COURTESY TRAINING PROVIDER AGREEMENT CHECKLIST

(Please ensure that all items listed below are included with your agreement submission.)

1. AGREEMENT COMPLETED

☐ Complete Agreement

- The agreement must be fully completed, including the request to be a Training Provider (with or without preference).
- For all yes/no questions on the agreement, explanations or additional information provided as required.

☐ Certification and Signature of Authorizing Official

- The section for the certification and signature of the authorizing official must be completed and signed, affirming that the information provided is accurate and that the official is authorized to bind the organization.

☐ Training Provider Certification and Acknowledgements

- The authorizing official must initial each applicable area of this section acknowledging the Training Provider's agreement and responsibilities.

☐ Submission of Marketing Materials

- The authorizing official must initial this section to confirm submission of all required advertising materials.

☐ Additional Training Provider Agreements

- The authorizing official must initial this section to confirm understanding and acceptance of all terms and conditions.

2. SUPPORTING DOCUMENTATION SUBMITTED

☐ Copy of VA Form 22-8794 and new SCO Training Certificates

☐ Copy of VA Form 22-1919 Conflicting Interests Certification (for private institutions only)

☐ Copy of VA Form 10-0144a Statement of Assurance (for private institutions only)

☐ Copy of Current Catalog

☐ Addendum - A document on institution letterhead, signed by the Training Provider's authorizing official, providing any requested information that is not currently listed in the school catalog or other school publication.

☐ Program List Spreadsheet (22-10401a) - Make sure to complete all sections.

☐ Student Completion Rates Spreadsheet (22-40401b) - Complete all sections and provide data covering a minimum of one full year.

☐ Blank Copy of Enrollment Agreement, if applicable

☐ Blank Copy of Graduation Certificate

☐ Copy of Advertising Materials

☐ Copy of the Lease and Description of Available Space and Facilities (pictures welcome) - Lease should demonstrate current authorization for occupancy of the space and must extend beyond the end date of any possible course the Training Provider could offer.

☐ Copy of Direct Deposit Information on Company Letterhead

- ✓ Name of Training Provider
- ✓ Address of Training Provider (street number, city, state)
- ✓ Tax Identification Number
- ✓ Facility Code(s) (if established)
- ✓ Name of Financial Institution
- ✓ Address of Financial Institution
- ✓ Nine-digit Routing Number
- ✓ Account Number and Type of Account (checking or savings)

☐ One Year Minimum - Proof that the programs you are seeking to have approved have been offered for at least one year.

☐ Comparable Program - Proof that the courses, curriculum, and instruction for the programs submitted for approval are consistent in quality, content, and length with recognized industry standards or similar accredited programs.

☐ Graduate Employment Outcomes - Provide specific employment data on the graduates of the programs you are seeking to have approved. If available provide at least one year of data to include student program, position, and salary.

☐ Nonaccredited Training Providers Only - Provide proof (need to provide per training site location as applicable) that the facility is in compliance with all local, city, county, municipal, state and federal regulations including:

- ✓ Copy of state approval to operate as a business in the state
- ✓ Copy of state approval to offer education programs in state (if state does not require or exempt from requirement, provide proof of exemption)
- ✓ Safety inspection
- ✓ Fire, sanitation/building codes
- ✓ Liability insurance

☐ Nonaccredited Training Providers Only - Evidence of financial soundness.

- ✓ Copy of a financial statement prepared by an independent certified public accountant which conforms to generally acceptable accounting principles

Or

- ✓ Copy of balance sheets, income statements, tax forms, etc

Accredited Training Providers Only - Proof of current accreditation with U.S. Department of Education recognized accreditations.

3. CATALOG

☐ Training Providers Name, Address, and Telephone Number

☐ Identifying Data Such as Volume, Number, and Date of Publication

☐ Governance and Organizational Information

- ✓ List of Administrators and School Officials
- ✓ Name of Governing Body
- ✓ Corporate Owner
- ✓ Board Members
- ✓ Mission/Purpose of Training Provider

☐ Calendar Showing Holidays, Beginning, and Ending Dates of Each Term, and Other Important Dates

☐ Grading System, Graduation Requirements, Academic Probation, Suspension, and Reentrance Policies

☐ Retention of the Complete Historical Academic Record for a Minimum of 3 Years Following the Ending Date of the Latest Enrollment Period Certified, and the Method for Students to Obtain Copies of Grades and Transcripts

☐ Admissions/Enrollment Policy on Enrollment Dates and Specific Course Requirements

☐ Attendance Policy and Enrollment Limits

☐ Policy on Granting Credit for Prior Education and Training

☐ Policy on Student Conduct and Conditions of Dismissal for Unsatisfactory Conduct

☐ Program Structure and Instructional Details

- ✓ Listing of Program Descriptions and/or Outlines
- ✓ Subjects or Units in the Course
- ✓ Type of Work or Skill to be Learned
- ✓ Approximate Time and Clock Hours to be Spent on Each Subject or Unit (including breakdown of theory and shop hours)

☐ Detailed Listing of Tuition, Fees, Other Charges

☐ Description of Facility

- ✓ Available Space
- ✓ Facilities
- ✓ Equipment to Support Quality Training

☐ Support Services Offered for Graduate Employment Placement and Maintenance

4. EXPERT DOCUMENTATION

☐ Expert Credentials Checklist spreadsheet (10401c) Submitted with Each Instructor Listed

☐ Current Resume Submitted for Each Instructor

- ✓ Training Provider Must Be Listed as a Current Employer
- ✓ Instructor Must Have a Minimum of Two Years' Work Experience in High-Technology Field of Study

☐ Industry Certifications Submitted for Each Instructor (as applicable)

☐ Proof of Continuing Education for Each Instructor Who Does Not Have Current Certifications in the Field of Study (as applicable)

☐ Two Letters of Reference in Field of Study for Instructors Who Do Not Have Current Certifications in the Field of Study (as applicable)

☐ Additional Documents That Can Support Expert Qualifications

- ✓ Proof of State Approval to Teach Course
- ✓ Postsecondary Degree in Field of Study
- ✓ Completion of Train the Trainer or Online Instructor Courses
- ✓ Passing Content Mastery Exams or Field Evaluations
- ✓ Demonstration of Strong Communication/Curriculum Design and Instructional Skills

☐ Training Provider Expertise

- ✓ Evidence that the Training Provider identifies Professions with Strong Demand for New Employees
- ✓ Evidence that High-Technology Programs are Tailored to Current Labor-Market Needs
- ✓ Evidence that the Training Provider Identifies Employers Likely to Hire Program Graduates

COMMON REASONS FOR DENIAL

- Facility Offers No Programs in Designated High Technology Fields of Study
- Facility Offers No Programs That Have Been Offered for a Minimum of One Year
- Low Program Placement Numbers or Insufficient Proof Provided
- Facility Offers All Programs Through Open Enrollment or Self-Paced Learning Modalities
- Facility Does Not Meet Minimum and/or Maximum Term Length Requirements
- Insufficient Catalog, Policies, and/or Standards of Academic Progress
- Insufficient Proof of Financial Soundness
- Non-Compliance with Requirements/Limitations Regarding Advertising Practices
- Non-Compliance with VA Approval Requirements or Other Federal, State, or Local Government Requirements
- Program/Course Taught by a Third Party

PRIVACY ACT INFORMATION: VA will not disclose the information collected on this form to any source other than what has been authorized under the Privacy Act of 1974 or Title 5, Code of Federal Regulations 1.526 for routine uses (i.e., civil or criminal law enforcement, congressional communications, epidemiological or research studies, the collection of money owed to the United States, litigation in which the United States is a party or has an interest, the administration of VA programs and delivery of VA benefits, verification of identity and status, and personnel administration) as identified in the VA system of records, 58VA21/22/28, Compensation, Pension, Education, and Veteran Readiness and Employment Records - VA, published in the Federal Register. Your obligation to respond is required in order to obtain or retain benefits. Giving us your SSN account information is mandatory. Applicants are required to provide their SSN under Title 38 U.S.C. 5101 (c) (1). The VA will not deny an individual benefit for refusing to provide your SSN unless the disclosure of the SSN is required by Federal Statute of law in effect prior to January 1, 1975, and still in effect. Information that you furnish may be utilized in computer matching programs with other Federal or State agencies for the purpose of determining your eligibility to receive VA benefits, as well as to collect any amount owed to the United States by virtue of your participation in any benefit program administered by the Department of Veterans Affairs.

RESPONDENT BURDEN: An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this project is 2900-0950, and it expires 05/31/2029. Public reporting burden for this collection of information is estimated to average 20 minutes per respondent, per year, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate and any other aspect of this collection of information, including suggestions for reducing the burden, to VA Reports Clearance Officer at **vapra@va.gov**. Please refer to OMB Control No. 2900-0950 in any correspondence. Do not send your completed VA Form 22-10401 to this email address.