







# Georgia Department of Veterans Service

## Serving Those Who Served

The GDVS is a state government agency established to serve Georgia's veterans and their families in all matters pertaining to veterans benefits.



# Commissioner Mike Roby





# GDVS Missions

- Administration
- Health & Memorials
- Benefits
- Appeals
- Veterans Education & Training
- Public Information



# Veterans Education & Training Division

(State Approving Agency – SAA)

## Protecting the GI Bill

The SAA is responsible for approving and supervising all Georgia educational institutions and training establishments offering education and training to veterans under Titles 10 and 38 of the U.S. Code.

# SCHOOL NOTES

## (POINTS OF CONTACT)

### APPROVAL ISSUES (SCHOOL & STUDENT)

#### **Georgia Department of Veterans Service**

State Approving Agency (SAA)  
Floyd Veterans Memorial Bldg., Suite E-970  
Atlanta, Georgia 30334-4800  
(404) 656-2306 or 2322  
FAX (404) 657-6276

#### **SAA State Supervisor:**

Mr. Larry Edwards,

#### **SAA Coordinators:**

Mr. Mark Bannister,  
Mr. Lily Snyder,  
Mr. Bobby Davis,  
Mr. Harry D. Stumpf,

#### **E-Mail Address:**

[saaga@vs.state.ga.us](mailto:saaga@vs.state.ga.us)

[saasmb@vs.state.ga.us](mailto:saasmb@vs.state.ga.us)

[saals@vs.state.ga.us](mailto:saals@vs.state.ga.us)

[saabjd@vs.state.ga.us](mailto:saabjd@vs.state.ga.us)

[saahds@vs.state.ga.us](mailto:saahds@vs.state.ga.us)

### CERTIFICATION ISSUES (SCHOOL USE ONLY)

#### **Atlanta VA Regional Office**

1700 Clairmont Road, NE  
Decatur, Georgia 30033-4032

#### **Education Liaison Office**

(404) 929-3001, FAX (404) 929-5811

#### **Education Liaison Representative - Mr. Rick Middleton**

(404) 929-3003/(E-mail) [Richard.Middleton1@va.gov](mailto:Richard.Middleton1@va.gov)

#### **Compliance Surveys – Ms. Janeill Rivers**

(404) 929-3127/(E-mail) [Janeill.Rivers@va.gov](mailto:Janeill.Rivers@va.gov)

#### **Compliance Surveys - Mr. Michael A. Rogers**

(404) 929-3006/(E-mail) [Michael.Rogers1@vba.va.gov](mailto:Michael.Rogers1@vba.va.gov)

#### **Work Study Program – Mr. Smedly**

(404) 929-3010

#### **Electronic Certification – Mr. Terry Mercer**

(404) 929-5532

#### **VA Vocational Rehabilitation**

(404) 929-3152

### GEORGIA STATE CLAIMS COUNSELORS

**(Represent veterans in claim pursuit with the VA)**

#### **Georgia Department of Veterans Service**

1700 Clairmont Road, NE  
Decatur, Georgia 30033-4032  
(404) 929-5345  
FAX (404) 929-5347

### BENEFIT APPLICATION/CLAIMS STATUS (SCHOOL & STUDENT)

(All Education Chapters)

Atlanta VA Regional Office  
P.O. Box 100022  
Decatur, Georgia 30031-7022  
(888) 442-4551

[www.gibill.va.gov](http://www.gibill.va.gov) Select “Submit a Question”

**(Send secure E-Mail to DVA)**



# State Approving Agency Personnel

404-656-2322 / 2306

State Supervisor: Larry Edwards

Area 1 Coordinator:

Area 2 Coordinator: Bobby Davis

Area 3 Coordinator: Frank Kollig

Area 4 Coordinator: Lily Snyder



# Veterans Education & Training Division

(State Approving Agency – SAA)

- Over 1,630 schools and training establishments are approved for veterans to use their VA educational benefits
  - Over 390 approved schools
  - Over 1,240 approved training establishments
- Over 21,000 veterans are currently using their VA educational benefits in Georgia
  - 16,400 are in the Post-9/11 GI Bill



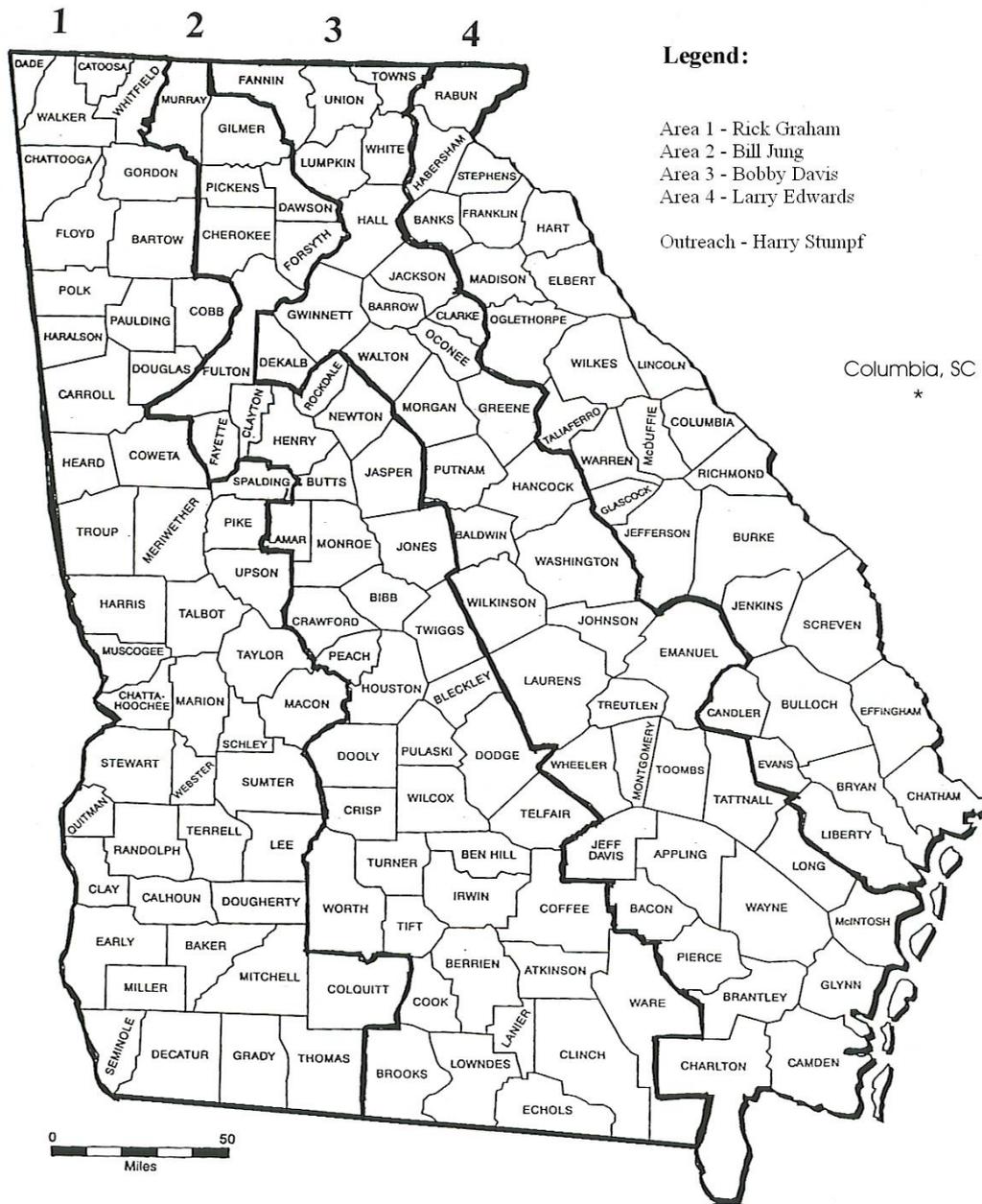














# VA Certifying Official

- Is the Face of VA to the student.
- Is the subject-matter expert on all VA issues.
- Is responsible for all VA actions-Good or Bad.
- Is the Schools “go-to” person for VA issues.  
And
- In any situation concerning VA-gets the blame  
And receives no credit.



# Responsibilities of Certifying Officials

- Certify Enrollment
- Certify Changes in Enrollment
- Secure program approval thru SAA
- Keep the SAA informed of new programs, changes in programs, calendars, institutional changes, etc.
- Keep up-to-date on current VA rules and benefits



# Responsibilities of Certifying Officials

- Assist veterans and eligible dependents in applying for education benefits
- Maintain student's VA folders
- Monitor student's academic progress
- Provide veterans education benefits info
- Designation of Certifying Official VA Form 22-8794



## Responsibilities of Certifying Officials

- Refer to the GI Bill Web Site often
- Attend VA and SAA training opportunities.
- Enroll in VA on-line training
- Member of GAVCO



# Deemed Approved



## The Issue

Effective October 1, 2013, State Approving Agencies were contracted to perform approvals of new and modified NCD programs and contracted standard college degree programs at accredited public and not-for-profit proprietary institutions of higher learning



# Update Approval

Publication of a new catalog means you must complete the forms for the “Update Of Approval For VA Benefits Under Section 3675, Title 38, US Code”.

You must provide:

- Two certified Copies of new Catalog
- VSO Form 70, VSO Form 70-1, VSO Form 70-2, VSO Form 70-3, VSO Form 70-5 (appropriate form only)
- VA Form 22-8794;
- Calendar
- Catalog Approval Requirements Checklist



# Update Approval

- Preparation required for completing VSO Form 70, Update of Approval
- The first check is to compare the current WEAMS with the new catalog.
- The second check is to compare the programs in the new catalog to the WEAMS to see if they are approved .
- The third check is to compare the program length on the WEAMS with the program length in the new catalog. (Not for Degree programs)
- The last check is for program name changes.



DEPARTMENT OF VETERANS SERVICE  
STATE APPROVING AGENCY  
Floyd Veterans Memorial Bldg., Suite E-970  
Atlanta, Georgia 30334

APPLICATION FOR UPDATE OF APPROVAL FOR VA BENEFITS  
UNDER SECTION 3675 & 3676, TITLE 38, US CODE

I. NAME AND ADDRESS OF SCHOOL: **Mayberry College, 123 College Street, Atlanta Ga. 30334**

I A. **EXTENSIONS**

ARE CLASSES TAUGHT AT EXTENSIONS (LOCATIONS IN ADDITION TO ABOVE)? Yes  
No

ARE APPROVED EXTENSIONS AS SHOWN ON WEAMS (VA Form 22-1998) RECORD? YES  
NO N/A

If NO provide an attachment which adds or deletes extensions.

To add Extension(s) : Provide extension Name & full address, 1<sup>st</sup> day of class, programs offered & description.

To delete Extension(s): Provide extension Name & full address, Last day of class, & can students complete programs.

II. CURRENT CATALOG AND HANDBOOK IDENTIFIED BY YEAR(S) COVERED, VOLUME AND NUMBER: **2014 Catalog and 2014 Student Handbook**

(Provide two certified copies of catalogs, handbooks, etc., marked "**I CERTIFY THIS COPY TO BE TRUE AND CORRECT AS TO CONTENT AND POLICY**".)



III. NAME OF ACCREDITING AGENCY RECOGNIZED BY US DEPARTMENT OF EDUCATION: \_\_\_\_\_

IV. LEVEL OF ACCREDITATION: College, Ph.D.    College, Masters    College, Undergraduate  
    Business School    Vocational    High School    Other

V. APPROVAL/REAPPROVAL OF PROGRAMS: (DEGREE MAJORS, DIPLOMAS & CERTIFICATES)  
 ARE THERE CHANGES TO YOUR PREVIOUSLY APPROVED PROGRAMS?  NO.     YES.  
 IF YES, COMPLETE PARAGRAPH VI. FOR NEW PROGRAMS AND/OR PARAGRAPH VII FOR PROGRAMS NO LONGER OFFERED

VI. NEW PROGRAM NAME(S)	DATE FIRST OFFERED	HOURS* THEORY/SHOP/TOTAL			DESCRIPTION CATALOG PAGE**

\*Complete CLOCK (contact) HOURS if your institution is a Non College Degree (NCD) institution.  
 \*\*Attach a program curriculum and course descriptions if not in the catalog.



VII. PROGRAMS  
NO LONGER OFFERED

DATE LAST  
OFFERED

CAN STUDENT  
COMPLETE

		YES	NO
		YES	NO

(over)

VIII. REMEDIAL/DEVELOPMENTAL COURSES [NUMBER & NAME]

DESCRIPTION  
CATALOG PAGE\*


\*Attach a course description if not in the catalog.

IX. PROGRAMS OFFERED JOINTLY WITH OTHER SCHOOLS.  NONE  LISTED BELOW:  
 NAME OF DESCRIPTION SCHOOL CATALOG PAGE\*


\*Attach a program description if not in the catalog.

**Signature of Certifying Official**

**Name and Title of Certifying Official**

**Date**



**X. PRACTICAL TRAINING (i.e., internship, practicum, occupational based instruction (CFR 21.4265))**

Check the appropriate response.

Practical Training courses will not be certified to the VA.

Practical Training courses are offered and will be certified to VA - VSO Form 70-1 is attached.

**XI. INDEPENDENT (i.e., directed study (CFR 21.4267). ON-LINE / INTERNET BASED COURSES (i.e. Courses or Programs that are offered on-line. CFR 21.4267). Cannot be certified for non-college degree programs. Check the appropriate response(s).**

Independent Study courses will not be certified to the VA.

This facility Offers On -Line courses or programs that will be certified to VA.

Independent Study courses are offered and will be certified to VA - VSO Form 70-2 is attached.

**XII. COOPERATIVE TRAINING (i.e., alternating phases of school and on-the-job training when school grants credit for on-the-job portion (CFR 21.4233(a)). Check the appropriate response.**

Cooperative Training will not be certified to the VA.

Cooperative Training is offered and it will be certified to the VA - VSO Form 70-3 is attached.

<b>XIV. OTHER CHANGES TO PREVIOUS APPROVAL:</b>	<b>YES</b>	<b>NO</b>	<b>EFFECTIVE</b>
			<b>DATE</b> <b>Catalog page*</b>
(A) STANDARDS OF PROGRESS AND/OR GRADING SYSTEM			_____
(B) ADMISSION REQUIREMENTS:			_____

\*If change is not in catalog, attach an addendum to the current catalog.

**THIS VSO FORM 70 IS NOT COMPLETE WITHOUT THE ATTACHMENT OF A VSO **FORM 70-5**, "STATEMENT OF SCHOOL OFFICIAL" AND APPROPRIATE VSO FORMS 70-1, 70-2, AND/OR 70-3**

**Signature of Certifying Official**

**Name and Title of Certifying Official**

**Date**



DEPARTMENT OF VETERANS SERVICE  
Floyd Veterans Memorial Building - Suite 970-East  
Atlanta, Georgia 30334

STATEMENT OF SCHOOL OFFICIAL

I certify that I understand the provisions of the Law (Title 38 US Code) under which this approval is made for programs offered veterans and other eligible persons.

I further certify that:

1. Standards of progress
2. A catalog/ bulletin will be given
3. Advertisement
4. The school
5. The school will immediately notify the State Approving Agency (SAA) so that the approval may be amended when any of the following is revised/changed: catalog, bulletin, handbook, approved programs, hours of operation, calendars, and more!
6. The school will maintain a written record
7. The School agrees to maintain a positive attendance record
8. The school will not certify students to the VA until their program has been approved by the SAA
9. The school
10. The school will not certify VA students in a course

\_\_\_\_\_  
Signature of Certifying Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Intuition

\_\_\_\_\_  
Name and Title of Certifying Official

\_\_\_\_\_  
Address:



## VA Form 22-1998

Name: UNIVERSITY OF MAYBERRY

Address: 222 MAIN STREET

Address 2:

Address 3:

City/State/Zip: MAYBERRY, GA 39042

County: HARRISON

Phone:	Type	Number
	Daytime	(228) 295-9225

Fax	(228) 295-9226
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E-Mail: SAAGA@VS.STATE.GA.US

Facility Code: 11987624

Status: Approved on Revision Date: 08/01/2008  
09/01/1975

App Law: 3 - Approved  
Y

Branch N

35%

For All

Location:

Waiver:



Reporting Fee Eligible  
Bar:

Pay List: Y

April Active Y

ELR: First Name Last Name Phone Number  
Reginald Wilkins (404) 929-3044ext.

**Remarks:** Approved extension: Lookout Mountain, Approval update per SAA letter dated 12/12/2008.  
Certifying Official updated per VAF 22-8794 dated 9/20/2010.

Campus name Facility Code Main Branch Indicator  
UNIVERSITY OF MAYBERRY 11987624 Y

Name Title Status Priority  
LARRY EDWARDS REGISTRAR APRVD Primary

Code Description Effective Date Withdrawal  
091 BAART 05/16/1995  
Remarks: 120 CRS

Full Code	Type	Description	Effective Length	Mode	Time	Mode	Date
204	C	Accounting	74	Q	12	Q	1/01/2000



# New Program Approval

The following information is needed to process a request for a new program approval:

- Name of program
- Program Description
- Program Curriculum
- Course Description
- Effective Date (Date first taught)



# New Program Approval

Mayberry University request approval of the following new program.

<u>Program Name</u>	<u>Date First Offered</u>	<u>Description</u>
Health Care Assistant	December 3, 2013	Attached/pg 55, 2016 catalog



# Catalog Approval Requirements Checklist for GI Bill Approved Schools

Attach to approval updates provided to the SAA

School Name: **Mayberry College**

Indicate the catalog page number associated with each of the following approval criteria

Catalog Approval Requirements

Page #

1. Staff and Faculty

\_\_\_\_\_

2. Credit for Prior Education and Training

\_\_\_\_\_

3. Admissions Policy

\_\_\_\_\_

4. Standards of Progress

\_\_\_\_\_

5. Enrollment policy

\_\_\_\_\_

6. Attendance policy

\_\_\_\_\_

7. Conduct policy

\_\_\_\_\_

8. Refund policy

\_\_\_\_\_



# Catalog Approval Requirements Checklist for GI Bill Approved Schools

Attach to approval updates provided to the SAA

School Name: **Mayberry College**

Indicate the catalog page number associated with each of the following approval criteria

## Catalog Approval Requirements

## Page #

9. CO-OP Participation Policy

\_\_\_\_\_

10. Academic Calendar

\_\_\_\_\_

11. Daily Schedule\*

\_\_\_\_\_

12. Tuition and Fees\*

\_\_\_\_\_

13. Facility description\*

\_\_\_\_\_

Any applicable item above not listed the catalog should be attached as an addendum to the catalog.

**Note: \* Indicates catalog approval requirements that apply to Non-Accredited Schools And/or Non-College Degree Schools.**



# Certification Labels

I certify this copy to be true and correct as to content and policy:

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_



# Handouts

- Catalog Approval Requirements Checklist
- Certification Labels
- Checklist in Completing VSO Form 70
- VSO Form 70, Application for Update
- VSO Form 70-1, Other Practical Training
- VSO Form 70-2, Independent Study
- VSO Form 70-5, Statement of School Official



Questions?



**GEORGIA STATE APPROVING AGENCY**

**404-656-2306/2322**