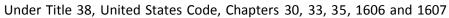
## **MICHIGAN STATE APPROVING AGENCY**

## APPLICATION for APPROVAL for CERTIFICATION TESTS OFFERED BY NONGOVERNMENTAL ORGANIZATIONS





	AP	PLICA	NT INFORMATIO	N		
Name of Organization:		Tax ID:				
Address:						
City: State			:	Zip Code:	Zip Code:	
Point of Contact Name:				I		
Point of Contact Title:		Point of Contact Phone:				
Website Address:						
Fax Number:	Email Address:					
	TESTS FOR \	WHICH	H APPROVAL IS F	REQUESTED		
Name of ertification/Abbreviation Name of Test Required		ired	Fee Charged Prere		requisites	Period Valid #days/mos/yrs
	INSTRUCTIONS	FOR CO	MPLETING AND SUB	MITTING FORM		
Please submit with this		ron co	WI LETING AND 30D			
<ul><li>a. Description o</li><li>b. Requirement</li><li>c. Requirement</li><li>d. Entities that</li></ul>	of test including pu	or rene	ewing license or Certificate			
By signing below, I ack	nowledge that I ha				ions on page	2.
		SIGNA	ATURE OF APPLICAN	NT		
Signature of Applicant:					Date:	
Please print applicant's name:						

## Approval Requirements for Nongovernmental Organizations Offering Certification Tests (38 U.S.C. 3689)

Your certification test(s) can be approved for VA benefits only if you can certify that the following statements are true:

- (1) Your certification test or tests are generally accepted, in accordance with relevant government, business, or industry standards, employment policies, or hiring practices as attesting to a level of knowledge or skill required to enter into, maintain or advance in employment in a particular vocation or profession.
- (2) Your organization is licensed, chartered, or incorporated in Michigan and has offered such tests for a minimum of 2 years before the date on which you sign this application.
- (3) Your organization employs, or consults with, individuals with expertise or substantial experience with respect to all areas of knowledge or skill that are measured by the test and that are required for the license or certificate issued.
- (4) Your organization has no direct financial interest in:
  - (i) the outcome of a test; or
  - \*(ii) organization that provide the education or training of candidates for licenses or certificates required for vocations or professions.

\*The second rule only applies if your certification is "required" for vocations or professions. If your certification is required for employment and your organization provides training to obtain the certification or your organization owns or partly owns an organization that provides such training, then you would <u>not</u> meet this requirement.

- (5) Your organization maintains appropriate records with respect to all candidates who take such a test for a period prescribed by VA, but in no case for a period of less than 3 years.
- (6) (i) Your organization promptly issues notice of the results of the test to the candidate for the license or certificate.
  - (ii) Your organization has in place a process to review complaints submitted against the organization with respect to a test your organization offers or the process for obtaining a license or certificate required for vocations or professions.

Note: VA recognizes that "promptly" varies because of a variety of circumstances. The review process does not necessarily have to be in writing.

(7) Your organization will furnish VA the details of individual tests upon request including personal identifying information, fee payment, and test results. Such information shall be furnished in the form prescribed by VA and may include submission by paper, email or other electronic means.

Note: VA may ask you to verify test data about particular individuals as claims are received. If your organization requires the individual to authorize release of this data, VA will obtain such authorization.

Upon request, your organization will make all appropriate records pertaining to the test data of veterans or other eligible person under title 38, United States Code, available for examination by VA or its representatives.

Mail completed application and required attachments to:

State of Michigan, Workforce Development Michigan State Approving Agency 201 N. Washington Square, 4th Floor Lansing, MI 48913