

MICHIGAN STATE APPROVING AGENCY

APPLICATION for APPROVAL for CERTIFICATION TESTS OFFERED BY
NONGOVERNMENTAL ORGANIZATIONS
 Under Title 38, United States Code, Chapters 30, 33, 35, 1606 and 1607



APPLICANT INFORMATION			
Name of Organization:		Tax ID:	
Address:			
City:	State:	Zip Code:	
Point of Contact Name:			
Point of Contact Title:		Point of Contact Phone:	
Website Address:			
Fax Number:		Email Address:	

TESTS FOR WHICH APPROVAL IS REQUESTED				
Name of Certification/Abbreviation	Name of Test Required	Fee Charged for Exam	Prerequisites	Period Valid #days/mos/yrs

INSTRUCTIONS FOR COMPLETING AND SUBMITTING FORM

- Please submit with this application:
- a. Description of test including purpose
 - b. Requirements to take test
 - c. Requirements for maintaining or renewing license or certificate
 - d. Entities that recognize the License or Certificate
 - e. Completed VA Forms 20-8206 and 22-8794 with original signatures

By signing below, I acknowledge that I have read and agree to the instructions on page 2.

SIGNATURE OF APPLICANT	
Signature of Applicant:	Date:
<i>Please print applicant's name:</i>	

**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 not 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**