

MICHIGAN STATE APPROVING AGENCY

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



APPLICANT INFORMATION		
Name of Organization:	Tax ID:	
Type of Government Entity:	State	Local
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 License/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
 - b. Requirements to take test
 - c. Requirements for maintaining or renewing license
 - d. 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 Organizations Offering Licensing Test
(38 U.S.C. 3689)

Your license test or tests can be approved for VA benefits only if you can certify that the following statements are true.

- (1) Your organization maintains appropriate records with respect to all candidates who take such a test for at least 3 years.
- (2)
 - (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.

- (3) 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.

- (4) Upon request, your organization will make all appropriate records pertaining to the test data of veterans or other eligible persons under Title 38, United States Code available for examination by VA or its representative.

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**