

## 1. Facility Information

- i** The SAA should complete the following information regarding the facility.
- i** Note: This Job Aid should not be forwarded to the school for completion.

### Name, Facility Code, and Address of Facility

Facility Name:    Facility Code:	Address:
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**Is the current (not out of date) catalog approved by the State Approving Agency?**

- Yes     
  No     
  Pending Approval

**How long has the current (main) School Certifying Official been in position?**

- 2 years or less     
  3+ years

**Did the School Certifying Officials complete the SCO training provided by the VA in response to PL 115-48, Section 305?**

- Yes     No

**Has the institution or any programs been placed on "warning", "probation", "show cause", or other similar classification by an accreditor in the last 2 years? If Yes, please include documentation as part of the RBS.**

- Yes     No     N/A

**Has the institution added any programs in the last 2 years?**

- Yes     No

**If programs have been added in the last two years, list all added programs below:**

**Has the institution or any programs received a document request or otherwise been subject to investigation by a federal, state, or local agency and/or has your institution been sued within the last three years? If Yes, please include documentation as part of the RBS.**

Yes       No

## 2. ETI Specific Data

Total Graduation/Completion Data for the past three years.

Year: \_\_\_\_\_ Rate: \_\_\_\_\_

Year: \_\_\_\_\_ Rate: \_\_\_\_\_

Year: \_\_\_\_\_ Rate: \_\_\_\_\_

Veteran Graduation/Completion Data for the past three years.

Year: \_\_\_\_\_ Rate: \_\_\_\_\_

Year: \_\_\_\_\_ Rate: \_\_\_\_\_

Year: \_\_\_\_\_ Rate: \_\_\_\_\_

Licensing Pass rates for programs required licensure for the past three years. (If Applicable)

Year: \_\_\_\_\_ Rate: \_\_\_\_\_

Year: \_\_\_\_\_ Rate: \_\_\_\_\_

Year: \_\_\_\_\_ Rate: \_\_\_\_\_

Job Placement Rate data for the past three years. (If Applicable)

Year: \_\_\_\_\_ Rate: \_\_\_\_\_

Year: \_\_\_\_\_ Rate: \_\_\_\_\_

Year: \_\_\_\_\_ Rate: \_\_\_\_\_

### 3. Student Documents

**i** The SAA should request the facility to provide individual student files (with the items below included) and labeled with the student's last name, then first name.



The following information should be included in each student's digital file:

- Admissions documentation (test scores, HS transcript...)
- Enrollment Agreement
- Degree Evaluation
- Attendance Records
- Student Transcripts
- Standards of Progress Reporting
- Transcripts of Prior Training
- Documentation of Credit for Prior Training
- Student Financial Records (to include Title IV)

### 4. Advertising Documents

**i** The SAA should request the facility to provide all advertising for the period covered by the risk review.

Request all advertising for the previous 24-month period for the risk review, to include but not limited to:

- All digital print and video ads for the period covered, including but not limited to:
  - Information includes scholarships and discounts.
  - Student handouts and brochures.
- All scripts used by enrollment counselors or other recruiters.
- List of all entities you have paid for advertising or marketing.
- All websites created or used by 3rd party contractors for purposes of advertising, marketing or recruitment.



*It is also acceptable to receive a list of static internet links that provide static images. **Facilities should not provide links that are randomized, or that will change...** (e.g. [www.universitofamerica.com/advertising/advertisement1](http://www.universitofamerica.com/advertising/advertisement1)).*

QUESTION?

### 5. Complaint Documents

**i** The SAA should request the facility to provide all available student complaints.

1. Request all complaints for the period covered by risk review, which should include:

- All student complaints made directly to the school.
- Complaints filed by students at any state, federal, or consumer agency including the Better Business Bureau (BBB).


2. SAA should also review all available GI Bill complaints in Salesforce – see “Case Area.”

3. As part of the SAA’s review, a review of other internet sources and social media platforms should be done independently to ensure a full and accurate representation of all complaints.

## 6. Financial Soundness Review

**i** The SAA should request the facility should provide financial statements and reports as listed below.

- The SAA will request the financial statements identified below and enter the information provided by the facility into the Financial Soundness Review Spreadsheet: Prepared Financial Statement(s)
  - Balance Sheet
  - Income Statement
  - Cash Flow Statement
- Compiled Financial Statement(s)
- 90/10 Documentation
- 85/15 Statement of Assurance and Supporting documentation to support calculation.

 Information entered into the Financial Soundness Review Spreadsheet should coincide with the information reported in the documents listed above.

## 7. Contact Information

**i** The SAA should obtain the contact information for all personnel that should be contacted to answer any questions regarding information submitted.

Name:  
 Title:  
 Email:  
 Phone:

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Name:  
 Title:  
 Email:  
 Phone:

Name:

Title:

Email:

Phone:

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Name:

Title:

Email:

Phone:

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