



# OHIO DEPARTMENT OF VETERANS SERVICES STATE APPROVING AGENCY (SAA)

## Approval Criteria for Licensing / Certification and Testing Approval

License and Certification Testing may be approved for U.S. Department of Veterans Affairs (VA) benefits (statutory guidance under title 38 U.S.C. 3675, 3680, 3684, 3689, 3696), if you certify "Yes" to the nine statements under Approval Criteria below and provide the information requested on the Application for Licensing/Certification and Testing Approval.

The State Approving Agency (SAA) shall only approve the application for an organization to provide each test when such organization is found to meet the criteria set forth below. If you are unsure about a requirement, please attach an explanation. If you contract out a function listed in a requirement, please furnish the organizations name/address that handles that function.

If you have any questions about approval requirements or the approval process itself, please contact the State Approving Agency (SAA).

### APPROVAL CRITERIA

1. Does your organization maintain appropriate records with respect to all candidates who take such test for a period of no less than 3 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Does your organization promptly issue testing results to the candidate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Does your organization have in place a process to review complaints submitted against the organization with respect to a test the organization offers or the process for obtaining a license or certificate required for vocations or professions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Will your organization be able to 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 the VA and may include submission by paper, email or other electronic means. <i>Note: The 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, the VA will obtain such.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Upon request will your organization will make all appropriate records pertaining to the test data of veterans or other eligible persons under title 38, U.S.C., available for examination by the VA or its representatives?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Are your certification tests 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Is your organization licensed, chartered or incorporated in the State of Ohio and has offered such tests for a minimum of two years before the date on which you sign this application?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Does your organization employ, or consults with, individuals with expertise or substantial experience with respect to all areas of knowledge or skills that are measured by the test and are required for the license or certificate issued.	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Does your organization have no direct financial interest in; the outcome of the test; or organizations that provide the education or training of candidates for licenses or certificates required for vocations or professions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
The State Approving Agency requires organizations to promptly notify SAA office of any revision to items (1) to (9) above.	

Authorized Representative Signature:
Name of Organization:
Authorized Representative Title & Date: