Department of Defense (DoD)
Voluntary Education Partnership Memorandum of Understanding (MOU)

Verification Application Checklist

The Verification Application Checklist was created as a guide for completing the DoD MOU verification application. Please collect all of the required information and review the definitions prior to completing the verification application. *Data used to populate basic information about the educational institution is extracted from the U.S. Department of Education's (ED) Postsecondary Education Participants System (PEPS).* **An asterisk (*) identifies the fields that will be populated by the latest ED data feed and the remaining fields require your input. If you do not agree with the pre-populated information listed in your application, it is your responsibility to contact the ED to correct the data. For assistance, visit http://www.eligcert.ed.gov.**

The verification application process will take approximately 10 minutes to complete, if your school has no additional locations. *Note: The system will time-out and all data will be lost if no activity within 3o minutes.*

Check "Yes" if you have the information available or "No" if you do not. Once all items are checked "Yes," you are **READY** to begin the verification application process. To get started, log onto: http://www.dodmou.com.

	VERIFICATION APPLICATION CHECKLIST
Yes/No	**Required Information**
	OPE ID (Main institution)
	Institution Name *
	Mailing Address *
	Telephone Number; Fax Number
	Web Site Address (URL)
	Institution Type (Public, Private Non-profit, Proprietary) *
	DoD MOU Duration (5 year term or other)
	Learning Method (Distance Learning, Classroom Learning, Correspondence Learning)
	Source of Accreditation (Regional, National, Programmatic) *
	Tuition Rates – upload current tuition rates
	Available Programs (Career Training, Associates, Bachelors, Masters, Doctorate)
	Point of Contact (First Name, Last Name, Title, Department, Telephone, and Email)
	Complaint Point of Contact (First Name, Last Name, Title, Department, Telephone, and Email)
	Signing Authority (President/CEO/Chancellor of Institution) (First & Last Name, Title, Telephone, Email) The Signing Authority's email is linked to the electronic signature; therefore, the email must reflect their name (first.last@college.edu); no generic emails will be accepted (president@college.edu).
	Institution Additional Locations: Collect all OPE ID numbers assigned to additional locations prior to starting the verification application process. Includes: Point of contact (First Name, Last Name, Title, Department, Telephone and Email)
	Important Notes: **1. "White List" - Regarding Emails: Ensure through your institution's IT personnel that emails from dodmou@srca.net are not on your school's "white list." This email address is used to transmit important information concerning your school's DoD MOU application. It is recommended that both points of contact and the signing authority set up email folders to retain all emails received from dodmou@srca.net.** **2. Additional Locations - It is imperative that you add all of your additional locations prior to submitting this application. If unable to do so at this time, click on "Save" at the end of the application. Your DoD MOU application will be saved on your dashboard for future completion**. **3. Preventing Delays - To prevent delays in the verification process and obtaining DoD's signature on your institution's verification application, please review all data prior to submitting.**

Department of Defense (DoD)
Voluntary Education Partnership Memorandum of Understanding (MOU)

Verification Application Definitions

Effective May 15, 2014, the revision to the Department of Defense Instruction (DoDI) 1322.25, "Voluntary Education Programs," including an appendix containing the DoD Voluntary Education Partnership Memorandum of Understanding (MOU) between DoD Office of the Under Secretary of Defense for Personnel and Readiness (USD(P&R)) and educational institutions was published on the Federal Register.

DoD policy requires educational institutions that wish to participate in the DoD Tuition Assistance (TA) Program to sign an MOU conveying the commitments and agreements between the educational institution and DoD prior to an educational institution receiving funds from a service's TA program.

"All main institutions to include the additional locations must be accredited by an ED-recognized Nationally/Regionally agency, be Title IV certified (per dataset), and VA approved."

OPE ID: Enter your institution's OPE ID number. This number is issued by the U.S. Department of Education's Office of Postsecondary Education (OPE) to identify schools that have Program Participation Agreements (PPA) so that its students are eligible to participate in Federal Student Financial Assistance programs under Title IV regulations. This is a 6-digit number followed by a 2-digit suffix used to identify additional locations (campuses/extensions) and other entities that are part of the eligible institution. If you don't know your OPE ID or need to verify the OPE ID, visit: http://ope.ed.gov/accreditation/Search.aspx

Institution Information: Institution details will be populated by the latest Department of Education data feed.

Additional Locations (Sites/Regions/Extensions): Enter your additional location's OPE ID number. If an institution has multiple campuses/sites, the main campus may sign for all campuses within their system. The main campus (signatory) will be accountable for all additional locations listed in the verification application. Collect all OPE ID numbers assigned to their various campuses/extensions prior to starting the verification application process. All locations where service members may attend must be added. Information will include POC: First Name, Last Name, Title, Department, Telephone and Email.
It is imperative that you add all of your additional locations prior to submitting this application. If unable to do so at this time, click on "Save" at the end of the application. Your DoD MOU application will be saved on your dashboard for future completion.

DoD MOU Duration: The DoD MOU document is effective for 5 years. DoD will consider waivers for institutions with legislative restrictions prohibiting them from signing a 5 year-term DoD MOU. DoD reserves the right to decline waivers.

Waiver supporting documents must be submitted to [voledconcerns@navy.mil,](mailto:voledconcerns@navy.mil) at the same time as the application. Be specific in entering your request for a waiver. Request will be forwarded to DoD for consideration. **Please allow additional time for processing**.

Department of Defense (DoD)
Voluntary Education Partnership Memorandum of Understanding (MOU)

Learning Method: Select whether your programs will be delivered via Distance Learning, Classroom Learning, or Correspondence Learning. The Main institution should include all modes that are within the institutional domain of every campus.

Source of Accreditation: Accreditation will be populated by the latest Department of Education data feed. Please be sure it is correct. All institutions must be accredited by a national or regional accrediting body recognized by the ED and conduct programs only from among those offered or authorized by the main administrative and academic office in accordance with standard procedures for authorization of degree programs by the educational institution. The ED recognizes "institutional" accreditation as well as "specialized" or "programmatic" accreditation for Title IV purposes as all of the recognized specialized agencies accredit nationally. For the purpose of the MOU, the list of recognized accrediting agencies can be found at http://www2.ed.gov/admins/finaid/accred/accreditation_pg9.html.

Tuition Rates: Upload your institution's current tuition assistance rates.   Must have one of the following file extensions. .doc, .docx, .pdf, .xls., Maximum file size: 2 megabytes. This will satisfy the mandatory requirement

Available Programs: Enter whether the programs offered are Career Training, Associates, Bachelors, Masters, or Doctorate.

DoD MOU Point of Contact: This individual has been designated to submit a DoD MOU application and is administratively responsible for updates and responding to questions regarding this institution's DoD MOU. Provide the Primary POC's first and last name, title, department, telephone number, and email address in this section. It is the institution's responsibility to update the POC information.

Complaint Point of Contact: This individual has been designated to work directly with DoD representatives when contacted regarding complaints submitted via the Postsecondary Education Complaint System (PECS). For more information on PECS, visit: http://www.militaryonesource.mil/voluntary-education/complaint. Provide the Primary POC's first and last name, title, department, telephone number, and email address in this section. It is the institution's responsibility to update the POC information.

Signing Authority: This individual is authorized to sign the DoD MOU on behalf of this institution. Provide the First Name, Last Name, Title, Telephone, and Email Address.   Due to the Signing Authority's email being linked to the electronic signature, the email address must reflect their name (first.last@college.edu); generic emails will not be accepted (i.e., president@college.edu). This individual will also receive all correspondence regarding the main institution and additional locations listed on the DoD MOU. If the institution's President/CEO/Chancellor is not available to act on the institution's behalf for all DoD MOU matters, the institution can submit a designation letter appointing another individual. The designation letter must be on institution letterhead and signed by the President/CEO/Chancellor. Supporting documentation should be emailed to voledconcerns@navy.mil.

Additional Locations: Provide additional location OPE ID. Institution name and mailing address will be populated by the latest Department of Education data feed. Enter Telephone and Fax Numbers. Provide POC's first name, last name, title, department, telephone number, and email address.

Note: Institution's should retain all emails from dodmou@srca.net for future use in the DoD MOU program. Check with your IT Department to verify this email address has been added to the "white list" to prevent emails from being directly sent to SPAM or JUNK email boxes.

Reminder: Data used to populate basic information about the educational institution is extracted from the U.S. Department of Education's (ED) Postsecondary Education Participants System (PEPS). An asterisk (*) identifies the fields that will be populated by the latest ED data feed and the remaining fields require your input. If you do not agree with the pre-populated information listed in your application, it is your responsibility to contact the ED to correct the data. For assistance, visit http://www.eligcert.ed.gov.