

Obtaining Licensing & Certification Testing Fee Reimbursement From the Department of Veterans Affairs

(Version 5 - 8/7/10)

What is this?

The information in this packet summarizes a new program instituted by the VA in March of 2001. Under this new program, the VA will reimburse certain professional certification and licensing fees. FAA licenses are included in this program. This packet includes all the information necessary to obtain reimbursement from the VA for both your examiners' fees and written test "proctoring" fees.

Under this program, you will not receive reimbursement for *training* expenses, only *testing* expenses. This distinction makes it possible to obtain testing fee reimbursement regardless of a school's VA-approved status.

We provide this information as a courtesy to our military customers and we strive to make it as helpful and accurate as possible. If you find any discrepancies or have comments regarding the successful or unsuccessful use of this information, please email us at <va@allatps.com> so that we may update the information for others. For official information, please refer to the VA web site at <<http://www.gibill.va.gov/education/LCweb.htm>>.

Eligibility

Eligibility requirements for the Testing Fee Reimbursement program are the exact same as any other type of VA Education Benefits. You must be eligible for:

- The Montgomery G.I. Bill (Also called the "MGIB" or "Chapter 30.")
- or-
- VEAP (Also called "Chapter 32")
- or-
- Dependents Educational Assistance (Also called "DEA" or "Chapter 35." DEA is a benefit for children, spouses, and surviving spouses of veterans with 100% service-connected disability or who died in service or due to service-connected disability.)

You must have already applied for VA Education Benefits to take advantage of the Testing Fee Reimbursement program. If you have already done this, skip to the "Reimbursement Application Process" at right. Otherwise, read on.

Application for VA Education Benefits

The "Application for VA Education Benefits" is VA Form 22-1990. This form is enclosed in this packet. You may also complete an on-line version on the VA web site at <<http://www.gibill.va.gov>>, click on "Electronic Application." If you elect to complete the paper version, you may file it simultaneously with your reimbursement request. The testing fee reimbursement program is independent of other VA Education Benefits programs. Form 22-1990 has a section called "Program of Education or Training." You are not required to fill out any information about ATP, Inc. in this section.

Reimbursement Application Process

1. Using the provided sheets of blank receipts, request that the Designated Pilot Examiner (DPE) who provided your flight check(s) or the Instructor who proctored your written test(s) fill out one receipt for each test. Make a copy of these receipts for submittal.
2. Obtain and make a copy of the results for your test(s). This will be your Temporary Airman Certificate (or, in the unlikely event of a failed flight check, the Notice of Disapproval, or "Pink Slip") provided by the DPE, or the computerized written results sheet provided by the instructor who proctored your written test(s).
3. Complete the "Application for Licensing and Certification Testing Fee Reimbursement" form.
4. Staple the copies of the receipt(s) and test result(s) to the form.
5. Only if required, complete the "Application for VA Education Benefits" form.
6. Attach the mailing label for the appropriate VA Regional Office to the provided envelope, and mail your request.

Application for Licensing and Certification Testing Fee Reimbursement

Applicant Information

1. FIRST MIDDLE LAST NAME	2. SOCIAL SECURITY NUMBER
3. MAILING ADDRESS	4. VA FILE NUMBER (If Different from Social Security Number)
	5. HOME TELEPHONE NUMBER (Include Area Code)
	6. WORK/ALTERNATE TELEPHONE NUMBER

7. HAVE YOU APPLIED FOR VA BENEFITS BEFORE?

Yes
 No (You must also complete VA Form 22-1990 and submit it with this application.)

Test Information

8. NAME, COST & DATE OF TEST(S) (Mark All That Apply, Attach Copy of Receipt and Test Result for Each)

FAA Knowledge Tests: (Standard FAA Testing Cost Provided)		Date of Test	Test Cost
<input type="checkbox"/>	ATP - Airline Transport Pilot Airplane (121)		\$150.00
<input type="checkbox"/>	FEX - Flight Engineer Turbojet		\$150.00
<input type="checkbox"/>	IRA - Instrument Airplane		\$150.00
<input type="checkbox"/>	CAX - Commercial Pilot Airplane		\$150.00
<input type="checkbox"/>	FOI - Fundamentals of Instructing		\$150.00
<input type="checkbox"/>	FIA - Flight Instructor Airplane		\$150.00
<input type="checkbox"/>	FII - Flight Instructor Instrument Airplane		\$150.00
Total FAA Knowledge Test Costs:			\$
FAA Practical Tests: (Cost Varies by Pilot Examiner, Write In Cost of Examiner's Fee Below at Right)		Date of Test	Test Cost
<input type="checkbox"/>	ATP Airplane (MEL)		\$
<input type="checkbox"/>	Commercial Pilot Airplane (MEL)		\$
<input type="checkbox"/>	Commercial Pilot Airplane (SEL)		\$
<input type="checkbox"/>	Instrument Rating Airplane		\$
<input type="checkbox"/>	Flight Instructor Airplane (MEL)		\$
<input type="checkbox"/>	Flight Instructor Airplane (SEL)		\$
<input type="checkbox"/>	Flight Instructor Instrument Airplane		\$
Total FAA Practical Test Costs:			\$

REMEMBER

*Attach a **copy** of the receipt and test result for each test.*

Acceptable Test Results are:

- **Score Report** that was printed after completing your computerized FAA Knowledge Test.
- **Temporary Airman Certificate** Issued by Designated Pilot Examiner after Practical Test
- **Notice of Disapproval** after unsuccessful Practical Test

These Tests & Licenses Issued By:

Federal Aviation Administration
800 Independence Avenue SW
Washington, DC 20591

Total Test Costs for Reimbursement

\$

I hereby authorize the release of my test information to the Department of Veterans Affairs.

SIGNATURE OF APPLICANT (DO NOT PRINT)	DATE SIGNED

FAA PRACTICAL TEST RECEIPT

Designated Pilot Examiner's Name

Applicant's Name

Practical Test Administered

Date

Amount Paid

FAA PRACTICAL TEST RECEIPT

Designated Pilot Examiner's Name

Applicant's Name

Practical Test Administered

Date

Amount Paid

FAA PRACTICAL TEST RECEIPT

Designated Pilot Examiner's Name

Applicant's Name

Practical Test Administered

Date

Amount Paid

FAA PRACTICAL TEST RECEIPT

Designated Pilot Examiner's Name

Applicant's Name

Practical Test Administered

Date

Amount Paid



FAA Knowledge Test Receipt

Testing Center		Date	
Applicant			
Knowledge Test Code (e.g. ATP, FEX, FOI)			
Proctor			
FAA Knowledge Test Fee		\$150	



FAA Knowledge Test Receipt

Testing Center		Date	
Applicant			
Knowledge Test Code (e.g. ATP, FEX, FOI)			
Proctor			
FAA Knowledge Test Fee		\$150	



FAA Knowledge Test Receipt

Testing Center		Date	
Applicant			
Knowledge Test Code (e.g. ATP, FEX, FOI)			
Proctor			
FAA Knowledge Test Fee		\$150	



FAA Knowledge Test Receipt

Testing Center		Date	
Applicant			
Knowledge Test Code (e.g. ATP, FEX, FOI)			
Proctor			
FAA Knowledge Test Fee		\$150	



VA Regional Office
PO Box 4616
Buffalo, NY 14240-4616

Submit to **Eastern Region** if you live in:



Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Vermont, Virginia, or West Virginia.

VA Regional Office
PO Box 100022
Decatur, GA 30031-7022

Submit to **Southern Region** if you live in:



Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, or Tennessee.

VA Regional Office
PO Box 66830
St. Louis, MO 63166-6830

Submit to **Central Region** if you live in:



Colorado, Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Montana, Nebraska, North Dakota, South Dakota, Wisconsin, or Wyoming.

VA Regional Office
PO Box 8888
Muskogee, OK 74402-8888

Submit to **Western Region** if you live in:



Alaska, Arizona, California, Hawaii, Idaho, New Mexico, Nevada, Oklahoma, Oregon, Texas, Utah, or Washington.