Certification for Paperwork Reduction Act Submissions

On behalf of this Federal Agency, I certify that collection of information encompassed by this request complies with 5 CFR 1320.9 and related provisions of 5 CFR 1320.8(b)(3).

The following topics summarize the proposed information collection that certification covers. By checking these boxes and signing below, you are certifying your Principal Office's compliance. If you are unable to certify any of these provisions, please identify and explain the reason in number 18 of your accompanying Supporting Statement:

(a) ☒ It is necessary for the proper performance of agency functions;

(b) ☒ It avoids unnecessary duplication;

(c) ☒ It reduces burden on small entities;

(d) ☒ It uses plain, coherent, and unambiguous language that is understandable to respondents;

(e) ☒ Its implementation will be consistent and compatible with current reporting and recordkeeping practices;

(f) ☒ It indicates the retention periods for recordkeeping requirements;

(g) ☒ It informs respondents of the information called for under 5 CFR 1320.8(b)(3) about:

- (i) Why the information is being collected;
- (ii) Use of information;
- (iii) Burden estimate;
- (iv) Nature of response (voluntary, required for a benefit, or mandatory);
- (v) Nature and extent of confidentiality; and
- (vi) Need to display currently valid OMB control number;

(h) ☒ It was developed by an office that has planned and allocated resources for the efficient and effective management and use of the information to be collected;

(i) ☒ It uses effective and efficient statistical survey methodology (if applicable);

(j) ☒ It makes appropriate use of information technology; and

(k) ☒ **It reflects appropriate input from all agency offices affected by and involved with collecting required data from the public.**

Your office must certify approval of all submitted information collection requests. Your signature authorizes RIMS to post the information collection request to EDICSWEB for public comment. If this collection should not be publicly available, please provide reasons to RIMS via e-mail to ICDocketMgr@ed.gov with your official EDICS submittal. RIMS does not share Information collections tied to a proposed or draft rule with the public until the publication date of that rule.

Signature of Principal Office Official or Designee	**Date:**
Thomas E Finch **Tom Finch, Director, Training and Service Programs Division**	**March 8, 2010**