New
School Certifying Official (SCO) Training

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Training Specialist
National Training Team - Schools
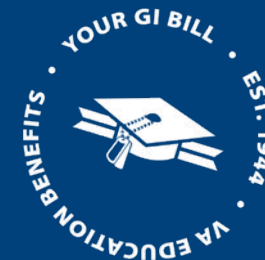
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How long have you been a SCO?

1. 0-3 months
2. 3-6 months
3. 6-9 months
4. 9-12 months

Welcome

From an SCO for an SCO:

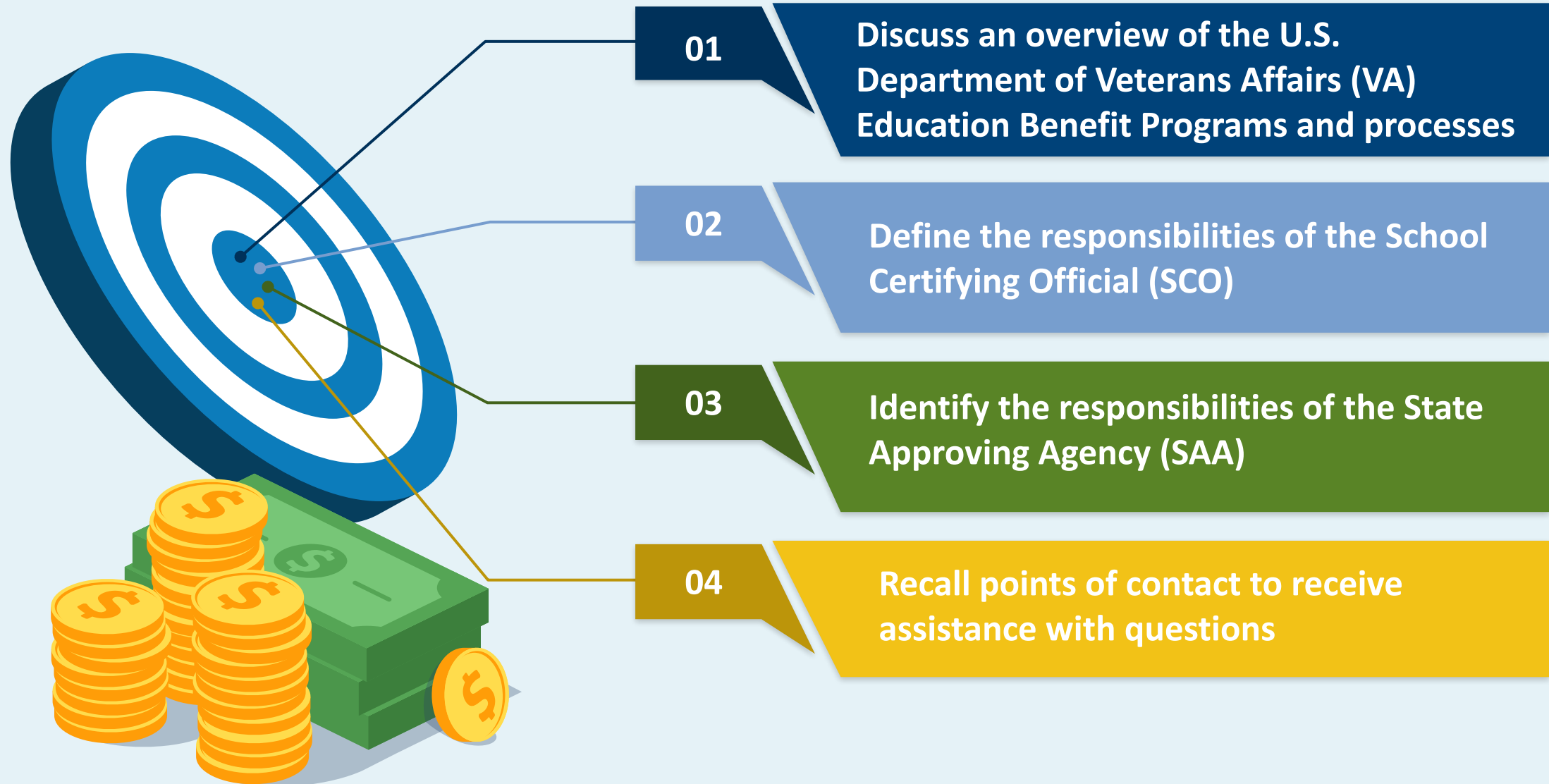**"Don't be intimidated by all the rules. Yes, there are many moving parts, and you may still be learning new things long after you've started the job. Just roll with it. It'll be okay. And don't be afraid to ask questions."**
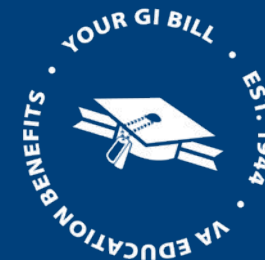
Overview

As an SCO, you will wear many "hats" and take on a variety of tasks to assist your students and the VA in helping our Veterans and their beneficiaries achieve their educational goals. This training is a high-level introduction to the pertinent information you will need to know in order to be successful in your new job as an SCO.

Learning Objectives

01 Discuss an overview of the U.S. Department of Veterans Affairs (VA) Education Benefit Programs and processes

02 Define the responsibilities of the School Certifying Official (SCO)

03 Identify the responsibilities of the State Approving Agency (SAA)

04 Recall points of contact to receive assistance with questions

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Activity

Joe was a reservist who was contracted for six years, earned a high school diploma or equivalent and completed initial active duty training (IADT). What benefit would he be using?
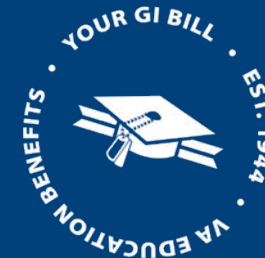
Jane is the daughter of a Veteran who is permanently and totally disabled due do a service related condition. What benefit is she using?

Bill entered duty after June 20, 1985 and served 24 continuous months of an initial enlistment of a less than three years and has a qualifying period of honorable service. What benefit is Bill using?

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Jill served at least 90 days on honorable active duty after September 10, 2001. What benefit is she using?

Denise has a service connected condition and is attending your school in order to find suitable employment. What benefit is Denise using?

Education Benefit Programs

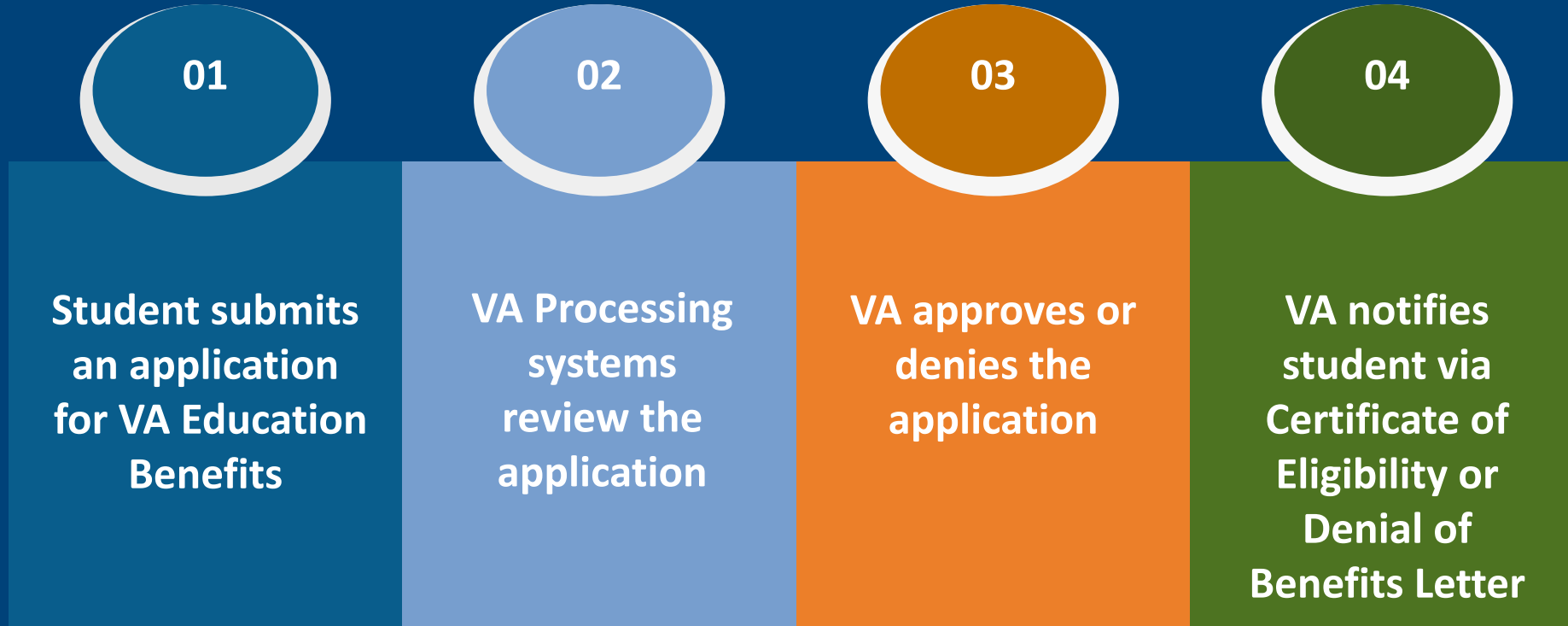# VA Education Benefit Process

❑ Application for Benefits

❑ Enrollment Certification

❑ VA Payments

❑ VA.gov

Application for Benefits

01

Student submits an application for VA Education Benefits

02

VA Processing systems review the application

03

VA approves or denies the application

04

VA notifies student via Certificate of Eligibility or Denial of Benefits Letter

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Enrollment Certification

Submit an Enrollment Certification (VA Form 22-1999) via Enrollment Manager

Submit initial enrollment within 30 days of the beginning of the term

Report changes in enrollment within 30 days of any change, including mandated 2nd Certification

Enrollment Manager

There are several trainings showing you how to use Enrollment Manager:

[Live Assessments (vbatraining.org)](#)

Access to the Enrollment Manager User Guide can be found here:

[Enrollment Manager User Guide (va.gov)](#)

Logging In

The first step to use EM requires the user to log in. Prior to being able to log in, there are several steps that must be completed. Once all steps are completed, users will be able to access EM.

Creating a ID.me or Login.gov Account

| email |
| password |

SCO must create an **ID.me** or **Login.gov** account

Multifactor Authentication

SCO authenticates their identity by signing into the VA Education Platform through ID.me or Login.gov Authentication

Requesting Access as an SCO

SCO requests access to EM through **iam.education.va.gov**

Receive Approval/ Denial Email

VA verifies your information is accurate and all requirements have been met, then approves or denies access. SCOs receive an email upon approval/denial

Log into EM

Once access has been approved, **SCO** logs into EM through the VA Education Platform Portal and the blue "Open Enrollment Manager" button is enabled
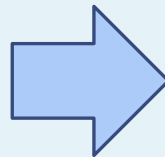
Submitting an EM Access Request

When logging in to EM for the first time, after authenticating identity through ID.me or Login.gov, SCOs, Assistants, or SCO Read Only need **to request access from VA** to access EM.

New SCOs Request First Time Access from VA

Enrollment Manager

Enrollment Manager Description

Open Enrollment Manager

or request access

Request access to Enrollment Manager

To request access, please provide your contact information below.

First Name (*Provided)

NOASSIGNEDROLE

Last Name (*Provided)

01

Phone (*Required)

Enter work phone

Email (*Required)

Enter work/school email

Role (*Required)

School Certifying Official

State (*Required)

Select a state

Facility Code (*Required)

Facility code of eight alphanumeric characters

☐ By clicking here, you agree that you are already designated in VA's Approval Management System known as WEAMS or a VA Form 22-8794 has been submitted to VA within the last 30 days.

☐ By clicking here you agree that you have completed the required training in the SCO Portal. SCO Portal training information.

Submit   Cancel
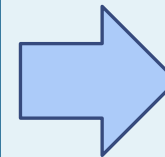
SCOs receive an email once access has been approved or denied

Subject to change pending final configuration and testing.

From an SCO for an SCO:

"Write out your processes. When I first started, I created cheat sheets for every step of a certification, each benefit chapter, how to calculate ROP, etc. Studying these really helped me master them."

VA Payments

CHAPTER 30, 35, 1606

Monthly Benefit Payments paid to student

CHAPTER 33

Tuition and fee payments paid to school

Monthly Housing Allowance paid to student

Books and Supplies Stipend paid to student

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VA.gov

VA.gov

Up-To-Date Entitlement Information

Update Personal Information

Download Documents

View Payment Status
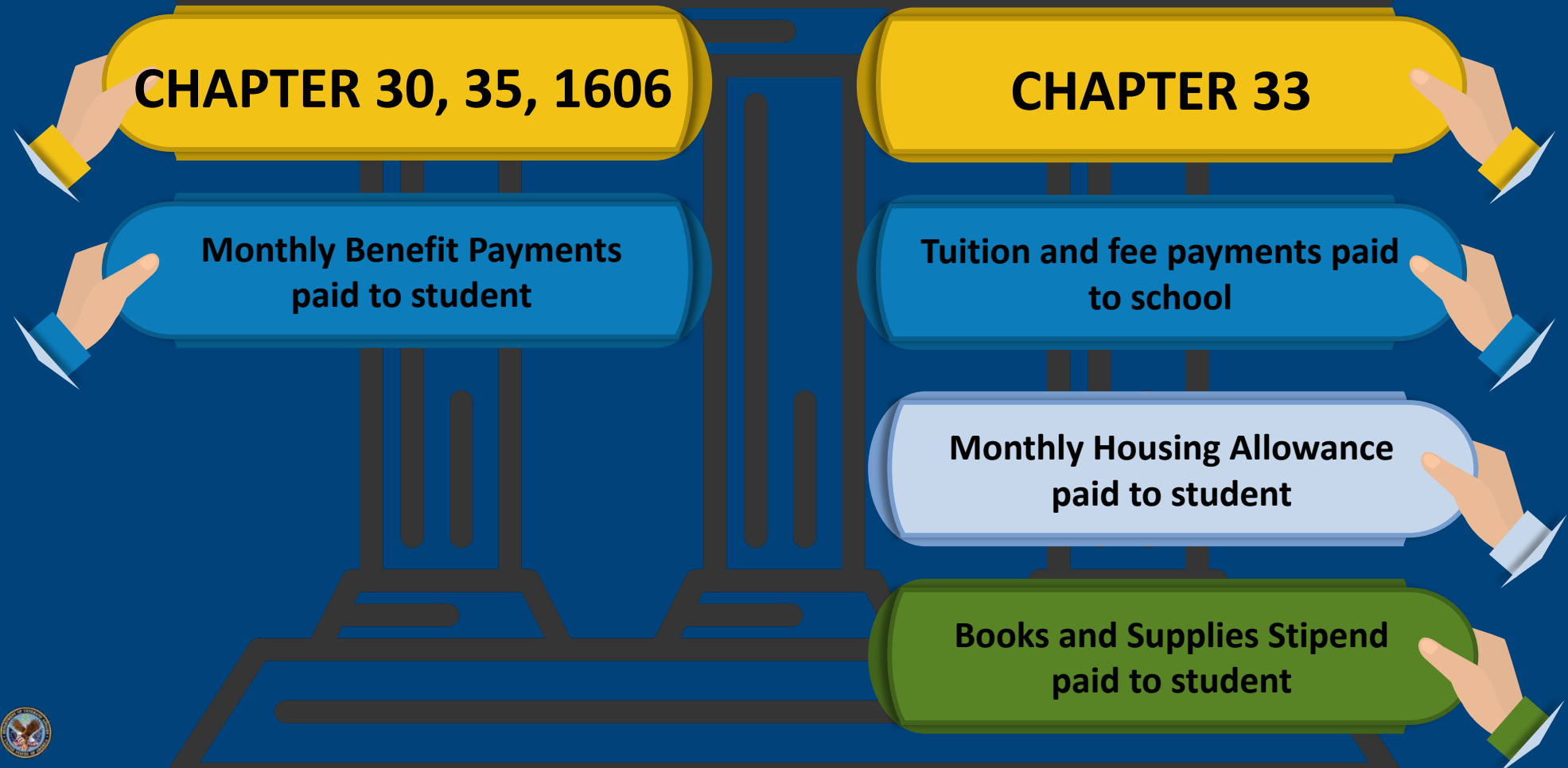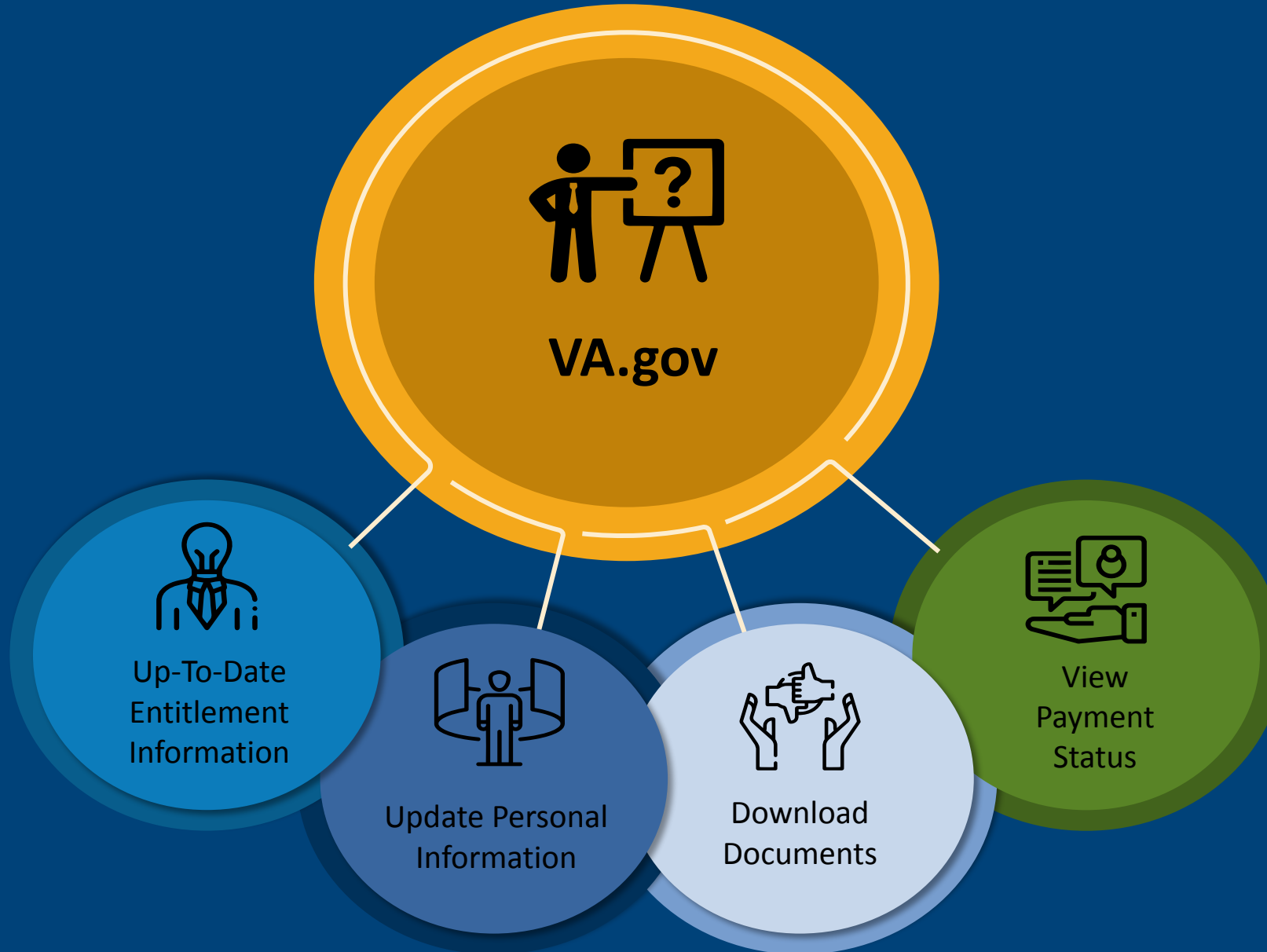
VA Education Benefit Programs Overview

❏ Non-Chapter 33 Benefits

❏ Chapter 33 Benefits

❏ Additional Benefits

Non-Chapter 33 Benefits

Chapter 30

- Montgomery GI Bill – Active Duty

- MGIB-AD

Chapter 35

- Dependents' Educational Assistance

- DEA

Chapter 1606

- Montgomery GI Bill – Selected Reserve

- MGIB-SR

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Eligibility Requirements

Chapter 30

Veterans who

- Entered on active duty after June 30, 1985;
- Served 24 continuous months of an initial enlistment of a less than three years;
- Over three-years, serviceperson must serve at least 36 months;
- Must have a qualifying period of honorable service; and
- Had military pay reduced by $100/month for the 1st 12 months of service; and
- Earned a high school diploma or equivalent.

Chapter 35

Spouse, surviving spouse, or dependent child of a Veteran who:

- Is permanently and totally disabled (P&T) due to a service-related condition;
- Died in service;
- Died of a service-connected disability;
- Died while evaluated as having a P&T service-connected disability; or
- Is listed as a Prisoner of War (POW) or Missing in Action (MIA)
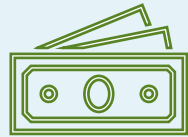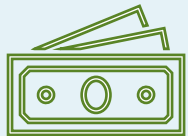
Chapter 1606

Reservists who:

- Contracted for six years;
- Earned a high school diploma or equivalent; and
- Completed Initial Active Duty Training (IADT)

Benefit Payments

Are made directly to students

Are pro-rated for the number of days the student is certified for the month

If a student is certified for a whole month, the full monthly benefit is paid

Training Time

CLOCK HOURS

18 clock hours per week are considered full time — **Theory Instruction**

22 clock hours per week are considered full time — **Shop/Practice Instruction**

CREDIT HOURS

DO NOT Directly reflect the total number of hours a student spends in class

REFLECT Each course's workload

Training Time Calculations

Clock

**18 Hours:
Classroom Theory
Predominates**

- 18 hours or more are full-time
- 13-17 hours are ¾ time
- 9-12 hours are ½ time
- 5-8 hours are < ½ time
- 1-4 hours are ¼ time or less

Clock

**22 Hours:
Shop/Practice
Predominates**

- 22 hours or more are full-time
- 16-21 hours are ¾ time
- 11-15 hours are ½ time
- 6-10 hours are < ½ time
- 1-5 hours are ¼ time or less

Credit

**Undergraduate courses for
a standard quarter or
semester**

- 12 credits or more are full-time
- 9-11 credits are ¾-time
- 6-8 credits are ½-time
- 4-5 credits are < ½-time
- 1-3 credits are ¼-time or less

Chapter 33 Benefits

Chapter 33

Post 9/11 GI Bill

- **Eligibility**

- **Benefit Payments**

- **Tuition and Fees**

- **Books and Supplies**

- **Monthly Housing Allowance**

- **Verification of Enrollment**

- **Kickers and Additional Contributions**

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Eligibility Requirements

Generally, an individual who served a minimum of 90 days (or at least 30 days if received a disability discharge) on honorable active duty after September 10, 2001, will be eligible for educational assistance under the Post-9/11 GI Bill.

Qualifying service includes active duty served as a member of the Armed Forces or as a result of a call or order to active duty from a reserve component under section 688, 12301(a), 12301(d), 12303(g), 12302, or 12304 of Title 10.

- Effective October 1, 2011: Expanded to members of the Army National Guard and Air National Guard for qualifying service under title 32.

- Effective December 31, 2011: Expanded to members of the United States Coast Guard Reserve for service under section 712 of Title 14.

- Effective August 1, 2018: Expanded to members of the Armed Forces called or ordered to active duty from a reserve component under Section 12301(h), 12304A, and 12304B of Title 10. Benefits CANNOT be paid retroactively with this service.

- Effective August 1, 2018: Expanded to Purple Heart recipients at 100% benefit level for service after September 10, 2001. Benefits CANNOT be paid retroactively with this service.

Chapter 33 Benefits

Effective August 1, 2009

All programs had to be offered by a degree-granting institution of higher learning (IHL) and approved for chapter 30.

Students who elected chapter 33 and relinquished chapter 30, or 1606 received benefits for approved programs not offered by an IHL. These students were paid for these programs as if they were still receiving benefits under the relinquished benefit, but their entitlement was charged under chapter 33.

Effective October 1, 2011

VA began paying Post-9/11 GI Bill® benefits to individuals pursuing the following approved non-IHL non-degree programs.
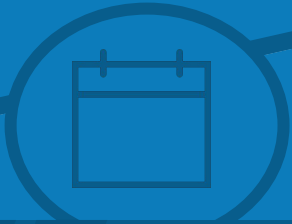
- Non-College Degree (NCD) schools
- On-the Job Training (OJT) and Apprenticeship programs
- Flight Programs
- Correspondence courses

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Periods of Eligibility

BEFORE

January 1, 2013

Chapter 33 benefits expire 15 years from the date of the last discharge or release from active duty of at least 90 consecutive days
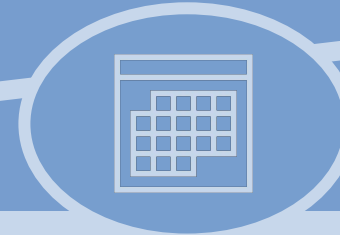
AFTER

January 1, 2013

Children of deceased service members who become entitled to the Post-9/11 GI Bill and all spouses using the Fry Scholarship no longer have a time limitation to use their benefits.

Harry W. Colmery Veterans Assistance Act of 2017

Eliminates the 15-year limitation

In the case of Veterans who:
- Released from active duty on or after 01/01/13
- Honorably discharged from the Armed Forces
- Released with honorable service and placed on the retired list, temporary disability retired list, or transferred to the Fleet Reserve
- Released with honorable service for further service in a reserve component

Entitlement

Individuals eligible under chapter 33 are generally entitled to 36 months of educational assistance.
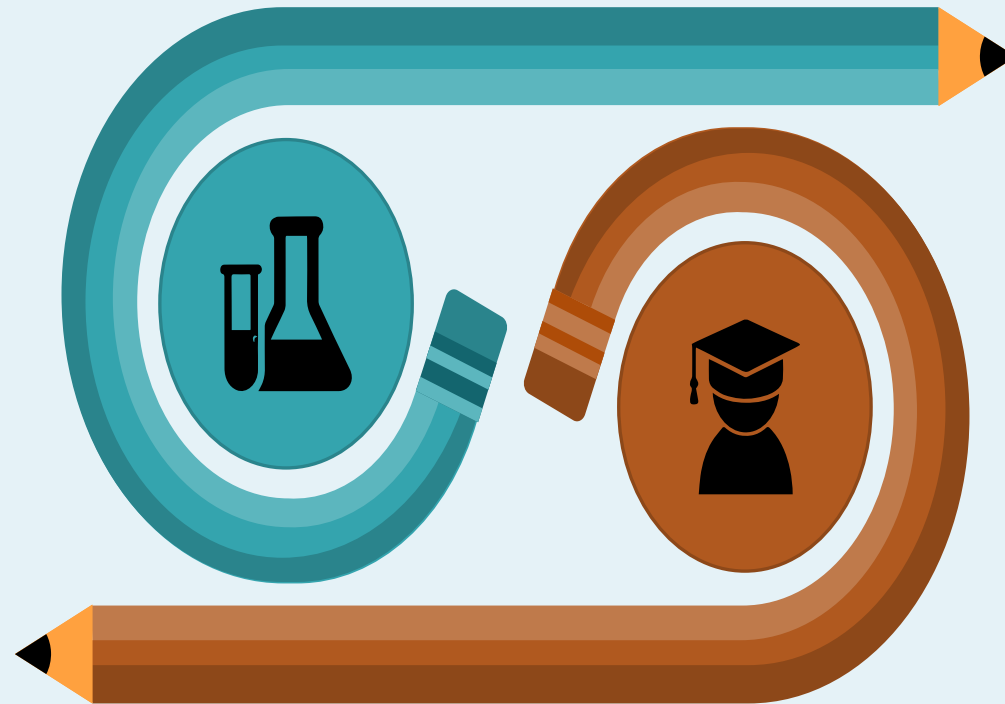
Individuals are generally limited to a maximum of 48 months of entitlement when using benefits under two or more programs.

Benefit Relinquishment

On or After August 1, 2009

Students eligible for chapter 30 or 1606 must relinquish a benefit to receive chapter 33

Students eligible for more than one benefit **must** relinquish one benefit to receive chapter 33

Chapter 33 elections are irrevocable.

Election can be Withdrawn:

if the Regional Processing Office receives the withdrawal request before either a certificate of eligibility is issued, or a payment processed

Election can be Changed:

if the Regional Processing Office receives the change request before either a certificate of eligibility is issued, or a payment processed

Benefit Payments

Tuition and fees, monthly housing allowance, and book stipend

Benefit Level

| Service Requirements (Aggregate Active Duty after 9/10/01)	% of Maximum Benefit Payable
At least 36 months	100
At least 30 continuous days on active duty (Must be discharged due to a service-connected disability)	100
Awarded the Purple Heart	100
At least 30 months, but less than 36 months **(1)**	90
At least 24 months, but less than 30 months **(1)**	80 (3)
At least 18 months, but less than 24 months **(2)** At least 12 months, but less than 18 months **(2)**	70 (3)
At least 06 months, but less than 18 months **(2)**	60
At least 90 days, but less than 06 months **(2)**	50

(1) Includes entry level and skill training.

(2) Excludes entry level and skill training.

(3) If the service requirements are met at both the 80 and 70 percentage level, the maximum percentage of 70 must be applied too amounts payable.

Tuition and Fees
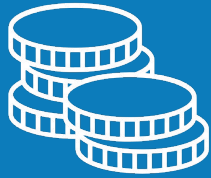
PAYMENT

Tuition and fees are paid directly to the school on behalf of the student when the school's enrollment certification is processed.

U.S. Public Schools

Actual net cost for in-state tuition and fees after the application of any waiver, scholarship, aid, or assistance provided directly to the institution.

Private and Foreign Schools

The lesser of the actual net cost for tuition and fees after the application of any waiver, scholarship, aid, or assistance provided directly to the institution, or up to the academic cap.

Books and Supplies

Payment

The books and supplies stipend is a lump sum payment paid directly to the student when the school's enrollment certification is processed.

Effective
October 1, 2011

Individuals enrolled in a degree program while on active-duty are now eligible for the Books and Supplies stipend of up to $1,000.00 per academic year.
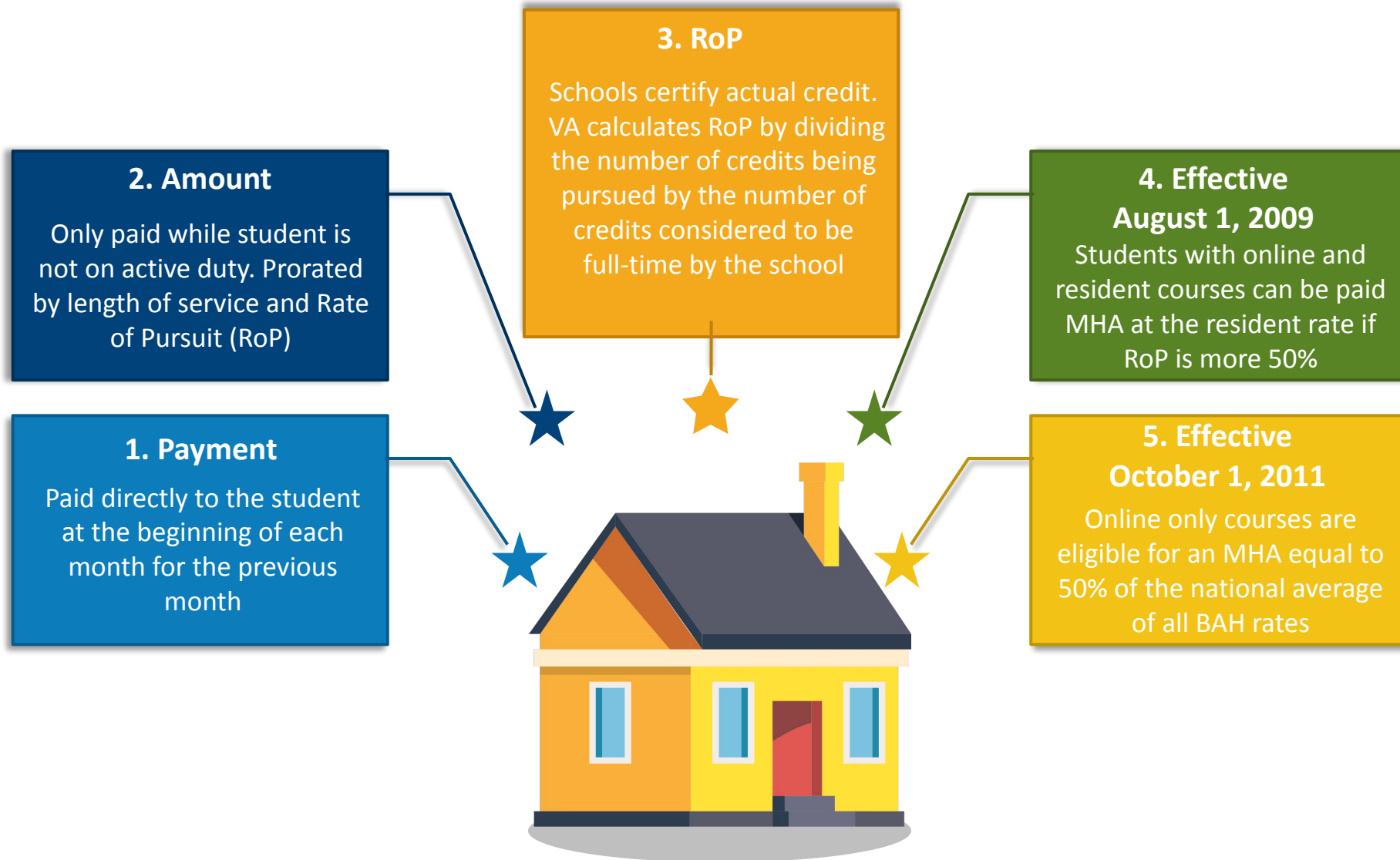
Amount

The books and supplies stipend pays $41.67 per credit certified, up to 24 credits for the academic year. The maximum stipend is $1,000 per academic year.

Effective
August 1, 2011

Books and Supplies stipend for NCD Schools, Apprenticeship, and OJT programs in an amount equal to $83 for each month.

Monthly Housing Allowance

3. RoP

Schools certify actual credit. VA calculates RoP by dividing the number of credits being pursued by the number of credits considered to be full-time by the school

2. Amount

Only paid while student is not on active duty. Prorated by length of service and Rate of Pursuit (RoP)

4. Effective August 1, 2009

Students with online and resident courses can be paid MHA at the resident rate if RoP is more 50%

1. Payment

Paid directly to the student at the beginning of each month for the previous month

5. Effective October 1, 2011

Online only courses are eligible for an MHA equal to 50% of the national average of all BAH rates

Verification of Enrollment

1. PL 116-315, section 1010 requires all recipients of chapter 33 MHA and/or kicker payments to verify their enrollment status each month

2. Students who fail to verify or report when no longer enrolled in their courses or training, will have MHA/kicker payments withheld

3. Verifications must be received through text, email, or by phone

4. Schools cannot verify a student's enrollment status

Kickers and Additional Contributions

Effective August 1, 2009

Students eligible for a kicker under chapter 30 or 1606 may receive the kicker under chapter 33

NOTE

Chapter 30 additional contributions ($600 Buy-up) are not payable under chapter 33

Effective October 1, 2011

Eligible individuals receive payments for chapter 30 and 1606 kicker payments on a monthly, rather than a lump sum, basis

Chapter 31 Vocational Readiness and Employment (VRE)

Chapter 31

Vocational Readiness and Employment

- **Service Connected disability of 10% or more and do not have a dishonorable discharge**

- **A Veteran can be eligible, but needs to be found entitled**

- **Certifications still go through Enrollment Manager**

- **Tungsten is used for billing** vafsccshd@va.gov or by calling (877) 353-9791

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Additional Benefits

01	Licensing & Certification or National Tests	**02** Yellow Ribbon Program
03	Vocational Flight	**04** Science Technology Engineering Math (STEM) Scholarship
05	Transfer of Entitlement (TOE) Program	**06** Tutorial Assistance
07	The Marine Gunnery Sergeant John David Fry Scholarship	**08** Tuition Assistance (TA)

About GI Bill Benefits |
Veterans Affairs (va.gov)

From an SCO for an SCO:

"Develop relationships with your functional offices. Registrar's Office, Financial Aid, Student Accounts/Bursar"

"Be prepared for anything to change at any moment. I became an SCO in July 2019, certified enrollments for our whole nursing class, and in August, the VA decreed that hybrid classes could be certified as residence --- so I had to redo certs for all the nursing students, because at the time they were the only ones who had hybrid classes. Just roll with it. It'll be okay."

Knowledge Check

True or False:

Chapter 30, Chapter 1606 and Chapter 19 are three types of non-Chapter 33 benefits

School Certifying Official (SCO)

Responsibilities of the SCO

❑ VA Rules and Policies

❑ Reporting

❑ Certification

❑ Training

❑ Compliance Surveys

VA Rules and Policies

- Veterans Benefits and Transition Act of 2018
- Benefits and Transition Act of 2018 Waiver
- Public Law 116-315, Section 1018
- Reporting Fees
- Principles of Excellence
- Equity of Charges
- VA as "Last Payer"

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Principles of Excellence

Executive Order 13607

Established for educational institutions serving service members, Veterans, spouses, and other family members

Schools should adhere to the "Principles of Excellence" to provide high-quality student support and service

Compliance with these principles is assessed during compliance surveys at participating schools

If the box next to "Executive Order 13607" on VA Form 22-1998 is checked, your school has agreed to abide by the "Principles of Excellence

Public Law 116-315, Section 1018

Effective August 1, 2021

Section 1018 codifies in statute:

Requirement 1:

Schools must provide a covered individual with a personalized shopping sheet (College Financing Plan), maintain certain policies, provide graduation information, seek appropriate accreditation approval, and designate a point of contact.

Requirement 2:

The State Approving Agency will take action when a school violates specific provisions of the Law.
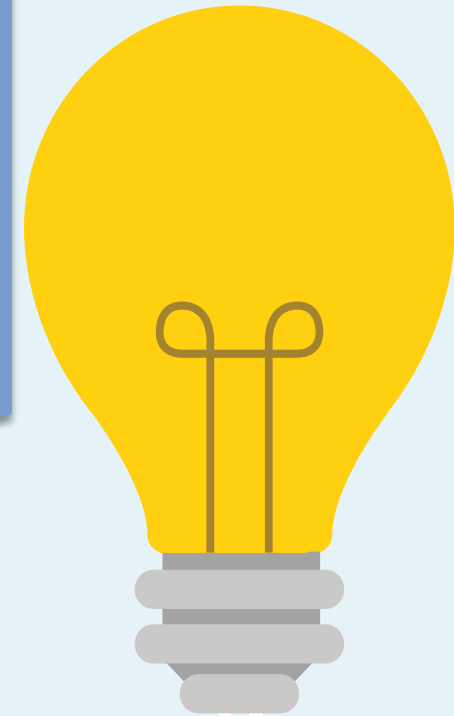
Veterans Benefits and Transition Act of 2018

Requirements

- Effective August 1, 2019, Section 103 of PL 115-407 requires the SAA, or the VA, when acting as the SAA, to disapprove program of education do not permit individuals using benefits under either Chapter 31 or 33, to attend or participate in courses while awaiting payment from the VA.
- Educational institutions must have a policy in place allowing an individual to attend or participate in a program of education if the individual provides the school with a Certificate of Eligibility (COE).

Non-Compliance

- SAAs are not required to immediately disapprove non-compliant schools on August 1, 2019. Instead, if an SAA determines that a school is not in compliance, it will take appropriate corrective action.
- This will give the school 60 days to come into compliance or receive a waiver. If the school does not come into compliance or receive a waiver within 60 days, the SAA should withdraw approval under 38 U.S.C. 3679.

Benefits and Transition Act of 2018 Waiver

Waiver requests must contain

→ **Reasons the school has not been able to come into compliance**

+ → **Target date for the school to come into compliance**

What steps school has taken to come into compliance

Detailed plan (including timeline)

What steps are still required

What has prevented the school from completing these steps thus far

What will prevent school from completing these steps within the 60 days

Reporting Fees

At the beginning of each calendar year, a listing of students who were receiving assistance during the previous calendar year is printed by VA for each institution. Schools are provided a reporting fee based on the number of students who were certified to VA at least once during the year and who receive VA educational benefits.

2011 — OCT 1st

Public Law 111-377 (Section 204) clarified "any reporting fee paid to an educational institution or joint apprenticeship training committee shall be utilized by such institution or committee solely for the making of certifications or for otherwise supporting programs for Veterans."

2018 — AUG 1st

Public Law 115-48 (Section 304) If a school receives reporting fees for 100 or more eligible students, then the reporting fees paid to the school cannot be used for, or merged with, the school's general fund.

2018 — AUG 1st

Public Law 115-48 (Section 304) How your school uses its reporting fees will be reviewed during Compliance Surveys conducted at your school.

Equity of Charges

Meaning

Your facility is obligated to charge VA beneficiaries equitably with non-VA beneficiaries required to pay for the same course
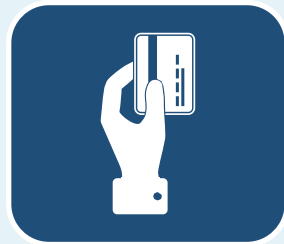
(Example 1)

Your facility cannot charge VA beneficiaries a higher tuition and fees rate than non-VA beneficiaries

(Example 2)

Non-VA beneficiaries cannot routinely get discounts, waivers, or need based scholarships, grants, etc., that are not similarly available to VA beneficiaries

(Example 3)

Your facility cannot routinely write off debts if non-VA students do not make their payments
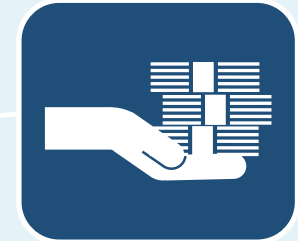
(Example 4)

Your facility cannot routinely offer extra time to non-VA students to pay their tuition and fees

VA as "Last Payer"

VA is the "Last Payer". This means your facility must apply tuition only specific waivers, scholarships, aid, and assistance before assessing charges to the VA.

Reporting

Reporting required information to VA is a crucial element of an SCO's job

Failure to report required information to VA could have negative impacts to your facility and students
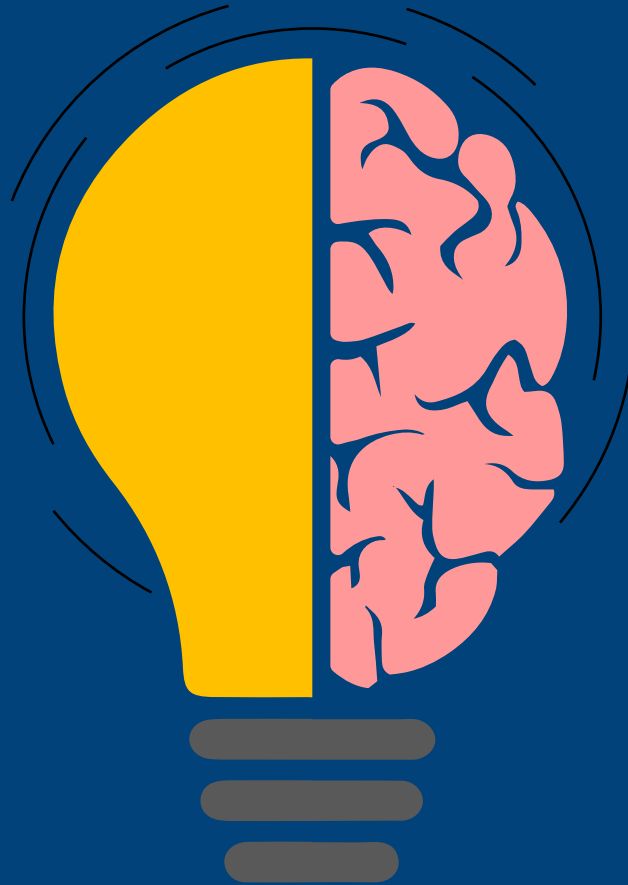
Ensure your contact information is kept up-to-date with the VA

Not updating information could prevent VA from contacting your facility for clarification on enrollment

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VA Form 22-8794: Designation of Certifying Official

Each school will designate at least one VA School Certifying Official (SCO) to carry out reporting requirements

The designation will be made on a VA Form 22-8794 –submitted on the Upload Portal here: Home (va.gov)

VA recommends one (1) SCO full-time employee (FTE) for every 200 GI Bill students and/or dependents

It is important that a new VA Form 22-8794 be submitted any time there is a change in certifying officials

Each VA Form 22-8794 submitted must include all names, since the new form supersedes the old one

Public Law 116-315, Section 1010

EFFECTIVE
August 1, 2021

Two Certification Requirement:

| Initial enrollment certification for each Chapter 33 student | Subsequent enrollment certification (verification) after the school's drop-add period | The end of the drop-add period is the last day when a student can withdraw without consequence | 2nd certification must be received no later than 30 days after school's drop-add period or 60 days from the first day of enrollment | Schools without a drop-add period, 2nd certification must be received no sooner than 30 days and no more than 60 days from the first day of the enrollment |

Section 1010: Second Certification

There are 4 accepted methods to satisfy the 2nd 1010 requirement:

01 Dual Certifications

02 Enrollment Changes

03 Unchanged Certifications

04 Retroactive Certifications
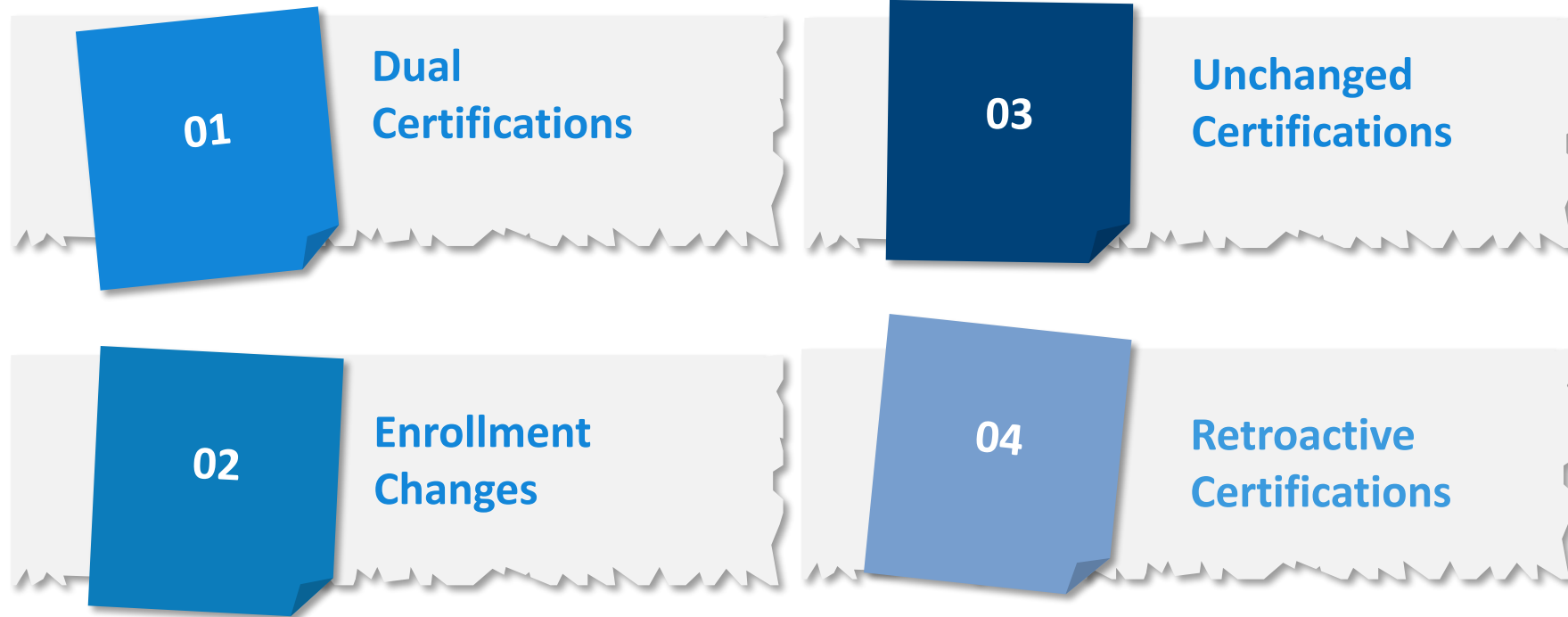
Standards of Progress (SoP)

When a student has failed to maintain the prescribed SoP, VA must be informed promptly so benefit payments can be discontinued in accordance with the law.

Academic Probation
Schools are no longer required to report academic probation to VA.

Academic Suspension
When a student is suspended for failing to maintain the school's prescribed SoP, you must report this to VA as a termination.

Graduation
Schools are required to report graduation or program completion information to VA. The last date of the graduating term will be the date of termination.

85/15 Rule

85/15 Rule	If the Ratio	ETIs Need
prohibits paying VA benefits to students enrolling in a program when more than 85% of the students enrolled in that program have any portion of their tuition, fees, or other charges paid for them by the school or VA.	of Supported student to Non-Supported students exceeds 85% at the time a new VA student enters or re-enters the student cannot be certified to received benefits in the program.	to use VA Form(s) 22-10215 and 22-10215a (if needed) to report 85/15 calculations for any programs not otherwise exempt.

All required information on the form(s) must be completed and all approved concentrations must be listed separately on the report.

- If the ETI <u>is structured</u> on a term, quarter, or semester basis, 85/15 calculation must be submitted to the ELR of jurisdiction no later than 30 calendar days after the start of the regular term.
- If the ETI <u>is not structured</u> on a term basis, 85/15 calculations must be submitted to the ELR of jurisdiction no later than 30 calendar days after the beginning of each calendar quarter.

85/15 Rule

Any Student

receiving any amount of VA Education benefits under Title 38 or Title 10

Any Student

where full amount of tuition, fees, and other mandatory charges has not been paid to the ETI prior to the reporting date.

Any Student

granted any waiver or forgiveness of tuition, fees, or other charges

Any Student

who receives an institutionally funded scholarship or grant

VS

Any Student

who pays the full amount of tuition, fees, and other mandatory charges to the ETI prior to the end of the current reporting period

Any Student

using an institutionally funded payment plan to pay the full amount of tuition, fees, and other mandatory charges

Any Student

receiving Title IV Department of Education aid or TA through DOD

Any Student

Who is a graduate student in receipt of institutional aid

Any Student

receiving non-institutional aid

Any Student

receiving institutionally funded loan, scholarship, or grant, if the policy for determining the recipient is equal to Veterans and non-Veterans alike

EDUCATION SERVICE
GI BILL PROGRAMS

62

35 % Exemption

What is the difference in calculations for the 35 percent exemption and the 85/15 calculations?

35 percent exemption calculations are based on the overall percentage of the total enrollment of students who are Veterans, eligible persons, and reservists receiving assistance under 38 U.S.C. chapters 30, 31, 32, 33, 35 and 36, and 10 U.S.C. chapter 1606, and are based on actual student enrollment.

Example: 100 students are enrolled at an ETI. Of these, 25 students use assistance under Title 38 and Title 10 (i.e., "VA beneficiaries"). By dividing the number of VA beneficiaries by the total student enrollment (25 ÷ 100 = .25), the calculation for this ETI is 25%.

More information on how to perform this calculation are provided on the exemption request form.

85/15 Frequently Asked Questions - Education and Training (va.gov)

From an SCO for an SCO:

" The VA rules and regulations are overwhelming and scary, but I've found that the VA also gives grace. Do not try to hide mistakes, fix them when they are brought to your attention."

"You aren't alone on an island. There are thousands of people that probably had a similar question/concern. Reach out to your peers. "

Certification Timeliness

Non-33 Chapters

- ✔ Can be submitted 120 days before term
- ✔ Must be submitted within 30 days of the beginning of the term
  (OR)
- ✔ If below circumstances apply, certification must be submitted on or after the first day of class and tuition and fees must be reported
  - Training is less than ½ time
  - Student is on active duty, or
  - Accelerated payment is requested

Chapter 33

- ✔ Submit certifications as early as possible
- ✔ Certifications must be submitted within 30 days of the beginning of the term

EDUCATION SERVICE
GI BILL PROGRAMS

Enrollment Periods

Quarter	**10-13 weeks**
Semester	**15-19 weeks**
Non-standard Term	**longer or shorter than a standard semester or quarter**
Vacation Period	**7 or more consecutive days**

Certifying Credit

Chapter 33:

SCOs must certify the number of credit hours the student takes that apply to the student's program.

The number of resident credits and distance learning credits must be reported on the certification. When combined, they should equal the total credit taken for the term.

Chapter 30, 35, 1606:

SCOs must certify the number of credit hours the student takes each quarter, semester, or term.

Resident credit and distance learning credit is reported separately only for Chapter 33.

Certifying Tuition and Fees

Chapter 33

SCOs must certify the Tuition and Fees charged to a student after deducting any tuition-only specific waivers, scholarships, aid, and assistance.

Chapter 33 Tuition and Fees

Tuition is the actual established charges for tuition the student is required to pay. Fees are mandatory charges applied by the school for pursuit of an approved program of education.

Chapters 30, 32, 1606

Tuition and Fees must be reported for enrollment periods when training time is less than ½ time, when the student is on active duty, and when accelerated payment is requested.

Changes in Enrollment

When a student makes a change to an enrollment period after the initial certification has been submitted, the change should be reported as an Amendment.

Certifying Official Annual Training Requirements

NEW CERTIFYING OFFICIAL TRAINING REQUIREMENTS

Institutions of Higher Learning — 1

Non-College Degree Facilities — 1

1 — **On-the-Job Training / Apprenticeship Facilities**

1 — **Vocational Flight Facilities**

1 — **High Schools and Residency Facilities**

Number of Required Modules
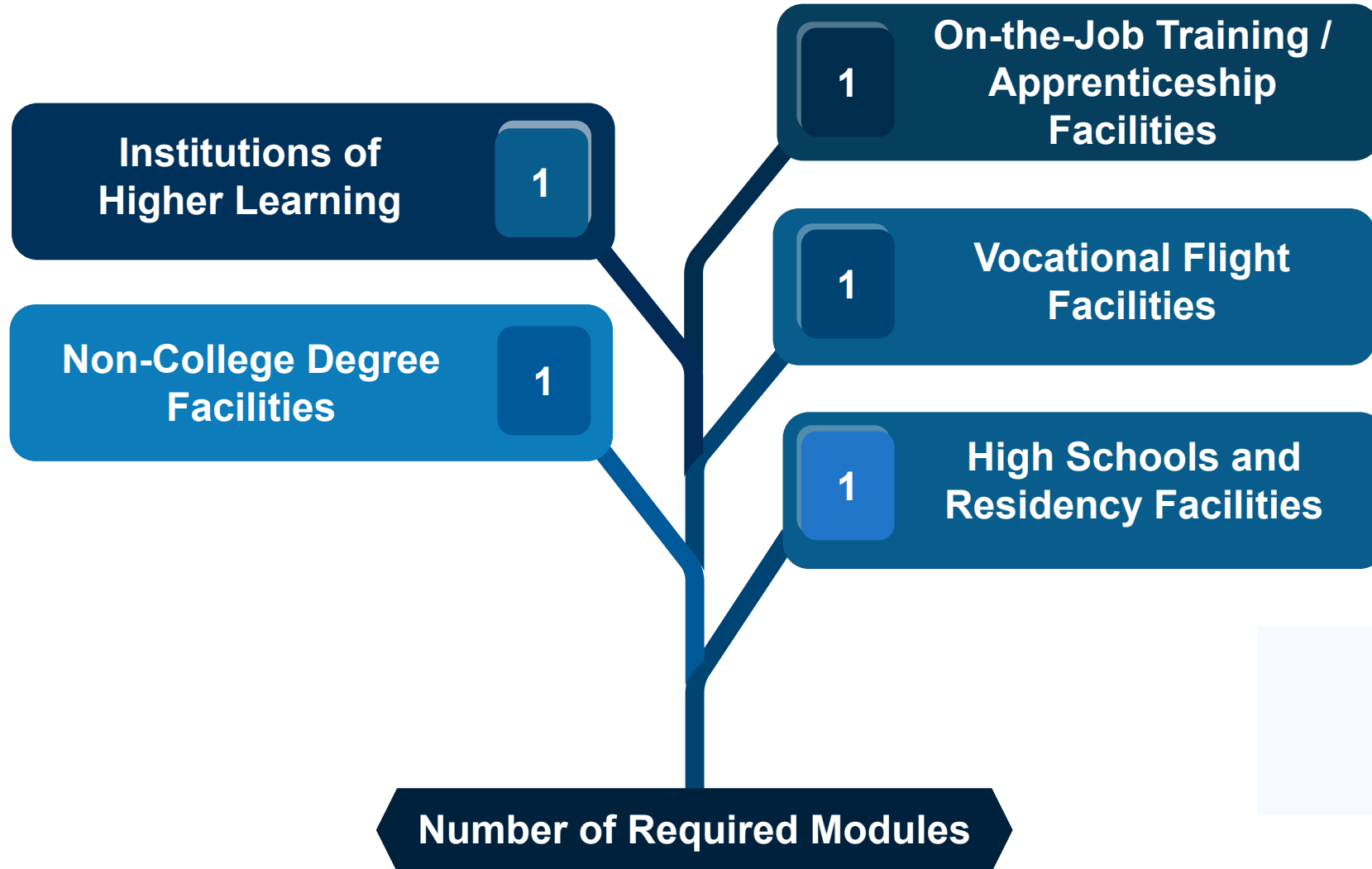
SCO ANNUAL TRAINING PORTAL (FY'2023)

Use this if you have never logged in to the portal.

For Portal access, click here: **Live Assessments (vbatraining.org)**

SCO ANNUAL TRAINING PORTAL (FY'2023)

For Portal access, click here: **Live Assessments (vbatraining.org)**

SCO ANNUAL TRAINING PORTAL (FY'2023)

For Portal access, click here: **Live Assessments (vbatraining.org)**

POST-COURSE COMPLETION ACTIONS

After completing a course, you can select the "Feedback" button to obtain your **Completion Certificate.**
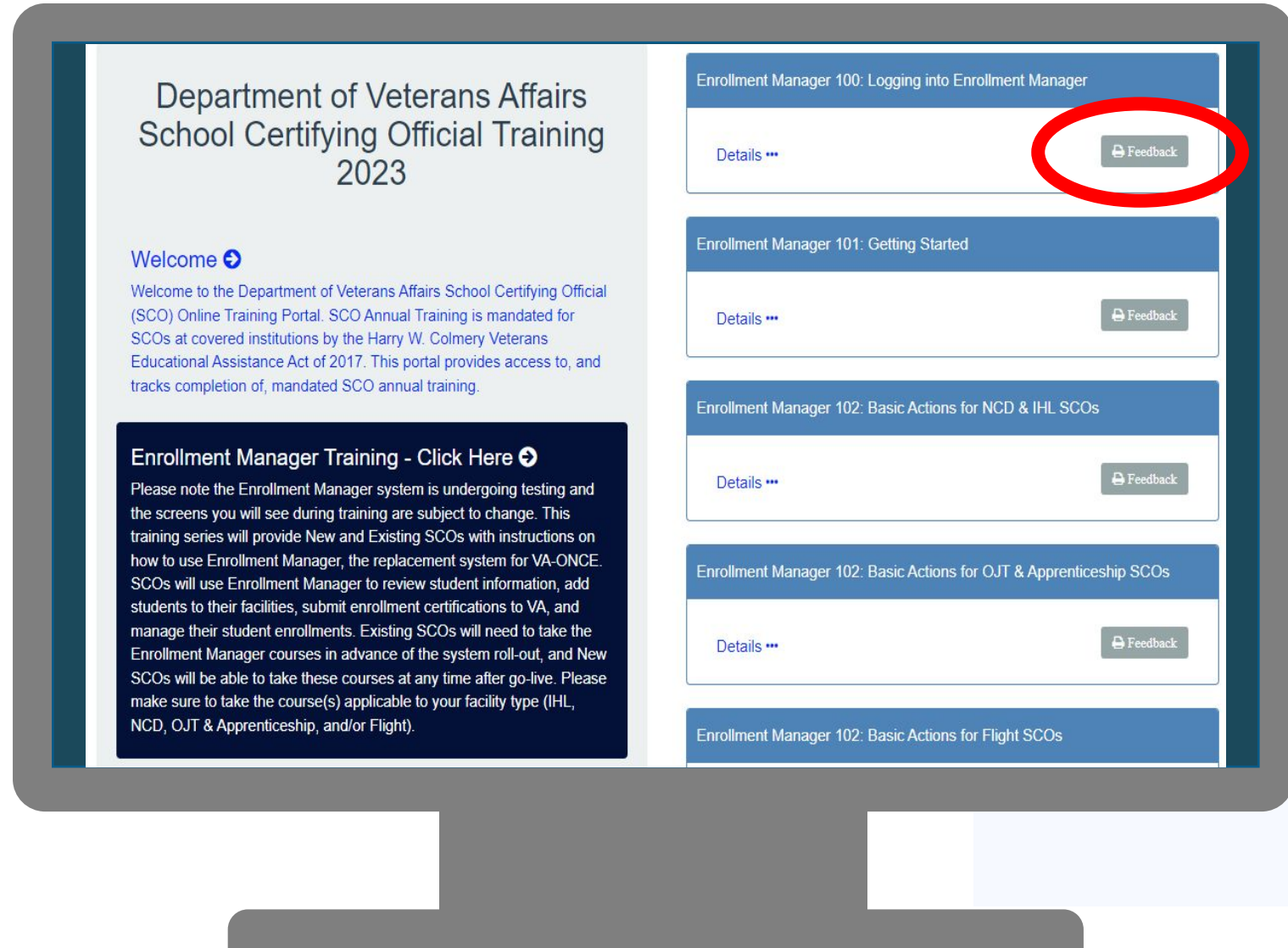
For Portal access, click here: **Live Assessments (vbatraining.org)**

COURSE REVIEW

To review a completed course, scroll down and select the "Review Only – Click Here" section.

Locate a course from the list on the right and click the green "Begin" box.

This option allows you to review a completed course without changing your completion status.

For Portal access, click here: **Live Assessments (vbatraining.org)**

WHAT IS A COVERED INSTITUTION?

Identifying a Covered Educational Institution

The term "covered educational institution" for purposes of section 305 of <u>Public Law 115-48</u> is an **educational institution** as defined in § <u>21.4200(a)</u> that **has enrolled 20 or more individuals using educational assistance** under title 38, United States Code.

Where can I check if my institution is a covered institution?

If your educational institution or facility meets that criteria, you must complete the annual <u>School Certifying Official (SCO) training requirements</u>. To verify if your institution or facility is a covered educational institution, <u>search for your school's name</u>.

U.S. Department of Veterans Affairs

Annual Training Requirements Roadmap (FY2023)

October 1, 2022 — 1

Annual Training window opens. Updated training requirements are effective.

June 1, 2023 — 2

90-Day Training Alert: Reminders for the August 31st Existing SCO training deadline sent via GovDelivery and posted on GI Bill website.

July 1, 2023 — 3

60-Day Training Alert: Reminders for the August 31st Existing SCO training deadline sent via GovDelivery and posted on GI Bill website.

August 1, 2023 — 4

30-Day Training Alert: Reminders for the August 31st Existing SCO training deadline sent via GovDelivery and posted on GI Bill website.

August 15, 2023 — 5

15-Day Training Alert: Reminders for the August 31st Existing SCO training deadline sent via GovDelivery and posted on GI Bill website.

August 31, 2023 — 6

Annual Training window closes. Training requirements for Existing SCOs must be complete.

September 1-30, 2023 — 7

Existing SCOs: No training in progress.
New SCOs: Continuous training throughout year.

ANNUAL TRAINING REQUIREMENTS (FY2023)

4 **Institutions of Higher Learning**
Four modules. It is recommended one of the four modules be specific to your facility type.

4 **Non-College Degree Programs (Only)**
Four modules. It is recommended one of the four modules be specific to your facility type.

4 **Institutions of Higher Learning with Non-College Degrees**
Four modules. It is recommended one of the four modules be specific to your facility type.

4 **Institutions of Higher Learning with Flight Programs**
Four modules. It is recommended one of the four modules be specific to your facility type.

1 **On-the-Job Training / Apprenticeship Programs**
One module. It is recommended the module be specific to your facility type.

1 **Vocational Flight Programs**
One module. It is recommended the module be specific to your facility type.

1 **High School Programs**
One module. It is recommended the module be specific to your facility type.

1 **Residency Programs**
One module. It is recommended the module be specific to your facility type.

EDUCATION SERVICE GI BILL PROGRAMS

TRAINING SELF-CERTIFICATION STEPS

Step 6
Enter the Date of Training, then click "Submit".

Step 4
Verify you have selected the correct training session, then click "Continue".

Step 2
Select one:

Office Hours
Conference Sessions
Supplemental Training

Step 5
Click "Yes" to certify you have completed 100% of the training. Click "Submit".

Step 7
Download your results and keep the certificate for your records.

Step 3
Locate the applicable session and click "Begin"

Step 1
Login to the SCO Annual Training Portal.

Live Assessments

U.S. Department of Veterans Affairs

ANNUAL TRAINING RESOURCES (FY2023)

National Training Mailbox

- Certifying Official Training Portal access and use
- Approved training credit and progress tracking
- Adobe Connect registration and access

edutraining.vbaco@va.gov

Office Hours Q&A

- Responses to questions posed during monthly Office Hours
- Link to Annual Training Requirements and Step-by-step directions to self-certify training

Office Hours Q&A Webpage

Training Portal Technical Support

- Certifying Official Training Portal technical assistance
- Report Training Portal issues and outages

support@VBATraining.org

GovDelivery Notifications

- All webinars and training sessions are announced via GovDelivery
- You must register and update your information as needed

GovDelivery

GovDelivery Support

U.S. Department of Veterans Affairs

From an SCO for an SCO:

"Attend every VA Office Hours"

GOOD ADVICE

From an SCO for an SCO:

"Keep your files organized. Review what is needed for compliance surveys and file what is needed as each student is enrolled. It will help you, not only for surveys, but also for you to go back and review if needed."

EDUCATION SERVICE
GI BILL PROGRAMS

Compliance Surveys

Law Requires
Periodic Compliance Surveys be conducted at educational institutions.

During Survey
School and student records are reviewed to ensure compliance with applicable laws.

Purpose 1:
Ensure VA payments are based upon proper and correct enrollment information as furnished by the school to the VA.

Purpose 2:
Assist schools, training officials, and students in understanding the requirements of the law in order to prevent deficiencies or violation.

Records: Review and Retention

Schools with obtained approval to provide training are required by law to maintain certain records and to make these records available for examination

All records and accounts of schools pertaining to Veterans and eligible persons must be available for examination.

The effect of this provision is to allow VA to examine necessary records that may be restricted under laws regarding privacy of student records.

Failure to make records available may result in discontinuance of educational assistance benefits.

Review & Retention

VA students' records must be kept for 3 years following the ending date of the last period certified to VA.
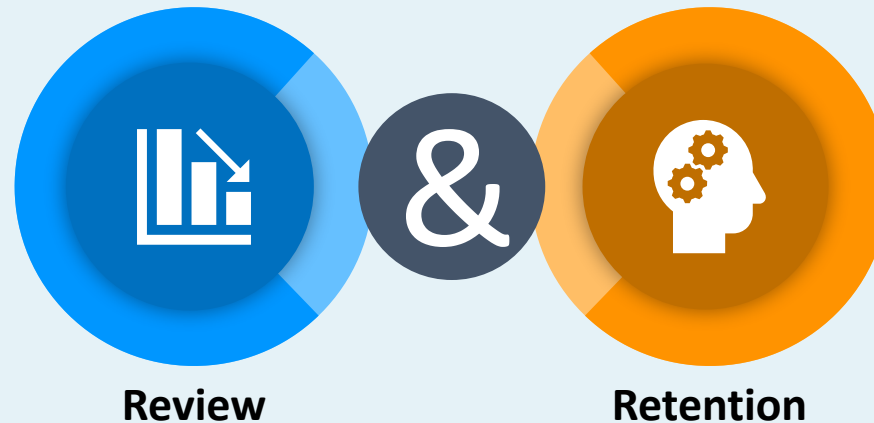
Records need to be kept longer than 3 years only if a written request to keep the records longer is received from the Department of Veterans Affairs.

This requirement is in the Code of Federal Regulations, 38 CFR 21.4209(f).

Record retention regulations for individual states may require that VA records be kept more than 3 years.
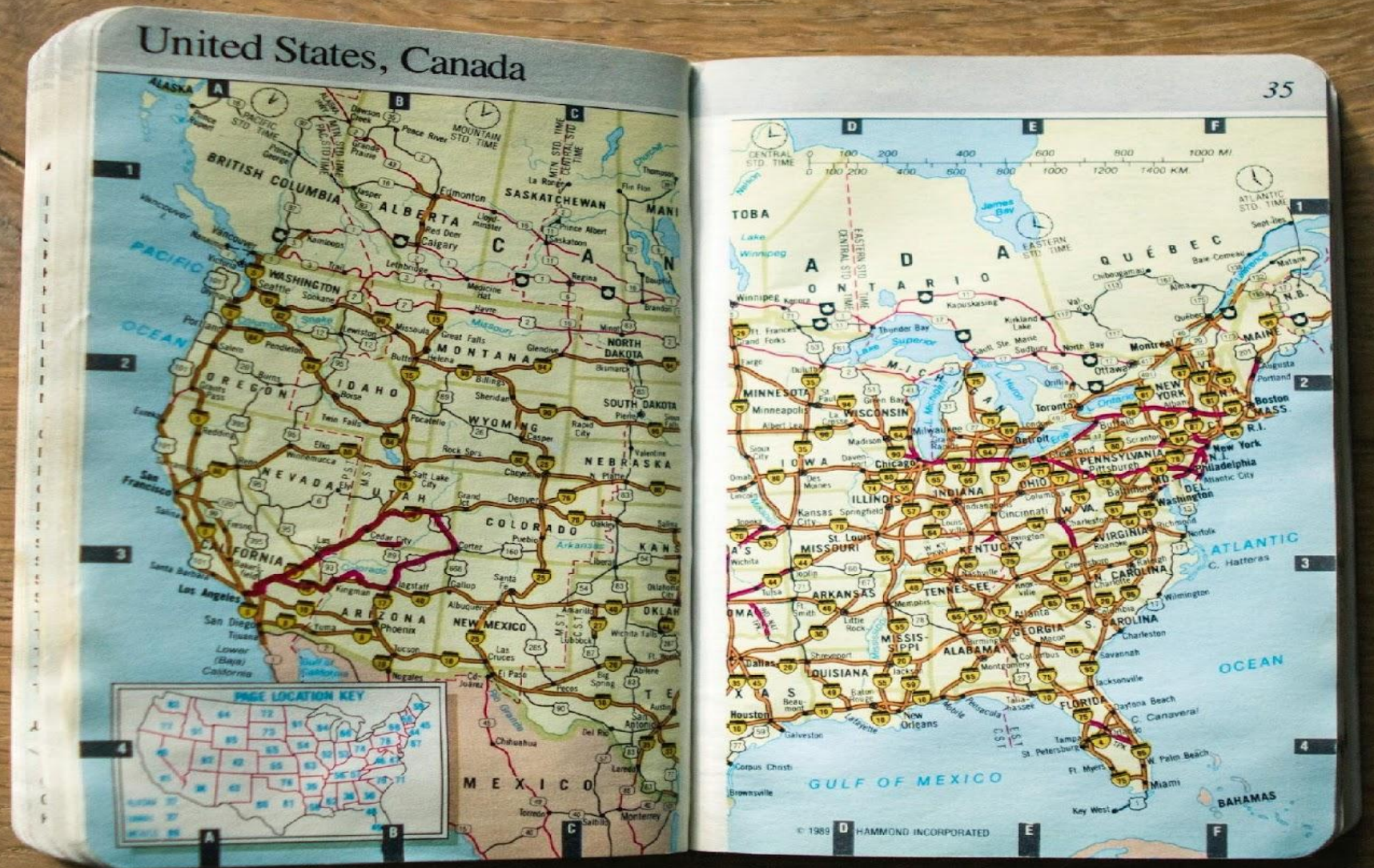
From an SAA for an SCO:

"Keep your approval up to date. It is the foundation for all your Veterans."
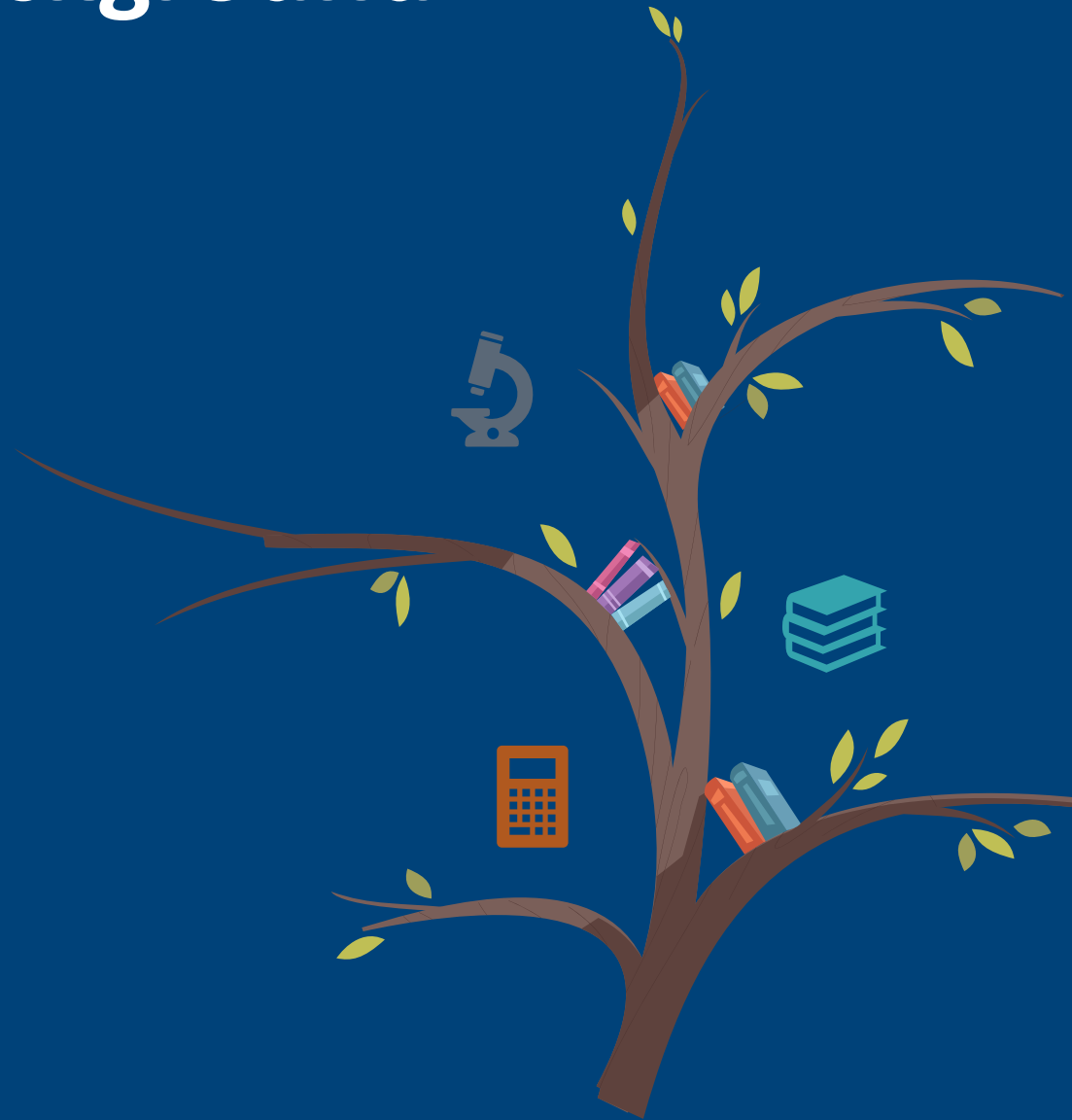
State Approving Agency (SAA)

SAA Overview and Responsibilities

❑ Background

❑ Focus and Core Functions

❑ Program Approvals

Background

01 In 1945, the 79th Congress passed Public Law 268 requiring individual state governors to appoint a State Accrediting Agency.

02 Each state would establish a SAA that would be supported through funding from the Department of Veterans Affairs (VA).

03 Each SAA would determine which education and training programs were appropriate for Veterans to enroll in and use their GI Bill Education Benefits.

Focus and Core Functions

Primary Focus

The review, evaluation and approval of quality programs of education and training under State and Federal criteria

Outreach

Engage in outreach activities to encourage wider use of the GI Bill by Veterans and other beneficiaries, schools, and employers

PRIORITIES

Additional Focus

Act as state liaisons, may also provide guidance to military installations' base personnel with quality educational offerings and information about education benefits

Other Core Functions

- Compliance and oversight
- Technical assistance
- Agency Management
- Cooperative Agreement compliance

EDUCATION SERVICE
GI BILL PROGRAMS

Program Approval

SAA of jurisdiction must verify the program meets the necessary approval requirements

Previously approved programs will be reviewed by the SAA of jurisdiction during routine catalog reviews

SAAs are required to re-evaluate schools, facilities, and programs every 24 months at a minimum

SAA of jurisdiction will communicate what documents are required from the school/SCO for new and routine approval reviews

VA Form 22-1998

After the SAA has approved your program(s) of education, the SAA will send the approval to the ELR of jurisdiction for VA acceptance

Once VA has accepted the approval, the ELR will provide you with a VA Form 22-1998

This report contains a list of all your school's programs, as they have been approved by the SAA and accepted by VA
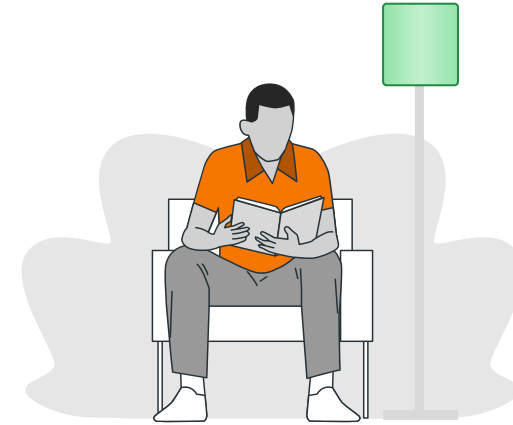
It is very important that you review the VA Form 22-1998 for accuracy

SAA or ELR

Contact ELR

- Updating Certifying Officials via VA Form 22-8794
- Questions about reporting student enrollment and related changes
- Access to Enrollment Manager and related technical guidance
- All 85/15 reporting matters
- Approval issues related to WEAMS 22-1998 reports

Contact SAA

- Program revisions including all new/suspended/cancelled programs
- Approval of updated catalogs and related publications
- School address updates; including branch and extension locations
- Changes in accreditation status
- Change of ownership
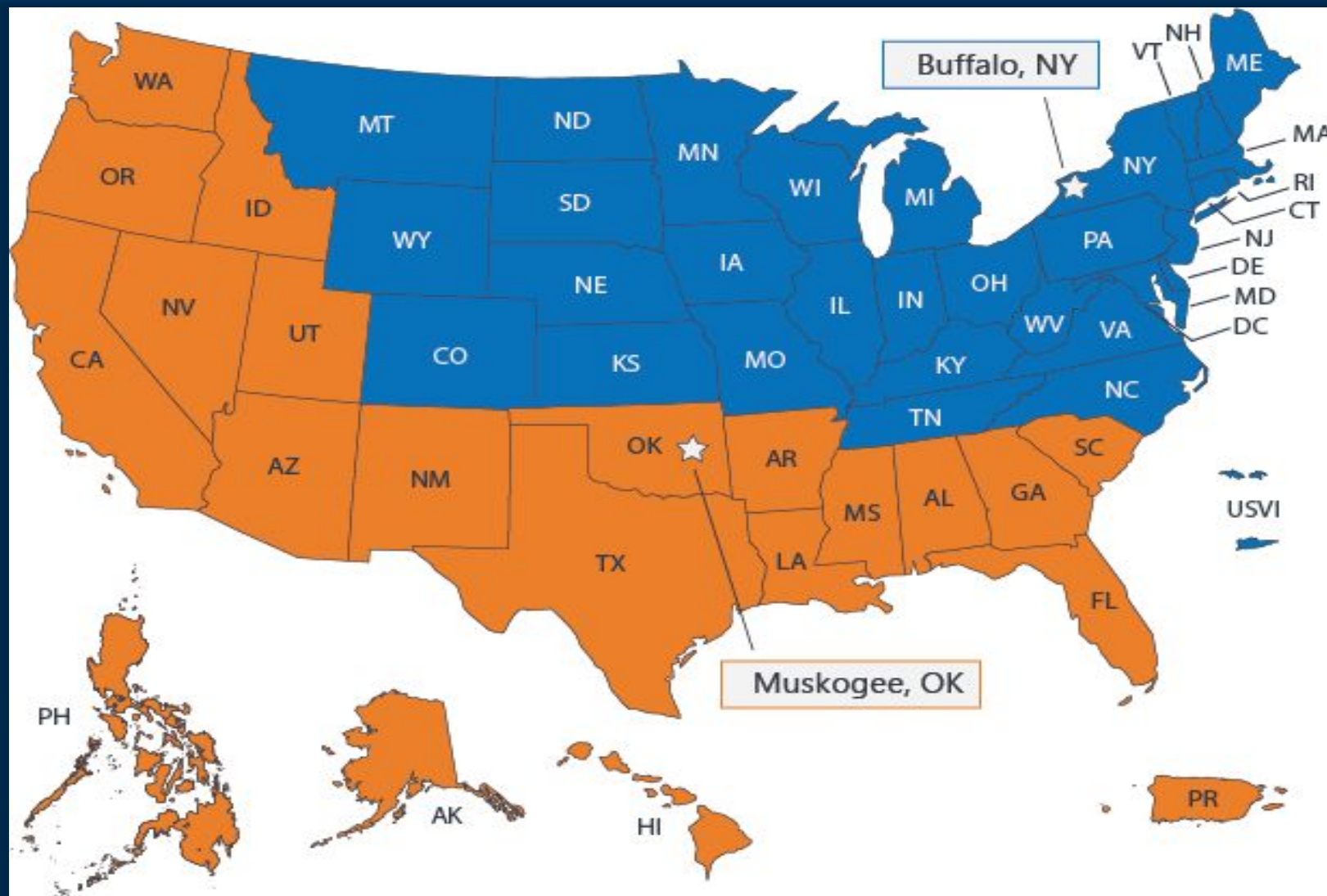
Points of Contact and Resources

VA Contact Information and Additional Resources

❑ VA Processing Jurisdictions

❑ Important Phone Numbers

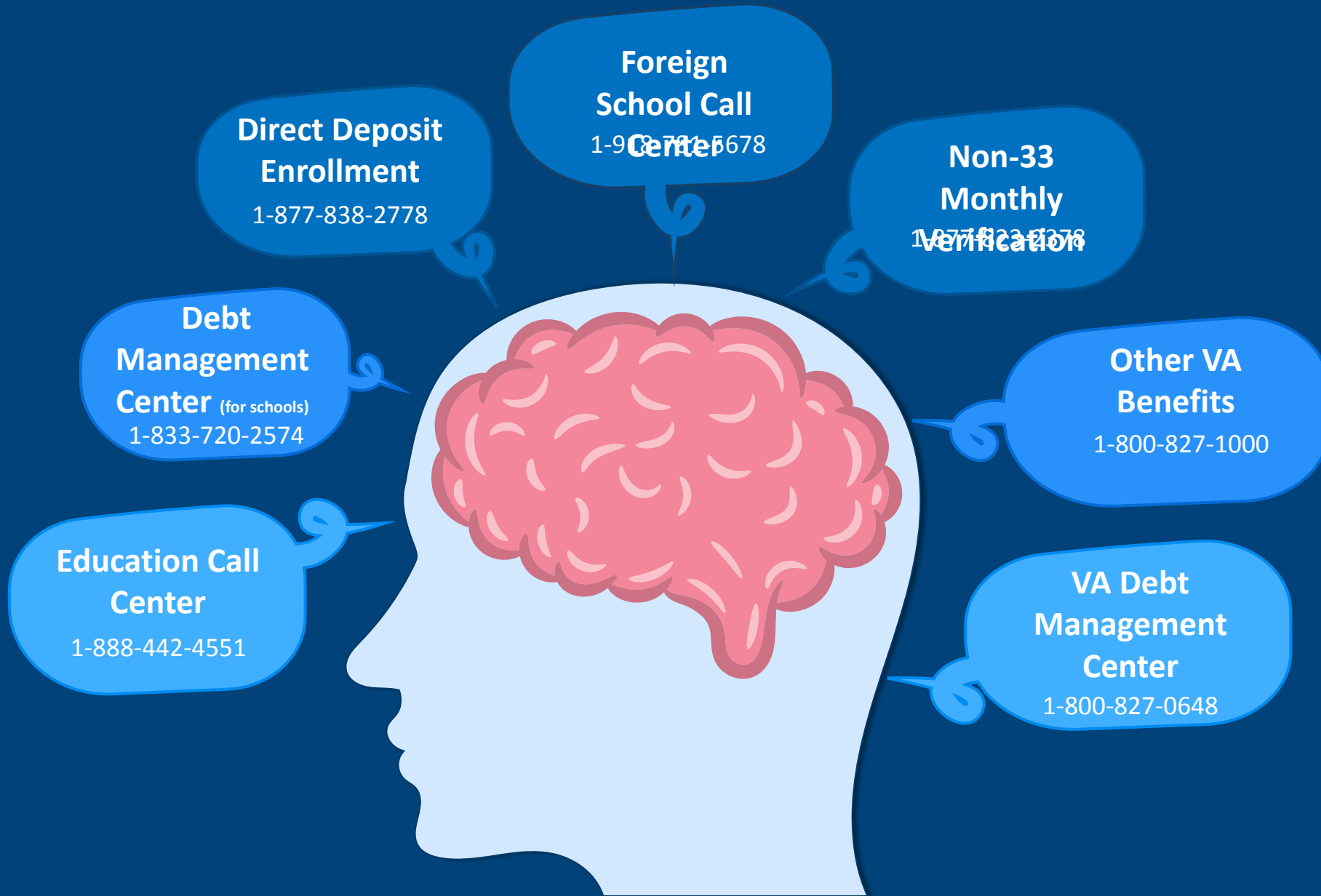❑ Internet Inquires and Resources

VA Processing Jurisdictions

Buffalo RPO

P.O. Box 4616

Buffalo, NY
14240-4616

Muskogee RPO

P.O. Box 8888

Muskogee, OK
74402-8888

Important Phone Numbers

Direct Deposit Enrollment
1-877-838-2778

Foreign School Call Center
1-918-781-5678

Non-33 Monthly Verification
1-877-823-2378

Debt Management Center (for schools)
1-833-720-2574

Other VA Benefits
1-800-827-1000

Education Call Center
1-888-442-4551

VA Debt Management Center
1-800-827-0648

EDUCATION SERVICE
GI BILL PROGRAMS

97

Internet Inquires and Resources

Ask VA (AVA)

VA.gov

Login.gov

ID.me
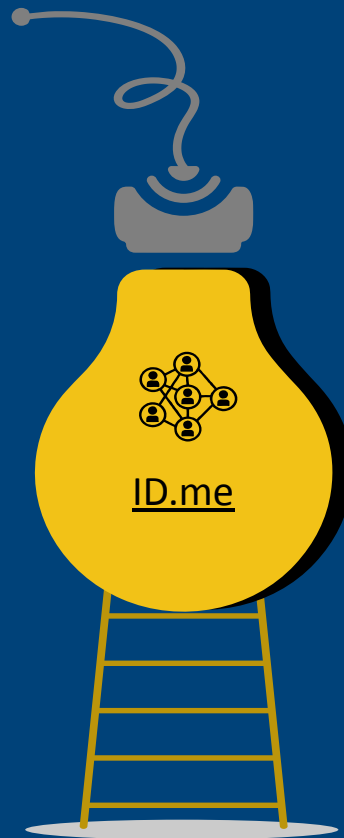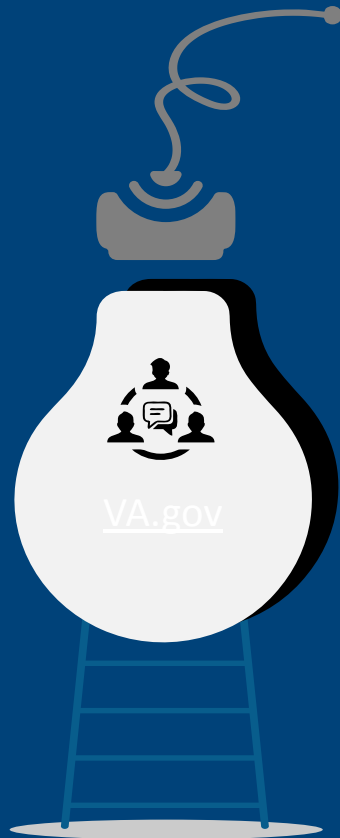
Resources

Education Liaison Representatives

State Approving Agencies

About GI Bill Benefits | Veterans Affairs (va.gov)
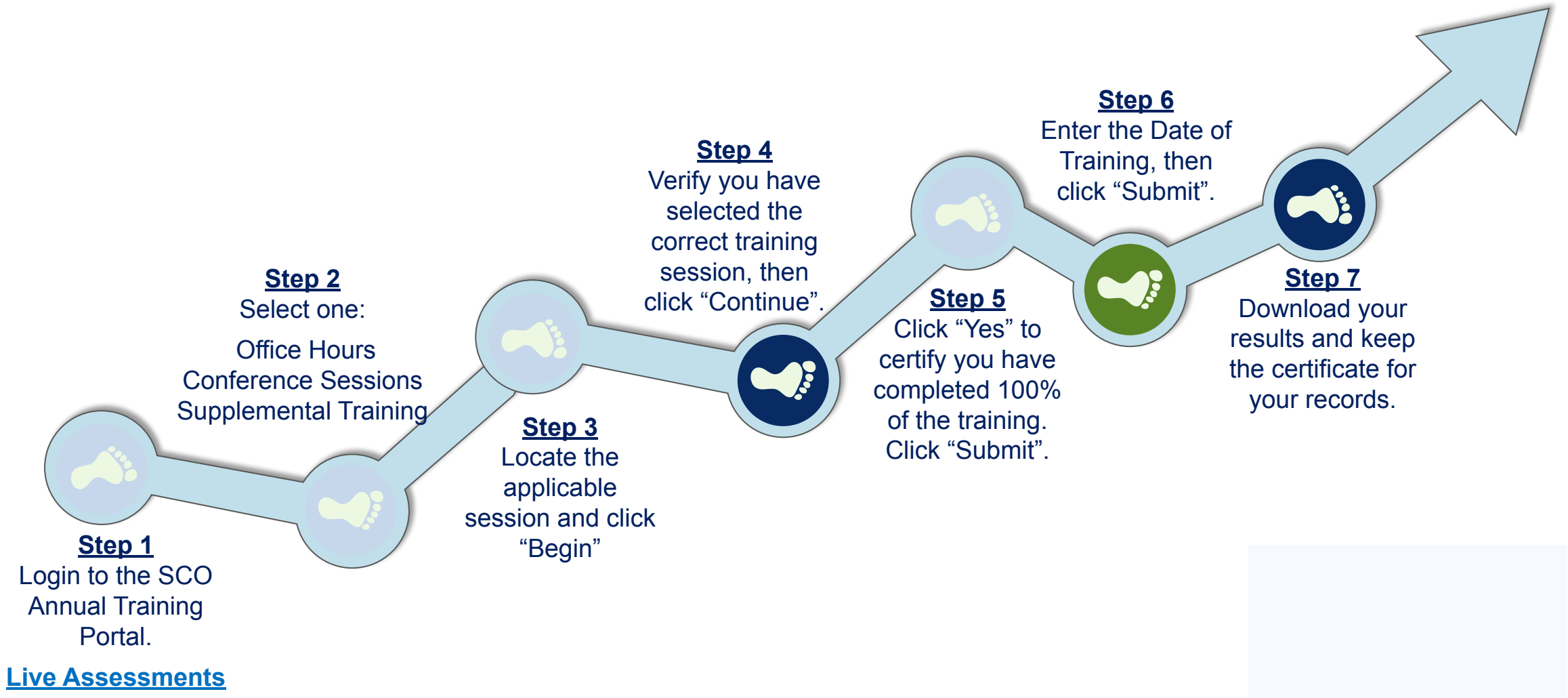
School Certifying Official Handbook (On-line) (va.gov)

Resources For Schools | Veterans Affairs (va.gov

TRAINING SELF-CERTIFICATION STEPS

Step 1
Login to the SCO Annual Training Portal.

Live Assessments

Step 2
Select one:

Office Hours
Conference Sessions
Supplemental Training

Step 3
Locate the applicable session and click "Begin"

Step 4
Verify you have selected the correct training session, then click "Continue".

Step 5
Click "Yes" to certify you have completed 100% of the training. Click "Submit".

Step 6
Enter the Date of Training, then click "Submit".

Step 7
Download your results and keep the certificate for your records.

U.S. Department of Veterans Affairs

GOOD ADVICE

From an SAA for an SCO:

"Ask questions, no matter how simple you think they are, ask."

Summary

1 Discuss an overview of the U.S. Department of Veterans Affairs (VA) Education Benefit Programs and processes
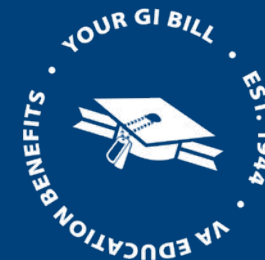
2 Define the responsibilities of the School Certifying Official (SCO)

3 Identify the responsibilities of the State Approving Agency (SAA)

4 Recall points of contact to receive assistance with questions

Thank You!

(2) IMG 4708 manny success - YouTube