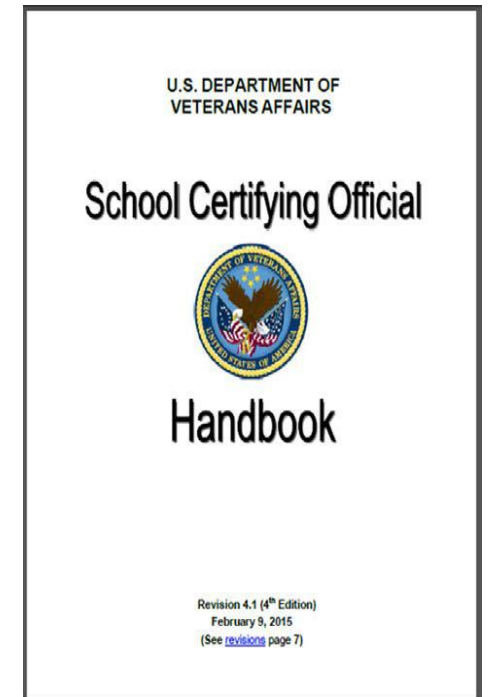# VA Clock Hour Programs

DONALD GIBSON

407-582-1248/ DGIBSON11@VALENCIACOLLEGE.EDU

School Certifying Official Handbook

▶ https://www.benefits.va.gov/GIBILL/docs/job_aids/SCO_Handbook.pdf

▶ This document was most recently updated on August 1, 2018 Revisions can be found on page 8

U.S. DEPARTMENT OF VETERANS AFFAIRS

School Certifying Official

Handbook

Revision 4.1 (4th Edition)
February 9, 2015
(See revisions page 7)

Points of Contact

VA Education Call Center

- 1-888-442-4551
- Located in Muskogee, OK
- Education case managers available 7am to 7pm (CST)
- Automated System available 24/7
- Hardship cases; status of claim questions; student payment issues

State Approving Agency (SAA)

- Approval questions/ issues
  - Programs, catalogs, addenda, policies, procedures, new facilities
- Technical assistance/ training
- Compliance survey questions
- Other miscellaneous items such as changes in accreditation, ownership, address, etc.

Education Liaison Representative (ELR)

- Certification questions/ issues
- VA-Once technical questions and changes in SCO's
- 22-1998 (aka WEAMS) questions
- Technical assistance
- Compliance survey and federal approval issues

VA Regional Offices

St. Louis/Central Region
VA Regional Office
PO Box 66830
St. Louis, MO 63166-6830
FAX (314) 552-9741

Buffalo/Eastern Region
VA Regional Office
PO Box 4616
Buffalo, NY 14240-4616
FAX (716) 551-3241

Muskogee/Western Region
VA Regional Office
PO Box 8888
Muskogee, OK 74402-8888
FAX (918) 781-7863

Atlanta/Southern Region
VA Regional Office
PO Box 100022
Atlanta, GA 30031-4032
FAX (404) 929-3009

State Approving Agency

Bureau Chief
Betsy Wickham

Area I Sondra Goodman	• (727) 401-9279 • goodmans@fdva.state.fl.us
Area II Jose Toro	• (904) 252-4106 • toroj@fdva.state.fl.us
Area III Kelli Colborne	• (352) 422-5736 • colbornek@fdva.state.fl.us
Area IV Nathaniel Knight	• (850)556-0848 • knight@fdva.state.fl.us
Area V Dale Towery	• (954) 540-6157 • toweryd@fdva.state.fl.us
Area VI Madeline Mendez	• (954) 540-6542 • mendezm@fdva.state.fl.us

Florida VA Outreach O Office

ELR – Kate Caruso

FloridaEducationOutreach.VBASPT@va.gov

VA Regional Office
Attn: Education Services (272A)
9500 Bay Pines Boulevard
St. Petersburg, FL 33744

Chuck Peterman

Rick Robertson

David Williams

Brian Krasko

Robert Forman

School/ SCO Responsibilities

VA Form 22-8794

Department of Veterans Affairs | **DESIGNATION OF CERTIFYING OFFICIAL(S)**

GENERAL INSTRUCTIONS

1. This form MUST ONLY be completed by a responsible official with the authority to designate certifying officials for the school or training establishment.

2. This form must be completed whenever there is a change in any of the information. Include the names, titles, and signatures of all certifying officials, not just the changed information.

SPECIFIC INSTRUCTIONS

1. Item 1: Enter the complete name and address of the school or training establishment.

2. Item 2: Enter the certifying official's telephone number.

3. Item 3: Enter the certifying official's fax number.

4. Item 4: Enter the certifying official's e-mail address. As an alternative, you may enter the e-mail address for the office where the certifying official works.

5. Item 5A: Enter the complete name and title for each designated certifying official. Have each person sign the form on the same line as his or her name and title. If any of the certifying officials have limited jurisdiction, note such limitations in Item 6, "Remarks". Use space below if needed.

6. Item 5B: If facsimile (e.g., rubber stamp) signatures will be used for any certifying officials, enter a sample in the appropriate block. In addition, have the individual initial next to the sample.

7. Item 5C: If veterans and other eligible persons will be claiming individualized tutorial assistance, complete these blocks.

8. Items 7 and 8: Sign and date the form. The person signing the form must be a person of significant authority, i.e., registrar, academic dean, or higher.

PURPOSE: This form is used to provide the names and signatures of those individuals who are authorized to certify enrollment information to the Department of Veterans Affairs.

1. NAME AND ADDRESS OF SCHOOL OR TRAINING ESTABLISHMENT *(Include ZIP Code)*

FOR VA USE ONLY

VA Portal

VA-ONCE IS AVAILABLE FOR ALL SCHOOLS INCLUDING IHLS, NCDS, AND FLIGHT SCHOOLS, AS WELL AS APPRENTICESHIP AND OTHER ON-THE-JOB TRAINING ESTABLISHMENTS. IT IS NOT YET AVAILABLE FOR CORRESPONDENCE SCHOOLS.

Responsibilities for Reporting

- Keep VA informed - use VA-ONCE to report:
- Enrollment Certification (i.e. VA Form 22-1999)
- Notice of Change in Student Status (i.e. VA Form 22-1999b)

- Monitor
  - Subjects pursued
  - Student's grades

- Report
  - Terminations Unsatisfactory progress
  - Unsatisfactory conduct
  - Unsatisfactory attendance

- Submit **initial** enrollment information within **30 days** of the later of:
  - 1. The beginning of the term
  - 2. The end of the drop/add period
  - 3. The date of the student's request for certification.

- Report **changes** in enrollment within **30 days** of any change, **not** 30 days of the date you were notified of the change.

Responsibilities for Reporting

- Retain applicable paperwork and records

- •Maintain records for 3 years

- •Protect privacy

- •Make all records available for inspection

School File should contain:

- Copies of all VA paperwork
- •School's transcript
- •Grade reports
- •Drop slips (for those courses dropped during drop/add)
- •Registration slips
- •Tuition and fee ledgers
- •Transcripts from previous schools with evaluations of same
- •Student's school application
- •Records of disciplinary action
- •program outline, curriculum guide, or graduation evaluation form
- •Any other pertinent forms

SCO Encouraged Activities

- **Assist VA students in applying for education benefits**

  - Maintain copies
  - Help veterans/dependents with applications
  - Assist resolve pay problems
  - Disseminate VA Information
  - Ensure VA students are aware of their responsibilities

- **Keep supervisors informed of any internal problems that may affect service to VA students, such as:**

  - Failure of records office to provide pertinent information
  - Failure of instructors to provide attendance information (if applicable)
  - Failure of other offices to provide program information
  - Failure of mail distribution center to forward appropriate mail

Best Practices

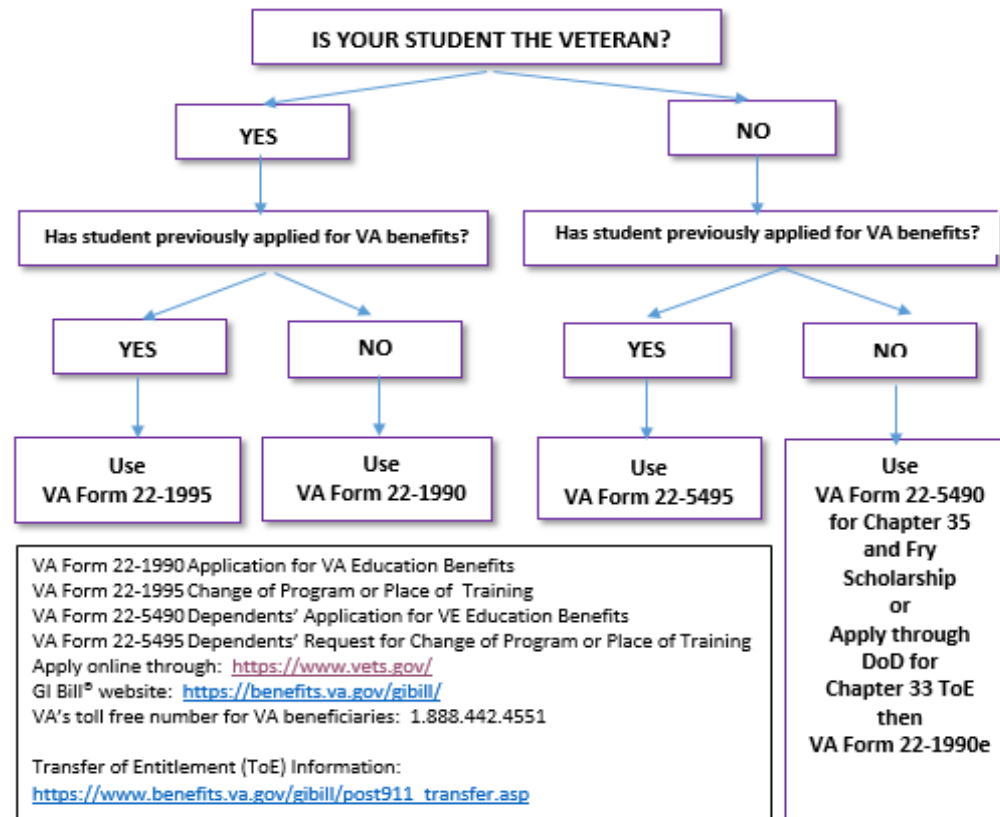**Acknowledgment/Student Responsibility Form**

	VA STUDENT ACKNOWLEDGMENT – STUDENT RESPONSIBILITY FORM	
	As a Serviceperson, Veteran, or Dependent of a Veteran who is eligible for VA education benefits, <u>I have read, understand, and agree</u> to the following conditions:	
☐		
☐		
☐		
☐		

Student Responsibilities

► **Applications**

► **•Change of Address and Direct Deposit**

► **•Student Verification of Enrollment (Chapter 30, 1606, and 1607)**

► **•eBenefits**

  ► [http://www.ebenefits.va.gov/]

  ► Students are strongly encouraged to register and utilize eBenefits to assist them in the following:

    ► Obtaining up to date information on their educational entitlement

    ► Updating their Direct Deposit and personal contact information

    ► Downloading VA letters and personal documents

    ► Viewing the current status of their payments (both education and disability)

Which Form does the Student Fill Out?

WHICH FORM DOES THE VETERAN OR DEPENDENT USE?

IS YOUR STUDENT THE VETERAN?

YES → Has student previously applied for VA benefits?
- YES → Use VA Form 22-1995
- NO → Use VA Form 22-1990

NO → Has student previously applied for VA benefits?
- YES → Use VA Form 22-5495
- NO → Use VA Form 22-5490 for Chapter 35 and Fry Scholarship or Apply through DoD for Chapter 33 ToE then VA Form 22-1990e

VA Form 22-1990 Application for VA Education Benefits
VA Form 22-1995 Change of Program or Place of Training
VA Form 22-5490 Dependents' Application for VE Education Benefits
VA Form 22-5495 Dependents' Request for Change of Program or Place of Training
Apply online through: https://www.vets.gov/
GI Bill® website: https://benefits.va.gov/gibill/
VA's toll free number for VA beneficiaries: 1.888.442.4551

Transfer of Entitlement (ToE) Information:
https://www.benefits.va.gov/gibill/post911_transfer.asp

VA Education/ Vocational Benefits

Montgomery GI Bill

Post 9/11

Survivors and Dependents Educational Assistance

MGIB Selective Reserve

Vocational Rehabilitation and Employment

IHL & NCD

IHL – Institution of Higher Learning

▶ A college, university, technical or business school offering instruction at the postsecondary level that leads to an associate or higher degree. The institution must be empowered by the appropriate state education authority (under state law) or accredited by a recognized accrediting agency to grant such degrees. This designation also includes hospitals offering medical-dental internships or residencies without regard to whether the hospital grants a postsecondary degree.

NCD – Non College Degree

▶ A course or program of education, or any other institutional vocational/educational training, which does not lead to a standard college degree.

Clock Hour Measurement

Title 38 CFR § 21.4270

01 A clock hour is always defined, for VA purposes, as 60 minutes of net instruction

02 NCD programs not offered at IHL are measured in clock hours.

03 NCD programs offered at IHL may be in credit hours or clock hours.

Non-College Degree Institutions _{Page 58}

▶ **RATE OF PURSUIT AND TRAINING TIME**

▶ If a program is measured in clock hours, benefits are paid based on clock hours of attendance per week. The beginning date, ending date, and number of clock hours a student is scheduled to attend each week must be reported. If clock hours per week vary **and** the benefit amount is affected, the variance must be reported for calendar weeks, Sunday through Saturday, between the beginning and ending dates.

▶ Do not submit adjustments for absences that are allowed within the school's approved attendance policy. You may not extend enrollment for students who need additional hours simply because of absences. However, if a student failed a portion of the course and has to repeat it, that portion may be re-certified as long as the student continues to meet the Standards of Progress.

▶ Full-time measurement is 18 clock hours if classroom instruction predominates and 22 clock hours if shop practice predominates. The clock hour measurement for all approved programs measured and paid by clock hours is listed in the Web Enabled Approval Management System (WEAMS).

Training Time
(Chapters 30, 32, 35, 1606, and 1607)

18 Hours: 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 less than ½-time
- 1-4 hours are ¼-time or less

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 less than ½-time
- 1-5 hours are ¼-time or less

Rate of Pursuit (Chapter 33) Conversion

- ▶ VA will convert clock hours to credit and then calculate rate of pursuit. The Monthly Housing Allowance is paid if rate of pursuit is more than 50%.

Clock Hour Measurement (33)

Classroom Theory

- 18 + (Full Time) = 100%
- 17 = 90%
- 15 = 80%
- 13 = 70%
- 11 = 60%
- 09 = 50%

Shop Practice

- 22 + (Full Time) = 100%
- 20 = 90%
- 18 = 80%
- 15 = 70%
- 14 = 60%
- 11 = 50%

Divide schedule clock hours per week by full-time requirement (18 for CT; 22 for SP)
Anything above at or above 18 for CT and/or 22 for SP will result in 100% ROP

WEAMS Report
VA Form 22-1998

85/15

The 85-15 Rule prohibits paying Department of Veterans Affairs (VA) benefits to students enrolling in a program when more than 85% of the students enrolled in that program are having any portion of their tuition, fees, or other charges paid for them by the school or VA.

If the ratio of Supported Students (commonly referred to as "VA students") to Non-Supported Students (commonly referred to as "Non-VA students") exceeds 85% at the time a new student using VA benefits enters or reenters (such as after a break in enrollment), the student cannot be certified to receive benefits in the program.

1. To ensure that a minimum number of students, who are not receiving VA funds, are willing to pay for the full cost of the program.

2. To ensure that the price of the program is required to respond to the general demands of the open market and that a minimal number of non-VA beneficiaries find the program worthwhile and valuable.

Reporting Clock Hours

Classroom Theory

- Allows for 10 minutes to change classes each hour, which can be included in the total hours of instruction (must deduct if not changing classes)
- Also allows for 10 minutes to change subjects even if students remain in the same classroom, e.g., finish talking about business communications and switch to studying bookkeeping

Shop Practice

- Allowance for 15 minute break in morning; another in the afternoon. Can be included in total hours of instruction. Shorter breaks allowed for part-time enrollment.

Reporting Clock Hours (Lunch)

▶ **All clock hours reported to VA must *exclude* any lunch or meal breaks**

  ▶ **The Morning and afternoon breaks in a shop practice predominated class may NOT be combined for a half hour lunch.**

Reporting Clock Hours

- VA pays clock hour programs based on an approved finite total number of **clock hours**:
  - You must not certify for more hours than what the SAA approved
  - The only exception is if there is documented evidence that a student **failed** a portion of the training that is required to repeat that training
    - For courses offered on a modular basis, VA will pay students to repeat a module that was failed, but only if that module is scheduled to be repeated during normal, scheduled classroom hours
    - If repeated as makeup hours during non-class time, it may not be certified to VA for payment
- Ensure you monitor the SAA approval letter –and ensure it matches your 22-1998 (WEAMS report)

Reporting Clock Hours

▶ Report the actual number of clock hours **per week** the student is **scheduled/contracted** to attend, not the minimum it takes to be considered full-time for VA purposes nor the number of hours the student actually attends class

▶ Certified hours will be compared with those listed on the enrollment agreement/contract and class schedules during compliance surveys

   ▶ No averaging unless it does not change training time or rate of pursuit

   ▶ This may be done **only** if the student is full-time/100% rate of pursuit (ROP)

   ▶ This does **not** apply for less than full-time/less than 100% ROP

Attendance Policy

- In the real world of work, employees are expected to show up for work at the times specified by the employer and not those specified by the employee. Employees who have poor attendance on the job also have a poor employment record. Your attendance policy helps prepare students for employment.

- Students who have unusual attendance problems due to extended illness, very frequent medical appointments, etc., should consider taking a leave of absence until those problems are resolved.

Attendance Policy

- **Enforce the policy if a student fails to meet attendance standards**
    - Student's benefits must be terminated if s/he violates attendance standards, i.e., your policy must be followed to the letter without exception

- **Ensure you submit within 30 days of the student's last date of attendance (LDA) prior to violating the attendance policy. The LDA is the effective date of the termination.**
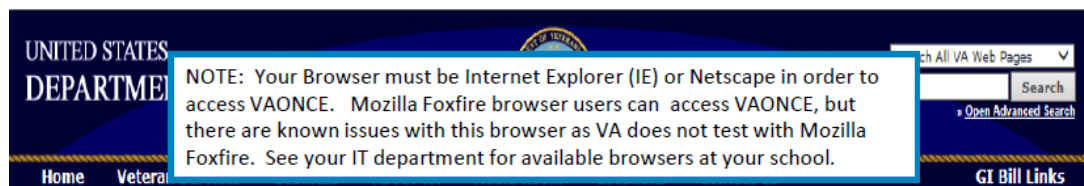
Attendance Policy
Example #1

▶ A student who, for any reason, misses more than 15% of the total scheduled course hours in a calendar month is considered to be in violation of the attendance policy and will be placed on attendance probation for one (1) month for unsatisfactory attendance.

▶ If the student fails to meet attendance standards the following month, her/his unsatisfactory attendance will be reported to VA via a termination.

Attendance Policy
Example #2

▶ A student who, for any reason, misses more than 15% of the total scheduled course hours in a calendar month is considered to be in violation of the attendance policy and her/his VA education benefits will be terminated for unsatisfactory attendance.

▶ In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after benefits are terminated for unsatisfactory attendance without the receipt of VA educations benefits. After such time, the student may be recertified for VA education benefits, but not retroactively to cover the period when the student was showing good attendance.

Attendance Policy

- **Must maintain attendance records for each class for**:
  - All NCD programs measured on a clock hour basis; and
  - Those offered at an IHL that are measured in credit hours and are not an integral part of a standard college degree where attendance is required.

- **A student's schedule is not an attendance record and is not sufficient for this purpose**

Attendance Policy

▶ **All instructor-led classes must have a roll book or other record maintained by the instructor to verify each student's attendance**

> ▶ Often, a physical sign-in sheet or time clock is used for this purpose and is sufficient as long as the class instructor maintains constant control over it so that s/he actually observes the student signing or clocking in.

> ▶ Don't forget… we will need to know all students who are enrolled in any given program being certified (85 percent enrollment limitation)

Attendance Policy

▶ Note: One size does **not** fit all –the length of the course/program will determine how often you must monitor and enforce.

▶ *Check with your **SAA** if you have policy questions.*

Attendance Policy
Enforce

▶ **Enforce the policy if a student fails to meet attendance standards**

    ▶ Student's benefits must be terminated if s/he violates attendance standards, i.e., your policy must be followed to the letter without exception

▶ **Ensure you submit within 30 days of the student's last date of attendance (LDA) prior to violating the attendance policy. The LDA is the effective date of the termination.**

VA ONCE Tutorial

Who Manages What in VA-Once

- VA manages your username and resets your password, if needed
    - To add/change SCOs at your school submit VA Form 22-8794 to your ELR
- SCOs are responsible for managing:
    - Your students electronic records in VA-ONCE
    - Approved programs
    - Zip Codes per Section 107 of the Colmery Act
    - Standard terms your preference)
    - Standard school remarks
    - Assistant & Work-Study access

Before you get started

NOTE: Your Browser must be Internet Explorer (IE) or Netscape in order to access VAONCE. Mozilla Foxfire browser users can access VAONCE, but there are known issues with this browser as VA does not test with Mozilla Foxfire. See your IT department for available browsers at your school.

INITIAL SET UP – Type in the web address as follows:
https://vaonce.vba.va.gov/vaonce_student/default.asp

Click on START VA-ONCE

What is VA-ONCE? VA-ONCE is an enhanced alternative for submitting VA Forms 22-1999, 22-1999b, and 22-6553c. It is a completely Internet based application. A team of schools and RPO representatives helped to develop the requirements used to build the application.

What is needed to run VA-ONCE? To use VA-ONCE, you must be using Microsoft Internet Explorer (IE 6.0, 7.0, 8.0, 9.0) browser. Although all browsers are allowed to access VA-ONCE, other browsers and the most recent versions of IE have not been fully tested to certify compatibility.

What is needed to submit forms using VA-ONCE? Your school must submit a Memorandum of Understanding (MOU). If you do not already have an MOU, please contact the VA-ONCE VBA Representative to acquire one. After submission and review, your Education Liaison Representative (ELR) will be contacting you with the appropriate login information. Otherwise, please click below to start VA-ONCE.

Start VA-ONCE
Start VA-ONCE using text only mode (This only applies to the login screen. If you would like to set text-only mode as your default way of using VA-ONCE, you can find an option for it in user preferences)

Before you get started

Required SCO Training

- https://www.benefits.va.gov/gibill/resources/education_resources/school_certifying_officials/online_sco_training.asp

- Section 305 of the Harry W. Colmery Veterans Educational Assistance Act of 2017, known as the "Forever GI Bill," requires the Department of Veterans Affairs (VA), in consultation with the State Approving Agencies, to develop and administer required training for School Certifying Officials (SCOs) effective August 1, 2018.

- Training is required for "new" SCOs who work at covered educational institutions that have enrolled 20 or more individuals using GI Bill® benefits. Covered educational institutions also include those other locations (e.g. branch campuses, extensions, satellite locations, annexes, etc.) that have a combined 20 or more individuals using GI Bill® benefits. Click Covered Educational Institution to verify if your facility is subject to the training requirement. SCOs who have questions regarding covered educational institutions should direct them to the ELR of jurisdiction. Procedures are forthcoming for individuals who are not subject to this training requirement.

Who is affected

New SCOs at educational institutions that have enrolled 20 or more individuals using GI Bill benefits will be required to take training.

▶ This includes institutions with multiple branch locations that have a combined 20 or more individuals using GI Bill benefits.

▶ New SCOs are individuals who begin work as a SCO on or after August 1, 2018.

▶ New SCOs will be identified using VA Form 22-8794 (Designation of School Certifying Officials).

Student School Detail

Print

Select Student

Search by | Last Name ▼ | Equals ▼ | | Search | Clear
Search Type | Search Range | Search Text

| All Active ▼ | All ▼ | All ▼ | All ▼ | All ▼ | All ▼ |
| Status and | Facility Code and | Chapter and | Training Type and | Program and | PT Evaluated |

| | to | | ALL ▼ | All ▼ | ALL ▼ | ALL ▼ | Filter |
| Date Range or | | Days until Cert End or | Training Time | Prior Credit | Active Duty | Reset |

Showing 1-100 of 39699 records ◄ ►

Show all Show Logs

☐	⚏	SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code	⚠	
☐	2			00		TIFFANY	33		10/30/2014 2:01 PM			
☐	1											
☐	2			00		MAX	33YEL LOW		9/23/2011 4:43 PM			
☐	2			00		ASHLEY	1606		3/10/2008 3:15 PM			
☐	5M			00		SUSAN	30		3/26/2015 1:02 PM			
☐	2			00		SAMANTHA	33		2/16/2012 9:12 AM			
☐	5E			00		EMARY	33		10/25/2011 9:08 AM			
☐				00		JASON	33YEL		9/28/2010			

Select

Admin

Reports

Logout

Tasks | Margin | Help

School Standard Remarks
Standard Terms
Standard Programs
Flight Instruction Types
User Defined Fields

Administration Functions

MAINTENANCE

SCHOOL STANDARD REMARKS: allows you to enter Remarks that are specific to your school You should add a standard remark only if there is something unique to your school, student or term that you need to report to the VA on multiple certifications, and it is not listed in the standard VA Remarks.

STANDARD TERMS: adding term dates allows for quick access later as you will not need to re-type the term each time.

STANDARD PROGRAMS: It is very important that you enter all approved programs (shown in the WEAMS document provided by your ELR) prior to entering your students as the programs you enter will appear in the Student Bio page drop-down menu.

USER DEFINED FIELDS: The user defined fields are 3 text boxes and a check box on the Student Bio page. They are there for your use only, and are not transmitted to VA. You can use these fields to track anything you would like. Some schools use these to keep track of things such as the student's counselor, branch of service, tuition deferments, Chapter 33 percentage rates, Fry Scholarships, tuition assistance, or other information important to your school.

SCHOOL: Allows you to view the approval information for the FC or Facility Codes you are Designated under.

User has 2 actions: USER PREFERENCE and USER ACCOUNTS.
User Preferences allows you to edit basic functions such as name, phone number, email, password, along with setting defaults.
User Accounts allows the School Certifying Official the ability to add / delete additional users and give those users specific edit, delete, or read only access.

Select

Admin

Reports

Logout

Tasks   Margin   Help

1) The Standard Programs page has been updated to so that a VA Objective and VA Course code can be associated with each program. This will be optional until 6-15-12. Effective 6-15-12 all certifications submitted, must have a VA objective and VA course code associated with the program.

The Objective and Course Code columns have been added.

To add the VA objective and VA course code, select the program name by highlighting it. This will enable the Edit Program Area.

2

There are differences between Institutions of Higher Learning (IHLs) and Non-College Degree (NCD) programs.

To associate the codes with a program at an **IHL**, select the appropriate VA Objective Code and VA Course Code from the drop down lists, and click Save. Once saved, the objective and course code will appear in the appropriate columns.

The available VA Objective codes are Displayed on the right.

Complete lists of both objective and course codes are included at the end of this Guide.

Non-Mat (000)
AA (011)
AS (012)
AD (N.E.C.) (013)
BA (021)
BS (022)
BD (N.E.C.) (023)
MA (031)
MS (032)
M (N.E.C.) (033)
Dr Of Philosophy (041)
Doctors Degree (N.E.C.) (042)
Postdoctoral (N.E.C.) (051)

3

To associate the codes with a Program at a **NCD** school or a **non-college degree program at an IHL**, you do **not** need to select the VA Objective Code. Select the appropriate VA Course Code from the drop down list. The VA Objective Code will automatically populate with the same code. The VA Objective code field will be disabled. Click Save.

All of the program codes are preceded by the type of training.
IHL – for programs at an Institution of Higher Learning;
NCD – for programs at Non-College Degree schools;
NAI – for Non-college degree programs at Institutions of Higher Learning; and
FLI – for Flight programs

IHL programs are listed first, but you can jump to different portions of the list by typing in "N" (NCD) or "F" (Flight).

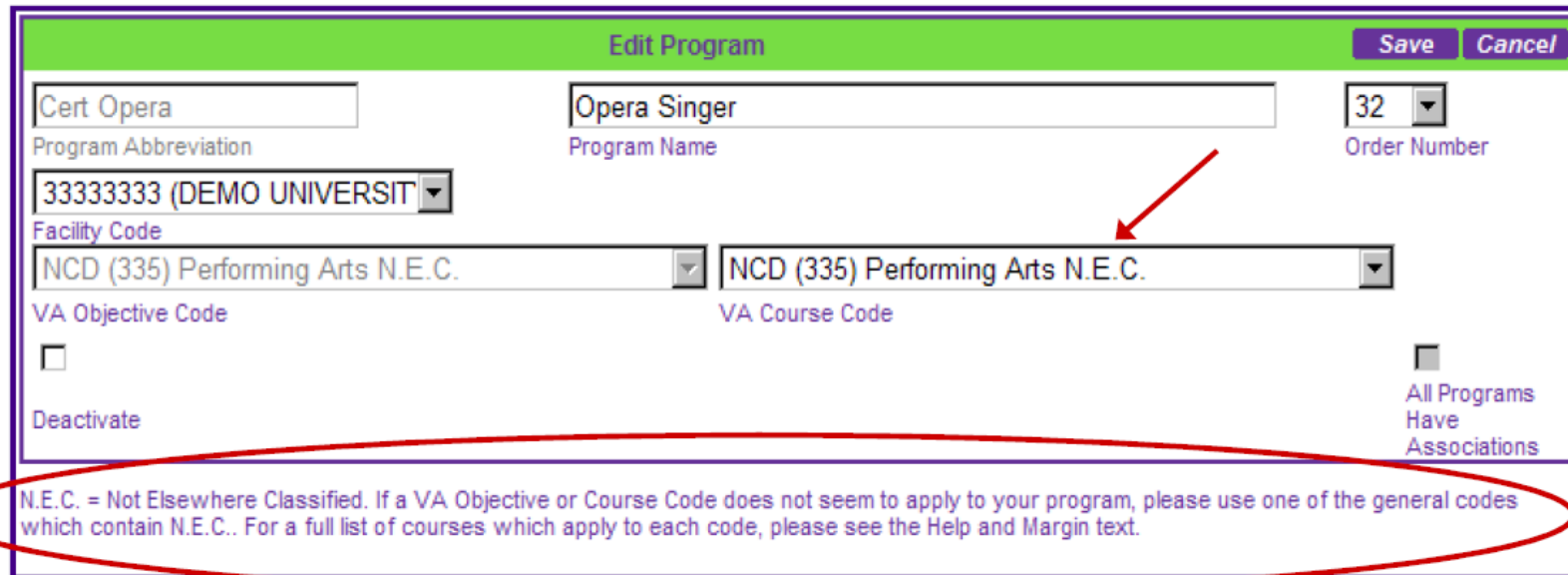N.E.C. stands for Not Elsewhere Classified. If a VA Objective or Course Code does not seem to apply to your program, please use one of the general codes which contain "N.E.C.".

VA Course Codes – Non-College Degree (NCD):

Electronic technicians (311)
Engineering technicians (312)
Medical and related technicians (313)
Other technical courses, N.E.C. (314)
Legal technician, including Law Clerk (315)
Applied arts, N.E.C. (320)
Commercial art (321)
Decorating and window display (322)
Drafting (323)
Photography (324)
Design (325)
Ceramics design (not engineering) (328)
Surveying (329)
Actors (331)
Ballet dancing (332)
Musicians (333)
Radio and TV broadcasting (334)
Performing arts, N.E.C. (335)
Accounting (421)
Advertising (422)
Bookkeeping (423)
Computer technology (424)
Clerical (425)
Secretarial (426)
Real Estate and insurance (427)
Salesmanship (428)
Other business and commerce, N.E.C. (429)

Barbering (431)
Custodial service (432)
Hotel and motel training (433)
Laundry and drycleaning (434)
Hospital or medical services (435)
Protective services (436)
Airline services (437)
Other services, N.E.C. (438)
Elementary courses (451)
Secondary Courses (452)
Include: High School completion and college preparation
Agricultural and related courses (911)*
Marine engineering and navigation (912)*
Mortuary science (913)*
Stationary engineer (914)*
Other institutional courses, N.E.C. (915)*

* These 5 codes are listed under IHL, however they can be used for NCD and NCD at IHL, if applicable.

VA Course Codes – Non-College Degree at Institutes of Higher Learning (NAI):

Applied, Fine and Graphic Arts Technology (201)
Bible Study or Religious Work (Technology) (202)
Building and Construction Technology (203)
Business and Commerce Technology (204)
Data Processing Technology (205)
Electrical Technology (206)
Mechanical Technology (207)
Medical or Related Technology (208)
Police, Criminology, or Fire Protection (Technology) (209)
Miscellaneous Engineering-Related Technology (211)
Miscellaneous Science-Related Technology (212)
Other Technologists, N.E.C. (213)
Automotive Technology (214)
Agricultural and related courses (911)*
Marine engineering and navigation (912)*
Mortuary science (913)*
Stationary engineer (914)*
Other institutional courses, N.E.C. (915)*

* These 5 codes are listed under IHL, however
they can be used for NCD and NCD at IHL, if
applicable.

Step 1
Add a
student

Save Cancel Print ◀ Student ▶

Bio Data

Name: Program: MAS
SSN: Chapter: 30
File/Payee: Training Type: Graduate

5M

| Bio | Certs | VA Data | Log | History |

SUSAN

Salutation   First Name*   Middle Name   Last Name*   Suffix

Address*   Location Domestic ▼

SSN*   Student ID

00 ▼   30 ▼

File Number*   Payee#   Chapter*

IHL_GRAD ▼

City*   State*

Training Type*

Zip*   Zip Suffix

School Short Name   Facility Code

Master Of Aeronautical Science ▼
Program*

Phone   Extension

NA ▼   ▼

Prior Training Credit*   PT Evaluated

Email

☐ Guest Student   ☑ Active Duty

Alternate Email

Primary School -- Name   -- State

Notes

User Def 4 ☐

User Def 1   User Def 2   User Def 3

File Number is the same as the student's SSN, except for Ch. 35 students (Parent's SSN or File Number designated by the VA)

Undergraduate, Graduate, NCD or Flight

Confirmation emails will be sent to these addresses, if the Confirmation Box is checked in the Admin->School Tab

Chapter 35 Payee

- This can be found on the Certificate of Eligibility.

Chapter 35
Dependents Educational Assistance Program (DEA)

Payee #	Person Entitled	Suffix
10	Spouse or Surviving Spouse	W
41	First Child to Apply	A
42	Second Child to Apply	B
43	Third Child to Apply	C
44	Fourth Child to Apply	D
45	Fifth Child to Apply	E
46	Sixth Child to Apply	F
47	Seventh Child to Apply	G
48	Eighth Child to Apply	H
49	Ninth Child to Apply	I

Cert *Complete Submit*   **Print**

New
New Multiple Term
Amend
Adjust
Terminate
Delete
Change to Status 2

Certs
Program: MAS
Chapter: 33YELLOW
Training Type: Graduate

5E

VA Data   **Log**   **History**

| All | ▼ | All | ▼ | All | ▼ | | to | | **Filter** |

Term Name   Status   Facility Code   Begin Date Range   End Date Range

		Term Name	Info	Begin Date	End Date	Res	Dist	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID	
▼	5E	2300 OAKLA	🗩	03/23/2015	05/22/2015	3	0						
└	5E	2300 OAKLA	🗩	03/23/2015	05/22/2015	3	0						
▶	5E	2294 OAKLA	🗩	01/12/2015	03/13/2015	3	0						
▼	5D	14/FA	🗩	08/25/2014	12/10/2014	12	0						
├	5E	14/FA	🗩	08/25/2014	12/10/2014	12	0						

View Enrollment   Save   Cancel   5E

Facility: Trng Type: IHL_GRAD   Prgrm: MAS   Prior Credit:

2300 OAKLA ▶	03/23/2015	05/22/2015	3	0			1680.00	3
Term Name	Begin Date*	End Date*	Res	Dist*	R/D	Clock	T & F*	TT/FT*

☐ Advance Pay   ☐ Accelerated Pay (high-tech courses only)

	388.99	
LDA/EFF Date	Yellow Rbn*	Out St Chg

TT/FT Field populates if IHL Grad is selected in the BIO
Yellow Ribbon Field populates if 33 Yellow is selected in the BIO

Remarks   Modify Remarks List

Approved Course/ Program Length

▶ When the published school catalog/calendar, as approved by the SAA, includes prescheduled closures that will affect the number of regularly scheduled classroom hours, you must list the school closures in the remarks block of your certification. Include **all** scheduled school closures within the enrollment period being certified to include administrative closures, holidays, breaks, and teacher workdays, and list the actual calendar dates, not simply the name of the holiday.

Example

▶ Remarks: School closed: 01/15/18, 02/19/18, 03/18/18 thru 03/24/18, 05/28/18.Reported for NCD Program Length purposes.

How to Report a scheduled weekly clock hour variance

▶ **Option 1**

    ▶ Enter the breakdown in the remarks section

▶ **Option 2**

▶ Submit an adjustment for each increase/reduction

▶ If a program is measured in clock hours, benefits are paid based on clock hours of attendance per week. The beginning date, ending date, and number of clock hours a student is scheduled to attend each week must be reported. If clock hours per week vary and the benefit amount is affected, the variance must be reported for calendar weeks, Sunday through Saturday, between the beginning and ending dates.

Enrollment Periods
Block or Unit basis, i.e., modular or lockset

Schools operating on a block or unit basis, i.e., modular or lockstep, in *clock* hours

▶ This includes schools/courses that operate on a modular basis or other system wherein students complete a section of each course in **lockstep** and actually start a new subject at the start of the next enrollment period

▶ Schools must certify these courses as separate enrollment periods, i.e., each block or unit shown separately with beginning and ending dates of each block or unit

▶ Still must show actual last date of attendance when a student's enrollment is ended and the enrollment period must be terminated

Enrollment Periods

(Not operating on block or unit basis or on term, quarter, or semester basis)

▶ Typically, this category includes many public and private NCD schools which operate their courses on the principle of competency-based instruction, open entry/open exit (each student learns the course material at his/her own pace and receives a certificate of completion when all competencies have been learned).

▶ Programs that may fit this classification:

  ▶ Cosmetology

  ▶ Barbering

  ▶ Auto Mechanics

  ▶ Carpentry, etc.

Enrollment Periods
(Not operating on block or unit basis or on term, quarter, or semester basis)

- Students just starting the course, and others ready to complete the same course, will be in the same classroom/shop at the same time with the same instructor. For such courses, an SOP may require specific grades/scores at the end of each grading period with probationary periods of one (1) or two (2) grading periods.

- The starting date of a student's enrollment for schools not operating on a term basis must be the actual day s/he began the class

- Must be tied to an actual date of attendance

- Must *amend* the date if it is different from what was initially certified, i.e., the date the student first attended class

- If student is absent the first scheduled day of class, VA cannot pay benefits for that day, i.e., VA does not pay for a student to start with an absence or absences.

- Impacts payment for all chapters since there is no longer break pay

Certifying Tuition & Fees
(Chapter 33)

▶ **Certify Net Tuition & Fees –38 CFR §21.9505**

▶ Certify the **actual** amount of tuition charged (at the in-state rate) **less** any scholarships, discounts, waivers, or other payments directly to or by the school and *designated solely for tuition and fees*

▶ This does **not** include any Title IV payments, even if specifically for tuition and fees

▶ By law, VA education payments and payments under Title IV do not impact each other in any way

▶ Third-party payments that are intended to cover the cost of tuition, but which **also** may be used for other educational costs are **not** deducted from tuition certified to VA for payment *(know the terms of such payments)*

Certifying Tuition & Fees
(Chapter 33)

▶ **Certify Net Tuition & Fees –38 CFR §21.9505 (cont.)**

▶ If a VA student is eligible for Chapter 33 benefits at less than the 100% level, and the school or other entity has a program to pay for the student's unmet needs, then any such payment must be deducted from the total charges certified to VA.

▶ **Example:**

▶ A student is eligible at the 50% level and total tuition and fees charges are $5000. VA would pay $2,500.

▶ But, if the school then waives the remaining $2,500 so the veteran does not have to pay any tuition and fees, then…

   ▶ The school must ensure the enrollment to VA reflects total charges of $2,500 and VA will then pay $1,250.
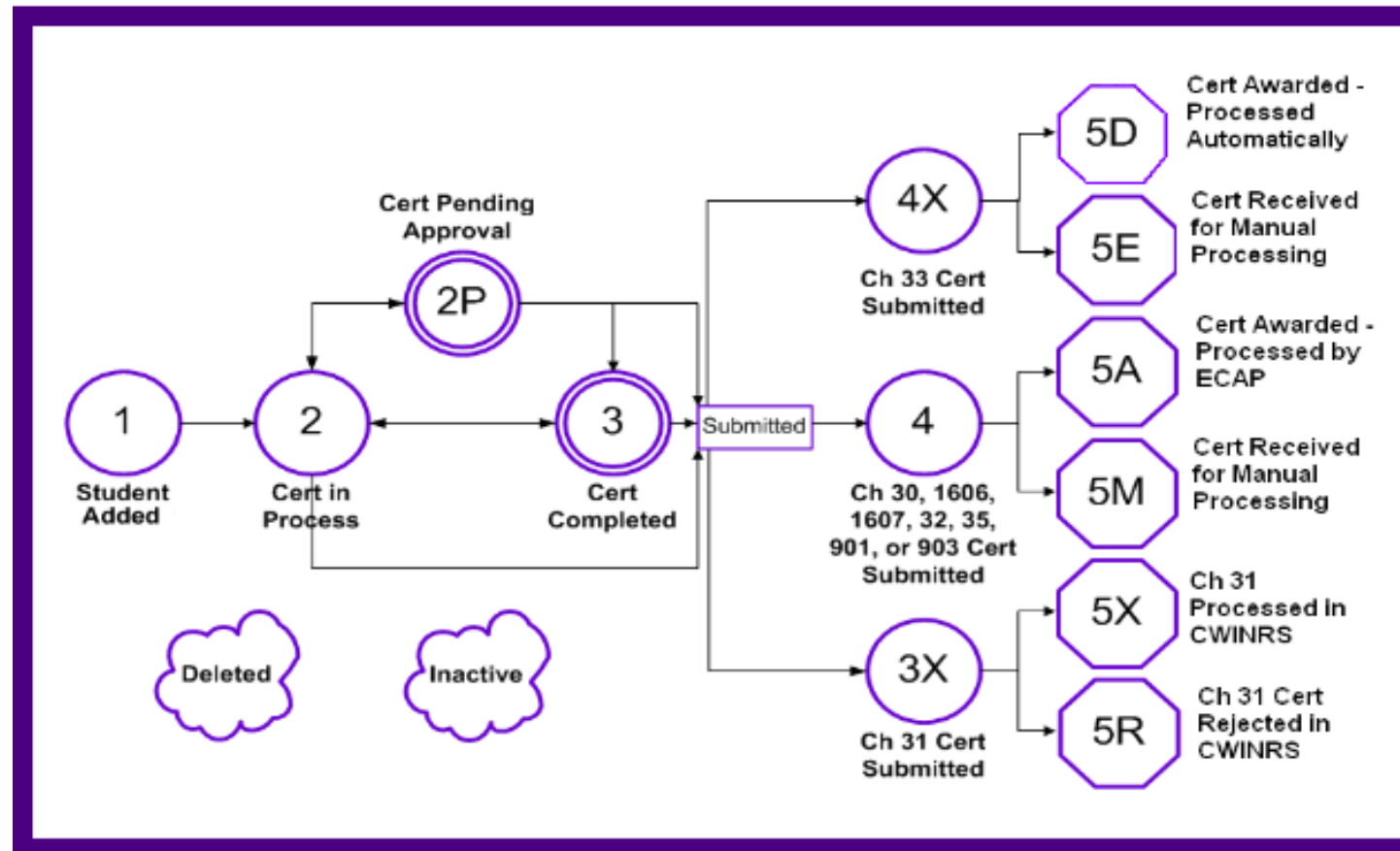
Certifying Tuition & Fees
(Chapter 33)

► If a school does **not** charge all tuition up-front

 ► Tuition certified to VA should be submitted in the same *increments* as which it is billed to the students

 ► **Important** because if the school bills in increments, certifies all charges to VA up front, then the student drops, VA will charge the student with a large debt for tuition and fees that have not actually yet been charged

Approved Course/ Program Length

When hours certified exceed SAA-approved program hours…

▶ Claims Examiners at the Regional Processing Offices must review the period certified with the approved length of the program when processing the enrollment.

▶ If the enrollment period certified exceeds the SAA-approved length of the program, Claims Examiners will contact the school and not process the claim until rectified

Processing Status Flow Chart

Modifying Enrollment Certifications

▶ **Adjustment**–used when reporting a decrease (not to zero) or increase in hours for the term, or to change the breakdown in modality:

  ▶ Withdraw Add/Drop

  ▶ Modality Change – Hours stay the same but the breakdown of Residence/Distance Hours Change

    ▶ Note: The Effective date for a modality change should be reported as the first day of the term

▶ **Amend** –used to report changes to dates changes in tuition and fees.

▶ **Terminate**–used to report Graduations and Suspensions, or when a student drops or withdraws from all classes:

  ▶ Drop or Withdraw from all classes

  ▶ Graduation

  ▶ Suspended or Dismissed

| | Bio | Certs | VA Data | Log | History |

	Term Name	Status	Facility Code	Begin Date Range		to	End Date Range	Filter
	All ▼	All ▼	All ▼					

	Term Name	Info	Begin Date	End Date	Res	Dist	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID	
└ 5D	2300 ONLIN	🗩	03/23/2015	05/24/2015	0	3						▲
▼ 5D	2294 ONLIN	🗩	01/12/2015	03/15/2015	0	6						☰
├ 5D	2294 ONLIN	🗩	01/12/2015	03/15/2015	0	6			01/27/2015			
└ 5D	2294 ONLIN	🗩	01/12/2015	03/15/2015	0	6						
▶ 5E	2282 OCT	🗩	10/20/2014	12/21/2014	0	3						▼

View Amendment   Save   Cancel

Facility: Trng Type: IHL_GRAD   Prgrm: MSL   Prior Credit: 5D

2294 ONLIN ▶	01/12/2015	03/15/2015	0	6			3360.00	3
Term Name	Begin Date*	End Date*	Res	Dist*	R/D	Clock	T & F*	TT/FT*

☐ Advance Pay   ☐ Accelerated Pay (high-tech courses only)

When reporting a withdrawal - Hours and Tuition Change to reflect the new enrollment status

01/27/2015	0.00	
LDA/EFF Date	Yellow Rbn*	Out St Chg

Remarks   Modify Remarks List

Amends Training Period (01/12/2015-03/15/2015) On 1999 Dated: 11/12/2014
Submitting Tuition And Fees Only.

	Term Name	Info	Begin Date	End Date	Res	Dist	R/D	Clock	LDA/Eff Date	Facility Code	Cert ID	
▶ 5D	2306 ONLIN	🗩	05/31/2015	08/01/2015	0	6						▲
▶ 5D	2300 ONLIN	🗩	03/23/2015	05/24/2015	0	3						☰
▼ 5D	2294 ONLIN	🗩	01/12/2015	03/15/2015	0	6						
├ 2	2294 ONLIN	🗩	01/12/2015	03/15/2015	0	6						
└ 5D	2294 ONLIN	🗩	01/12/2015	03/15/2015	0	6			01/27/2015			▼

Edit Adjustment   Save   Cancel

Facility: Trng Type: IHL_GRAD   Prgrm: MSL   Prior Credit: 2

2294 ONLIN ▶	01/12/2015	03/15/2015	0	3			1680.00	3
Term Name	Begin Date*	End Date*	Res	Dist*	R/D	Clock	T & F*	TT/FT*

☐ Advance Pay   ☐ Accelerated Pay (high-tech courses only)

Reduction After Drop Period - Non-Punitive Grades Assi ▼
Reason for Adjustment

02/01/2015	0.00	
LDA/EFF Date	Yellow Rbn*	Out St Chg

An Illness Or Death In The Student's Immediate Family. ▼
Mitigating Circumstances

Last Date of Attendance
&
Last Date of Credit Accrued

Last Date of Attendance:

▶ The actual last date of attendance

Last Date Credit Accrued (For NCD Only):

▶ The last date the student accrued credit toward graduation/completion of program

Applicable for both competency-based programs (open entry, open exit, not operating on a term or block/lockstep/modular basis) and programs that operate on a term or block/lockstep/modular basis

- Depending on the situation, the last date of attendance and the last date credit accrued may be the same date or they may be different dates.
- For programs that operate on a block or unit basis, the last date of attendance and the last date credit accrued will frequently be different dates if the withdrawal happens mid-way through the block or unit.

Approved Course/ Program Length

Can you AMEND the END DATE if the actual LAST DAY of ATTENDANCE is *different*?

For Competency-Based Programs (open-entry, open-exit, not operating on a term or lock-step/modular basis)

▶ If the student successfully completes the program and the actual last day of attendance is *before* the ending date certified, an amendment reflecting the earlier date **must be submitted**.

▶ If the actual last day of attendance is *after* the ending date certified, no action is necessary. Do not submit adjustments for absences that are allowed within the school's approved attendance policy. You may **not** extend enrollment for students who need additional hours simply because of absences.

Leaves of Absence

- Reporting a Leave of Absence
  - Amend the end date
    - Submit an amendment to the student's original enrollment certification changing the end date of the enrollment period to match the "new" projected graduation date after adjusting for the LoA
- Insert a remark
  - In the "remarks" section in VA-ONCE, under "Other," enter: "Student was on LOA [enter dates]"
    - The student will not be paid benefits during this period of leave
- If the student does not return, submit a termination using the last date of attendance.

Do I need to Navigate Pro Rata

- An accredited school may possibly have a nonaccredited program to which the pro rata (to the very end) refund policy would apply

- Not required for accredited programs

- Follow published refund policy

  - If school's status changes from nonaccredited to accredited, and school does not wish to retain the nonaccredited pro rata refund policy, it must submit to the SAA:

    - An addendum to the catalog; or

    - A written request to rescind the nonaccredited pro rata refund policy addendum

Pro Rata Refund Policy
Nonaccredited courses/ programs

- Schools with nonaccredited programs must refund tuition and fees on a pro rata basis when VA students withdraw or fail to enroll after paying for courses, in whole or in part

- The pro rata refund must, at a minimum, meet the following criteria:

  - School catalogs must have detailed description of the refund policy. A simple statement that refunds are made on a pro rata basis is not sufficient

  - The description must be clear enough for students to determine the amount of their refund

  - VA regulations allow a 10 percent deviation in the refund from an exact pro rata figure

  - VA regulations allow schools to retain up to $10.00 of any registration fee

How to Calculate

▶ Calculate the number of clock hours the student *completed*

▶ Divide the completed clock hours by the total approved clock hours

▶ The resulting percentage is the amount the *school can keep*

Termination Reasons

- If a student certified for multiple enrollment periods completely withdraws from one enrollment period, then you terminate the enrollment period from which they withdrew. VA-ONCE will give you the option to terminate any subsequent enrollment periods or to leave those periods as certified.

- **Graduation/Completion of Program**

- Schools should report graduation or program completion information to VA

  - Once a student completes a Noncollege Degree program, you should submit a Notice of Change in Student Status

  - If the student is completing a **Noncollege Degree** program, **"End of Term or Course"** should be selected as the termination reason

  - The ending date of the enrollment period will be pre-populated as the date of termination

Entitlement
Examples

- All *standalone* public and private NCD Schools (not part of a college or university)
  - VA charges entitlement differently than how they charge it for accredited public IHLs for Chapter 33 beneficiaries
    - Essentially, VA charges 12 months of entitlement for each $22,805.34* paid for tuition and fees, prorated up to that yearly maximum. This comes out to one (1) day of entitlement charged for *each*$63.35 paid:
    - VA annual cap / 360 days** = daily charge of entitlement
    - $22,805.34 / 360 = $63.35

*Current annual cap as of August 1, 2017

**VA computers calculate every month as 30 days in length; therefore, 12 months x 30 = 360 days

Section 107 – VA Once

VA will determine where the majority of the classes are taken, but the SCO must provide the zip code for each group of hours. This will apply only to chapter 33 and chapter 33 Yellow Ribbon students in VA-ONCE.

If the student is taking ALL classes at the zip code of the facility address in VA-ONCE, then there is no change to the way you certify students. VA-Once will default to the zip code of the school address.

To determine if your school address is correct in VA-ONCE, click the School Detail option at the top of the screen.

Multiple Schools

▶ A list of all the facilities that you have access to will appear. Click on each one to verify the address.

School Address

▶ Check the address and zip code on the School Data page. If the address (especially the zip code) is incorrect, be sure to contact your ELR Kate Caruso to have it updated.

Adding Zip Codes in VA-ONCE

▶ When you are reporting zip codes to the VA, you will be choosing from a drop down list. This is to help prevent typos and incorrect entries. You will need to enter zip codes in the admin section before doing certification at multiple zip codes.

▶ Click the Admin Tab and from the Maintenance drop down menu, select "Zip Code Location".

Adding Zip Codes in VA-ONCE

▶ To add a zip code, click ADD at the top of the screen. Enter the zip code and a description of the location and click "SAVE". The description is to assist you when selecting a zip code.

Zip Code for Overseas (Foreign Training)

▶ If you have students taking classes overseas, you will need to add a "99999" zip code. This is the default zip code for all foreign training.

Certifying Students with Zip Codes

- Scenario 1 – All classes taken at the zip code of the main facility. Term is entered and submitted as always. The only difference is that the "Hours by Zip Code" button is in the Edit Enrollment work area.

Sample Enrollment Certification

Enrollment Certification VA-ONCE ver. P055 - Chapter 33

VA File No.
888018888-

Student Information
ONEZIP, TEST
123 TEST
ANYTOWN, VA 20320

Type of Training
Undergraduate

Name of Program
BS SOCIOLOGY;022;178

Credit for Prior Training
PENDING

Enroll Begin	Dates End			T&F Amt	Yellow Ribbon	Out of State Charge
08/15/18	12/12/18			$1,000.00		

	Res	Dist	R/D	Clock	Zip Code
	12	0			20420

Remarks

Change-Of-Address requested by School Certifying Official

CERTIFICATION: All Provisions on VA Form 22-1999 Are Certified.

Date Signed   **School Information**
07/12/2018   EC VAONCE ACCOUNT
DEMO UNIVERSITY IHL
1800 G STREET
WASHINGTON, DC 20420
Phone #
Facility Code 22222222

Electronically Received by VA:

VA Form 22-1999
Mar 2009 OMB Control No. 2900-0073

CertID: 41115393
TransId:

School Data

School Name

School Location

School Branch Location

Address*   Location Domestic ▼

City*   State*

Zip*   Zip Suffix

Phone   Extension   Fax

Email

Display the list of the school's SCOs: **SCO List >>**

School Short Name   351   A
                    RPO   Status

          1/27/2004   ☐ Main School
Facility Code   MOU Date

Semester ▼ 12
Type of Hours*   FTE Hours*

Associated Schools   Add   Remove

Available Training Type*   Add

Associated Training Types   Remove

IHL_GRAD
IHL_UNDERGRAD

Notes

Undergrad/Hr Charges   Grad/Hr Charges

Check this box for Automatic Emails Confirmations from VA Once to be sent to students

☑ Accredited   ☐ Advanced Pay   ☑ E-mail Confirmation

VA ONCE

Report Group 1

Weekly Certs Report

Weekly Detail Certs Report

Reports

Weekly Detail Certs Report

All ▼	All ▼	All ▼	**Filter**
Facility Code and	Cert Type and	Chapter Type and	
All ▼	5/18/2015 ▼	All ▼	**Reset**
CERT Status and	Select Week	Select SCO	

Reports Function allows you to Sort and Filter by:

-Cert Type - Enrollment, Adjustments, Amendments, & Terminations

-Chapter Type - 33, 33Y, 30, 1606, 1607, 31, 35, etc.

-Cert Status - Submitted, Not Submitted

- Available in 1 week incriments, up to 52 weeks at a time (1 Year)

- SCO - SCO who submitted the certification

◄ Showing 1-40 of 494 records ►
For Week Beginning: 5/11/2015

	SSN	Student ID	Last Name	First Name	Chapt	Term	Submtd Dt	Total Hrs	Tuition	Fees	YR Amt	Cert Type	
5D				EDDIE	33	2312 HVILE	05/11/2015	3	$.00			ENROLLMENT	▲

Tips on Using teh Reports Tool:

1. You can use this data for Weekly/Monthly/Annual Workload Tracking

2. The Reports Tool can also be used to identify students who need their tuition amendmended and reported after add/drop, for example: run a weekly report, sort by tuition, and go back to the first week when you began reporting that term's enrollment to the VA (first week of registration?)

Select

Admin

Reports

Logout

Tasks Margin Help

Additional Resources

- FAVES NCD Conference
- SCO Training on VA.gov
- Webinars
- State Approving Agency
- Educational Liaison Representative

Questions?