

FY'21 SCO Annual Training Requirements

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Today's Topics

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- Coronavirus Impact
- Annual Training Requirement Changes
- Facility Type Definitions
- SCO Definition and Training Requirement
- SCO Training Requirement by Facility Type
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FY'21 SCO Annual Training Requirements

Background

Section 305 (Training for School Certifying Officials) of the Colmery Act,” requires the Department of Veterans Affairs (VA), in consultation with State Approving Agencies (SAAs), to develop and administer mandatory training for School Certifying Officials (SCOs) at “covered educational institutions.” This mandate was effective August 1, 2018.

Beginning August 1, 2019, VA determined that all new SCOs, will be required to complete the Department of Veterans Affairs School Certifying Official Training. This training requirement will ensure that all new SCOs are properly trained, resulting in a positive outcome for beneficiaries.

Coronavirus (COVID-19) Impact

On March 11, 2020, the World Health Organization (WHO) officially declared Coronavirus (COVID-19) an international pandemic. To stop the spread of coronavirus, health and government officials recommended avoiding large gatherings and maintaining 6-feet from other people, commonly known as, social distancing.

Due to the Coronavirus (COVID-19) pandemic; training for SCOs at national, regional, and local conferences have been postponed or cancelled; which impedes the SCO’s ability to fulfill their [annual training requirement](#) by July 31, 2021. To support and assist SCOs in fulfilling the annual training requirement, VA’s Education Service made changes to the SCOs training requirements which impacts how compliance is achieved.



FY'21 Annual Training Requirement Changes

New Training Cycle

- The new training cycle runs from October 1 thru August 31st of the following year.
 - Existing SCOs have 11 months to meet their annual training requirement.
- September 1 -30:
 - Training Window Closes for Existing SCO
 - New SCO training is continuous throughout the year

Training Credits

- Credits will be award by the number of modules completed.

Centralize Certifications

- All designated school certifying officials at facilities that participates in centralized certification must complete the annual training.
- SCOs who are designated as points of contact are not required to complete the training because they are not authorized to submit enrollment certifications to VA.

Training modality to complete annual training requirement:

- Asynchronous Online training located on the [SCO training portal](#)
 - Mandatory training topics specific to facility type
 - PowerPoint Presentations from virtual training events
- Synchronous SCO Approved training events (virtual or in-person instructor led) presented by or co-presented with a VA employee at:
 - Online Training Events
 - National or Regional Conferences
 - Local Workshops or
 - One-On-One Training with the [ELR of jurisdiction](#)



Facility Type Definitions

Institution of Higher Learning (IHL)

- A college, university, technical, or business school offering post-secondary level academic instruction that leads to an associate degree or higher degree.

Non-College Degree (NCD)

- A course or program of education or vocational training which does not lead to a standard college degree. Non-college degree training includes programs that produce career-specific diploma or professional certifications. This includes High Schools and Residency Programs.

Institution of Higher Learning (IHL) with Non-College Degree (NCD) Programs

- A college, university, technical or business school offering post-secondary level academic instruction that leads to an associate degree or higher. Additionally, it offers programs of education of vocational training which does not lead to a standard college degree

Institution of Higher Learning (IHL) with Flight Courses

- A college, university, technical or business school offering post-secondary level academic instruction that leads to an associate degree or higher. Additionally, it offers degree programs that includes flight training.

On-the-Job Training (OJT)

- Training done while performing a job and earning wages. Examples of OJT training include union plumber, hotel management, or firefighter.

Apprenticeship Training

- Combines OJT with classroom instruction to prepare workers for a job. Often after completing an apprenticeship, the student receives a Certificate of Apprenticeship. Examples of apprenticeship training include machinist, land surveyor, or baker.

Vocational Flight Training

- Refer to courses or programs for students pursuing a vocational objective in aviation.



SCO Type and Training Requirements

TRAINING REQUIREMENTS FOR SCHOOL CERTIFYING OFFICIALS (SCOs)

Section 305 of the Harry W. Colmery Veterans Educational Assistance Act of 2017, authorizes VA to establish training requirements for SCOs at “covered institutions” A “Covered Educational Institution” refers to an educational institution that enrolled 20 or more individuals using VA educational assistance during a calendar year

TYPE OF SCO	SCO DEFINITION	TRAINING REQUIREMENT
New SCOs (IHL and NCD Only)	Individuals who begin work as a SCO on or after October 1, 2020	<ul style="list-style-type: none"> ▪ 10 online training modules ▪ Must complete the training prior to being authorized to certify enrollments to VA ▪ Upon training completion must submit training certificates with the VA Form 22-8794, to the ELR of jurisdiction
New SCOs (OJT/Apprenticeship, High School/Residency Programs and Vocational Flight Only)	Individuals who begin work as a SCO on or after October 1, 2020	<ul style="list-style-type: none"> ▪ 1 virtual training module specific to your facility type ▪ Must complete the training prior to being authorized to certify enrollments to VA ▪ Upon training completion must submit training certificates with the VA Form 22-8794, to the ELR of jurisdiction
Existing SCOs (IIHL, NCD, and Vocational Flight) at Covered Institutions	Designated SCOs who began work prior to October 1, 2020	<ul style="list-style-type: none"> ▪ 1 online modules specific to facility type and choice of 3 electives presented in any modality ▪ 11 months to complete the continuing education training requirement between October 1st and August 31st of each year
Existing SCO (OJT/Apprenticeship and HS and Residency Programs) at Covered Institutions	Designated SCOs who began work prior to October 1, 2020	<ul style="list-style-type: none"> ▪ 1 online modules specific to facility type ▪ 11 months to complete the continuing education training requirement between October 1st and August 31st of each year
Read-only SCO	An individual at an institution with permission to access read-only or inquiry only information	<ul style="list-style-type: none"> ▪ no training requirements because they are not approved to submit enrollment information to VA



SCO Annual Training Requirement by Facility Type

New SCO Annual Training Requirements

Facility Type	Number of Training Modules Required
Institutions of Higher Learning (IHL)	10
Non-College Degree (NCD) Programs	10
High Schools and Residency Programs	1
OJT/Apprenticeship Programs	1
Vocational Flight	1

Existing SCO Annual Training Requirements

Facility Type	Number of Training Modules Required
Institutions of Higher Learning (IHL)	4
Institutions of Higher Learning (IHL) with Flight Courses	4
Institutions of Higher Learning (IHL) with NCDs	4
Non-College Degree (NCD) Programs	4
Vocational Flight	4
High Schools and Residency Programs	1
OJT/Apprenticeship Programs	1



SCO Annual Training Requirement

New SCO Qualifying Training Modules

New SCOs at the following facility types are required to complete **ten (10)** self-paced online training modules

- **Institutions of Higher Learning (IHLs)** - A college, university, technical, or business school offering post-secondary level academic instruction that leads to an associate degree or higher degree.
- **Institution of Higher Learning (IHLs) with Non-College Degree (NCD) Programs** – A college, university, technical or business school offering post-secondary level academic instruction that leads to an associate degree or higher. Additionally, it offers programs of education of vocational training which does not lead to a standard college degree.
- **Institution of Higher Learning (IHLs) with Flight Programs** – A college, university, technical or business school offering post-secondary level academic instruction that leads to an associate degree or higher. Additionally, it offers degree programs that includes flight training.
- **Non- College Degree (NCD) facilities** - Refer to a course or program of education or vocational training which does not lead to a standard college degree. Non-college degree training includes programs that produce career-specific diploma or professional certifications.



FY21 SCO Annual Training Requirement

New SCO: Self-Paced Training Topics for IHLs and NCD Facilities

	New SCO: Self-Paced Training Topics for IHLs and NCD Facilities
Module -	Introduction to the School Certifying Official Role
Module -	Enrollment Certifications
Module -	Veteran Affairs Payment Information
Module -	Changes to Certification
Module -	The SCO Responsibilities to the State Approving Agency (SAA)
Module -	VA-ONCE Administrative Functions
Module -	Certifying Enrollments with VA-ONCE
Module -	Changes to Certifications with VA-ONCE
Module -	Certify Enrollment with VA Forms
Module -	Changes to Certifications with VA Forms



FY21 SCO Annual Training Requirement

New SCO Qualifying Training Module

New SCOs at the following facility types are required to complete the **one (1)** self-paced online training modules listed below:

- **On-the-Job Training (OJT)**- Training done while performing a job and earning wages. Examples of OJT training include union plumber, hotel management, or firefighter.
- **Apprenticeship Training** - Combines OJT with classroom instruction to prepare workers for a job. Often after completing an apprenticeship, the student receives a Certificate of Apprenticeship. Examples of apprenticeship training include machinist, land surveyor, or baker.

New SCO: Self-Paced Training for OJT and Apprenticeship Facilities	
1	On-the-Job Training (OJT) and Apprenticeship Programs



FY21 SCO Annual Training Requirement

New SCO Qualifying Training Modules

New SCOs at the following facility type are required to complete the one (1) self-paced online training modules listed below:

- **Vocational Flight** – NCD programs that lead to a vocational objective in aviation.

New SCO: Self-Paced Training for Vocational Flight Facilities	
1	Vocational Flight Courses

New SCOs at the following facility type are required to complete the one (1) self-paced online training modules listed below:

- **High School and Residency Programs** - A course or program of education or vocational training which does not lead to a standard college degree. Non-college degree training includes programs that produce high school diplomas, career-specific diploma or professional certifications

New SCO: Self-Paced Training Topics for High Schools and Residency Programs	
1	High School and Residency Programs



FY21 SCO Annual Training Requirement

Existing SCO Annual Training Requirement

Effective October 1, 2020, Existing SCOs at [Covered Educational Institutions](#) that enrolled twenty (20) or more individuals using educational assistance under title 38, United States Code are required to complete VA specified training applicable to their facility type.

An existing SCO is an individual who began work prior to the beginning of the annual training cycle (October 1, 2020) and has access to VA systems for the purposes of certifying student enrollments.

Existing SCOs:

- Are required to self-register in the [SCO Online training portal](#).
- Indicate if they perform centralized certification (**Coming Soon**)
- Indicate if they are the primary SCO at the facility (**Coming Soon**)
- Must complete their annual training requirement by August 31, 2021



FY'21 SCO ANNUAL TRAINING REQUIREMENTS

Institution of Higher Learning (IHL) - A college, university, technical, or business school offering post-secondary level academic instruction that leads to an associate degree or higher degree.

SCOs at IHLs must complete four (4) training modules.

One (1) mandatory self-paced online training module specific to their facility type located on the [SCO training portal](#)

Three (3) Elective Modules – The SCOs may choose any modality to complete the elective modules to include self-paced online training located on the SCO training portal, SCO Approved training events (virtual or in-person instructor led) presented by or co-presented with a VA employee at:

- Online Training Events
- National or Regional Conferences
- Local Workshops or
- One-on-One Training with the ELR of jurisdiction

Approved Elective Modules

New SCO Conference Training	VA-ONCE for Institutions of Higher Learning (IHLs)	85/15 Rule
Advanced SCO Conference Training	VA-ONCE for Non-College Degree (NCDs)	School Liability
Compliance Survey	Work Study	Yellow Ribbon
Education Programs and Benefits	Debt Management Center	Certification Process for Non-College Degree (NCD)
Program Approval and the State Approving Agency (SAA)	Flight Programs	



FY'21 SCO ANNUAL TRAINING REQUIREMENTS

Institution of Higher Learning (IHL) with NCD Programs - A college, university, technical, or business school offering post-secondary level academic instruction that leads to an associate degree or higher degree. Additionally, it offers programs of education of vocational training which does not lead to a standard college degree.

SCOs at IHLs with Non-College Degree (NCD) Programs must complete four (4) training modules.

One (1) mandatory self-paced online training module specific to their facility type located on the [SCO training portal](#)

Three (3) Elective Modules – The SCOs may choose any modality to complete the elective modules to include self-paced online training located on the SCO training portal, SCO Approved training events (virtual or in-person instructor led) presented by or co-presented with a VA employee at:

- Online Training Events
- National or Regional Conferences
- Local Workshops or
- One-on-One Training with the ELR of jurisdiction

Approved Elective Modules

New SCO Conference Training	VA-ONCE for Institutions of Higher Learning (IHLs)	85/15 Rule
Advanced SCO Conference Training	VA-ONCE for Non-College Degree (NCDs)	School Liability
Compliance Survey	Work Study	Yellow Ribbon
Education Programs and Benefits	Debt Management Center	Certification Process for Non-College Degree (NCD)
Program Approval and the State Approving Agency (SAA)	Flight Programs	



FY'21 SCO ANNUAL TRAINING REQUIREMENTS

Institution of Higher Learning (IHL) with Flight Programs - A college, university, technical, or business school offering post-secondary level academic instruction that leads to an associate degree or higher degree. **Additionally, it offers degree programs that include flight training.**

SCOs at IHLs with Flight Programs must complete four (4) training modules.

One (1) mandatory self-paced online training module specific to their facility type located on the [SCO training portal](#)

Three (3) Elective Modules – The SCOs may choose any modality to complete the elective modules to include self-paced online training located on the SCO training portal, SCO Approved training events (virtual or in-person instructor led) presented by or co-presented with a VA employee at:

- Online Training Events
- National or Regional Conferences
- Local Workshops or
- One-on-One Training with the ELR of jurisdiction

Approved Elective Modules

New SCO Conference Training	VA-ONCE for Institutions of Higher Learning (IHLs)	85/15 Rule
Advanced SCO Conference Training	VA-ONCE for Non-College Degree (NCDs)	School Liability
Compliance Survey	Work Study	Yellow Ribbon
Education Programs and Benefits	Debt Management Center	Certification Process for Non-College Degree (NCD)
Program Approval and the State Approving Agency (SAA)	Flight Programs	



FY'21 SCO ANNUAL TRAINING REQUIREMENTS

Non-College Degree (NCD) facilities - A course or program of education or vocational training which does not lead to a standard college degree. Non-college degree training includes programs that produce career-specific diploma or professional certifications.

SCOs at Non-College Degree Facilities (NCDs) must complete four (4) training modules.

One (1) mandatory self-paced online training module specific to their facility type located on the [SCO training portal](#)

Three (3) Elective Modules – The SCOs may choose any modality to complete the elective modules to include self-paced online training located on the SCO training portal, SCO Approved training events (virtual or in-person instructor led) presented by or co-presented with a VA employee at:

- Online Training Events
- National or Regional Conferences
- Local Workshops or
- One-on-One Training with the ELR of jurisdiction

Approved Elective Modules

New SCO Conference Training	VA-ONCE for Institutions of Higher Learning (IHLs)	85/15 Rule
Advanced SCO Conference Training	VA-ONCE for Non-College Degree (NCDs)	School Liability
Compliance Survey	Work Study	Yellow Ribbon
Education Programs and Benefits	Debt Management Center	Certification Process for Non-College Degree (NCD)
Program Approval and the State Approving Agency (SAA)	Flight Programs	



FY'21 SCO ANNUAL TRAINING REQUIREMENTS

Vocational Flight Programs - Non-College Degree (NCD) Programs that lead to a vocational objective in aviation.

SCOs at Vocational Flight Facilities must complete four (4) training modules.

One (1) mandatory self-paced online training module specific to their facility type located on the [SCO training portal](#)

Three (3) Elective Modules – The SCOs may choose any modality to complete the elective modules to include self-paced online training located on the SCO training portal, SCO Approved training events (virtual or in-person instructor led) presented by or co-presented with a VA employee at:

- Online Training Events
- National or Regional Conferences
- Local Workshops or
- One-on-One Training with the ELR of jurisdiction

Approved Elective Modules

New SCO Conference Training	VA-ONCE for Institutions of Higher Learning (IHLs)	85/15 Rule
Advanced SCO Conference Training	VA-ONCE for Non-College Degree (NCDs)	School Liability
Compliance Survey	Work Study	Yellow Ribbon
Education Programs and Benefits	Debt Management Center	Certification Process for Non-College Degree (NCD)
Program Approval and the State Approving Agency (SAA)	Flight Programs	



FY21 SCO Annual Training Requirement

Existing SCOs Qualifying Training Modules

Existing SCOs are required to complete the following training according to their facility type:

On-the-Job Training (OJT)

- Training done while performing a job and earning wages. Examples of OJT training include union plumber, hotel management, or firefighter.

Apprenticeship Training

- Combines OJT with classroom instruction to prepare workers for a job. Often after completing an apprenticeship, the student receives a Certificate of Apprenticeship. Examples of apprenticeship training include machinist, land surveyor, or baker.
- SCOs at **OJT and Apprenticeship facilities** must complete **One (1)** mandatory self-paced online training module specific to their facility type located on the [SCO training portal](#)

Existing SCO: Self-Paced Training for OJT and Apprenticeship Facilities	
1	On-the-Job Training (OJT) and Apprenticeship Programs



FY21 SCO Annual Training Requirement

Existing SCOs Qualifying Training Modules

Existing SCOs are required to complete the following training according to their facility type:

- **High School and Residency Program** - A course or program of education or vocational training which does not lead to a standard college degree. Non-college degree training includes programs that produce a high school diploma, career-specific diploma or professional certifications.
 - SCOs at **High School and Residency Programs** must complete **One (1)** mandatory self-paced online training module specific to their facility type located on the [SCO training portal](#)

Existing SCO: Self-Paced Training for High Schools and Residency Programs	
1	Non-College Degree (NCD) Programs



FY21 SCO Annual Training Requirement

Training Credit and Tracking

The National Training Team – Compliance gives training credit and tracks training completion using the SCO training portal supported and administered by the Office of Talent Management (OTM). The training modality will determine the process of issuing credit and tracking training.

- **Online Self-Paced Training** – Credit for online self-paced training is given automatically after the completion of a module in the [SCO training portal](#). Participants can immediately download their certificate and their training progress is recorded in the system's database. In addition, the total numbers of training modules completed are recorded in the user's online profile.
- Both **Instructor-Led Conference Training** and **Virtual Instructor-Led Training** require a two-step process for participants to earn credit and have their training tracked.
 - **Training Attendance** – Participants must record their attendance by using the attendance tracking method designated by the presenter.
 - **Self-Certification** – Upon completion of the training session participants are required to go to the [SCO Training Portal](#) and certify each session attended (**located under the Conference/Virtual Training tab**). By completing the certification form they are certifying that they attended the training in-person and documented their attendance at the training session.
 - Upon completion of the self-certification process, participants can print a training certificate for their records and their training hours will be posted in their online profile.
 - SCOs should keep training certificates and a list of courses taken for their own records.



FY21 SCO Annual Training Requirement

Training Compliance

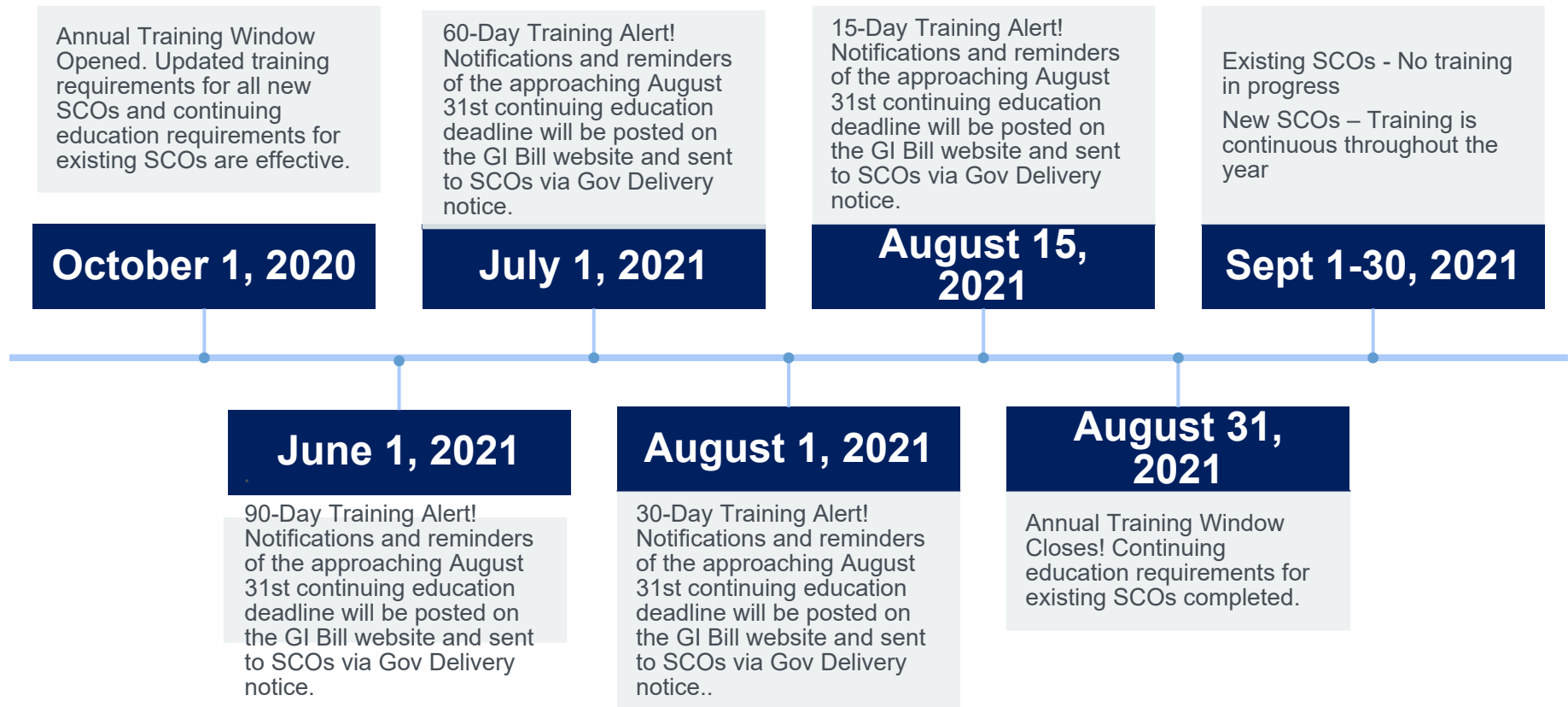
Compliance for Existing SCOs

- When covered institutions fail to complete the required training by the end of the training cycle, a notification via Gov.Delivery will be sent of the delinquency informing the institution of the impending loss of their ability to certify enrollments to VA.
- If covered institution remains non-compliant after the end of the training cycle the ELR will remove their ability to certify to VA and refer the institution to the SAA for review and determination on suspension or withdrawal actions in accordance with Colmery Act section 305.
- It will be a function of the National Training Team – Compliance to generate training compliance reports at the 90, 60, and 30-day milestones, and at the end of the training cycle to determine compliant and non-compliant institution



FY'21 SCO Annual Training Requirements

Here are important training dates for School Certifying Officials (SCOs).



Please remember, if you don't complete your annual training requirements, VA has the authority to remove your access from VA-ONCE and the SAA has the authority to disapprove your school's programs.



Frequently Asked Questions (FAQs)

Q: What is considered approved or qualifying conference training?

A: Approved or qualifying conference training is standardized training content approved by the NTT-C and presented by a VACO employee (CELOs, ELR, ECSS, etc.). If either element is missing from the training session, it cannot be counted toward your annual training requirements.

Q: Can SCOs register on the SCO training portal now?

A: Yes, SCOs can register by following the “Online Training” link on the SCO Training page on the GI-Bill website.

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

Q: How will SCOs track their annual training requirement?

A: SCOs will be able to view the number of training modules complete from their online training profile. When you click on the Welcome tab in the training portal, your training profile will be displayed in the bottom right corner. It will be update to show the number of training modules completed both, online and at conferences. Additionally, you will be able to print your certificate of completion.

Q: Will existing SCOs be required to send anything to their ELR to verify completion of their annual training requirements?

A: No, the online training have a built in tracking system to record your training accomplishment. Soon, we will be able to link conference training to your online profile. However, we strongly recommend keeping a copy of your certification of completion for your records.

Q: Will conference training fulfill the rest of the training requirements once the online training is complete?

A: Yes, if you complete your mandatory online training modules you will be able to fulfill your annual training requirements by attending qualifying sessions at local or regional conferences (Virtual or In-Person).

Q: What is the process to add someone as a new SCO?

A: New SCOs must complete the SCO Online Training for New SCOs prior to being authorized to submit enrollment certifications to VA. Upon completion of the training and post course review, they must print a copy of their certificate of completion and send it to their ELR along with the VA Form 22-8794. Instructions on how to register and the online training can be accessed by clicking the following link:

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

Q: For existing SCOs, are we required to take training once a year from the date of our last training?

A: SCOs will be required to take training on an annual basis to remain compliant with this law. The training resets on October 1 of each year. You will have from October 1, through August 31 of the follow year to complete your annual training requirement.



Resources



- **GI Bill Webpage – Colmery Act** - <https://www.benefits.va.gov/GIBILL/forevergibill.asp>
- **School Official’s Handbook** - https://www.benefits.va.gov/GIBILL/docs/job_aids/SCO_Handbook.pdf
- **ELR of jurisdiction** - https://www.benefits.va.gov/GIBILL/resources/education_resources/school_certifying_officials/elr.asp
- **School Certifying Official (SCO) Training 2021** - https://www.benefits.va.gov/gibill/resources/education_resources/school_certifying_officials/online_sco_training.asp.



Tools for School Administrators

Communication Tools

Our Monthly Housing Allowance (MHA) Communication Toolkit provides pre-drafted language to help you communicate MHA changes with your GI Bill students.



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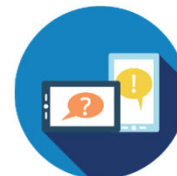
School Resource Page

<https://www.va.gov/school-administrators/>



SCO Training

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



FAQs

<https://gibill.custhelp.va.gov/app/answers/list/session/L3RpbWUvMTU3MTIxOTM4MS9zaWQvcWxoS0Vzcm8=>



School Certifying Official's Handbook

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