

**VA**



U.S. Department  
of Veterans Affairs

# Hybrid Training Updates & The Certification Process

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# Procedural Change

- For all terms beginning on or after August 15, 2019, SCOs will certify all courses which combine Classroom Instruction and Distance Learning (Hybrid) as In-Residence training
- **Note:** For terms that were previously certified with a begin date on or after August 15, 2019 – SCOs must Adjust these affected terms



# SCO Handbook Update

The SCO Handbook was updated to reflect:

- The following sections; “Distance Learning and Housing Allowance” and “Resident Training and Independent Study” were revised
- \*New\* - Courses which contain some element of On-Site classroom instruction (Hybrid Training), should now be certified as In-Residence training
- Please visit the [GI Bill website](#) for the updated version





# Distance Learning

- **Distance Learning** – Training which uses one or more technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, synchronously or asynchronously. For terms beginning on or after August 15, 2019, distance learning is further defined as courses solely taken online.

For the purpose of distance learning technologies include:

- Web-based learning
- One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices
- Audio conferencing

**NOTE:** If a course only utilizes training through the technologies outlined above, the course must be certified as distance training



# Independent Study

- Education tailored to fit the interests of a specific student, which occurs outside the traditional “classroom/laboratory setting”, and is carried out under the direct supervision of a trainer
- Independent Study can be offered and certified via In-Residence or Distance Learning
- Certification of these courses should follow the rules previously provided

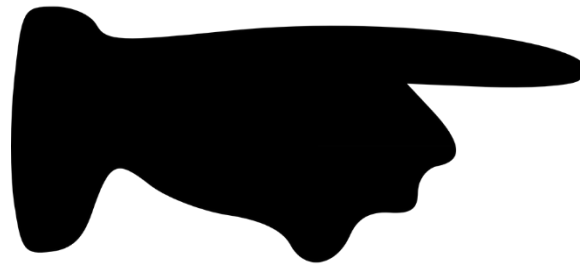


# Point Forward

38 USC 5110(g) and 38 CFR 21.9625(d) prevent retroactive payments

- Updated procedures are not retroactive
- Terms beginning on or before August 14, 2019, should not be Adjusted
- VA will not backpay for prior terms
- If a school has already submitted a 1999 for terms beginning on or after August 15, 2019, these terms must be reviewed and Adjusted to ensure the proper certification of “in-residence” and “distance” credits

**Note:** Re-certifying terms beginning August 14, 2019, or earlier, could potentially fall under School Liability





# Examples

## Example 1:

- ❑ A 3-credit undergraduate course requires students to class once a week for 1 hour. All the rest of the training is physically attending or conducted online.
  - A SCO should certify this class as in-residence

## Example 2:

- ❑ A 3-credit undergraduate course requires students to meet in class for the 1st day of term and attend all mid-terms and finals in person. All the rest of the training is conducted online
  - A SCO should certify this class as in-residence



# Examples

## Example 3:

- ❑ A 3-credit graduate course meets once at the beginning of the term. All the rest of the training is conducted online
  - A SCO should certify this class as in-residence

## Example 4:

- ❑ A 3-credit graduate course has an in-residence meet-up before the term begins. During the actual term all training is conducted online
  - A SCO should **not** certify this class as in-residence. It should be certified as Distance Training





# Examples

## Example 5:

- ❑ A 3 credit undergraduate course allows students to voluntarily attend a course in-residence 1-hour a week, though the student has the option to take that hour online
  - A SCO should certify this class as in-residence, **if** the school has supporting evidence (i.e. sign-in sheet) that the student attended the 1 hour in-classroom session
  - A SCO cannot certify this course as in-residence If they did not have the supporting information, they must report it as Distance Learning



# Summary

## Today you:

- Distinguished which courses a SCO should certify as In-Residence
- Identified which courses a SCO should certify as Distance Learning only
- Recognized the update to procedures and why it is **NOT** retroactive



# Lesson References

- [38 United States Code \(USC\) 3313](#)
- [20 USC 1003](#)
- [38 CFR 21.4252](#)
- [38 CFR 21.4267](#)
- [38 CFR 21.9505](#)
- [38 USC 5110\(g\)](#)
- [38 CFR 21.9625\(d\)](#)

**\*\*See Hybrid Course Procedural Change Announcement with Fact Sheet in Download Pod**



# Conclusion



Please submit any questions on Hybrid Training Certification in the Q&A Pod

**VA**



U.S. Department  
of Veterans Affairs

# Section 305 SCO Training Updates

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## **Section 305 of the Harry W. Colmery Veterans Educational Assistance Act of 2017, authorizes VA to establish training requirements for SCOs at “covered institutions”**

- Effective on August 1, 2018
- Training requirements were developed in consultation with the State Approving Agencies (SAAs)
- The SAA may disapprove any course of education offered by the institution if training requirements are not met
- A “Covered Educational Institution” refers to an educational institution that enrolled 20 or more individuals using VA educational assistance during a calendar year
- Includes IHLs, NCDs, Flight schools, and OJT/Apprenticeship facilities, etc., offering any type of training under approved programs



### **Phase 1 – New SCOs**

- Effective August 1, 2018
- New SCOs at covered institutions
- Education Liaison Representatives (ELRs) completed initial registrations
- SCOs were authorized to submit enrollments to VA prior to completing training

### **Phase 2 – Existing SCOs**

- Effective August 1, 2019
- Existing SCO at covered institutions
- Specific to each facility type
- Includes IHLs, NCDs, Flight schools, and OJT/Apprenticeship facilities, etc., offering any type of training under approved programs



## SCO Training Updates

**All New SCOs designated on or after August 1, 2019 at educational institutions or facilities that have enrolled one or more individual(s) during a calendar year using educational assistance under title 38, United States Code, will be required to:**

- Self register for online training
- Complete 10 training modules (Approximately 5 hours)
- Complete training requirement prior to being authorized to certify student's enrollments to VA

**\*\*IHL and NCD Facilities Only**





# SCO Training Updates (IHLs and NCDs)

## Department of Veterans Affairs School Certifying Official Training 2019

### Welcome

Welcome to the Department of Veterans Affairs training for School Certifying Officials (SCO). This training is mandated by the Harry W. Colmery Veterans Educational Assistance Act of 2017, (Forever GI Bill) (Public Law 115-48) for both new and existing SCOs. Please read the descriptions carefully to ensure that you are taking training that is beneficial to you and helps you meet the training requirements. If you have questions about what training to take, contact your local ELR. Each school is responsible for ensuring that their SCOs meet the mandatory training requirement and document it in accordance with compliance regulations. This training is targeted to assist you in performing the tasks required of SCOs. Thank you for helping our nation's Veterans complete their Educational goals.

### New SCO Training - Click Here

All New SCOs to include On-the-Job Training and Apprenticeship facilities and Vocational Flight Programs must complete the training prior to being authorized to certify enrollments to VA and must submit a copy of their training completion certificate along with the VA 22-8794 to the ELR of their jurisdiction. All new SCOs, with the exceptions of OJT and Apprenticeship and Vocational Flight SCOs, can start the training by clicking on the green button located under the heading Education Service School Certifying Official Course. This training consists of 10 modules and provides all the basic information to begin assisting Veterans in your educational programs. OJT and Apprenticeship SCOs, can start the training by clicking on the green button located under the heading On-the-Job Training and Apprenticeship Programs. This training consists of 1 module specifically developed for OJT and Apprenticeship enrollment certifications. Vocational Flight SCOs, can start the training by clicking on the green button located under the heading Vocational Flight Programs. This training consists of 1 module specifically developed for Vocational Flight enrollment certifications.

### Existing SCOs - Click Here

This training is required for all Existing SCOs beginning on or after August 1, 2019 through July 31 of the following year, and every year thereafter. As each module is complete, you will be provided with a certification of completion that can be placed in your school's records and verified during compliance surveys.

Education Service School Certifying Official Course

Details [Begin](#)

On-the-Job Training/Apprenticeship Programs

Details [Begin](#)

Vocational Flight Courses

Details [Begin](#)



## School Certifying Official Training Course Menu

Module 1: Introduction to the School  
Certifying Official Role

Module 2: Enrollment Certifications

Module 3: Veteran Affairs Payment  
Information

Module 4: Changes to Certification

Module 5: The SCO Responsibilities to the  
State Approving Agency (SAA)

Module 6: VA-ONCE Administrative  
Functions

Module 7: Certifying Enrollment with  
VA-ONCE

Module 8: Changes to Certifications with  
VA-ONCE

Module 9: Certify Enrollment with VA  
Forms

Module 10: Changes to Certifications with  
VA Forms



All New OJT/Apprenticeship and Vocational Flight COs designated on or after August 1, 2019 at educational institutions or facilities that have enrolled one or more individual(s) during a calendar year using educational assistance under title 38, United States Code, will be required to:

- Self Register for online training
- Complete 1 training module (Approximately 1.5 hours)
- Complete training requirement prior to being authorized to certify student's enrollments to VA
- To meet this prerequisite, must submit a copy of their certificate of completion along with the VA Form 22-8794 to the ELR of jurisdiction

\* OJT / Apprenticeship and Vocational Flight Facilities Only

## Department of Veterans Affairs School Certifying Official Training 2019

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### New SCO Training - Click Here

All New SCOs to include On-the-Job Training and Apprenticeship facilities and Vocational Flight Programs must complete the training prior to being authorized to certify enrollments to VA and must submit a copy of their training completion certificate along with the VA 22-8794 to the ELR of their jurisdiction. All new SCOs, with the exceptions of OJT and Apprenticeship and Vocational Flight SCOs, can start the training by clicking on the green button located under the heading Education Service School Certifying Official Course. This training consists of 10 modules and provides all the basic information to begin assisting Veterans in your educational programs. OJT and Apprenticeship SCOs, can start the training by clicking on the green button located under the heading On-the-Job Training and Apprenticeship Programs. This training consists of 1 module specifically developed for OJT and Apprenticeship enrollment certifications. Vocational Flight SCOs, can start the training by clicking on the green button located under the heading Vocational Flight Programs. This training consists of 1 module specifically developed for Vocational Flight enrollment certifications.

### Existing SCOs - Click Here

This training is required for all Existing SCOs beginning on or after August 1, 2019 through July 31 of the following year, and every year thereafter. As each module is complete, you will be provided with a certification of completion that can be placed in your school's records and verified during compliance surveys.

Education Service School Certifying Official Course

Details --- [Begin](#)

On-the-Job Training/Apprenticeship Programs

Details --- [Begin](#)

Vocational Flight Courses

Details --- [Begin](#)

On-the-Job Training/Apprenticeship Programs

Slide 1/87

DEPARTMENT OF VETERANS AFFAIRS  
UNITED STATES OF AMERICA

Education Service  
Certifying Official Training  
On-the-Job Training/Apprenticeship Programs



# SCO Training Updates

All existing SCOs designated prior to August 1, 2019 with 20 or more enrolled individuals during a calendar year, using educational assistance under title 38, United States Code, will be required to:

- Complete existing SCO training as a continuing education requirement
- Existing SCOs under covered educational institutions will have one full year in which to complete 5 hours of annual training
- Each year, requirements must be met between August 1 and July 31 of the following year
- Two training categories to meet training requirements
  - 1) Online training
  - 2) Conference training attendance

**Note:** OJT / Apprenticeship SCOs are exempt from the 5 hour training requirement

## Department of Veterans Affairs School Certifying Official Training 2019

### Welcome

Welcome to the Department of Veterans Affairs training for School Certifying Officials (SCO). This training is mandated by the Harry W. Colmery Veterans Educational Assistance Act of 2017, (Forever GI Bill) (Public Law 115-40) for both new and existing SCOs. Please read the descriptions carefully to ensure that you are taking training that is beneficial to you and helps you meet the training requirements. If you have questions about what training to take, contact your local ELR. Each school is responsible for ensuring that their SCOs meet the mandatory training requirement and document it in accordance with compliance regulations. This training is targeted to assist you in performing the tasks required of SCOs. Thank you for helping our nation's Veterans complete their Educational goals.

### New SCO Training - Click Here

All New SCOs to include On-the-Job Training and Apprenticeship facilities and Vocational Flight Programs must complete the training prior to being authorized to certify enrollments to VA and must submit a copy of their training completion certificate along with the VA 22-9794 to the ELR of their jurisdiction. All new SCOs, with the exceptions of OJT and Apprenticeship and Vocational Flight SCOs, can start the training by clicking on the green button located under the heading Education Service School Certifying Official Course. This training consists of 10 modules and provides all the basic information to begin assisting Veterans in your educational programs. OJT and Apprenticeship SCOs, can start the training by clicking on the green button located under the heading On-the-Job Training and Apprenticeship Programs. This training consists of 1 module specifically developed for OJT and Apprenticeship enrollment certifications. Vocational Flight SCOs, can start the training by clicking on the green button located under the heading Vocational Flight Programs. This training consists of 1 module specifically developed for Vocational Flight enrollment certifications.

### Existing SCOs - Click Here

This training is required for all Existing SCOs beginning on or after August 1, 2019 through July 31 of the following year, and every year thereafter. As each module is complete, you will be provided with a certification of completion that can be placed in your school's records and verified during compliance surveys.

21 day(s) left to complete Department of Veterans Affairs School Certifying Official Training 2019



### On-the-Job Training/Apprenticeship Programs

Details

Resume

### Vocational Flight Courses

Details

Begin

### Non-College Degree Programs (Only)

Details

Begin

### Institutions of Higher Learning Programs (Only)

Details

Begin

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

Details

Begin

### Institutions of Higher Learning with Flight Courses

Details

Begin

### Compliance Surveys

Details

Begin

### VA-ONCE for Institutions of Higher Learning (IHL)

Details

Begin

### VA-ONCE for Non-College Degree Programs(NCD)

Details

Begin



# SCO Training Updates

Existing OJT / Apprenticeship SCOs designated prior to August 1, 2019 with 20 or more enrolled individuals during a calendar year, using educational assistance under title 38, United States Code, will be required to:

- Complete existing SCO training as a Continuing Education requirement
- Complete 1.5 hours of annual training

Each year, requirements must be met between August 1 and July 31 of the following year

**Department of Veterans Affairs  
School Certifying Official Training  
2019**

**Welcome** ➔

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**New SCO Training - Click Here** ➔

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**Existing SCOs - Click Here** ➔

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**21 day(s) left to complete Department of Veterans Affairs School Certifying Official Training 2019**

**On-the-Job Training/Apprenticeship Programs**

Details ... [Resume](#) ➔

**Vocational Flight Courses**

Details ... [Begin](#) ➔

**Non-College Degree Programs (Only)**

Details ... [Begin](#) ➔

**Institutions of Higher Learning Programs (Only)**

Details ... [Begin](#) ➔

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

Details ... [Begin](#) ➔

**Institutions of Higher Learning with Flight Courses**

Details ... [Begin](#) ➔

**Compliance Surveys**

Details ... [Begin](#) ➔

**VA-ONCE for Institutions of Higher Learning (IHL)**

Details ... [Begin](#) ➔

**VA-ONCE for Non-College Degree Programs(NCD)**

Details ... [Begin](#) ➔



## Conference Training

- On-the-Job Training/Apprenticeship Programs
- New School Certifying Official Training
- Education Programs and Benefits for Family Members
- Yellow Ribbon
- Program Approval and the State Approving Agency
- Certification Process for Non-College Degree (NCD) Programs
- VA Debt Management Center
- Flight School Program at IHLs
- Advance School Certifying Official Training
- Compliance Surveys
- Work-Study
- School Liability



TYPE OF SCO	DEFINITION	TRAINING REQUIREMENT
<b>New SCO (IHL and NCD Only)</b>	Individuals who begin work as a SCO on or after August 1, 2019	Effective August 1, 2019, all new SCOs are required to complete, 10 virtual training modules (5 hours of training). New SCOs must complete the training prior to being authorized to certify enrollments to VA. To meet this prerequisite, the designated individual(s) must submit a copy of their certificate of completion along with the VA Form 22-8794, to the ELR of jurisdiction
<b>New SCO (OJT/Apprenticeship and Vocational Flight Only)</b>	Individuals who begin work as a SCO on or after August 1, 2019	Effective August 1, 2019, new SCOs are required to complete 1 virtual training module (approximately 1.5 hours of training) specific to his or her facility type. New SCOs must complete the training prior to being authorized to certify enrollments to VA. To meet this prerequisite, the designated individual(s) must submit a copy of their certificate of completion along with the VA Form 22-8794 to the ELR of jurisdiction
<b>Existing SCOs (IIHL, NCD, and Vocational Flight)</b>	Designated SCOs who began work prior to August 1, 2018 and continued employment after August 1, 2019	Effective August 1, 2019, existing SCOs, who works at a covered institution, have 1 year to complete the annual continuing education training requirement. Existing SCOs are required to complete 5 hours of training consisting of multiple online training modules and qualifying VA sessions presented at National and/or State school conferences
<b>Existing SCO (OJT/Apprenticeship Only)</b>	Designated SCOs who began work prior to August 1, 2019	Effective August 1, 2019, existing OJT/Apprenticeship SCOs, who works at a covered institution, have 1 year to complete the annual training requirement. Existing SCOs are required to complete 1.5 hours of training consisting of 1 virtual training module specific to his or her facility type
<b>Read-only SCO</b>	An individual at an institution with permission to access read-only or inquiry only information	Read-only SCOs have no training requirements because they are not approved to submit enrollment information to VA.



## Conclusion



Please submit any Section 305 Questions in the Q&A Pod