## School Certifying Officials (SCOs) Annual Training Requirements

<table>
<thead>
<tr>
<th>NEW SCOs @ Institutions of Higher Learning (IHLs) AND Non-College Degree Programs (NCDs)</th>
<th>NEW SCOs @ On-the-Job Training/Apprenticeship AND Vocational Flight</th>
<th>EXISTING SCOs @ Institutions of Higher Learning (IHLs)</th>
<th>EXISTING SCOs @ Non-College Degree (NCDs) AND Vocational Flight</th>
<th>EXISTING SCOs @ OJT/Apprenticeship</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>All Individuals who begin work as a SCO on or after August 1, 2019 regardless of number of VA beneficiaries</strong></td>
<td><strong>All Individuals who begin work as a SCO on or after August 1, 2019 regardless of number of VA beneficiaries</strong></td>
<td><strong>Designated SCOs who began work prior to August 1, 2019 at Covered Institutions (20+ VA beneficiaries)</strong></td>
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</tbody>
</table>

**Before new SCOs will be authorized to certify to the VA they must:**

- Complete the **Education Service School Certifying Officials Course - 10 online training modules**
- Submit training certificates and the **VA Form 22-8794**, to the ELR of jurisdiction

**Before new SCOs will be authorized to certify to the VA they must:**

- Complete the **1 online training module** based on facility type
- Submit training certificates and the **VA Form 22-8794**, to the ELR of jurisdiction

**Existing SCO must:**

- Complete **5 hours** of continuing education between August 1st and July 31st of each year.
- Take **2 online modules** specific to facility type and the remaining required number of electives online or presented at a National, Regional, Local Conference or Workshop offering SCO Annual Training **OR**
- Take **5 hours** of qualifying sessions at a National, Regional, Local Conference or Workshop offering SCO Annual Training

**Existing SCO must:**

- Complete **5 hours** of continuing education between August 1st and July 31st of each year.
- Take **2 online modules** specific to facility type and the remaining required number of electives online or presented at a National, Regional, Local Conference or Workshop offering SCO Annual Training **OR**
- Take **5 hours** of qualifying sessions at a National, Regional, Local Conference or Workshop offering SCO Annual Training

**Existing SCO must:**

- Complete **1.5 hours** of continuing education between August 1st and July 31st of each year.
- Take **1 online module** specific to facility type **OR**
- Take **5 hours** of qualifying sessions at a National, Regional, Local Conference or Workshop offering SCO Annual Training
ONLINE TRAINING
NEW School Certifying Officials (SCOs)

NEW SCOs @

Institutions of Higher Learning (IHLs)
AND
Non-College Degree Programs (NCDs)

All Individuals who begin work as a SCO on or after August 1, 2019 regardless of number of VA beneficiaries

Before new SCOs will be authorized to certify to the VA they must:

• Complete the Education Service School Certifying Officials Course - 10 online training modules
• Submit training certificates and the VA Form 22-8794, to the ELR of jurisdiction
NEW SCOs @

On-the-Job Training/Apprenticeship
AND
Vocational Flight

All Individuals who begin work as a SCO on or after August 1, 2019 regardless of number of VA beneficiaries

Before new SCOs will be authorized to certify to the VA they must:

• Complete the 1 online training module based on facility type

• Submit training certificates and the VA Form 22-8794, to the ELR of jurisdiction
EXISTING School Certifying Officials (SCOs)
Training Requirements

EXISTING SCOs @

Institutions of Higher Learning (IHLs)

Designated SCOs who began work
prior to August 1, 2019
at Covered Institutions (20+ VA beneficiaries)

Existing SCOs must:

• Complete 5 hours of continuing education between
  August 1st and July 31st of each year.

• Take 2 online modules specific to facility type and the
  remaining required number of electives online or
  presented at a National, Regional, Local Conference or
  Workshop offering SCO Annual Training
  OR

• Take 5 hours of qualifying sessions at a National,
  Regional, Local Conference or Workshop offering SCO
  Annual Training.

Institutions of Higher Learning (IHLs)

<table>
<thead>
<tr>
<th>Modules</th>
<th>Method</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IHL Only</td>
<td>Online</td>
<td>1.5</td>
</tr>
<tr>
<td>VA-ONCE for IHLs</td>
<td>Online</td>
<td>2</td>
</tr>
<tr>
<td>TOTAL CORE TRAINING CREDIT</td>
<td></td>
<td>3.5</td>
</tr>
</tbody>
</table>

IHLs with Non-College Degree Programs (NCDs)

<table>
<thead>
<tr>
<th>Modules</th>
<th>Method</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IHL w/NCDs</td>
<td>Online</td>
<td>1.5</td>
</tr>
<tr>
<td>VA-ONCE for IHLs</td>
<td>Online</td>
<td>2</td>
</tr>
<tr>
<td>TOTAL CORE TRAINING CREDIT</td>
<td></td>
<td>3.5</td>
</tr>
</tbody>
</table>

IHLs with Flight Programs

<table>
<thead>
<tr>
<th>Modules</th>
<th>Method</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IHLs with Flight</td>
<td>Online</td>
<td>1.5</td>
</tr>
<tr>
<td>VA-ONCE for IHLs</td>
<td>Online</td>
<td>2</td>
</tr>
<tr>
<td>TOTAL CORE TRAINING CREDIT</td>
<td></td>
<td>3.5</td>
</tr>
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</table>
EXISTING School Certifying Officials (SCOs) Training Requirements

EXISTING SCOs @

Non-College Degree (NCDs)
AND
Vocational Flight

Designated SCOs who began work prior to August 1, 2019 at Covered Institutions (20+ VA beneficiaries)

Existing SCOs must:

• Complete 5 hours of continuing education between August 1st and July 31st of each year.

• Take 2 online modules specific to facility type and the remaining required number of electives online or presented at a National, Regional, Local Conference or Workshop offering SCO Annual Training

OR

• Take 5 hours of qualifying sessions at a National, Regional, Local Conference or Workshop offering SCO Annual Training.

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<thead>
<tr>
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<th>Method</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCD Only</td>
<td>Online</td>
<td>1.5</td>
</tr>
<tr>
<td>VA-ONSE for NCDs</td>
<td>Online</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL CORE TRAINING CREDIT</strong></td>
<td></td>
<td><strong>2.5</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Modules</th>
<th>Method</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vocational Flight</td>
<td>Online</td>
<td>1.5</td>
</tr>
<tr>
<td><strong>TOTAL CORE TRAINING CREDIT</strong></td>
<td></td>
<td><strong>1.5</strong></td>
</tr>
</tbody>
</table>
EXISTING School Certifying Officials (SCOs)
Training Requirements

EXISTING SCOs @

OJT/Apprenticeship

Designated SCOs who began work
prior to August 1, 2019
at Covered Institutions (20+ VA beneficiaries)

Existing SCOs must:

- Complete **1.5 hours** of continuing education between **August 1st** and **July 31st** of each year.

- Take **1 online modules** specific to facility type

**OJT/Apprenticeship**

<table>
<thead>
<tr>
<th>Module</th>
<th>Method</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>OJT/Apprenticeship</td>
<td>Online</td>
<td>1.5</td>
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<td></td>
<td><strong>1.5</strong></td>
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</tbody>
</table>
Q: How will SCOs who have not attended a conference fulfill their full 5-hour training requirement?

A: The National Training Team - Compliance is working on expanding the number of online training modules to ensure SCOs will have enough online content to meet their annual training requirement.

Online training sessions will be made available for those who cannot attend conferences.
# QUALIFYING CONFERENCE TRAINING

<table>
<thead>
<tr>
<th>Conference Training</th>
<th>Method</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>New School Certifying Official Training</td>
<td>Conference</td>
<td>2</td>
</tr>
<tr>
<td>Advanced School Certifying Official Training</td>
<td>Conference</td>
<td>2</td>
</tr>
<tr>
<td>Compliance Surveys</td>
<td>Conference</td>
<td>2</td>
</tr>
<tr>
<td>Flight School Program at IHLs</td>
<td>Conference</td>
<td>1</td>
</tr>
<tr>
<td>Certification Process for Non-College Degree (ND) Programs</td>
<td>Conference</td>
<td>1</td>
</tr>
<tr>
<td>Education Programs and Benefits</td>
<td>Conference</td>
<td>1</td>
</tr>
<tr>
<td>Program Approval and the State Approving Agency</td>
<td>Conference</td>
<td>1</td>
</tr>
<tr>
<td>Yellow Ribbon</td>
<td>Conference</td>
<td>1</td>
</tr>
<tr>
<td>Work-Study</td>
<td>Conference</td>
<td>1</td>
</tr>
<tr>
<td>School Liability</td>
<td>Conference</td>
<td>1</td>
</tr>
</tbody>
</table>

**NOTE:** If you attended a National, Regional, Local Conference or Workshop offering the above SCO Annual Training sessions and recorded your attendance, you can now go to the SCO Training Portal and self-certify to get training credit.
CONFERENCE CREDIT PROCESS

1. ATTEND
Attend a National, Regional, Local Conference or Workshop offering eligible SCO Annual Training. Training must be taught or co-taught with an ELR or VA staff member.

2. RECORD
Record your attendance using the MENTI code given at the session or an alternative attendance tracking method designated by presenter.

3. CERTIFY
Go on the SCO Training Portal and certify each conference session you attended. By completing this form you are certifying that you attended this training in-person and documented your attendance at the conference training session.

4. PRINT
Print your certificate and keep for your records.

5. PROFILE
Check your profile to make sure all of your online and conference credit is properly counted.
Here are important training dates for School Certifying Officials (SCOs).

**August 1, 2019**
**Annual Training Window Opens!** Updated training requirements for all new SCOs and continuing education requirements for existing SCOs are effective.

**May 1, 2020**
**90-Day Training Alert!** Notifications and reminders of the approaching July 31st continuing education deadline will be posted on the GI Bill website and sent to SCOs via Gov Delivery notice.

**June 1, 2020**
**60-Day Training Alert!** Notifications and reminders of the approaching July 31st continuing education deadline will be posted on the GI Bill website and sent to SCOs via Gov Delivery notice.

**July 1, 2020**
**30-Day Training Alert!** Notifications and reminders of the approaching July 31st continuing education deadline will be posted on the GI Bill website and sent to SCOs via Gov Delivery notice.

**July 31, 2020**
**Annual Training Window Closes!** Continuing education requirements for existing SCOs completed.

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.
Tracking Training Hours

1. Logon the SCO Online Training Portal
2. Click on the Welcome Tab

YTD Summary

- Completed Hours
- Completed Module
- Online hours
- Conference Hours
Certify Conference Training Attendance

1. Logon the SCO Online Training Portal
2. Click on the Conference/Workshop Training Credit Tab
3. Select the applicable conference by clicking begin
4. Complete the required data field
5. Print your Certificate of Completion
6. View hours completed on User Profile
Coming Soon – Online/Safe-Pace Conference Training

SCO Online Training Portal Enhancements

SCOOs will be able to:

• Complete Conference Training Online
• Track training hours
• Print Certificate of Completions
Resources


