






SCO Training Requirements February 2020



School Certifying Officials (SCOs) Annual Training Requirements

 NEW SCOs @	 NEW SCOs @	 EXISTING SCOs @	 EXISTING SCOs @	 EXISTING SCOs @
Institutions of Higher Learning (IHLs) AND Non-College Degree Programs (NCDs)	On-the-Job Training/Apprenticeship AND Vocational Flight	Institutions of Higher Learning (IHLs)	Non-College Degree (NCDs) AND Vocational Flight	OJT/Apprenticeship
All Individuals who begin work as a SCO on or after August 1, 2019 regardless of number of VA beneficiaries	All Individuals who begin work as a SCO on or after August 1, 2019 regardless of number of VA beneficiaries	Designated SCOs who began work prior to August 1, 2019 at Covered Institutions (20+ VA beneficiaries)	Designated SCOs who began work prior to August 1, 2019 at Covered Institutions (20+ VA beneficiaries)	Designated SCOs who began work prior to August 1, 2019 at Covered Institutions (20+ VA beneficiaries)
Before new SCOs will be authorized to certify to the VA they must:	Before new SCOs will be authorized to certify to the VA they must:	Existing SCO must:	Existing SCO must:	Existing SCO must:
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Complete the 1 online training module based on facility type • Submit training certificates and the VA Form 22-8794, to the ELR of jurisdiction 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Complete 1.5 hours of continuing education between August 1st and July 31st of each year. • Take 1 online modules specific to facility type
		OR	OR	
		<ul style="list-style-type: none"> • Take 5 hours of qualifying sessions at a National, Regional, Local Conference or Workshop offering SCO Annual Training. 	<ul style="list-style-type: none"> • 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

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



ONLINE TRAINING NEW School Certifying Officials (SCOs)



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

On-the-Job Training/Apprenticeship Programs

Vocational Flight Courses



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)

Modules	Method	Credit Hours
IHL Only	Online	1.5
VA-ONCE for IHLS	Online	2
TOTAL CORE TRAINING CREDIT		3.5

IHLs with Non-College Degree Programs (NCDs)

Modules	Method	Credit Hours
IHL w/NCDs	Online	1.5
VA-ONCE for IHLs	Online	2
TOTAL CORE TRAINING CREDIT		3.5

IHLs with Flight Programs

Modules	Method	Credit Hours
IHLs with Flight	Online	1.5
VA-ONCE for IHLs	Online	2
TOTAL CORE TRAINING CREDIT		3.5



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.

Non-College Degree Programs (NCDs)		
Modules	Method	Credit Hours
NCD Only	Online	1.5
VA-ONCE for NCDs	Online	1
TOTAL CORE TRAINING CREDIT		2.5

Vocational Flight		
Modules	Method	Credit Hours
Vocational Flight	Online	1.5
TOTAL CORE TRAINING CREDIT		1.5



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		
Module	Method	Credit Hours
OJT/Apprenticeship	Online	1.5
TOTAL CORE TRAINING CREDIT		1.5



ONLINE TRAINING ELECTIVES

Training	Method	Credit Hours
Compliance Surveys	Online	1

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

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

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

CONFERENCE CREDIT PROCESS

ONE



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.

TWO



2. RECORD

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

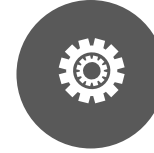
THREE



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.

FOUR



4. PRINT

Print your certificate and keep for your records.

FIVE



5. PROFILE

Check your profile to make sure all of your online and conference credit is properly counted.



Key Training Dates

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.



SCO Online Training Portal Enhancements

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

Your Profile

It is important that this information is current and correct!

First Name *

Middle Name

Last Name *

Role *

Facility Code *

[Save Changes](#)

YTD summary.

Completed hours:	3.00	Online hours:	3.00
Completed modules:	2	Conference hours:	0



SCO Online Training Portal Enhancements

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

Department of Veterans Affairs School Certifying Official Training 2020

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.

Conference/Workshop Training Credit - Click Here →

SCOs must self-certify their conference/workshop attendance to receive conference training credit. If you attended a national, regional, or local conference or workshop you must complete this form and certify your presence at each session. Attendance is recorded at every session and is maintained by the National Training Team – Compliance.

- FY 19-20 Conference Session: Compliance Surveys
Details ... Feedback
- FY 19-20 Conference Session: New School Certifying Officials Training
Details ... Feedback
- FY 19-20 Conference Session: Advanced School Certifying Officials Training
Details ... **Begin**
- FY 19-20 Conference Session: Flight School Programs at IHLs
Details ... **Begin**
- FY 19-20 Conference Session: Certification Process for Non-College Degree (NCD) Programs
Details ... **Begin**



SCO Online Training Portal Enhancements

Coming Soon – Online/Safe-Pace Conference Training

SCOs will be able to:

- Complete Conference Training Online
- Track training hours
- Print Certificate of Completions

Your Profile

It is important that this information is current and correct!

First Name *

Middle Name

Last Name *

Role *

Facility Code *

[Save Changes](#)

YTD summary.

Completed hours:	3.00	Online hours:	3.00
Completed modules:	2	Conference hours:	0



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 2019** - https://www.benefits.va.gov/gibill/resources/education_resources/school_certifying_officials/online_sco_training.asp.