



EDUCATION SERVICE

School Certifying Official Webinar

Training Requirements for School Certifying Officials

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SCO Definitions 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	DEFINITION	TRAINING REQUIREMENT
All New SCOs (IHL and NCD Only)	Individuals who begin work as a SCO on or after August 1, 2019	<ul style="list-style-type: none"> • 10 online training modules (5 hours of training) • 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
All New SCOs (OJT/Apprenticeship and Vocational Flight Only)	Individuals who begin work as a SCO on or after August 1, 2019	<ul style="list-style-type: none"> • 1 virtual training module (approximately 1.5 hours of training) • 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 August 1, 2019	<ul style="list-style-type: none"> • 1 year to complete the continuing education training requirement between August 1st and July 31st of each year • 5 hours of training (2 online modules specific to facility type and choice of electives presented at school conferences)
Existing SCO (OJT/Apprenticeship Only) at Covered Institutions	Designated SCOs who began work prior to August 1, 2019	<ul style="list-style-type: none"> • 1 year to complete the annual training requirement • 1.5 hours of training consisting of 1 online training module specific to facility type
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.



Training Requirements for Existing SCOs at IHLs, NDCs & Vocational Flight

SECTION 305 – CORE TRAINING (MANDATORY)

Existing SCOs at IHLs, NCDs & Vocational Flight

SCOs are required to take a minimum of two online training modules specific to their facility type to meet their Section 305 annual training requirement. They may choose from the list of electives to complete the 5-hour annual requirement.

Institutions of Higher Learning (IHLs)

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

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

Modules	Method	Training Credit Hours
IHL w/NCDs	Online	1.5
VA-ONCE for IHLs	Online	1
TOTAL CORE TRAINING CREDIT		2.5

Institutions of Higher Learning (IHLs) with Flight Programs

Modules	Method	Training Credit Hours
IHLs with Flight	Online	1.5
VA-ONCE for IHLs	Online	1
TOTAL CORE TRAINING CREDIT		2.5

Non-College Degree Programs (NCDs)

Modules	Method	Training Credit Hours
NCD Only	Online	1.5
VA-ONCE for NCDs	Online	1
TOTAL CORE TRAINING CREDIT		2.5

Vocational Flight

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

SECTION 305 – TRAINING ELECTIVES (MANDATORY)

Existing SCOs at IHLs, NCDs & Vocational Flight

SCOs may select any elective from this list of VA approved modules to complete the 5-hour annual Section 305 training requirement. SCOs are also required to take a minimum of two online training modules specific to their facility type to meet their Section 305 annual training requirement. Instructor-Led modules will be held at National/State Conferences or local VA workshops. Additional online and instructor-led modules will be added throughout the training year.

Module	Method	Training Credit Hours
Compliance Surveys	Online	1
Compliance Surveys	Instructor-Led	1
New School Certifying Official Training	Instructor-Led	2
Advanced School Certifying Official Training	Instructor-Led	2
Flight School Program at IHLs	Instructor-Led	1
Certification Process for Non-College Degree (NCD) Programs	Instructor-Led	1



KEY DATES – SCO TRAINING REQUIREMENTS

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 or disapprove your school's programs.



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.