

## **SECTION 305 QUESTIONS**

Q. Does Section 305 require new SCO Training for non-covered institutions?

**A. Although Section 305 explicitly states VA will set forth training requirements for SCOs at covered institutions. VA requires all new SCOs regardless of number of beneficiaries to complete the new SCO Online Training, prior to gaining access to VA-Once. This training requirement will ensure that all new SCOs are properly trained, resulting in a positive outcome for beneficiaries.**

Q. Will there be opportunities for VA Work Study students to take the trainings as well?

**A. VA Work Study students can take the training if they wish but they are not required to do so.**

Q. I was in a temporary role as an SCO and completed the 10 modules in February 2019. I am now an SCO again (appointed after August 1, 2019), do I need to complete the training again to meet the new requirement?

**A. No, you will not be required to take the New SCO Online training, however, you will be required to complete the Existing SCO Online training module that is applicable to your facility type. Existing SCOs have one year, (from August 1, to July 31 of the following year) to complete the training.**

Q. Where Are there instructions on how to self-register for the required training?

**A. Step by step instruction on how to self-register and access to the online training can be found on the GI Bill website. You may access it my clicking the following link: [https://www.benefits.va.gov/gibill/resources/education\\_resources/school\\_certifying\\_officials/online\\_sco\\_training.asp](https://www.benefits.va.gov/gibill/resources/education_resources/school_certifying_officials/online_sco_training.asp)**

Q. Does the annual mini-conference (AVPA in Phoenix area) qualify for training hours?

**A. Yes, VA will designate qualifying Section 305 sessions presented at National and/or State school conferences that can be used as a supplement to meet the 5-hour annual training requirement. Existing SCOs are required to take a minimum of two online training modules specific to their facility type (e.g., VA ONCE for IHLs and IHLs with Flight Courses or VA ONCE for NCDs and IHLs with NCD Programs).**

Q. If you attend Existing SCO training at NAVPA or WAVES or at a conference do you also have to complete the online training modules?

**A. Yes, Existing SCOs are required to take a minimum of two online training modules specific to their facility type (e.g., VA ONCE for IHLs and IHLs with Flight Courses or VA ONCE for NCDs and IHLs with NCD Programs).**

Q. If my ELR offers a yearly workshop with updates, etc. does that count as "additional training:"? and if so, how do we report or verify that?

**A. Yes, VA will designate qualifying Section 305 sessions presented at National and/or State school conferences and workshops that can be used as a supplement to meet the 5-hour annual training requirement. Existing SCOs are required to take a minimum of two online training modules specific to their facility type (e.g., VA ONCE for IHLs and IHLs with Flight Courses or VA ONCE for NCDs and IHLs with NCD Programs). The ELR will provide instructions at the workshop about how credit will be applied to your training record.**

Q. Just to clarify, existing SCOs will only need to attend an in-person training session (i.e. at a conference) if we haven't met the 5-hour training requirement from the online modules. Is that correct?

**A. Yes, that is correct. If the online training satisfies your annual training requirement, you will not be required to take additional qualifying training at conferences. However, you are encouraged to take advantage of training conducted at conference because you will have a subject matter expert available to answer any questions.**

Q. Does the NAVPA conference training count towards training requirements?

**A. Some of the sessions at NAVPA will count toward the annual training requirement. VA will designate qualifying Section 305 sessions presented at National and/or State school conferences that can be used as a supplement to meet the 5-hour annual training requirement. Existing SCOs are required to take a minimum of two online training modules specific to their facility type (e.g., VA ONCE for IHLs and IHLs with Flight Courses or VA ONCE for NCDs and IHLs with NCD Programs).**

Q. Existing SCOs who are not able to attend qualifying VA presented at National and/or State school conferences. May this requirement be met via webinar?

**A. The NTT-C, with the assistance of ED&T, will continue to build online modules and upload them to the training portal. Our goal is to add 2 to 3 modules per quarter to ensure there are enough modules available, so you can meet the annual training requirements online.**

Q. If your school has 2 facility codes .... does the SCO training cover both facility codes? I certify at both locations?

**A. Yes, providing that the facility type is the same. If you certify for two different facility types, you must complete training for each type of facility.**

Q. Do new SCO's have to submit their certificates with form 22-8794?

**A. Yes, new SCOs must submit his or her certificate of completion along with the VA Form 22-8794 to your ELR of Jurisdiction.**

Q. The slide does not say the SCO must submit the certificate of completion to the ELR, can we confirm that is in fact required?

**A. Yes, new SCOs must submit their certificate of completion along with the VA Form 22-8794 to their ELR of Jurisdiction. Existing SCOs should keep a copy of their certificate of completion for their records. \*\*For NTT-C & VACO staff only - We are working to have the existing SCOs upload certificate of completion to Eforce\*\***

Q. For a Centralized School, which facility code should we use in establishing SCO Training completion?

**A. Generally, the main campus would certify programs offered at centralized schools. In those instances, the SCOs at the main campus must complete training that corresponds with each facility type offered at the centralized school. For example, if a centralized school offers both, degree programs and NCD only programs, the SCOs at the main campus must complete both, the IHL training and the NCD Only training.**

**Centralized Schools may delegate branch campus to certify enrollment. The SCOs at the branch campus must complete the training applicable to its facility type. For example, if the main campus delegates NCD only program to a branch location and providing that is the only facility type that branch campus can certify, the SCO at that campus would only be required to complete the NCD Only training.**

Q. We have an SCO who completed the new training in the last six months. Do they also need to complete the existing SCO training? Is the new SCO training good for a year prior to being required to complete the existing SCO training?

**A. SCOs who have completed the new SCO training prior to August 1, 2019 will not be required to take the New SCO Online training, however, he or she will be required to complete the Existing SCO Online training module that is applicable to their facility type. Existing SCOs have one year, (from August 1, to July 31 of the following year) to complete the training.**

Q. If we have less than 20 students enrolled during a calendar year - are we exempt from the SCO training? If so - is there something we need to complete to report that? We have 1-3 per year - never 20.

**A. If you have less than 20 students who receive VA educational assistance during a calendar year, existing SCOs are exempt from the training. However, if you designate a new SCO, on or after August 1, 2019, he or she will be required to complete the New SCO Online training.**

**Schools are not required to report number of VA beneficiaries to VA. We already have access to this information in our data base.**

Q. If I have a backup sco for several years. If they have not certified anyone, they will have to have to register as new. Am I interpreting this correctly?

**A. If your backup was designated as an SCO prior to August 1, 2019, he or she would need to complete the Existing SCO Online training. To reiterate, any existing SCO, at a**

**covered educational institution, that is listed on the VA Form 22-8794 as a designated certifying official, will be required to complete the Existing SCO Online Training.**

Q. I am an existing SCO for an NCD facility but in the last year we only had 1 VA student. Do I still need to complete the 5 hours of training?

**A. No. Only existing SCOs at covered educational institutions are required to take the training. A covered institution is defined as an educational institution or facility who have enrolled 20 or more individuals using VA educational assistance.**

Q. If you are an existing SCO who does not complete 5 hours of online training and cannot attend the conferences, would it be enough to watch the webinars that are posted on the Gavco website after the conference is over to meet the requirement?

**A. No, SCOs cannot receive credit for watching webinars. However, the NTT-C, with the assistance of ED&T, will continue to build online modules and upload them to the training portal. Our goal is to add 2 to 3 modules per quarter to ensure there are enough modules available, so you can meet the annual training requirements online.,**

Q. Does the attendance at the national training that just past count for this additional requirement or this effective for next year's conference only?

**A. SCOs can receive credit for attending conferences if the conference was held on or after August 1, 2019 and the training received was a qualifying VA session conducted by a VA employee. A qualifying VA session consist of standardized training material developed by the National Training Team – Compliance.**

Q. I'm an existing SCO at an apprenticeship with less than 20 - what are my responsibilities?

**A. Existing SCOs at an educational institution or facility with less than 20 individual using VA educational benefits during a calendar year are not required to take the SCO Online training.**

Q. What is you're the only one in your school who does the certification do you have to attend a conference?

**A. Conference attendance is not mandatory; however, it is highly encouraged. Additionally, if the online training does not provide enough training hours, existing SCOs may take a qualifying VA session at a conference to help him or her meet the training requirements. However, the NTT-C, with the assistance of ED&T, will continue to build online modules and upload them to the training portal. Our goal is to add 2 to 3 modules per quarter to ensure there are enough modules available, so you can meet the annual training requirements online.**

Q. Do designated points of contact have an annual training requirement? This is about centralized processing.

**A. Generally, the main campus would certify programs offered at centralized schools. In those instances, the SCOs at the main campus must complete training that corresponds with each facility type offered at the centralized school. For example, if a centralized school offers both, degree programs and NCD only programs, the SCOs at the main campus must complete both, the IHL training and the NCD Only training.**

**Centralized Schools may delegate SCOs at branch campus to certify enrollment. The SCOs at the branch campus must complete the training applicable to its facility type. For example, if the main campus delegates NCD only program to a branch location and providing that is the only facility type at that branch campus, the SCO at that campus would only be required to complete the NCD Only training.**

Q. What are SCO's who are not able to attend a conference supposed to do if the online training they complete doesn't meet the required hours?

**A. The NTT-C, with the assistance of ED&T, will continue to build online modules and upload them to the training portal. Our goal is to add 2 to 3 modules per quarter to ensure there are enough modules available, so you can meet the annual training requirements online.**

Q. Are there additional training opportunities to be in compliance for those who are unable to attend a national and/or state conference?

**A. The NTT-C, with the assistance of ED&T, will continue to build online modules and upload them to the training portal. Our goal is to add 2 to 3 modules per quarter to ensure there are enough modules available, so you can meet the annual training requirements online.**

Q. Am I understanding correctly that "existing SCO's" will require additional training at one of the national conferences, beyond completion of the online trainings?

**A. If the online training does not provide enough training hours, existing SCOs may take a qualifying VA session at a conference to help him or her meet the training requirements. However, the NTT-C, with the assistance of ED&T, will continue to build online modules and upload them to the training portal. Our goal is to add 2 to 3 modules per quarter to ensure there are enough modules available, so you can meet the annual training requirements online.**

Q. Will we get a notice when our annual training is almost due?

**A. Yes, VA will post reminders and notifications on the GI Bill website for School Administrators, announce reminders during SCO webinars, and request that ELRs keep SCOs informed throughout the training window to make them aware of the deadline.**

Q. Do I understand this to mean that there is no way for existing SCOs to complete the annual training requirement, without attending a conference?

**A. No, The NTT-C, with the assistance of ED&T, will continue to build online modules and upload them to the training portal. Our goal is to add 2 to 3 modules per quarter to ensure there are enough modules available, so you can meet the annual training requirements online.**

Q Where do we go to self-register for the training modules?

**A. Step by step instruction on how to self-register, access to the online training and frequent asked questions can be found on the GI Bill website. You may access it by clicking the following link:**

**[https://www.benefits.va.gov/gibill/resources/education\\_resources/school\\_certifying\\_officials/online\\_sco\\_training.asp](https://www.benefits.va.gov/gibill/resources/education_resources/school_certifying_officials/online_sco_training.asp)**

Q. Some SCO's will not have time nor money to attend a National VA conference. There should be a way to complete all training requirements via online.

**A. The NTT-C, with the assistance of ED&T, will continue to build online modules and upload them to the training portal. Our goal is to add 2 to 3 modules per quarter to ensure there are enough modules available, so you can meet the annual training requirements online.**

Q. Point of clarification: for IHL SCO's, it sounds as if the online training only provides 4.5 hours of training, leaving us with a requirement to attend an approved session within one of the VA-sponsored conferences. Is this correct?

**A. Yes, however, the NTT-C, with the assistance of ED&T, will continue to build online modules and upload them to the training portal. Our goal is to add 2 to 3 modules per quarter to ensure there are enough modules available, so you can meet the annual training requirements online.**

Q. If my school has more than one SCO listed in the system, but only one person is the active SCO and certifying the veteran - do the others need to still complete training?

**A. All designated existing SCOs at covered educational institutions or newly designated SCOs must complete the required training.**

**Q. Did I hear her say that in addition to the three modules existing SCO's must complete, we must also attend a conference?**

**A. SCOs may attend qualifying VA sessions at conferences to help them meet their annual training requirement if the online training does not provide enough hours.**

Q. On the 5 hours of training required for IHL existing SCOs, if the online training only equals 4.5 hours, how are we supposed to obtain the additional .5 hours if we are unable to attend the conference every year? Will there be other ways other than traveling to conferences?

**A. The NTT-C, with the assistance of ED&T, will continue to build online modules and upload them to the training portal. Our goal is to add 2 to 3 modules per quarter to ensure there are enough modules available, so you can meet the annual training requirements.**