Version P053 of VA-ONCE

Installation Date 12/2/17
Version P053 of VA-ONCE expands the capabilities of Apprenticeship (APP) and On-the-Job-Training (OJT) training facilities. In addition to submitting Enrollment Certifications (VA Form 22-1999), these facilities will now be able to submit the Monthly Certification of On-The-Job and Apprenticeship Training (VA Form 22-6553d).

Note: The Monthly Certification (22-6553d) must be associated with an Enrollment Certification (22-1999) submitted AFTER this installation. This means that facilities that previously submitted an Enrollment Certification will need to submit a new Enrollment Certification for the same period in order to submit Monthly Certifications.

This Guide supersedes the previous Guide for OJT/APP Enrollment Certifications (VA-ONCE P048 Guide dated 10-16-16). Some information remains the same, but this version has been updated to show the screen functionality post-install of P053.
For SCOs - Adding a Program to an OJT or APP facility

Log in and select Admin/
Maintenance/
Standard Programs.

Once on the Standard Programs page, enter all programs that are offered at the facility.
To add a Program, click “Add” at the top of the page. The “Edit Program” section at the bottom of the screen will become enabled and a program can be added.

Complete the Program Abbreviation and the Program Name.
After entering the Program Abbreviation and Program Name, go to the VA Course Code. Scroll to the bottom of the list and select either APP (997) Apprenticeship or OJT (998) On-the-Job-Training, as appropriate.

The VA Objective Code will automatically fill in the same abbreviation, code, and description. Click Save and the program is added.
Adding a Student

Click on the Student menu at the top of the screen and select “Add”.
Adding a Student - continued

Enter the Last Name, select the appropriate facility code from the drop down, enter the Student SSN and enter the Student SSN again in the Confirm Student SSN field. **Be very careful to enter the correct SSN for the student.**

Click OK when finished.
- If the student exists at another school, a message appears (see page 8).
- If the student already exists at your school, a different message appears (see page 9).
- If the student is being added to VA-ONCE for the first time, you will be taken to the Bio page.
Adding a Student – Student Exists at another school

If you receive this message, the student has been certified in the past by another school. When you add the student, you will be able to see, but not modify, those past certifications.

Click OK to continue, or Cancel if this is not the correct student.

NOTE: If another student’s name appears, and you are positive you have entered the correct SSN, click Cancel and contact your ELR. Do not click OK.
Adding a Student - Student Exists at Your School

If you receive this message, the student is at your school. The Student Status column will have an A (Active), D (Deleted), or I (Inactive). If Deleted or Inactive, click cancel to go back to select student page. Then, on the select student page, use the Status filter for Deleted or Inactive. This will bring up a list of students in that status and you can undelete or reactivate the student.
Completing and Submitting an Enrollment Certification

Once added, the SCO complete the Bio page. On the Bio page, the Training Type will be APP_OJ T.
Completing and Submitting an Enrollment Certification

The SCO should add the student and complete the Bio page. On the Bio page, the Training Type will be APP_OJT.
To start a certification, click Cert at the top of the page and select “New Enrollment”. The “Edit Enrollment (1999)” area at the bottom of the screen will become enabled.

All fields should be completed as on the paper form. The Program Name field is optional and is not sent to VA. The SCO should select whether the Type of Training is Apprenticeship or On-The-Job Training. Once completed, Click “Submit” at the top of the page.
The image in TIMS will look very much like an Enrollment Certification for an IHL or NCD, but will contain fields that are specific to the training type OJT/APP (those found on the back of the 22-1999).

Enrollment Certification VA-ONCE ver. F948 - Chapter 33

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<th>Type of Training</th>
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<tr>
<td>Remarks</td>
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Date Signed: 09/26/2016
School Information:
MC NATHAN LEONARD
SDNL ELECTRICAL
123 TEST ST
DETROIT, MI 48755
Phone #313-211-3111
Facility Code: 20045722

Electronically Received by VA: 09/29/2016

VA Form 22-1999
Mar 2009 OMB Control No. 2900-0073

CertID: 34100090
TransID: 130677
Completing and submitting a Monthly Certification of On-The-Job and Apprenticeship Training

On the Certs tab highlight the period for which a Monthly Certification is being submitted, from the Cert menu, select “New Monthly Verification”.
The “Edit Monthly Verification (6553d)” section will open in the lower ½ of the screen.

The default is the first month and year of the training period.

The default for both Yes/No drop down menus is “Yes”.

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Enter the number of hours worked for the month and click Submit at the top of the screen, just as you would for an Enrollment.

Once a Monthly Verification has been submitted, the default Cert Month (and Cert Year, if applicable) will increment.

Example: After the Monthly Verification above is submitted, the next “New Monthly Verification” started will have a Cert Month of October.
A printed version of the 6553d is below. It will look the same printed from VA-ONCE, or displayed in TIMS.
If the trainee was not pursuing training for the entire month, or the training was completed, change the drop down for “Trainee Enrolled in and Pursuing Approved Program for the Month Shown” to “No”.

The “Date Terminated” field will become enabled for entry. Enter the date the trainee stopped training, and select a reason from the drop down menu. If no reason applies, select “Other (See Remarks)” and enter the reason in Remarks. Both the date and reason are required.
If the rate has changed from the Training Agreement, change the drop down for “Rate in Accordance with Training Agreement” to “No”.

The “Rate” and “Effective Date” fields will become enabled for entry. Enter the date, the new rate, and the effective date. Both the Rate and effective Date

If remarks are needed on any Monthly Verification, they can be entered in the free text Remarks field. Remarks are limited to 50 characters. Please limit them to only those necessary for processing the claim.
Correcting a Mistake on a Monthly Verification

If you submit a Monthly Verification which is incorrect, for example, there was a typo in the number of hours worked for the month, you can replace that Monthly Verification.

Highlight the Monthly Verification that contains the mistake. From the Cert menu, select “Replace”.

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In this example 40 hours were submitted for the month of September; it should have been 136. Once Replace is selected, the number of hours worked can be changed to 136 and submitted to replace the Monthly Verification with only 40 hours.
Monthly Verifications will be sorted with the most recent on top.

If an in-progress (status 2) Monthly Verification needs to be deleted, highlight the Monthly Verification and select “Delete” from the Cert menu.
Change to Mini Tabs & Displays

With the addition of Apprenticeship and On the Job Training, a new mini tab has been added at the bottom right corner of the Cert Tab. It is labeled “APP-OJT”.

If a person has pursued multiple types of training, there will be multiple mini tabs.

Prior to this installation, there were only 2 mini tabs – “Flight” and “Non-Flight”. APP and OJT were displayed on the Non-Flight tab along with Institutions of Higher Learning (IHL) and Non College Degree (NCD) programs. Since there is now a tab to designate APP-OJT, the Non-Flight mini tab has been changed to “IHL-NCD” to more accurately describe the type of training displayed.

Sample of how OJT-APP was displayed on the same Cert screen as IHL training pre-install:

If the claimant has been in only one type of training, no mini tabs are displayed.
OJT/APP Facilities that Submitted Enrollments Prior to Install

Facilities that submitted Enrollments prior to this install will have to re-submit the Enrollment Certification in order to complete Monthly Verifications.

The previously submitted Enrollment will be shown on the IHL-NCD mini Tab. The APP-OJT will be blank. The mini tab you are taken to is dependent upon the type of training on the Bio page.
A new Enrollment for the same period should be created on the APP-OJT tab. The Cert menu will be disabled if on the IHL-NCD mini Tab.

Enter a remark that this Enrollment is being re-submitted in order to create Monthly Verifications.

You do **NOT** need to re-submit all Monthly Verifications. You may start submitting the month after the last paper submission.
Example – The period 5-15-17 to 5-14-18 was submitted prior to the installation of P053. The school re-submitted the Enrollment after the installation of P053.

If the hours for October have already been submitted, the next Monthly Verification should be for the month of November.

The default will be to the first month of the Enrollment, May, but can be changed to November. All Monthly Verifications from that point on can be done through VA-ONCE.
Students added to an OJT/APP facility prior to the install, but not certified.

No action is necessary for facilities that added students prior to the install, but have not submitted certifications. They will be taken directly to the APP-OJT mini tab, if the type of training on the Bio page is OJT/APP, to enter the Enrollment Certification.

**Additional Information for OJT/APP**

Amendments correct information on the Enrollment Certification. For example, if there was a typo in the begin date. Replacements should be done for Monthly Verifications that were submitted incorrectly.

As with the paper 22-6553d, terminations should be submitted on the Monthly Certification during which the termination occurred.
All OJT/APP Enrollments will go through ECAP. The status code once submitted will be 4, and the code returned will be 5M, even for chapter 33. The status code chart has been updated accordingly.