

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).

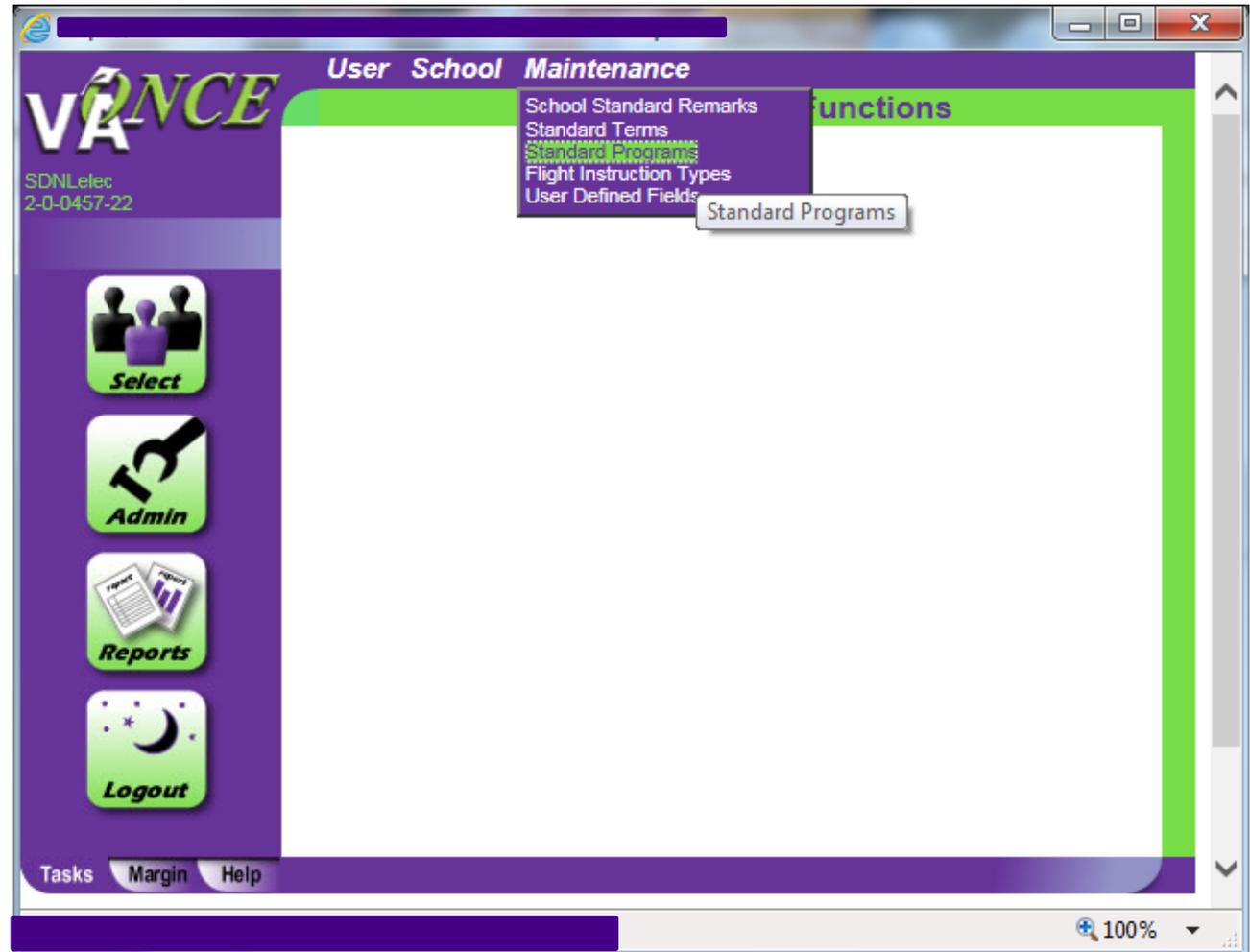
Note: The Monthly Certification (22-6553d) must be associated with an Enrollment Certification (22-1999) submitted AFTER this installation. This means that facilities that previously submitted an Enrollment Certification will need to submit a *new* Enrollment Certification for the same period in order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



VA-ONCE School Standard Programs Maintenance - Internet Explorer

Add Delete Alpha by Abbrev Alpha by Program Deactivate Print

Standard Programs

<input type="checkbox"/>	Abbreviation	Program	Objective Code	Course Code	Facility Code	Deact	Order #	702 Compliant
<input type="checkbox"/>	COMM	Commercial Electrician	997	997	20045722		2	✓
<input type="checkbox"/>	Elect	Electrician OJT	998	998	20045722		3	✓
<input type="checkbox"/>	RES	Residential Electrician	997	997	20045722		1	✓

Edit Program Save Cancel

Program Abbreviation
 Program Name
 Order Number

Facility Code

VA Objective Code
 VA Course Code

Deactivate
 All Programs Have Associations

N.E.C. = Not Elsewhere Classified. If a VA Objective or Course Code does not seem to apply to your program, please use one of the general codes which contain N.E.C. For a full list of courses which apply to each code, please see the Help and Margin text.

Tasks Margin Help

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.

Edit Program Save Cancel

Program Abbreviation
 Program Name
 Order Number

Facility Code

VA Objective Code
 VA Course Code

Deactivate
 All Programs Have Associations

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 screenshot shows the 'Edit Program' form with the following fields: Program Abbreviation (COM&RES), Program Name (Commercial & Residential Electrician), Order Number (3), Facility Code (20045722 (SDNL ELECTRICAL)), and VA Objective Code. The VA Course Code dropdown menu is highlighted with a red box, and the checkbox 'All Programs Have Associations' is checked.

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

- NCD (585) Sheetmetal Working
- NCD (610) Shoe Making And Repair
- NCD (329) Surveying
- NCD (627) Textile Manufacturing
- NCD (628) Tobacco Manufacturing
- NCD (631) Upholstering
- NAI (201) Applied, Fine And Graphics Arts Technology
- NAI (214) Automotive Technology
- NAI (202) Bible Study Or Religious Work (Technology)
- NAI (203) Building And Construction Technology
- NAI (204) Business And Commerce Technology
- NAI (205) Data Processing Technology
- NAI (206) Electrical Technology
- NAI (207) Mechanical Technology
- NAI (208) Medical Or Related Technology
- NAI (211) Miscellaneous Engineering-Related Technology
- NAI (212) Miscellaneous Science-Related Technology
- NAI (213) Other Technologies, N.E.C
- NAI (209) Police, Criminology, Fire Protection (Technology)
- FLI (341) Advanced Flight Or Commercial Pilot
- FLI (342) Airline Transport Pilot Training
- FLI (344) Flight Instructor Course
- FLI (343) Glider Training
- FLI (345) Instrument Rating Course
- FLI (346) Multiengine Class Rating Course
- FLI (347) Other Flight Training, N.E.C
- OTH (999) Special Program
- APP (997) Apprenticeship
- OJT (998) On-The-Job Training

The screenshot shows the 'Edit Program' form with the following fields: Program Abbreviation (COM&RES), Program Name (Commercial & Residential Electrician), Order Number (3), Facility Code (20045722 (SDNL ELECTRICAL)), VA Objective Code (OJT (998) On-The-Job Training), and VA Course Code (OJT (998) On-The-Job Training). The checkbox 'All Programs Have Associations' is checked.

Adding a Student

Click on the Student menu at the top of the screen and select "Add".

VA-ONCE Student Select - Windows Internet Explorer

Student School Detail

Select Student

shaneferrebee
1-1-9999-99

Select
Admin
Reports
Logout

Search Range: Equals Search Text: Search Clear

Status and Facility Code and Chapter and Training Type and Program and PT Evaluated

Date Range or Days until Cert End or Training Time Prior Credit Active Duty

Showing 1-100 of 104 records Show all Show Logs

checkbox	SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code
<input checked="" type="checkbox"/>	2-111111111	00	00	JOE	JOE	33	BS AN SCI	2/8/2011 11:22 AM	11999999
<input type="checkbox"/>	2-111111111	49		LARRY		35	MBA	7/9/2010 11:26 AM	11999999
<input type="checkbox"/>	2-111111111	00		TYLER		1606	BS AN SCI	8/24/2010 11:17 AM	11999999
<input type="checkbox"/>	2-111111111	X		BARB		30	GUEST STUDENT		11999999
<input type="checkbox"/>	1-111111111								11999999
<input type="checkbox"/>	2-111111111	00		FRED		33	BS AN SCI	11/16/2010 2:01 PM	11999999
<input type="checkbox"/>	2-111111111	00		JOHN		33	AS-AS	5/11/2010 3:28 PM	11999999
<input type="checkbox"/>	1-111111111								11999999

Tasks Margin Help

Local intranet 100%

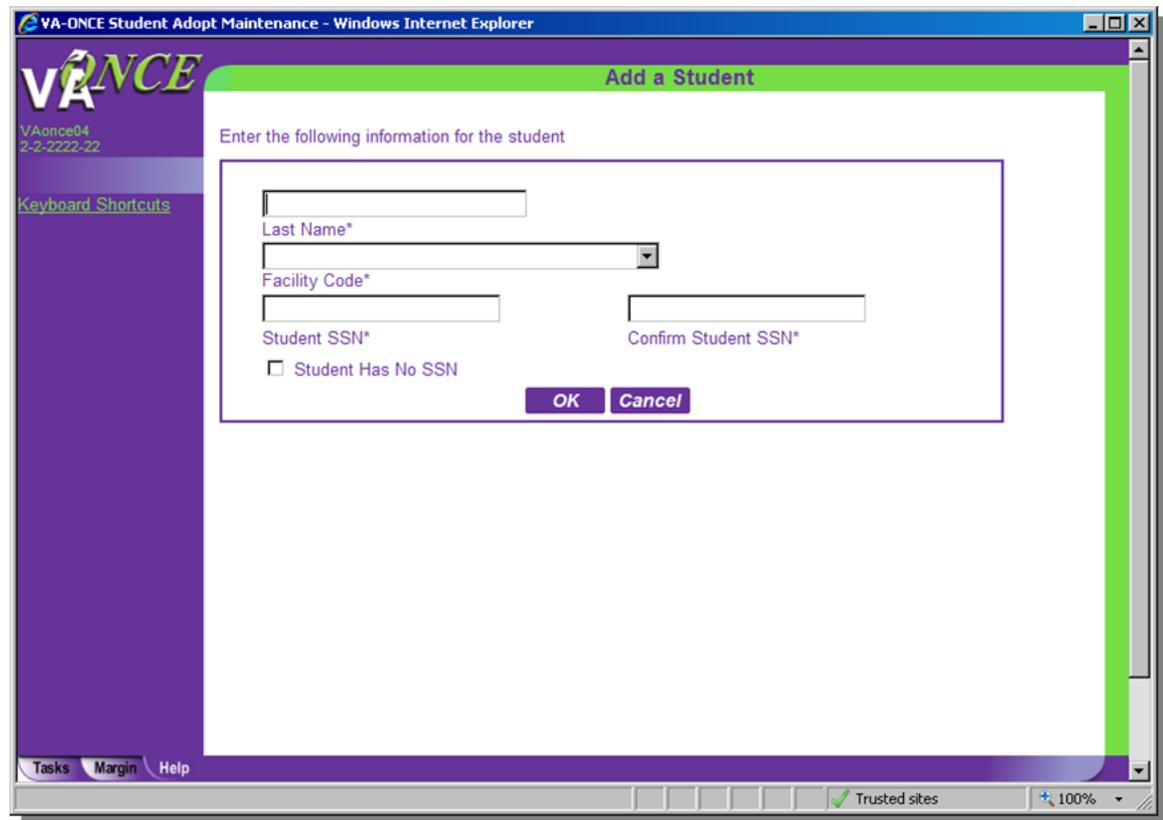
https://vaonce.vba.va.gov/vaonce_student/student_select.asp#

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.



The screenshot shows a web browser window titled "VA-ONCE Student Adopt Maintenance - Windows Internet Explorer". The page has a purple header with the VA-ONCE logo and the text "VAonce04 2-2-2222-22". Below the header is a "Keyboard Shortcuts" link. The main content area is titled "Add a Student" and contains the instruction "Enter the following information for the student". The form includes the following fields and options:

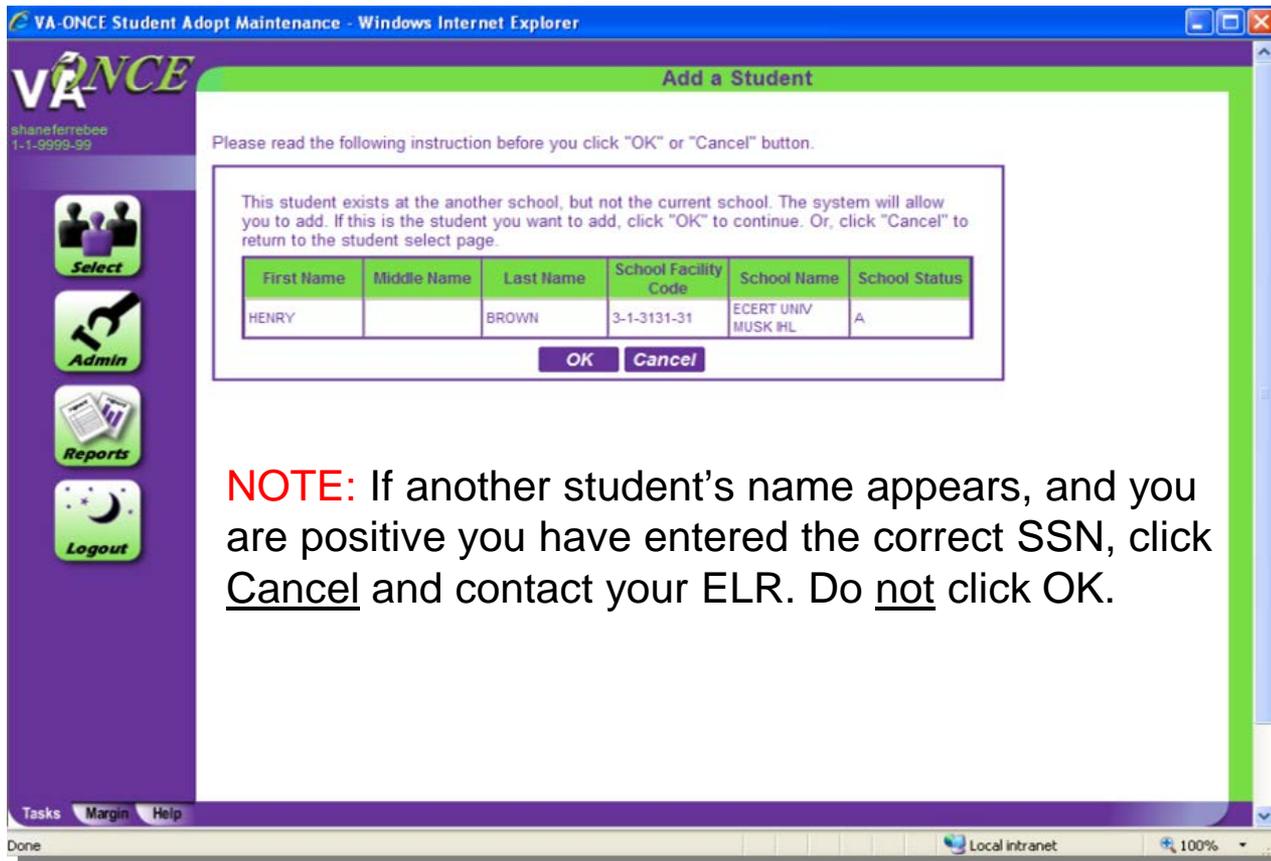
- Last Name* (text input)
- Facility Code* (dropdown menu)
- Student SSN* (text input)
- Confirm Student SSN* (text input)
- Student Has No SSN

At the bottom of the form are "OK" and "Cancel" buttons. The browser's status bar at the bottom shows "Trusted sites" and "100%" zoom.

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.



The screenshot shows a web browser window titled "VA-ONCE Student Adopt Maintenance - Windows Internet Explorer". The page has a purple header with the "VA-ONCE" logo and a navigation sidebar on the left with icons for "Select", "Admin", "Reports", and "Logout". The main content area is titled "Add a Student" and contains a message: "Please read the following instruction before you click 'OK' or 'Cancel' button." Below the message is a table with the following data:

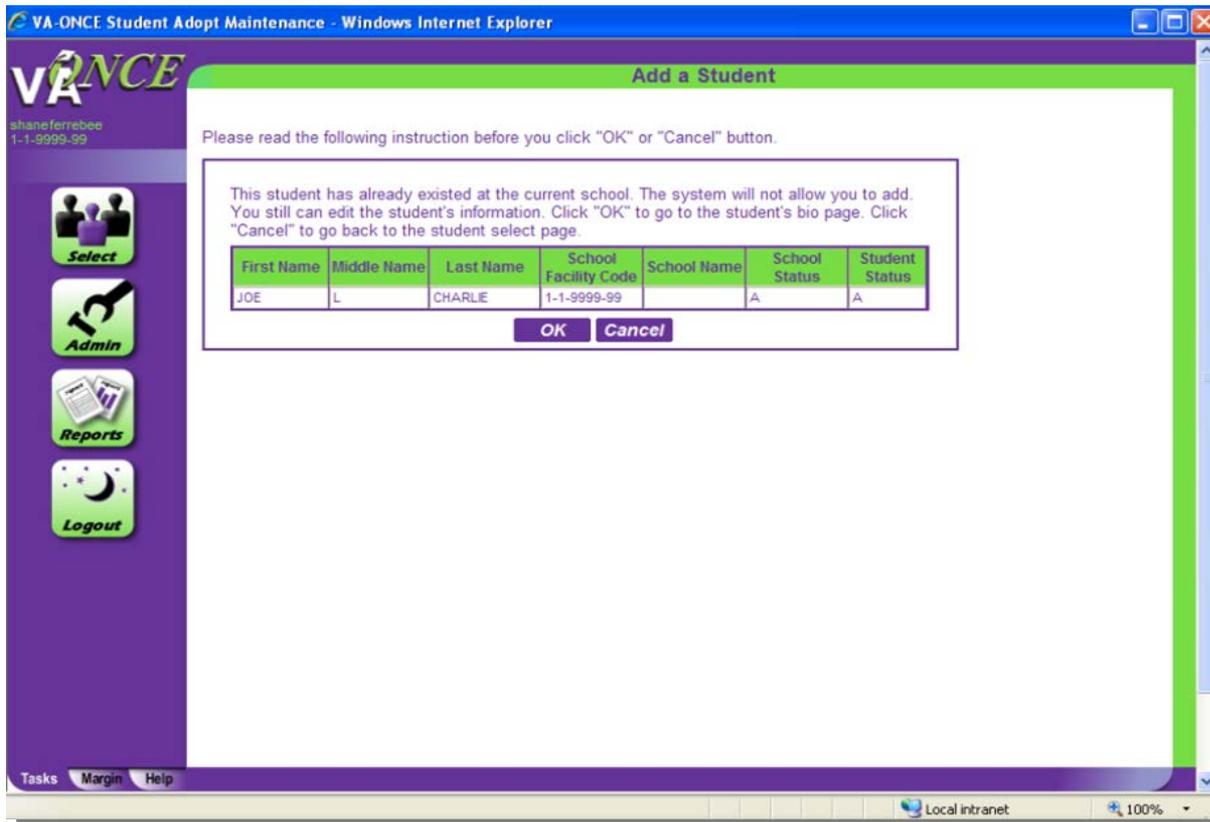
First Name	Middle Name	Last Name	School Facility Code	School Name	School Status
HENRY		BROWN	3-1-3131-31	ECERT UNIV MUSK #L	A

Below the table are two buttons: "OK" and "Cancel".

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.



The screenshot shows a web browser window titled "VA-ONCE Student Adopt Maintenance - Windows Internet Explorer". The page has a purple header with the "VA-ONCE" logo and the text "shaneferreebee 1-1-9999-99". A vertical navigation menu on the left contains icons for "Select", "Admin", "Reports", and "Logout". The main content area is titled "Add a Student" and contains a message: "Please read the following instruction before you click 'OK' or 'Cancel' button." Below this is a text box with the message: "This student has already existed at the current school. The system will not allow you to add. You still can edit the student's information. Click 'OK' to go to the student's bio page. Click 'Cancel' to go back to the student select page." Below the text box is a table with the following data:

First Name	Middle Name	Last Name	School Facility Code	School Name	School Status	Student Status
JOE	L	CHARLIE	1-1-9999-99		A	A

Below the table are two buttons: "OK" and "Cancel".

Completing and Submitting an Enrollment Certification

Once added, the SCO complete the Bio page. On the Bio page, the Training Type will be APP_OJT.

The screenshot shows the 'Bio Data' page in the VA ONCE system. The page is titled 'Bio Data' and includes a navigation bar with 'Save', 'Cancel', 'Print', and 'Student' options. The user's name is 'STEIN, FRANK N'. The form contains the following fields:

- Name:** STEIN, FRANK N
- Program:** ELECT
- SSN:** 555-44-7777
- Chapter:** 30
- File/Payee:** 555-44-7777/00
- Training Type:** APP/OJT

The form is divided into several sections:

- Personal Information:** Salutation (blank), First Name* (FRANK), Middle Name (N), Last Name* (STEIN), Suffix (blank).
- Identification:** Address* (123 MAIN ST), Location (Domestic), City* (ANYTOWN), State* (MI), Zip* (48756), Zip Suffix (blank).
- Enrollment:** SSN* (555-44-7777), Student ID (20156), File Number* (555-44-7777), Payee# (00), Chapter* (30), Training Type* (APP_OJT).
- School Information:** School Short Name (SDNL ELEC), Facility Code (2-0-0457-22), Program* (Electrician OJT).
- Other Information:** Prior Training Credit* (NONE), Guest Student (checkbox), Active Duty (checkbox), Primary School -- Name (dropdown), -- State (dropdown).
- Notes:** A text area for additional information.
- User Definitions:** User Def 1, User Def 2, User Def 3, User Def 4 (checkbox).

The left sidebar contains icons for 'Select', 'Admin', 'Reports', and 'Logout'. The bottom of the page has 'Tasks', 'Margin', and 'Help' buttons. The browser window title is '- Internet Explorer' and the page is displayed at 100% zoom.

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.

The screenshot shows the VA-NCE Bio Data form in Internet Explorer. The form is titled "Bio Data" and contains the following information:

- Name:** STEIN, FRANK N
- Program:** ELECT
- SSN:** 555-44-7777
- Chapter:** 30
- File/Payee:** 555-44-7777/00
- Training Type:** APP/OJT

The form is divided into several sections:

- Bio Data:** Contains fields for Salutation, First Name, Middle Name, Last Name, and Suffix.
- SSN:** 555-44-7777, Student ID: 20156
- File Number:** 555-44-7777, Payee#: 00, Chapter#: 30
- Training Type:** APP_OJT
- School Short Name:** SDNL ELEC, Facility Code: 2-0-0457-22
- Program:** Electrician OJT
- Prior Training Credit:** NONE
- Guest Student:** **Active Duty:**
- Primary School -- Name:** [Dropdown], -- State: [Dropdown]
- Address:** 123 MAIN ST, ANYTOWN, MI 48756
- Phone:** [Field], Extension: [Field]
- Email:** [Field], Alternate Email: [Field]
- Notes:** [Text Area]
- User Def 1-4:** [Fields]

The interface includes a sidebar with icons for Select, Admin, Reports, and Logout, and a top navigation bar with Save, Cancel, Print, and Student buttons.

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 screenshot displays the VA NCE web application interface. At the top, there is a navigation bar with 'Cert Complete Submit' and 'Print Student' options. Below this, a sidebar on the left contains icons for 'Select', 'Admin', 'Reports', and 'Logout'. The main content area is divided into several sections:

- Top Left:** VA NCE logo and user information: VAonce04, 2-2-2222-22.
- Top Center:** 'Certs' section with 'Program: ASTRO', 'Chapter: 33', and 'Training Type: APP/OJT'. A '2' is displayed in a box.
- Top Right:** A circular seal of the Department of Veterans Affairs.
- Navigation:** 'VA Data', 'Log', and 'History' tabs.
- Table:** A table with columns: Course Name, Status, Facility Code, Begin Date Range, End Date Range, Program Name, Info, Begin Date, Mo, Yr, Hrs, End Date, Trainee Hrs, Standard Hrs, Facility Code, and Cert ID. The first row shows '2' in the 'Program Name' column and '31313131' in the 'Facility Code' column.
- Form:** 'Edit Enrollment (1999)' form with fields for:
 - Program Name (empty)
 - Begin Date: 10/01/2017
 - End Date: 10/02/2019
 - Type of Training: On-The-Job Training
 - Trainee Hours: 40
 - Hrs in Standard Work Week: 40
 - Remarks: A text area with a scroll bar.
- Buttons:** 'Save' and 'Cancel' buttons are located at the top right of the form.
- Bottom:** 'Tasks', 'Margin', and 'Help' buttons.

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. P048 - Chapter 33

VA File No.
555664444-

Student Information
TAYLOR, TIM

Type of Training
Apprenticeship

Name of Program
RESIDENTIAL ELECTRICIAN;997;997

Credit for Prior Training
NONE

<u>Training Dates</u>		<u>Hrs Employed</u>	<u>Number of Hrs</u>
<u>Begin</u>	<u>End</u>	<u>Per Week</u>	<u>Standard Work Week</u>
10/10/16	10/08/18	35.00	35.00

Remarks

CERTIFICATION: All Provisions on VA Form 22-1999 Are Certified.

<u>Date Signed</u> 09/26/2016	<u>School Information</u> EC 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 screenshot shows the VA NCE system interface. At the top, there is a navigation bar with 'Cert Complete Submit' and 'Print Student'. The main header area displays 'Program: ELEC101', 'Chapter: 33', and 'Training Type: APP/OJT'. A dropdown menu is open over the 'Certs' tab, showing options: 'New Enrollment', 'Replace', 'Amend', 'Delete', and 'Change to Status 2'. Below this, there are tabs for 'Certs', 'VA Data', 'Log', and 'History'. A table lists training records with columns for Program Name, Info, Begin Date, Mo, Yr, Hrs, End Date, Trainee Hrs, Standard Hrs, Facility Code, and Cert ID. The first row shows 'ELECT_101' starting on 09/05/2017 with 40 trainee hours. Below the table is a 'View Enrollment (1999)' form with fields for Program Name (ELECT 101), Begin Date (09/05/2017), End Date (09/06/2019), Type of Training (On-The-Job Training), Trainee Hours (40), and Hrs in Standard Work Week (40). A 'Remarks' field is also present.

Program Name	Info	Begin Date	Mo	Yr	Hrs	End Date	Trainee Hrs	Standard Hrs	Facility Code	Cert ID
ELECT_101		09/05/2017				09/06/2019	40	40	31313131	38744345

VA-ONCE APP/OJT CERTS - Internet Explorer

VA-ONCE Cert Complete Submit Print Student

Name: FUDD, ELMER Program: ELEC101
 SSN: 888-88-8888 Chapter: 33
 File/Payee: 888-88-8888/00 Training Type: APP/OJT

Bio Certs VA Data Log History

All All All to

Info	Program Name	Info	Begin Date	Mo	Yr	Hrs	End Date	Trainee Hrs	Standard Hrs	Facility Code	Cert ID
▼ 4	ELECT 101		09/05/2017				09/06/2019	40	40	31313131	38744345
▼ 2			09/05/2017				09/06/2019	40	40	31313131	

Edit Monthly Verification (6553d)

September Cert Month 2017 Cert Year Hrs Worked

Yes Trainee Enrolled in and Pursuing Approved Program for Month Shown Date Terminated Reason for Termination

Yes Rate in Accordance with Training Agreement Rate Effective Date

Remarks

Tasks Margin Help IHL-NCD Flight APP-OJT 100%

The "Edit Monthly Verification (6553d)" section will open in the lower 1/2 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".

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.

Edit Monthly Verification (6553d) Save Cancel

September 2017 136

Yes Trainee Enrolled in and Pursuing Approved Program for Month Shown

Yes Rate in Accordance with Training Agreement

Remarks

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.

```
Monthly Certification of On-The-Job and Apprenticeship Training
VA-ONCE ver. P053 - Chapter 33

VA File No.
888888888-

Student Information
FUDD, ELMER

Type of Training
On-the-Job Training

Name of Program
ELCTRICIAN;998;998

Training Dates      Hrs Employed      Number of Hrs
Begin      End      Per Week      Standard Work Week

09/05/17 09/06/19      40.00      40.00

Month(s)/Year to be Certified      Number of Hours Worked

September 2017      136

Trainee Enrolled in and Pursuing the Approved Program for the Months shown? Yes

Date Terminated:      Reason for Termination:

Remarks

CERTIFICATION: All Provisions on VA Form 22-6553d Are Certified

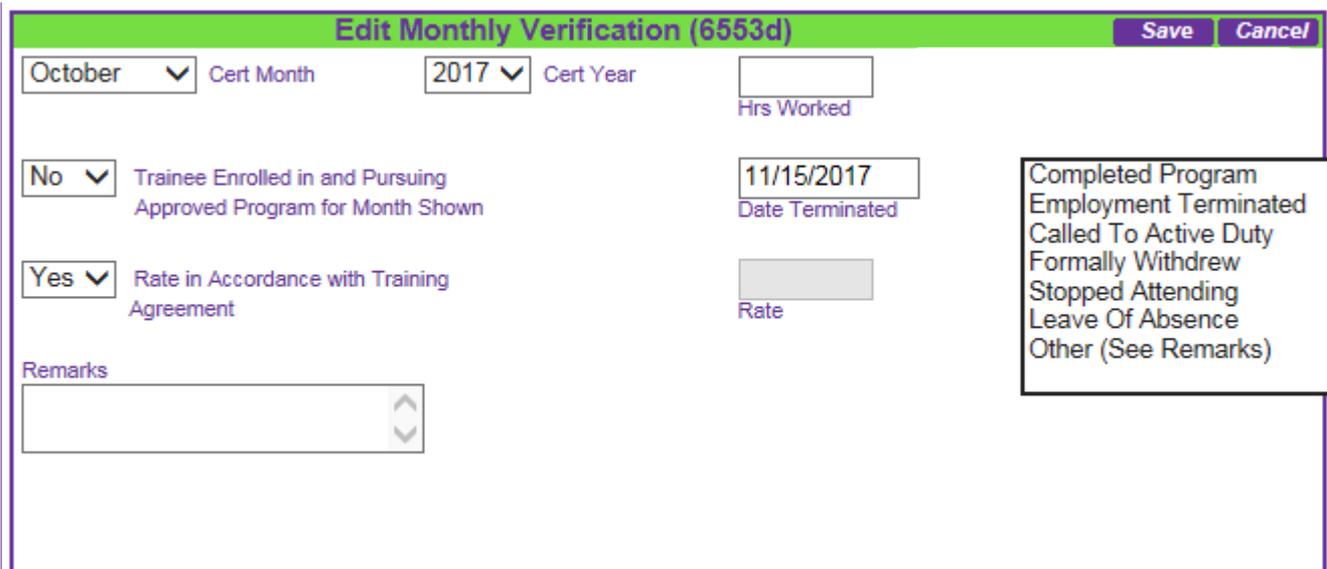
Name of Contract School\Branch Location OKLAHOMA CITY
Date Signed      School Information
11/20/2017      EC VAONCE ACCOUNT
                  ECERT UNIV MUSK IHL
                  A VERY COOL PLACE
                  MUSROGEE, OK 12345
                  Phone #
                  Facility Code 31313131

Electronically Received by VA:

VA Form 22-6553d-1
DEC 2016 OMB Control No. 2900-0178
CertID: 38744346
TransId:
```

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.



Edit Monthly Verification (6553d) Save Cancel

October 2017

No

Yes

Remarks

- Completed Program
- Employment Terminated
- Called To Active Duty
- Formally Withdrew
- Stopped Attending
- Leave Of Absence
- Other (See Remarks)

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.

Edit Monthly Verification (6553d) Save Cancel

October ▼	Cert Month	2017 ▼	Cert Year	80	Hrs Worked		
Yes ▼	Trainee Enrolled in and Pursuing Approved Program for Month Shown				Date Terminated		Reason for Termination ▼
No ▼	Rate in Accordance with Training Agreement			95.00	Rate	10/15/2017	Effective Date
Remarks							
<input type="text"/>							

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.

The screenshot shows the VA-ONCE APP/OJT CERTS web application. The main content area displays a table of monthly verifications for a specific program (ELECT 101). The table has columns for Program Name, Info, Begin Date, Mo, Yr, Hrs, End Date, Trainee Hrs, Standard Hrs, Facility Code, and Cert ID. Two rows are visible, both showing 40 hours worked. Below the table, there is a 'View Monthly Verification (6553c)' form with fields for Cert Month (September), Cert Year (2017), Hrs Worked (40), and checkboxes for 'Trainee Enrolled in and Pursuing Approved Program for Month Shown' and 'Rate in Accordance with Training Agreement'. The interface also includes a 'Cert' menu at the top with options like 'New Enrollment', 'New Monthly Verification', 'Print', and 'Student'.

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

The Edit Replacement (6553d) section at the bottom of the page will be enabled. You may make corrections to the submitted Monthly Verification here.

Bio											
Certs											
VA Data											
Log											
History											
All	All	All		to		Filter					
Course Name	Status	Facility Code	Begin Date Range	End Date Range							
▼	Program Name	Info	Begin Date	Mo	Yr	Hrs	End Date	Trainee Hrs	Standard Hrs	Facility Code	Cert ID
4	ELECT 101		09/05/2017				09/06/2019	40	40	31313131	38744345
2				09	2017	136				31313131	
4				09	2017	40				31313131	38744346

Edit Replacement (6553d)											
September	Cert Month	2017	Cert Year	136	Hrs Worked						
Yes	Trainee Enrolled in and Pursuing Approved Program for Month Shown		Date Terminated		Reason for Termination						
Yes	Rate in Accordance with Training Agreement		Rate		Effective Date						
Remarks											
<input type="text"/>											

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.

	Program Name	Info	Begin Date	Mo	Yr	Hrs	End Date	Trainee Hrs	Standard Hrs	Facility Code	Cert ID
4	ELECT 101		09/05/2017				09/06/2019	40	40	31313131	38744345
4				11	2017	205				31313131	38744351
4				10	2017	176				31313131	38744350
4				09	2017	136				31313131	38744349
4				09	2017	40				31313131	38744346

If an in-progress (status 2) Monthly Verification needs to be deleted, highlight the Monthly Verification and select "Delete" from the Cert menu.

The screenshot shows the VA ONCE APP/OJT CERTS web application. The main content area displays a table of monthly verifications. The first row is highlighted, showing a status of 2 (in-progress). Below the table, the 'Edit Monthly Verification (6553d)' form is visible, with fields for Cert Month (March), Cert Year (2018), and Hrs Worked (140). The form also includes checkboxes for 'Trainee Enrolled in and Pursuing Approved Program for Month Shown' and 'Rate in Accordance with Training Agreement', along with fields for Date Terminated, Reason for Termination, Rate, and Effective Date. A 'Remarks' text area is also present.

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:

	Term Name	Info	Begin Date	End Date	Trainee Hrs	Week Hrs	LDA/Eff Date	Facility Code	Cert ID	
▶	5M		10/30/2017	10/30/2018	40	40		10993610	38908821	
▶	5E SU17-4		10/09/2017	10/10/2017			05/15/2017	119A7110	36792413	^
▶	5E FLA FA17		08/28/2017	10/20/2017				119A7110	37742367	
▶	5E SU17-3		06/04/2017	08/24/2017			05/15/2017	119A7110	36792413	
▶	5E FLA SU-3		06/04/2017	08/24/2017				119A7110	36992469	v

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.

Term Name	Info	Begin Date	End Date	Trainee Hrs	Week Hrs	LDA/Eff Date	Facility Code	Cert ID
SM		05/15/2017	05/14/2018	40	40		10993610	36831196
SE 17LEN1BLK4		02/27/2017	04/21/2017				14920410	33580644
SE 17LEN1BLK3		12/05/2016	02/24/2017				14920410	33580644
SE 17LEN1BLK2		09/13/2016	12/06/2016				14920410	33580644
SE 17LEN1BLK1		08/01/2016	09/12/2016				14920410	33580644

View Current Status Save Cancel

Facility: 10993610 Trng Type: APP_OJT Prgm: OJT Prior Credit: 5M

Term Name: 05/15/2017 Begin Date: 05/14/2018 End Date: Type of Training: On-The-Job Training Trainee Hours: 40 Hrs in Standard Work Week: 40

LDA/EFF Date: Remarks: Modify Remarks List

IHL-NCD APP-OJT

Program Name	Info	Begin Date	Mo	Yr	Hrs	End Date	Trainee Hrs	Standard Hrs	Facility Code	Cert ID
No Records Found										

IHL-NCD APP-OJT

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.

2	Program Name	Info	Begin Date	Mo	Yr	Hrs	End Date	Trainee Hrs	Standard Hrs	Facility Code	Cert ID
										10993610	

Edit Enrollment (1999)							Save	Cancel
<input type="text"/>	05/15/2017	05/14/2018	On-The-Job Training	40	40			
Program Name	Begin Date	End Date	Type of Training	Trainee Hours	Hrs in Standard Work Week			
Remarks								
Resubmitting in order to create Monthly Verifications								

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 screenshot shows the 'Edit Monthly Verification (6553d)' form. The 'Cert Month' dropdown is set to 'May'. The 'Cert Year' is '2017'. The 'Hrs Worked' field is empty. The 'Trainee Signature on File' dropdown is set to 'Yes'. The 'Trainee Enrolled in and Pursuing Approved Program for Month Shown' dropdown is set to 'Yes'. The 'Rate in Accordance with Training Agreement' dropdown is set to 'Yes'. The 'Date Terminated' and 'Reason for Termination' fields are empty. The 'Rate' and 'Effective Date' fields are empty. A red 'Default' label is overlaid on the form.

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.

The screenshot shows the 'Edit Monthly Verification (6553d)' form. The 'Cert Month' dropdown is set to 'November'. The 'Cert Year' is '2017'. The 'Hrs Worked' field contains '160'. The 'Trainee Signature on File' dropdown is set to 'Yes'. The 'Trainee Enrolled in and Pursuing Approved Program for Month Shown' dropdown is set to 'Yes'. The 'Rate in Accordance with Training Agreement' dropdown is set to 'Yes'. The 'Date Terminated' and 'Reason for Termination' fields are empty. The 'Rate' and 'Effective Date' fields are empty. A red 'Updated' label is overlaid on the form.

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.

