

VA

Colmery Act Section 305

**Instructions To Access
Online Training Modules for
School Certifying Officials (SCOs)**



Instructions to Access Online Training Modules

To access the online training modules:

Click the following link to access the Department of Veterans Affairs School Certifying Official Training page on the GI Bill Website:

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

Click the following link to access School Certifying Official Training:

<https://vba-tpss.vbatraining.org/Assess/trkSignIn?refid=XSCO>

Click the following link to access the SCO Online Training FAQs:

https://www.benefits.va.gov/GIBILL/resources/education_resources/school_certifying_officials/SCO_Training_FAQS.asp



The screenshot shows the VA website interface. At the top, there are navigation links: "VA Benefits and Health Care", "About VA", and "Find a VA Location". Below this is a "I AM A..." dropdown menu with "Select One" and a downward arrow. A vertical sidebar on the left contains a list of categories: Transition, Compensation, Education & Training (highlighted), Vocational Rehabilitation & Employment, Home Loans, Life Insurance, Pension, Appeals Modernization, Special Groups, Services, Applying for Benefits, and Locations. The main content area shows the breadcrumb "VA » Veterans Benefits Administration » Education and Training » School Certifying Official (SCO) Training 2019" and the heading "Education and Training". Below this is "School Certifying Official (SCO) Training 2019" and "Required Training for School Certifying Officials - Effective August 1, 2019". There are three buttons: "Online Training Instructions", "Online Training", and "Training FAQs". A text block explains that Section 305 of the Harry W. Colmery Veterans Educational Assistance Act of 2017 requires the VA to develop and administer required training for SCOs effective August 1, 2018. Below this is the heading "Covered Educational Institution" and a paragraph defining covered educational institutions as those that have enrolled 20 or more individuals using educational assistance under title 38, United States Code.

Instructions to Access Online Training Modules

On the Live Assessments page:

Existing Users – Enter your Email Address and Facility Code

New Users - Click “New User Account”

Click “Next”

LIVE ASSESSMENTS

Email Address *

Facility Code *

[New User Account](#) [Next](#)

Website Support: Support@VBATraining.org

Instructions to Access Online Training Modules

Enter the following information in the New User Account Fields:

User's e-mail address, (enter e-mail address twice to confirm accuracy)

User's first and last name

Select the applicable role from the drop-down menu

- New SCO
- Existing SCO
- SAA
- Read Only SCO
- VACO Employee
- Other

Enter your facility code (enter the facility code twice to confirm accuracy).

NOTE: VACO Employees use Facility Code is: **11111111**

Click **“Next”**

LIVE ASSESSMENTS
New User Account

Email Address *

Confirm Email *

First Name *

Middle Name

Last Name *

Role *

Facility Code *

Confirm Facility Code *

[Back to Sign in](#)

Website Support: Support@VBATraining.org

Instructions to Access Online Training Modules

After you successfully complete the registration process:

The Department of Veterans Affairs School Certifying Official Training 2019 home page will appear.

Your Profile will be displayed in the bottom right corner of the page.

If needed, make edits, then **Click “Save Changes”**

Then **“Click”** on SCO type:
New SCO
Existing SCO

Department of Veterans Affairs School Certifying Official Training 2019

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.

New SCO Training - Click Here

All New SCOs to include On-the-Job Training and Apprenticeship facilities and Vocational Flight Programs must complete the training prior to being authorized to certify enrollments to VA and must submit a copy of their training completion certificate along with the VA 22-8794 to the ELR of their jurisdiction. All new SCOs, with the exceptions of OJT and Apprenticeship and Vocational Flight SCOs, can start the training by clicking on the green button located under the heading Education Service School Certifying Official Course. This training consists of 10 modules and provides all the basic information to begin assisting Veterans in your educational programs. OJT and Apprenticeship SCOs, can start the training by clicking on the green button located under the heading On-the-Job Training and Apprenticeship Programs. This training consists of 1 module specifically developed for OJT and Apprenticeship enrollment certifications. Vocational Flight SCOs, can start the training by clicking on the green button located under the heading Vocational Flight Programs. This training consists of 1 module specifically developed for Vocational Flight enrollment certifications.

Existing SCOs - Click Here

This training is required for all Existing SCOs beginning on or after August 1, 2019 through July 31 of the following year, and every year thereafter. As each module is complete, you will be provided with a certification of completion that can be placed in your school's records and verified during compliance surveys.

Getting Started

To begin, select a level of training (New or Existing) based upon your experience level. New SCOs must complete the training prior to being authorized to certify enrollments to VA and must submit a copy of their training completion certificate along with the VA 22-8794 to the ELR of their jurisdiction. Existing SCOs are required to complete training beginning August 1, 2019 through July 31 of the following year, and every year thereafter.

Instructions

After you select the level of training (New or Existing), a list of courses will be displayed. Select a course to begin your training. Your Education Liaison Representative (ELR) of jurisdiction can assist if you have any questions about the material covered in the training. After completing, you will receive a Certificate of Completion which should be placed in your school's record and verified during compliance surveys.

Your Profile

First Name *
Middle Name
Last Name *
Role *
Facility Code *

Save Changes

Instructions to Access Online Training Modules

If you are a new SCO, **Click** on the **New SCO Training** link.

The New SCO Training box will turn **dark blue**

To start the training, click on **Begin** to select a course

New SCOs: Beginning on or after August 1, 2019, **all new** SCOs at educational institutions or facilities that have enrolled one or more individual(s) during a calendar year using VA educational assistance under title 38, United States Code, will be required to complete new SCO Online training prior to being authorized to certify enrollments to VA. Phase I online training is available to all SCOs; however, this training requirement only applies to new SCOs as described above.

IHL and NCD Facilities – New SCOs must complete 10 virtual training modules (5 hours of training). A copy of their certificate of completion must be submitted to the ELR of jurisdiction along with the VA Form 22-8794. The ELR are required to verify the completion of the applicable online training prior to entering the SCO's contact information into WEAMS and granting access to VA-ONCE.

OJT & Apprenticeship and Vocational Flight Facilities – New SCOs must complete 1 virtual training module (approximately 1.5 hours of training) specific to his or her facility type. A copy of their certificate of completion must be submitted to the ELR of jurisdiction along with the VA Form 22-8794. The ELR will be required to verify the completion of the applicable online training prior to entering the SCO's contact information into WEAMS and granting access to VA-ONCE.

Department of Veterans Affairs School Certifying Official Training 2019

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.

New SCO Training - Click Here →

All New SCOs to include On-the-Job Training and Apprenticeship facilities and Vocational Flight Programs must complete the training prior to being authorized to certify enrollments to VA and must submit a copy of their training completion certificate along with the VA 22-8794 to the ELR of their jurisdiction. All new SCOs, with the exceptions of OJT and Apprenticeship and Vocational Flight SCOs, can start the training by clicking on the green button located under the heading Education Service School Certifying Official Course. This training consists of 10 modules and provides all the basic information to begin assisting Veterans in your educational programs. OJT and Apprenticeship SCOs, can start the training by clicking on the green button located under the heading On-the-Job Training and Apprenticeship Programs. This training consists of 1 module specifically developed for OJT and Apprenticeship enrollment certifications. Vocational Flight SCOs, can start the training by clicking on the green button located under the heading Vocational Flight Programs. This training consists of 1 module specifically developed for Vocational Flight enrollment certifications.

Existing SCOs - Click Here →

This training is required for all Existing SCOs beginning on or after August 1, 2019 through July 31 of the following year, and every year thereafter. As each module is complete, you will be provided with a certification of completion that can be placed in your school's records and verified during compliance surveys.

Education Service School Certifying Official Course
Details *** [Begin](#)

On-the-Job Training/Apprenticeship Programs
Details *** [Begin](#)

Vocational Flight Courses
Details *** [Begin](#)

Instructions to Access Online Training Modules

If you are an Existing SCO, **Click** on the **Existing SCO link**.

The Existing SCO Training box will turn **dark blue**

To start the training, click on **Begin** to select a course

Existing SCOs: Beginning on or after August 1, 2019, existing SCOs at covered educational institutions, where the educational institutions have enrolled 20 or more individuals during a calendar year, using educational assistance under title 38, United States Code, must complete existing SCO training online and qualifying VA training at conferences as a continuing education requirement.

All Existing SCOs (except OJT and Apprenticeship) – Existing SCOs are required to complete 5 hours of training consisting of multiple online training module and qualifying VA sessions at National and /or State school conferences. The SCOs will have 1 year to complete the annual training requirement (August 1, through July 31 of following year).

OJT and Apprenticeship Facilities - Existing SCOs are required to complete 1.5 hours of training consisting of 1 virtual training module specific to his or her facility type. The SCOs have 1 year to complete the annual training requirement (August 1, through July 31 of following year).

Department of Veterans Affairs
School Certifying Official Training
2019

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.

New SCO Training - Click Here ☺

All New SCOs to include On-the-Job Training and Apprenticeship facilities and Vocational Flight Programs must complete the training prior to being authorized to certify enrollments to VA and must submit a copy of their training completion certificate along with the VA 22-8794 to the ELR of their jurisdiction. All new SCOs, with the exceptions of OJT and Apprenticeship and Vocational Flight SCOs, can start the training by clicking on the green button located under the heading Education Service School Certifying Official Course. This training consists of 10 modules and provides all the basic information to begin assisting Veterans in your educational programs. OJT and Apprenticeship SCOs, can start the training by clicking on the green button located under the heading On-the-Job Training and Apprenticeship Programs. This training consists of 1 module specifically developed for OJT and Apprenticeship enrollment certifications. Vocational Flight SCOs, can start the training by clicking on the green button located under the heading Vocational Flight Programs. This training consists of 1 module specifically developed for Vocational Flight enrollment certifications.

Existing SCOs - Click Here ☺

This training is required for all Existing SCOs beginning on or after August 1, 2019 through July 31 of the following year, and every year thereafter. As each module is complete, you will be provided with a certification of completion that can be placed in your school's records and verified during compliance surveys.

21 day(s) left to complete Department of Veterans Affairs School Certifying Official Training 2019



On-the-Job Training/Apprenticeship Programs

Details ... Resume

Vocational Flight Courses

Details ... Begin

Non-College Degree Programs (Only)

Details ... Begin

Institutions of Higher Learning Programs (Only)

Details ... Begin

Institutions of Higher Learning (IHL) with Non-College Degree (NCD) Programs

Details ... Begin

Institutions of Higher Learning with Flight Courses

Details ... Begin

Compliance Surveys

Details ... Begin

VA-ONCE for Institutions of Higher Learning (IHL)

Details ... Begin

VA-ONCE for Non-College Degree Programs(NCD)

Details ... Begin

Instructions to Access Online Training Modules

After clicking “**Begin**,” tab for the applicable training, you will be directed to the corresponding welcome page. The page displayed is the welcome page for the Education Service School Certifying Official Course.

Click **Continue** to navigate to the demographic survey page.



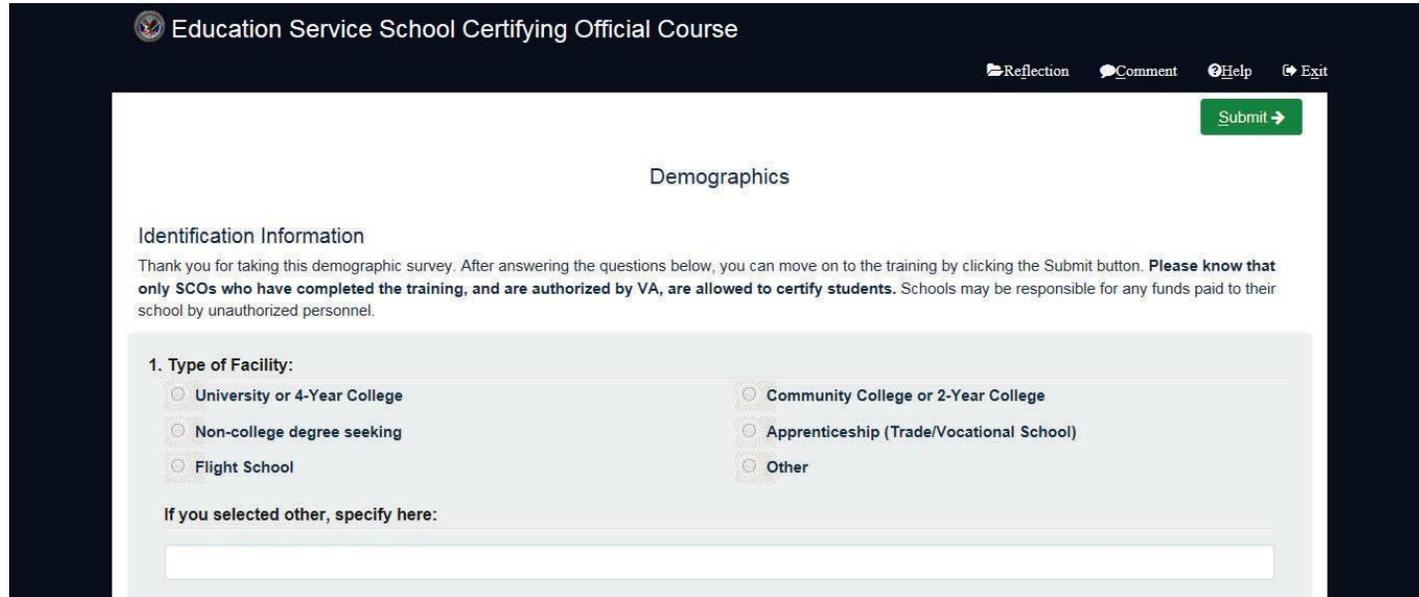
The screenshot shows the welcome page for the "Education Service School Certifying Official Course". At the top, there is a navigation bar with icons for Reflection, Comment, Help, and Exit. A "Continue" button with a right-pointing arrow is highlighted with a yellow box. The main content area contains a welcome message: "Welcome to the **School Certifying Official (SCO)** Training Course. The purpose of this course is to provide SCOs with the information needed to properly certify students according to VA procedures. If you are a new SCO, please complete the modules in order. After completing them and receiving your certificate, you are welcome to come back to this course and review the training in any order at any time." Below this, it says "Learning hours: X". At the bottom, there is a light blue box containing technical information: "Page: 0001" and "Instance: e3329abc-0099-e911-8218-005056a43429".

Instructions to Access Online Training Modules

After clicking continue, you will be taken to the Demographic Survey Page

Complete the Demographic Survey

Click **Submit**



The screenshot shows a web interface for the "Education Service School Certifying Official Course". At the top right, there are navigation links for "Reflection", "Comment", "Help", and "Exit". A green "Submit" button with a right-pointing arrow is located in the top right corner of the main content area. The main heading is "Demographics". Below this is the "Identification Information" section, which includes a thank-you message and a warning: "Please know that only SCOs who have completed the training, and are authorized by VA, are allowed to certify students. Schools may be responsible for any funds paid to their school by unauthorized personnel." The first question is "1. Type of Facility:", followed by six radio button options: "University or 4-Year College", "Non-college degree seeking", "Flight School", "Community College or 2-Year College", "Apprenticeship (Trade/Vocational School)", and "Other". Below the "Other" option is a text input field with the label "If you selected other, specify here:".

Instructions to Access Online Training Modules

After completing the demographic information You will be directed to the Course Menu

The Course Menu will be displayed.

Although you can take the modules in any order, it is recommended that you take the training in numerical order.

You must complete all 10 modules to access the Post-Course Review.

Upon completion of the Post-Course Review you will receive your certification of completion.

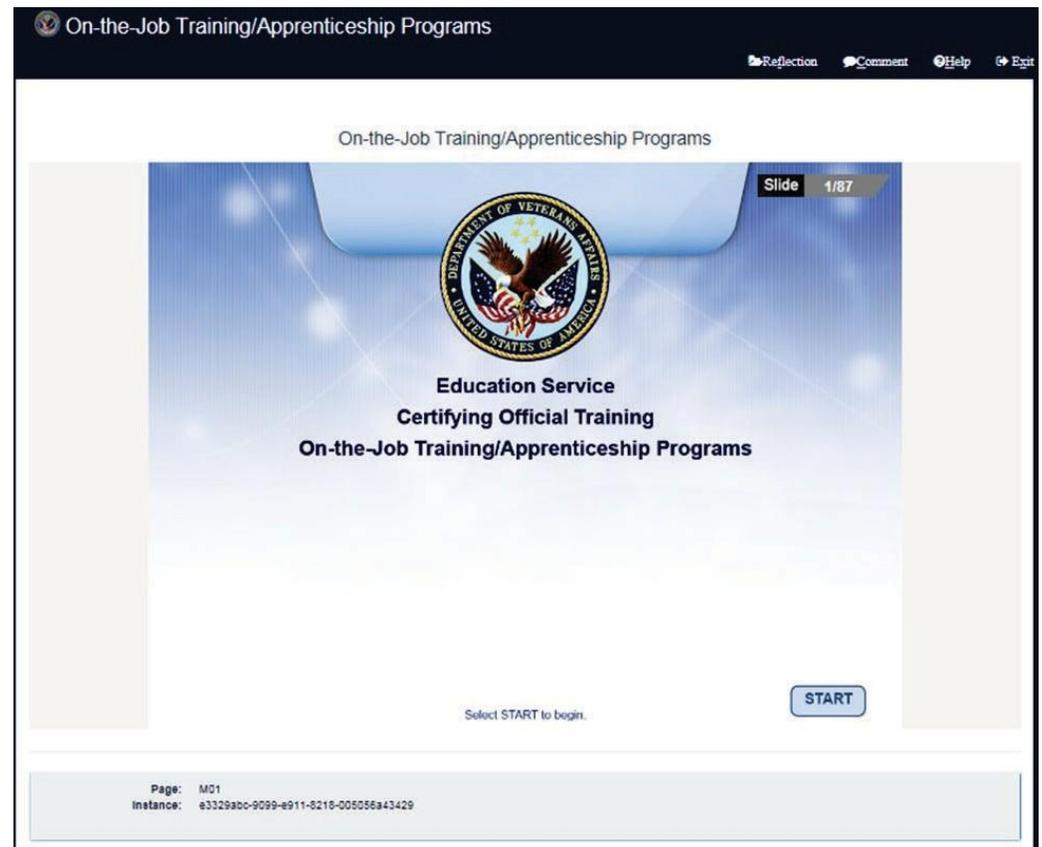
The screenshot displays the 'Education Service School Certifying Official Course' interface. At the top, there is a navigation bar with 'Reflection', 'Comment', 'Help', and 'Exit' options. The main content area is titled 'Module Menu' and features a 'School Certifying Official Training Course Menu' with ten numbered modules arranged in two columns. A 'Post-Course Review' button is located at the bottom right of the menu. The footer of the page shows the page name 'ModMenu' and an instance ID 'e3329abc-9099-e911-8218-005056a43429'.

Module Number	Module Title
1	Introduction to the School Certifying Official Role
2	Enrollment Certifications
3	Veteran Affairs Payment Information
4	Changes to Certification
5	The SCO Responsibilities to the State Approving Agency (SAA)
6	VA-ONCE Administrative Functions
7	Certifying Enrollment with VA-ONCE
8	Changes to Certifications with VA-ONCE
9	Certify Enrollment with VA Forms
10	Changes to Certifications with VA Forms

Instructions to Access Online Training Modules

If you are taking any other training module, you will be taken to a start screen as shown in the example for the OJT/Apprenticeship Training Module

Click **Start** to begin the training



Instructions to Access Online Training Modules

For Additional Information regarding the training requirements mandated by the Harry W. Colmery Veterans Educational Assistance Act of 2017, (**Public Law 115-48**); <https://www.congress.gov/bill/115th-congress/house-bill/3218/text>, also known as the “Forever GI Bill.”

SCOs should contact the **ELR of Jurisdiction**;
https://www.benefits.va.gov/GIBILL/resources/education_resources/school_certifying_officials/elr.asp

Visit the **School Certifying Official Training** website;
https://www.benefits.va.gov/gibill/resources/education_resources/school_certifying_officials/online_sco_training.asp

Visit the **GI Bill website**; <https://www.benefits.va.gov/gibill/>



For assistance with **technical issues** please contact the VBA Support Team: support@vbatraining.org