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
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On the Live Assessments page:

• **Existing Users** – Enter your Email Address and Facility Code
• **New Users** - Click “New User Account”
• **Click “Next”**
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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”
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
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• If you are a new SCO, **Click on the New SCO Training link.**
  o 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.
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• If you are an Existing SCO, **Click on the Existing SCO link.**
  o 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).
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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.
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After clicking continue, you will be taken to the Demographic Survey Page

- Complete the Demographic Survey
- Click Submit
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• 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.
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• 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
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