

Colmery Act Section 305

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



1

To access the online training modules:

Department of Veterans Affairs School Certifying Official Training page

School CertifyingOfficial Training:

SCO Online Training FAQs:

VA Benefits and Health Care $ \!$	About VA ~ Find a VA Location						
IAM A	VA » Veterans Benefits Administration » Education and Training » School Certifying Official (SCO) Training 2019						
Select One	Education and Training						
➤ Transition							
Compensation	npensation School Certifying Official (SCO) Training 2019						
Education & Training	Paguinad Training for School Cortifi	ing Officiala Effectiv	a August 1, 0010				
 Vocational Rehabilitation & 	Required Training for School Certifying Officials - Effective August 1, 2019						
Employment	Online Training Instructions 🖛	Online Training	Training FAOs				
Home Loans		omine manning	Training Tries				
Life Insurance	21						
▶ Pension	Section 305 of the Harry W. Colmery Veterans Edu	ucational Assistance Act of 201	7, also known as the "Colmery Act,"				
Appeals Modernization	requires the Department of Veterans Affairs (VA), in consultation with the State Approving Agencies (SAAs), to develop and administer required training for School Certifying Officials (SCOs) effective August 1, 2018.						
 Special Groups 							
▶ Services	Covered Educational Institution						
Applying for Benefits	Covered educational institutions are educational in	stitutions that have enrolled 20) or more individuals using				
► Locations	educational assistance under tile 38, United States extension campuses. See Covered Educational In:	stitutions to verify if your facility	npuses, pranch campuses, and is subject to the training				
	requirement SCOs who have questions regarding	covered educational institutio	ns should direct them to their FLR of				





On the Live Assessments page:

Existing	Users - I	Enter	your	Email	Address
and Facil	ity Code		-		

New Users - Click "New User Account"

Click "Next"

	LIVE ASSESSME	INTS
mail Address 🗱		
Facility Code 🗱		
	New User Account	Next
	Website Support: Support@VBATrain	ning.org





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

Choose **V**A

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

NOTE: VACO Employees use Facility Code is: **1111111**

Click "Next"



LIVE ASSESSMENTS

New User Account



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 O

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 conv 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 O

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.



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

Getting Started

To begin, select a level of training (New or Existing) based upon your

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 🛊	Minnie	
Middle Name		
Last Name 🛊	Cooper	
Role 🛊	Existing SCO	~
Facility Code 🍁	11111111	
		Save Changes



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 undertitle 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; how ever, 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

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Education Service School Certifying (Official Course
Details	Begin Q
On-the-Job Training/Apprenticeship F	^a rograms
Details	Begin 🛇
Vocational Flight Courses	
Details	Begin O

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 /eterans 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.







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 duringa 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 follow ing 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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Existing SCOs - Click Here 🥯

This training is required for all Existing SCOs beginning on or after August 1, 2010 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

EDI







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.

								Reflection	Comment	OHelp	€ E _X
										Continue	•
Welcome to the Sc information needed modules in order. A review the training	hool Cer to prope After com in any or	tifying Off rly certify s pleting ther der at any t	icial (SCO) tudents acc n and receiv ime.	Training cording to ving your	Course. The VA process certificate,	he purpose dures. If you you are w	e of this co u are a ne elcome to	urse is to p w SCO, pl come bac	provide SCC ease comple k to this cou	os with the ete the rse and	ne
Learning hours: X											
Page:	0001										





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

Complete the Demographic Survey

Click Submit

	►Reflection ♠Comment @Help [+]
	<u>S</u> ubmit →
	Demographics
Identification Information	
Thank you for taking this demographic survey. After answering th only SCOs who have completed the training, and are authoria school by unauthorized personnel.	e questions below, you can move on to the training by clicking the Submit button. Please know that zed by VA, are allowed to certify students. Schools may be responsible for any funds paid to their
1. Type of Facility:	
O University or 4-Year College	O Community College or 2-Year College
Non-college degree seeking	O Apprenticeship (Trade/Vocational School)
S Flight School	Other





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.



	Modu	le Menu
6	0	
	School Certifyin Cours	g Official Training se Menu
	Module 1: Introduction to the School Certifying Official Role	Module 6: VA-ONCE Administrative Functions
	Module 2: Enrollment Certifications	Module 7: Certifying Enrollment with VA-ONCE
	Module 3: Veteran Affairs Payment Information	Module 8: Changes to Certifications with VA-ONCE
	Module 4: Changes to Certification	Module 9: Certify Enrollment with VA Forms
	Module 5: The SCO Responsibilities to the State Approving Agency (SAA)	Module 10: Changes to Certifications with VA Forms
		Post-Course Review
	i 🖲	

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);**

<u>https://www.congress.gov/bill/115th-congress/house-bill/3218/text</u>, also known as the "Forever GI Bill."

SCOs should contact the **ELR of Jurisdiction**; _ <u>https://www.benefits.va.gov/gibill/resources/education_resources/school_certifying_officials/elr.asp</u>

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

