

# Certification Process

## Part 1

VA SOUTHERN & EASTERN REGIONS  
VETERANS EDUCATION SCO CONFERENCE

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U.S. Department  
of Veterans Affairs

# The Certification Process

## Part 1

### **TOPICS COVERED:**

Submitting Enrollment Certifications

Prior Credit

Change of Program

Enrollment Periods

# Submitting Enrollment Certifications

## Original Applications

The screenshot shows a web browser window titled "VA-ONCE Remarks - Windows Internet Explorer". The main content area is a table with the following structure:

Remark Code	Remark	System Generated
No Records Found		

Below the table is a "New Remark" section with a "Save" button and a "Cancel" button. Underneath, there is a dropdown menu labeled "VBA Standard Remarks" with the following list of options:

- Student Applied Using VONAPP.
- Acceleration Certification On File.
- Application Sent Via US Mail.
- Student Applied Using VONAPP.
- Student's Signed Request For Change Of Program/Place Of Training Is On File.
- Reporting Credit For Prior Training.
- Course(S) Being Pursued At Branch Location:
- Practical Training Course(S) Taken.
- Remedial Training Course(S) Taken.
- Concurrent Enrollment At Secondary School:
- Student Called To Active Duty.
- Reporting Ch 33 Enrollment Or Change Prior To 8-1-11. Separate Tuition And Fees Are:
- Student Eligible For Restored Rates. Separate Tuition And Fees Are:
- Correcting Tuition And Fees Only.

# Submitting Enrollment Certifications

## Chapter 30, 35, 1606, and 1607 Enrollment Certifications

- Certifications can be submitted 120 days before the term begins
- Report enrollments within 30 days



# Submitting Enrollment Certifications

## Chapter 33 Enrollment Certifications

Enroll Dates		Res	Dist	R/D	Clock	T&F	Yellow Ribbon Program	TT/FT=
Begin	End	Hrs	Hrs	Hrs	Hrs	Amt	Amount	Out St Chg
01/06/2015	04/30/2015	16.0	0.0	0.0	0.0	\$0.00		

<Change - of Address requested by School Certifying Official>

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

Enroll Dates		Res	Dist	R/D	Clock	T&F	Yellow Ribbon Program	TT/FT=
Begin	End	Hrs	Hrs	Hrs	Hrs	Amt	Amount	Out St Chg
01/06/2015	04/30/2015	16.0	0.0	0.0	0.0	\$1,716.77		

Remarks

01/06/2015-04/30/2015: Amends training period (01/06/2015-04/30/2015) on 1999 dated: 12/09/2014

01/06/2015-04/30/2015: Submitting tuition and fees only.

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

# Submitting Enrollment Certifications

## Enrollment Changes under Post 9/11 after \$0.00 Tuition & Fees have been reported

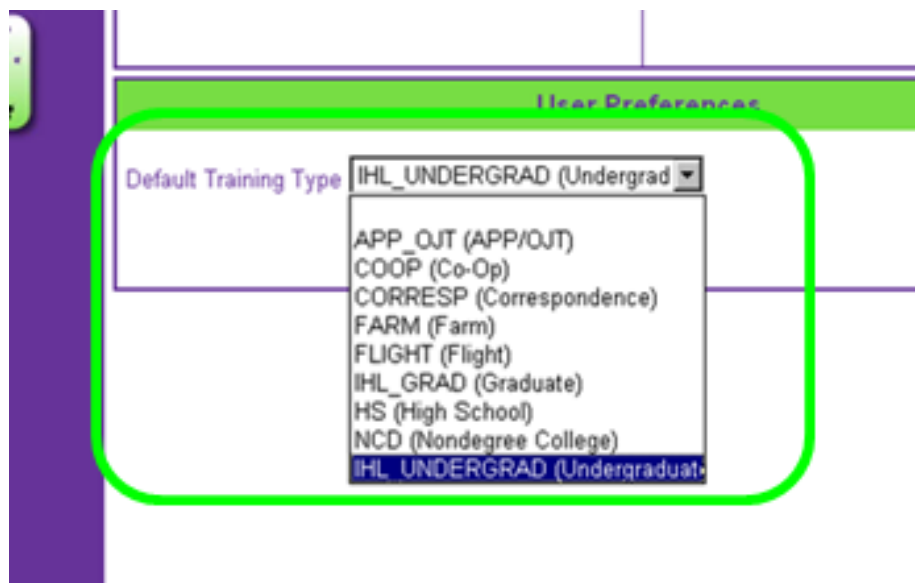
Enroll Dates	Revised End Date	Res	Dist	R/D	Clock	T&F Program Amt	Yellow Ribbon Amount	Out St Chg	TT/FT=
01/06/2015	04/30/2015	12.0	0.0	0.0	0.0	\$0.00			
Adjustment Change-In-Student-Status Certification									
01/06/2015	04/30/2015	9.0	0.0	0.0	0.0	\$958.93			
*** Reduction on first day of term *** Effective 01/06/2015 ***									
It Is Hereby Certified That The Student's Status Changed On the Date Indicated And In Accordance With The Facts Shown Above.									

Enroll Dates	Res	Dist	R/D	Clock	T&F Amt	Yellow Ribbon Amount	Out St Chg	TT/FT=
01/06/2015	04/30/2015	13.0	0.0	0.0	0.0	\$1,439.52		
Remarks								
01/06/2015-04/30/2015: Amends training period (01/06/2015-04/30/2015) on 1999 dated: 11/14/2014								
01/06/2015-04/30/2015: Submitting tuition and fees only.								

Enroll Dates	Revised End Date	Res	Dist	R/D	Clock	T&F Program Amt	Yellow Ribbon Amount	Out St Chg	TT/FT=
01/06/2015	04/30/2015	13.0	0.0	0.0	0.0	\$1,439.52			
Adjustment Change-In-Student-Status Certification									
01/06/2015	04/30/2015	10.0	0.0	0.0	0.0	\$1,122.21			
*** Reduction after drop period - non-punitive grades assigned *** Effective 03/25/2015 ***									

# Submitting Enrollment Certifications

## Type of Training



The image shows a screenshot of a web application interface. At the top, there is a green header bar with the text "User Preferences". Below this, there is a form field labeled "Default Training Type". The dropdown menu is open, showing a list of options: IHL\_UNDERGRAD (Undergrad), APP\_OJT (APP/OJT), COOP (Co-Op), CORRESP (Correspondence), FARM (Farm), FLIGHT (Flight), IHL\_GRAD (Graduate), HS (High School), NCD (Nondegree College), and IHL\_UNDERGRAD (Undergraduat). The first option, "IHL\_UNDERGRAD (Undergrad)", is currently selected. A red rounded rectangle highlights the dropdown menu area.

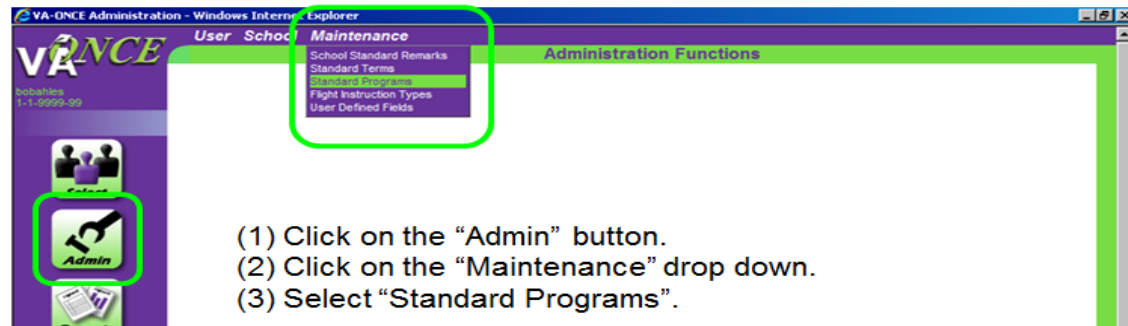
Default Training Type
IHL_UNDERGRAD (Undergrad)
APP_OJT (APP/OJT)
COOP (Co-Op)
CORRESP (Correspondence)
FARM (Farm)
FLIGHT (Flight)
IHL_GRAD (Graduate)
HS (High School)
NCD (Nondegree College)
IHL_UNDERGRAD (Undergraduat)

# Submitting Enrollment Certifications

## Name of Program

### STEP 1: INITIAL SET UP – Entering Programs.

*It is very important that you enter all approved programs (shown in the WEAMS document provided by your ELR) prior to entering your students, as the programs you enter will appear in the Student Bio page drop-down menu.*



**VA Form 22-1998**

**IHL Programs**

**NCD Programs**



# Submitting Enrollment Certifications

## Course Applicability

Only courses that satisfy requirements outlined by:

- **curriculum guide**
- or*
- **graduation evaluation**

can be certified to VA

```
PREPARED: 06/15/05 - 10:55 BY OPER: REGMAB ID: 111111111
Test Student [REDACTED]
PROGRAM CODE: PSY [REDACTED] BULLETIN YR: 2005-06
              PSYCHOLOGY MAJOR
              BACHELOR OF ARTS
```

```
****STUDENT'S ACADEMIC PROGRAM****
***** INTENDED MAJOR *****
```

```
                DARS MAJOR/MINOR CODES
[REDACTED] _____
MAJOR: [REDACTED] PSY
ADDL MAJORS:
MINOR: [REDACTED] BUSMIN
ADDL MINORS:
```

### SUMMARY OF TRANSFER COURSES

A MAXIMUM OF 90 CREDITS MAY BE FROM OTHER SCHOOLS

```
TOTAL CREDITS TRANSFERRED:
EARNED: [REDACTED] 38 CREDITS
IN PROGRESS [REDACTED] 14 CREDITS
```

### \*\*\*\* BACHELOR OF ARTS REQUIREMENTS \*\*\*\*

```
COMPLETE A MINIMUM OF 120 GRADUATION CREDITS
2.00 CUMULATIVE GPA REQUIRED FOR ALL COURSEWORK
GRADED A-E AT ALBANY
EARNED:[REDACTED] 38 CREDITS[REDACTED] 0.00 GPA
IN PROGRESS [REDACTED] 29 CREDITS
--> NEEDS: [REDACTED] 53 CREDITS[REDACTED] 0.00 GPA
```

# Submitting Enrollment Certifications

## Repeating Courses

- Courses that are **failed** or for which the grade does **not meet minimum requirements** for graduation may be certified for VA purposes if they are repeated.
- Courses that are successfully completed may not be certified for VA purposes if they are repeated. If a program **requires a higher grade** than achieved, that course may be repeated. For example, if Nursing requires a “B” or better in Biology, then that course may be repeated if a “B” was not earned.

# Submitting Enrollment Certifications

## Remedial and Deficiency Courses



Enroll Dates		Res	Dist	R/D	Clock	T&F	Yellow Ribbon Program	TT/FT=
Begin	End	Hrs	Hrs	Hrs	Hrs	Amt	Amount	Out St Chg
08/21/2014	12/11/2014	6.0	0.0	7.0		\$1,387.07		

<Change - of Address requested by School Certifying Official>

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

# Submitting Enrollment Certifications

## Remedial and Deficiency Courses

Remedial and deficiency credit should be put in the R/D column, rather than the credit column. When students have both credit and R/d credit, VA combines the credit to determine training time.

Remedial and deficiency courses are courses designed to correct deficiencies in basic mathematics, English, and reading at the elementary or secondary level. These courses can be certified as part an approved program, but only for students for whom a verifiable need has been established.

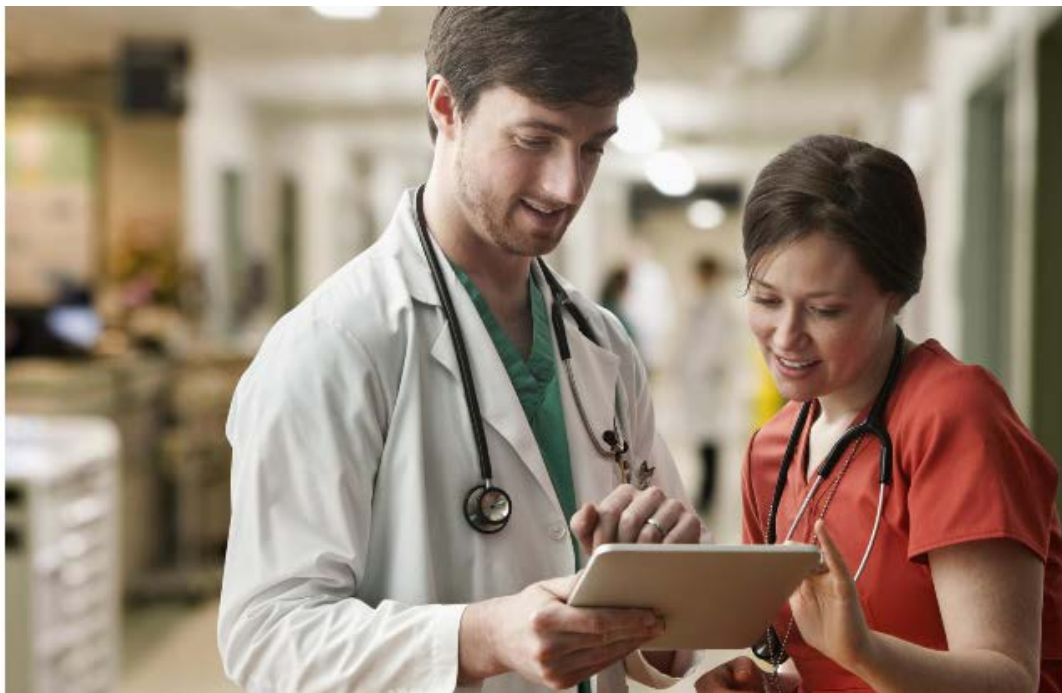
*NOTE: Remedial and deficiency courses offered as independent study (online) cannot be approved and cannot be certified to VA.*

Enroll	Dates	Res	<u>Dist</u>	<b>R/D</b>	<sup>u</sup> Clock	T&F	Yellow Ribbon Program
Begin	End	<u>Hrs</u>	<u>Hrs</u>	<u>Hrs</u>	<u>Hrs</u>	Amount	Amount
01/20/17	03/24/17	6		3		\$1,086.00	

# Submitting Enrollment Certifications

## Practical Training

- Actual job experience
- Considered resident training
- Credit or clock hours



# Submitting Enrollment Certifications

## Other Practical Training

Examples are externship, internship, and practicum. These courses can be certified in credit or in clock hours, whichever is to the student's advantage.

Example:

Enroll Dates		Res	Dist	R/D	Clock	T&F
Begin	End	Hrs	Hrs	Hrs	Hrs	Amt
08/17/2015	12/11/2015	0	0	0	22	\$890.00
Remarks Student taking a 6 credit, 22 clock hours per week internship. Requesting payment for clock hours because it is to the advantage of the student.						

It's possible to certify both credit and clock hours during the same quarter or semester.

Example:

Enroll Dates		Res	Dist	R/D	Clock	T&F
Begin	End	Hrs	Hrs	Hrs	Hrs	Amt
08/17/2015	12/11/2015	3	0	0	12	\$1,320.00
Remarks Student taking a 3 credit lecture course and a 4 credit, 12 clock hours per week internship.						

# Submitting Enrollment Certifications

## Rounding Out

- A VA student can round out a schedule with non-required courses to bring his/her course load up to a full-time schedule in his/her **last term only**. This allows students to continue to receive benefits at the full-time rate in their last term of enrollment, even though fewer credits are required to complete the program.
- This procedure can be done **only once per program**.
- In rounding out a full-time schedule, VA students may use **any credit hour unit subject**, including a subject that has previously been successfully completed (received a passing grade).

# Prior Credit

## Prior Credit

One of the criteria for approval of any school for Veterans' training is that it review prior credit and grant credit as appropriate to a VA student's current program. This is found in Title 38, Code of Federal Regulations, Sections 21.4253(d)(3) and 21.4254(C)(4). In essence, this requires every approved school to have and enforce a policy with regard to transfer courses, credits, and previous experience.

Schools no longer have to report prior credit to VA, Schools must:

- Evaluate prior credit,
- Grant credit as appropriate,
- Notify the student of the evaluation, and
- Shorten the program certified accordingly



# Prior Credit

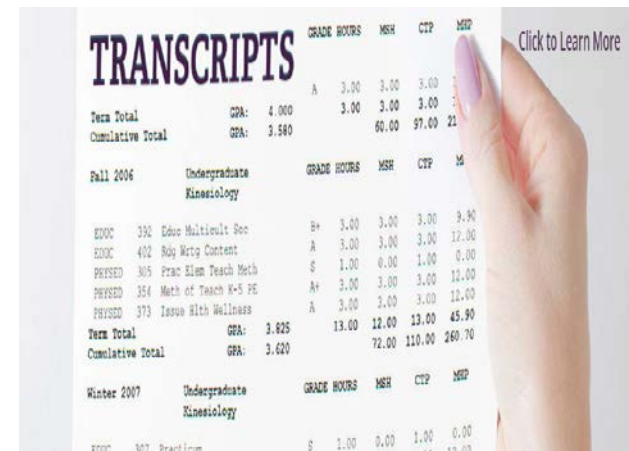
Whenever a student initially enrolls in your school or changes programs at your school a credit evaluation must be completed. VA will review credit evaluations during compliance surveys and credit evaluation records must be kept and made available to VA upon request.

Schools should make every effort to obtain transcripts to comply with the requirement to evaluate and grant credit where appropriate. However, if a transcript cannot be obtained, you may continue to certify enrollment as long as the student has matriculated. Reviews of prior credit policies will be conducted during compliance surveys and treated as approval issues if the school is not complying.

# Prior Credit

## State Approving Agency

The **State Approving Agency** may set any **Additional Reasonable Criteria (ARC)** for approval of programs for veterans and other persons eligible for VA education benefits.



TRANSCRIPTS

		GRADE HOURS	MSH	CIP	MSF
Term Total	GPA: 4.000	3.00	3.00	3.00	
Cumulative Total	GPA: 3.580	60.00	97.00	21	
Fall 2006	Undergraduate Kinesiology	GRADE HOURS	MSH	CIP	MSF
EDOC 392	Educ Multilevel Sec	B+	3.00	3.00	9.90
EDOC 402	Body Wrtng Content	A	3.00	3.00	12.00
PHYSED 305	Prac Elem Teach Meth	S	3.00	0.00	1.00
PHYSED 354	Meth of Teach K-5 PE	A+	3.00	3.00	12.00
PHYSED 373	Issue Hlth Wellness	A	3.00	3.00	12.00
Term Total	GPA: 3.825	13.00	12.00	13.00	45.90
Cumulative Total	GPA: 3.620	72.00	110.00	260.70	
Winter 2007	Undergraduate Kinesiology	GRADE HOURS	MSH	CIP	MSF
EDOC 307	Practicum	S	3.00	0.00	1.00

Click to Learn More

# Prior Credit

## Prior Credit

### Military Education and Training Resources

- Military education and training should be evaluated for prior credit. Information needed to evaluate military education and training is available online.

### The ACE Military Guide


- The ACE (American Council on Education) Military Guide (Guide to Evaluation of Educational Experiences in the Armed Services) is on the web at:  
<http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx>

### Military Transcripts

- Information about military Joint Services Transcripts and how transcripts may be requested by current and former members of the Army, Coast Guard, Marine Corps, and Navy can be found at: <https://jst.doded.mil/smart/signIn.do>

# Change of Program

OMB Control No. 2900-0074  
Respondent Burden: 20 minutes

 Department of Veterans Affairs	
<b>REQUEST FOR CHANGE OF PROGRAM OR PLACE OF TRAINING</b>	
PART I - IDENTIFICATION AND PERSONAL INFORMATION	
1A. NAME OF APPLICANT <i>(First, Middle, Last)</i>	<b>VA DATE STAMP</b> DO NOT WRITE IN THIS SPACE
1B. MAILING ADDRESS <i>(Complete street address, City, State, and 9-digit ZIP Code)</i>	
1C. APPLICANT'S TELEPHONE NUMBER <i>(Including Area Code)</i>	1D. VA FILE NUMBER
DAY	EVENING
1E. APPLICANT'S E-MAIL ADDRESS	1F. SOCIAL SECURITY OF APPLICANT <i>(For transferability cases, enter the veteran's social security number)</i>
PART II - YOUR PROGRAM INFORMATION	
2. EDUCATION BENEFIT YOU WANT TO RECEIVE <i>(Only Select One)</i>	
A. <input type="checkbox"/> CHAPTER 33 <i>(Post-9/11 GI BILL)</i>	C. <input type="checkbox"/> CHAPTER 32 <i>(Veterans Educational Assistance Program including section 903)</i>
E. <input type="checkbox"/> CHAPTER 1607 <i>(Reserve Educational Assistance Program)</i>	F. <input type="checkbox"/> TRANSFER OF ENTITLEMENT PROGRAM
B. <input type="checkbox"/> CHAPTER 30 <i>(Montgomery GI Bill - Active Duty)</i>	D. <input type="checkbox"/> CHAPTER 1606 <i>(Montgomery GI Bill - Selected Reserve)</i>
3. HOW WILL YOU TAKE TRAINING?	
A. <input type="checkbox"/> SCHOOL ATTENDANCE	D. <input type="checkbox"/> COOPERATIVE TRAINING
G. <input type="checkbox"/> LICENSING & CERTIFICATION TEST	H. <input type="checkbox"/> NATIONAL ADMISSIONS EXAMS OR NATIONAL EXAMS FOR CREDIT
B. <input type="checkbox"/> CORRESPONDENCE	E. <input type="checkbox"/> TUITION ASSISTANCE TOP-UP <i>(Active Duty Only)</i>
C. <input type="checkbox"/> APPRENTICESHIP OR ON-THE-JOB TRAINING	F. <input type="checkbox"/> FLIGHT TRAINING
4A. WHAT EDUCATION, PROFESSIONAL OR VOCATIONAL GOAL ARE YOU WORKING TOWARD?	4B. WHAT IS THE NAME OF THE PROGRAM YOU ARE REQUESTING?
4C. IF CHANGING SCHOOLS, GIVE NAME AND COMPLETE ADDRESS OF NEW SCHOOL OR TRAINING ESTABLISHMENT YOU ARE PLANNING TO ATTEND <i>(If applicable)</i>	4D. NAME AND COMPLETE ADDRESS OF OLD OR CURRENT SCHOOL OR TRAINING ESTABLISHMENT

# Enrollment Periods

Academic years are divided into enrollment periods. VA defines those enrollment divisions as:

**Ordinary School Year:** Generally a period of 2 semesters or 3 quarters which is not less than 30 nor more than 39 weeks in total length.

**Term:** Any regularly established division of the ordinary school year under which the school operates.

**Quarter:** A division of the ordinary school year from 10 to 13 weeks long.

**Semester:** A division of the ordinary school year from 15 to 19 weeks long.

**Summer term:** The whole of the period of instruction at a school which takes place between ordinary school years. A summer term may be divided into several summer sessions.

**Summer session:** Any division of a summer term.

# Enrollment Periods

Standard Length:

**Quarter**      10 to 13 weeks

**Semester**      15 to 19 weeks

# Enrollment Periods

## Commencing/Beginning Dates

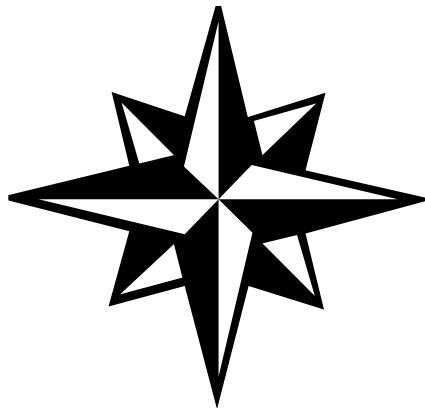
Question: What Beginning Date Must A School Report To VA?

Answer: Schools should report the first scheduled date of classes for any standard term, quarter, or semester in which the student is enrolled.

*Exception : Course begins  
after seven calendar days -  
report actual date.*



# **QUESTIONS?**



This PowerPoint presentation was created by Cynthia Kujawski, Supervisory ELR, May 2015. Last revised February 2017.



# Contact Us



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U.S. Department  
of Veterans Affairs

WEBSITE: [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill)

FACEBOOK: [www.facebook.com/gibillEducation](http://www.facebook.com/gibillEducation)

TELEPHONE: 1-888-GIBILL-1 (1-888-442-4551)



POST★9/11  
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