



Certification Responsibilities



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Icebreaker

How many covered institutions (have enrolled 20 or more beneficiaries in calendar year 2021) does Florida have?

- a. 226
- b. 355
- c. 110
- d. 119





Icebreaker

How many covered institutions (have enrolled more than 20 beneficiaries in calendar year 2021) does Florida have?

- a. **226**
- b. 355
- c. 110
- d. 119

Plug for training compliance!





Learning Objectives

Upon completion of this module, you should be able to understand:

- **Certification methods**
- **Timeliness of Certification**
- **Certifying Enrollment Periods**
- **Certifying Credit and Graduate Credit**
- **Certifying Tuition & Fees**
- **Certifying Changes in Enrollment**
- **Responsibilities for Reporting**





Certification Responsibilities: Certification Methods



Certification Responsibilities: Timeliness of Certification



Timeliness of Certification

- As a School Certifying Official, you are responsible for submitting enrollment certifications to VA without delay. It is recommended that SCO's use VA ONCE to report enrollments.
- Enrollment certification for Chapters 30, 32, 35 and 1606 can be submitted:
 - 120 days before the term begins, but must be submitted within 30 days of the beginning of term, unless training time is less than $\frac{1}{2}$ time, the student is on active duty, or accelerated payment is requested. If any of these circumstances apply, their certification must be submitted on or after the first day of the class and tuition and fees must be reported.
- When submitted Chapter 33 (and 31) Enrollment Certifications, SCOs should submit certifications as early as possible in order to ensure that the students receive their benefit payments in a timely manner, but certifications must be submitted within 30 days of the term



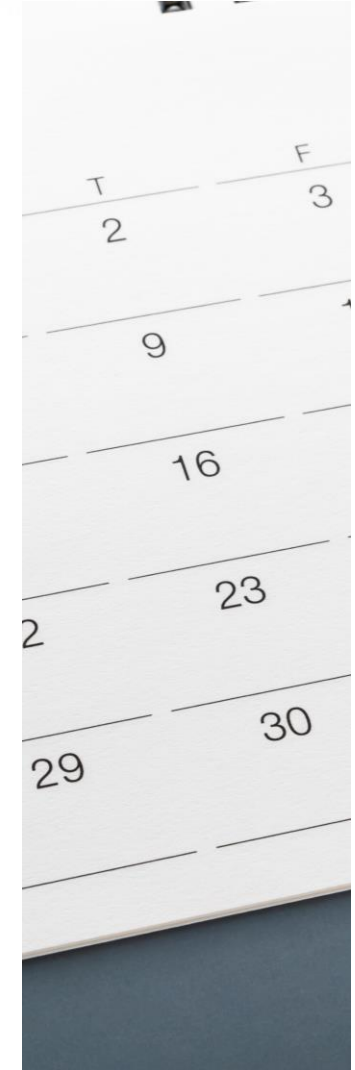


Certification Responsibilities: Certifying Of Enrollment Periods



Certifying of Enrollment Periods

- Each quarter, semester, term, or session requires a new certification in VA ONCE
- A **standard quarter is 10-13 weeks** in length and a **standard semester is 15-19 weeks** in length with courses beginning the first week and ending the last week, the last day of final examinations. The school should report the official begin date of the academic term or the date all students were required to report in advance of the start of the term (if not more than 14 days prior to the beginning of classes) as well as the official ending date of the term.
- If a school offers training on a non standard term basis, or if there are non standard formats or sessions within standard terms, the beginning and ending dates of each term, session or course must be shown separately from the standard semester or quarter.



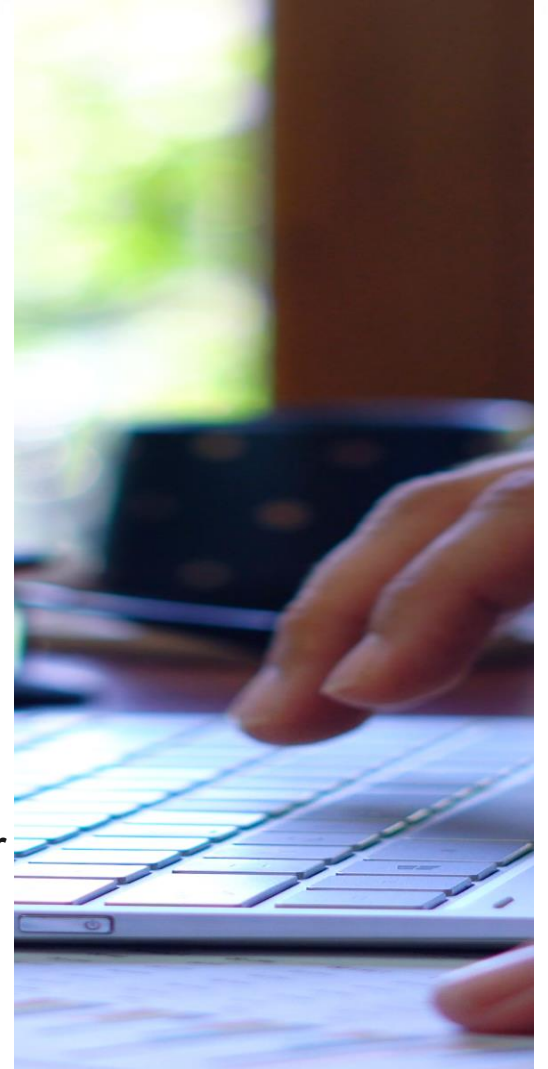


Certification Responsibilities: Certifying Credit and Graduate Credit



Certifying Credit

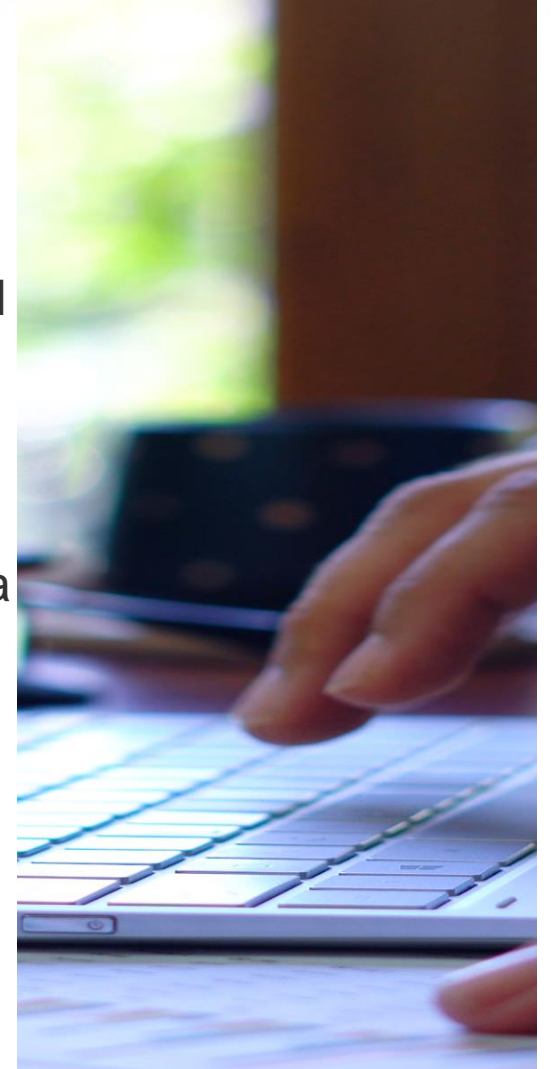
- **Chapter 33:** Tuition and Fees, Monthly Housing Allowance, book stipend, and Yellow Ribbon benefits are based in whole or in part on the number of credit hours certified. SCOs must certify the number of credit hours the student takes that apply to the students program.
- The number of resident credits (Res) and distance learning credits (Dist) must be certified. Distance credits must not be included in the “Res” field and resident credits must not be included in the “Dist” field. When combined, “Res” and “Dist” should equal the total credit taken
- **Chapters 30, 32, 35, and 1606:** SCOS must enter the number of credits hours the student takes each quarter, semester, or term.
- The Distance Learning field (Dist) in VA-ONCE is enabled for all educational benefits. Resident credit and distance learning credit is reported separately only for Chapter 33.





Certifying Graduate Credit

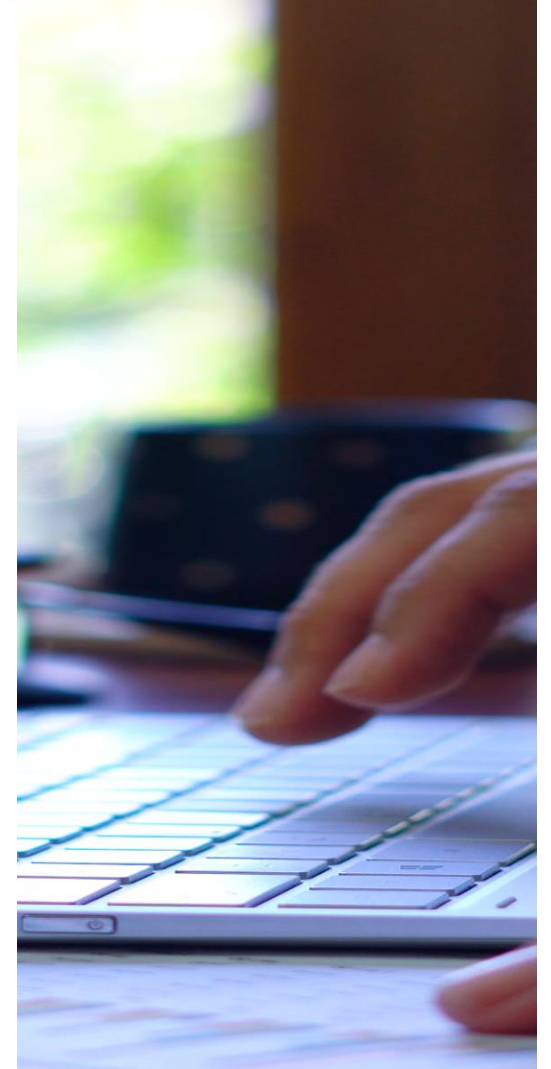
- **Graduate**
- **Standard Terms:** In addition to certifying the number of credit hours the student takes which apply to his or her program, also report the number of credit hours considered full-time for either the standard semester/quarter, or for the nonstandard semester/quarter if individually defined, by your academic regulations, as explained below. The minimum number of credit hours required to be considered full-time for a semester, quarter, or any individually defined training period, as published in your catalog, is referred to as the full-time modifier.
- If Training Type is IHL Grad on the student's Bio screen in VA-ONCE, there will be a TT/FT box on the certification page. When the term is a standard-length semester (15-19 weeks) or a standard-length quarter (10-13 weeks), enter the number of credit hours that your academic regulations require to be considered full-time for a normal semester or quarter.





Certifying Graduate Credit

- **Graduate**
- **Nonstandard Terms:** Effective August 1, 2021, if the SCO certifies a chapter 33 graduate student for a nonstandard length term, VA will no longer convert the credit certified to an equivalent credit hour (ECH). When the term is shorter or longer in length than a standard term (semester shorter than 15 weeks/longer than 19 weeks *or* quarter shorter than 10 weeks/longer than 13 weeks), there are two potential reporting paths. Determining the correct path is dependent on whether the term in question has an **individually defined full-time modifier (IDM)**.

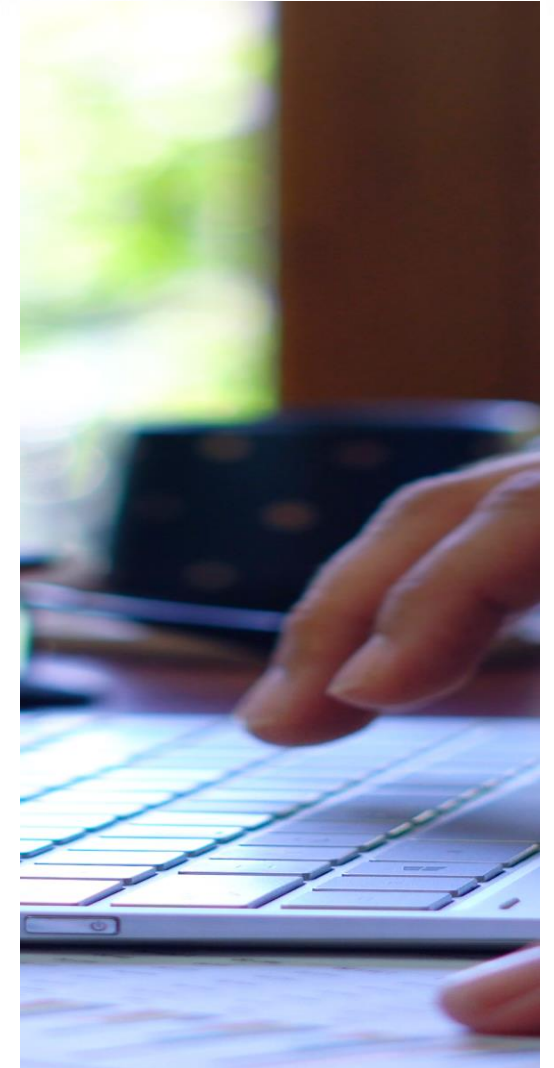




Certifying Graduate Credit

- Use chart in SCO handbook to determine if IDM is needed

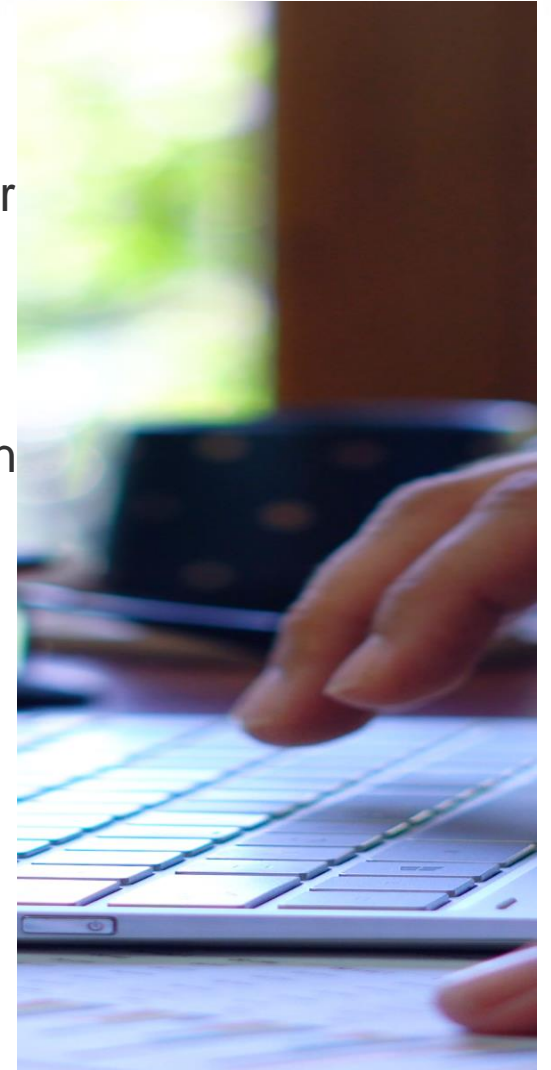
	Term Type	Duration of term	IDM	Minimum number of credit hours required to be full-time per academic regulation (Full Time modifier)	Report in the FT/TT Field in VA-Once
Semester	Standard	15-19 weeks	No	Modifier <i>is</i> defined & published in catalog	Published FT modifier
Quarter	Standard	10-13 weeks	No	Modifier <i>is</i> defined & published in catalog	Published FT modifier
Semester	Shorter	less than 15 weeks	No	Modifier <i>not</i> individually defined/published	SCO determined Adjusted FT modifier
Quarter	Shorter	less than 13 weeks	No	Modifier <i>not</i> individually defined/published	SCO determined Adjusted FT modifier
Semester	Shorter	less than 15 weeks	Yes	Modifier <i>is</i> individually defined/published	Published FT modifier
Quarter	Shorter	less than 13 weeks	Yes	Modifier <i>is</i> individually defined/published	Published FT modifier
Semester	Longer	greater than 19 weeks	No	Modifier <i>not</i> individually defined/published	SCO determined FT modifier
Quarter	Longer	greater than 13 weeks	No	Modifier <i>not</i> individually defined/published	SCO determined FT modifier
Semester	Longer	greater than 19 weeks	Yes	Modifier <i>is</i> individually defined/published	Published FT modifier
Quarter	Longer	greater than 13 weeks	Yes	Modifier <i>is</i> individually defined/published	Published FT modifier





Certifying Graduate Credit

- **Path 1 - Nonstandard Term *with* IDM:** When the term is shorter or longer in length than a standard term (semester term shorter than 15 weeks/longer than 19 weeks *or* quarter term shorter than 10 weeks or longer than 13 weeks) and **has a published individually defined full-time modifier for the term in question**, enter the minimum number of credit hours that your academic regulations require to be considered a full-time student for the individual enrollment period being certified. The number of credit hours considered full-time can vary by program or enrollment period. VA will divide the number of credit hours certified by the number of credit hours required to be full-time to determine rate of pursuit. Enrollments submitted on or after August 1, 2021, no longer require an additional remark on the enrollment certification.
- **Path 2 - Nonstandard Term *without* IDM:** When the term is shorter or longer in length than a standard term (semester term shorter than 15 weeks/longer than 19 weeks *or* quarter term shorter than 10 weeks or longer than 13 weeks) and **does not have an individually defined full-time modifier for the term in question**, additional measures are required prior to reporting the enrollment certification.





Certifying Graduate Credit

- When the training type is graduate, the LTS will use the entry from the TT/FT field (in VA-ONCE or paper VA Form 22-1999) as the denominator in the RoP calculation. All non-standard terms for graduate training submitted on or after August 1, 2021 will be impacted, including retroactive terms. Previously submitted terms will not be reprocessed without additional notice to VA.
- These nonstandard terms require determination of an adjusted FT modifier prior to reporting chapter 33 graduate training. This is necessary to replace the ECH calculation previously performed automatically by the LTS. Once the adjusted FT modifier is determined for a particular non-standard term, that adjusted FT modifier can be reported for all graduate students enrolled in any non-standard term of the same length. (This equation is required for each particular term length, not per individual student.)
- **New Reporting Procedures for terms/schools without IDMs:** Because LTS will no longer compute the ECH for graduate training in non-standard terms, it is necessary for the SCO to determine the FT measure for all non-standard terms, using the published full-time modifier applied to a new equation. The solution to this equation is identified as the “**Adjusted Full Time Modifier**” (**Adj FTM**). The RoP is the determining factor for the monthly housing allowance (MHA) rate. Failing to conduct this adjustment prior to reporting non-standard term graduate training could result in an incorrect RoP, which in turn may cause an over or underpayment of MHA to the student.



Certifying Graduate Credit

- 1) First, calculate the number of weeks in the enrollment period to be certified. Count the number of days in the enrollment period (first day through the last day, including weekend days) and divide by 7. Disregard a remainder of 3 days or less. Count a remainder of 4 days or more as an additional full week.
- Example: Fall mini session begins August 24, 2021 through October 8, 2021
- Term includes:
 - 8 days in August
 - 30 days in September
 - 8 days in October
 - 46 days in mini session $\div 7 = 6$ weeks and 4 days
 - Round up to 7 weeks. VA considers this a 7-week term.
- 2) Using the appropriate chart below, determine the adjusted full-time modifier (Adj. FTM) for the non-standard term. Find the published full-time modifier in the school's catalog in the header row of this chart. Next, find the week in the left margin that corresponds to the non-standard term based the result from Step One. Follow both lines to a point. This will be the adjusted full-time modifier for the term in question.
- **Note:** If the published full-time modifier for standard terms is not found in either of the charts below, please contact your [Education Liaison Representative \(ELR\)](#) for additional information.



Certifying Graduate Credit

- Semester hours chart

3) Use this **Adj. FTM** in the TT/FT field in VA-Once (or on VA Form 22-1999) when reporting grad training for all graduate students enrolled in this term. This **Adj. FTM** should be used regardless of the number of graduate credits each student is enrolled in.

SEMESTER HOURS

FT Modifier	3	6	8	9	10	12
Weeks						
1	1	1	1	1	1	1
2	1	1	1	1	1	1
3	1	1	1	1	1	2
4	1	1	1	2	2	2
5	1	1	2	2	2	3
6	1	2	2	3	3	4
7	1	2	3	3	3	4
8	1	2	3	4	4	5
9	1	3	4	4	5	6
10	1	3	4	5	5	6
11	1	3	4	5	6	7
12	2	4	5	6	6	8
13	2	4	5	6	7	8
14	2	4	6	7	7	9
15-19 (Standard)	3	6	8	9	10	12
20	3	6	9	10	11	13

This chart is intended for use by ETIs with no individual modifier for a non-standard term



Certifying Graduate Credit

- Quarter Hours Chart

3) Use this **Adj. FTM** in the TT/FT field in VA-Once (or on VA Form 22-1999) when reporting grad training for all graduate students enrolled in this term. This **Adj. FTM** should be used regardless of the number of graduate credits each student is enrolled in.

QUARTER HOURS

FT Hours	3	6	8	9	10	12
Weeks						
1	1	1	1	1	1	1
2	1	1	1	1	1	2
3	1	1	2	2	2	3
4	1	2	2	3	3	4
5	1	2	3	3	4	5
6	1	3	4	4	5	6
7	1	3	4	5	5	7
8	2	4	5	6	6	8
9	2	4	6	6	7	9
10-13 (Standard)	3	6	8	9	10	12
14	3	7	9	10	12	14

This chart is intended for use by ETIs with no individual modifier for a non-standard term



Certification Responsibilities: Certifying Tuition and Fees



Certifying Tuition and Fees

- **Chapter 33:** SCOs must certify the Tuition and Fees charged to a student after deducting any tuition only specific waivers, scholarship, aid, and assistance.
 - Tuition is the actual established charges for tuition the student is required to pay. Tuition is defined in the school's catalog or supplement and listed as tuition on the school's billing statement or invoice. Fees are mandatory charges (other than tuition, room, and board) applied by the school for pursuit of an approved program of education.
 - Fees include, but are not limited to, health premiums, freshman fees, graduation fees, and lab fees. Fees do not include study abroad course(s) unless the course(s) is a mandatory requirement for completion of the approved program of education. Fees are defined in the school's catalog or supplement and listed on the school's billing statement or invoice.
- **Chapters 30, 32, 35, and 1606:** Tuition and Fees must be reported for enrollment periods when training time is less than $\frac{1}{2}$ time when the students is on active duty, and when accelerated payment is requested. If none of these conditions apply, Tuition and Fees do not have to be reported.



Certification Responsibilities: Certifying Changes in Enrollment



Certifying Changes in Enrollment

- When a student make a change to an enrollment period the change should be report in VA –ONCE as either and Amendment, Adjustment, or a Termination. (If the school does not utilize VA-ONCE, changes must be report to VA on a VA Form22-1999b-(Notice of Change in Student Status)
- Amend is used to change begin date, Tuition and Fees, Yellow Ribbon, add a remark, and advance pay and accelerated pay requires on a certification already submitted
- Adjust is used to report an increase or decrease in credit hours. If tuition and fees, or Yellow Ribbon were reported, they must also be changed to correspond to the adjusted number of credit hours.
- Terminate is used to report a complete withdrawal from an enrollment period, or to report graduation or program completion. If a student certified for multiple enrollment periods completely withdraws from one enrolment period, then terminate the enrollment period from which person withdrew. VA-ONCE will give you the option to terminate any subsequent enrollment periods of to leave those periods as certified



Certification Responsibilities: Responsibilities for Reporting



Responsibilities for Reporting

Other responsibilities include ensuring:

- Courses are approved by the SAA and VA
- Courses meet the student's learning objective
- Courses are not a repeat of previously passed courses
- Any changes to a student's status is promptly reported
- Programs meet 85/15 rule





Responsibilities for Reporting

To be eligible for VA benefits, both accredited and non-accredited schools are required by law to maintain and enforce standards of progress and conduct. The law requires educational assistance benefits to Veterans and other eligible persons be discontinued when the student ceases to make satisfactory progress toward completion of his or her training objective. When a student has failed to maintain the prescribed SoP, VA must be informed promptly so benefit payments can be discontinued in accordance with the law.

Academic Probation

Schools are no longer required to report academic probation to VA.

Note: Schools that provide a period of academic probation may not continue to certify a Veteran or eligible person (who remains in a probationary status) for an indefinite period of time. It is reasonable to expect that an institution will report a termination due to unsatisfactory progress if a student remains on academic probation beyond two terms, quarters, or semesters.



Responsibilities for Reporting

Academic Suspension

When a student is suspended for failing to maintain the school's prescribed SoP, you must report this to VA as a termination. Terminate the semester the student is suspended. If suspension follows the fall semester, for example, terminate fall semester.

Note: The last date of attendance during a period of enrollment does not need to be reported if a student completes the enrollment period with a failing punitive grade (e.g., an "F") and does not violate the school's standards of conduct, progress, or attendance during that term.

Graduation

Schools are required to report graduation or program completion information to VA. Once a student graduates from a degree program, you should submit a Notice of Change in Student Status. The last date of the graduating term will be the date of termination.

Graduation should only be reported for a student who graduated while using VA benefits.



Section Review

VA is the “Last Payor” means that your facility must apply _____ wavers, scholarships, aid, and assistance before assessing charges to VA.

- A. Housing specific
- B. Meal Plan specific
- C. Tuition specific
- D. Living expense specific



Section Review

VA is the “Last Payor” means that your facility must apply _____ wavers, scholarships, aid, and assistance before assessing charges to VA.

- A. Housing specific
- B. Meal Plan specific
- C. Tuition specific**
- D. Living expense specific

Reasoning: VA is the “Last Payor” which means your facility must apply tuition only specific waivers, scholarships, aid, and assistance before assessing charges to VA. Remember, Title IV funds do not impact the amount of tuition and fees certified to VA, i.e., a student may be certified to VA for tuition and fees that are covered by any Title IV program



Section Review

The VA will pay for cost related to travel for Study Abroad.

- True
- False



Section Review

The VA will pay for cost related to travel for Study Abroad.

- True
- False**



Thank You!

Questions?