

Non-College Degree (NCD) Certification



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Introduction



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Would You Rather?

Drink your morning coffee hot or cold...

 Hot


 Cold

Be the teacher or the student...

 Teacher

 Student

Be sitting in here or on the beach...

 Here

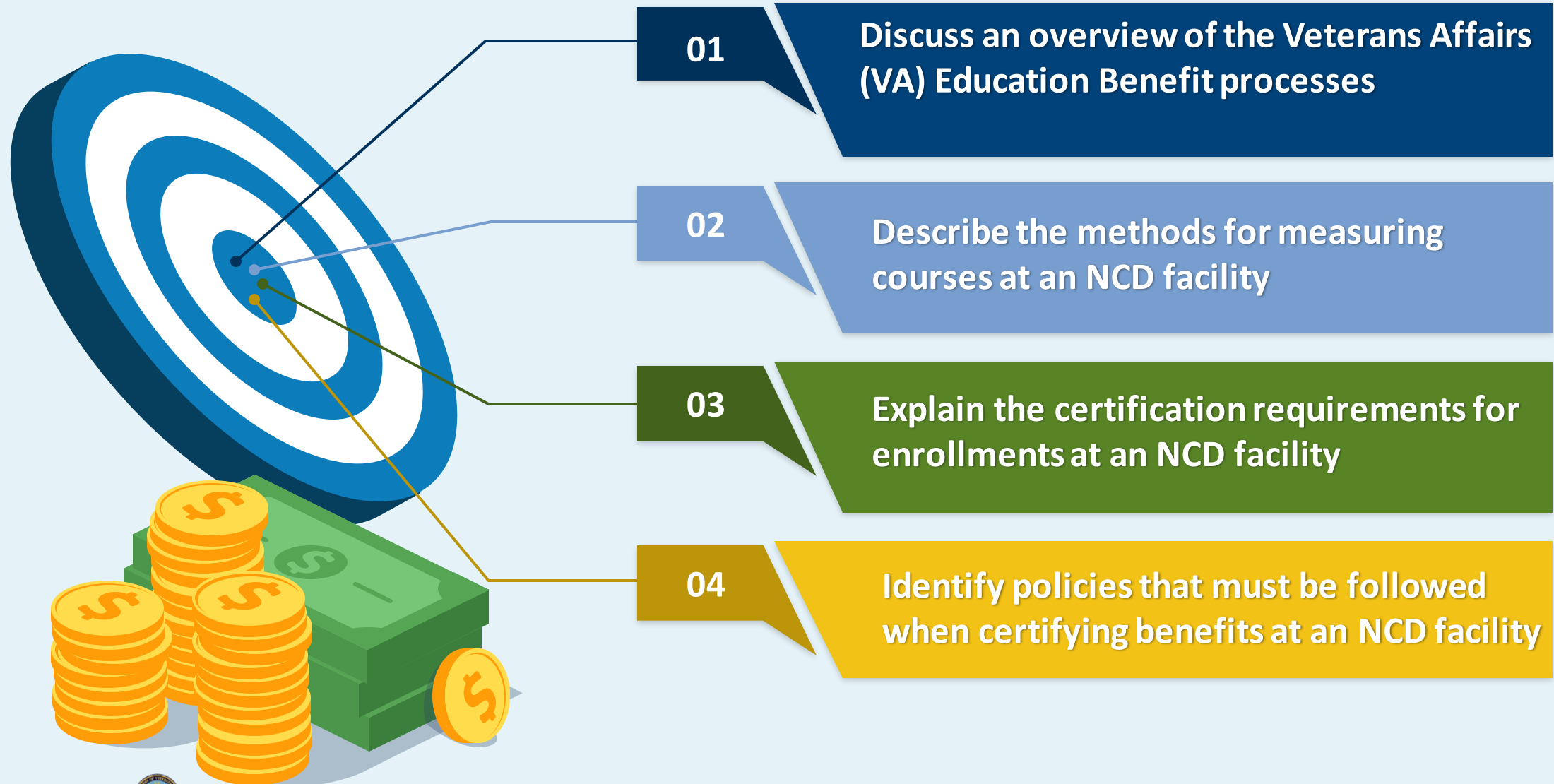
 Beach

Overview

Non-College Degree (NCD) Programs typically includes training in the trades industry, such as cosmetology, plumbing, electrical and automotive/truck repair. Throughout this course you will learn more about your responsibilities when it comes to certifying enrollments at your NCD facility.



Learning Objectives





Education Benefit Process



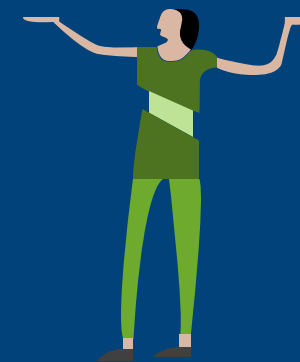
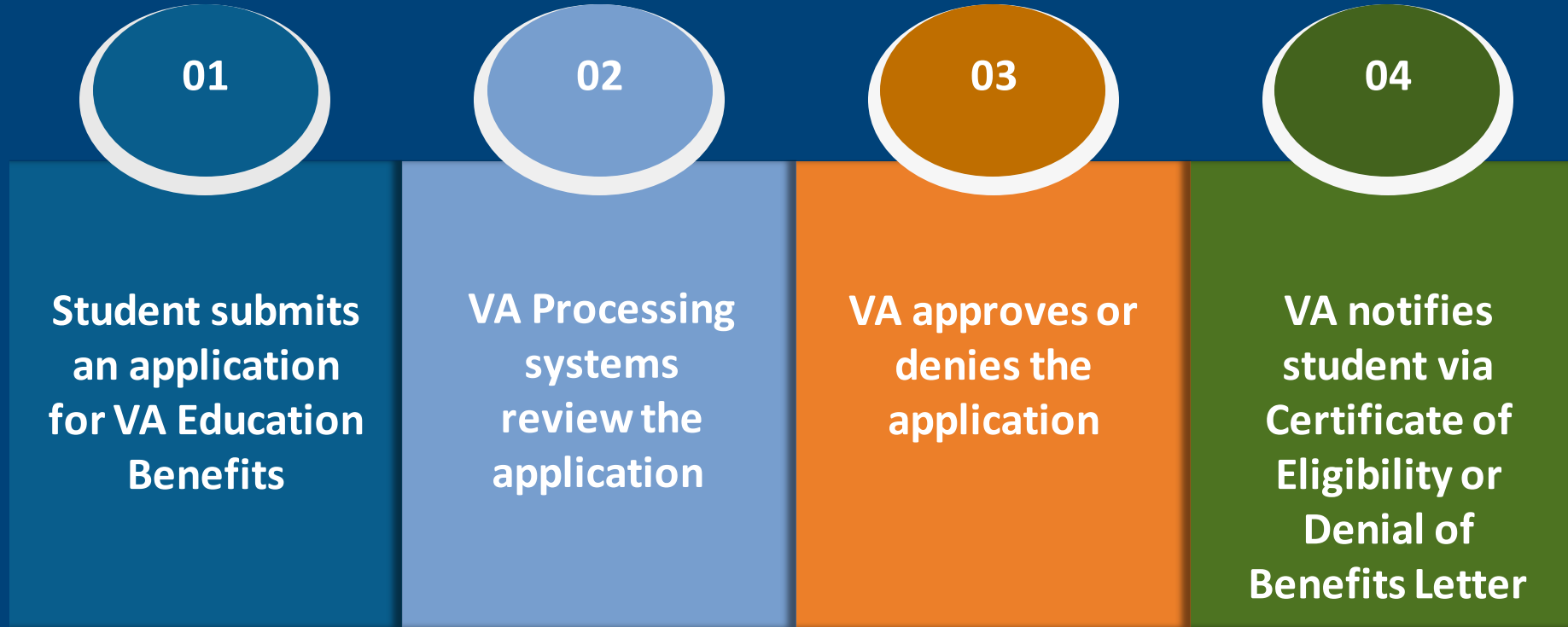


VA Education Benefit Process

- Application for Benefits
- Enrollment Certification
- VA Payments



Application for Benefits



Enrollment Certification



Submit an enrollment certification via Enrollment Manager



Report begin date, end date, and number of clock hours scheduled to attend each week



Tuition and fees must be reported for all Chapter 33 terms and non-33 terms only when applicable

VA Payments

CHAPTER 30, 35, 1606

Monthly Benefit Payments
paid to student

CHAPTER 33

Tuition and fee payments paid
to school

Monthly Housing Allowance
paid to student

Books and Supplies Stipend
paid to student

Measurement of Courses





NCD Course Measurement

- Definitions of Hour Type
- Clock Hours
- Credit Hours
- Rate of Pursuit (RoP)
- Training Time

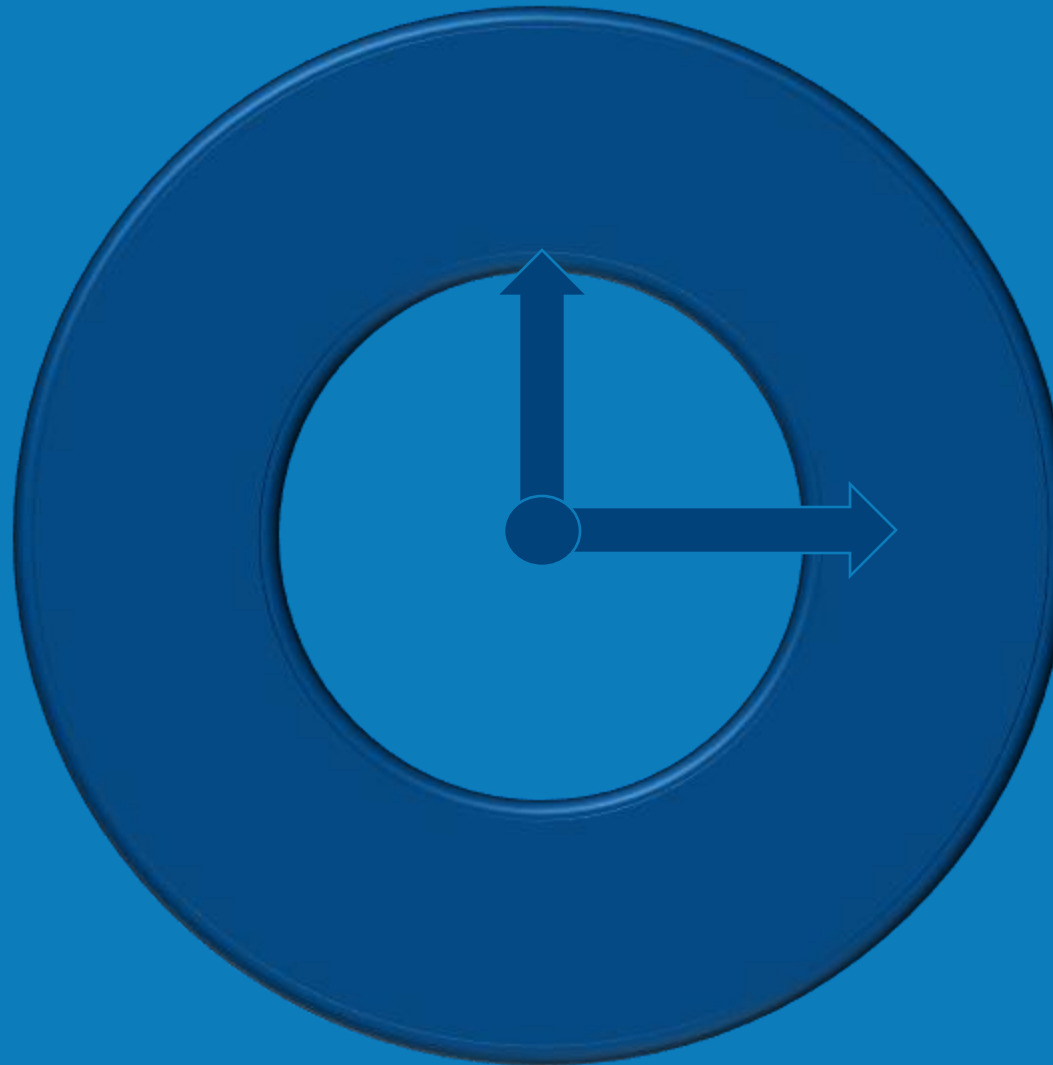


Definitions



Clock hours:

Actual hours per week a student spends attending class or other instructional activities that count toward completing a program of study.



Credit hours:

The number of credits a student receives for enrolling in, and successfully completing a given course.

Clock Hours

Beginning date, ending date, and number of clock hours a student is scheduled to attend each week must be reported

SCOs must certify the actual number of clock hours per week the student is scheduled to attend

Online Clock hours at NCD facilities are not approved by VA

Clock Hours

Classroom Theory Rules

Rate of Pursuit (RoP)

Clock Hour Measurement (33)

Classroom Theory

- ▶ 18 + (Full Time) = 100%
- ▶ 17 = 90%
- ▶ 15 = 80%
- ▶ 13 = 70%
- ▶ 11 = 60%
- ▶ 09 = 50%

Shop Practice

- ▶ 22 + (Full Time) = 100%
- ▶ 20 = 90%
- ▶ 18 = 80%
- ▶ 15 = 70%
- ▶ 14 = 60%
- ▶ 11 = 50%

Divide schedule clock hours per week by full-time requirement (18 for CT; 22 for SP)
Anything above at or above 18 for CT and/or 22 for SP will result in 100% ROP

Training Time

Classroom Theory Predominates



- 18 hours or more = full-time
- 13-17 hours = $\frac{3}{4}$ time
- 9-12 hours = $\frac{1}{2}$ time
- 5-8 hours = $< \frac{1}{2}$ time
- 1-4 hours = $\frac{1}{4}$ time or less

OR

Shop/Practice Predominates



- 22 hours or more = full-time
- 16-21 hours = $\frac{3}{4}$ time
- 11-15 hours = $\frac{1}{2}$ time
- 6-10 hours = $< \frac{1}{2}$ time
- 1-5 hours = $\frac{1}{4}$ time or less

Knowledge Check #1

SCOs must certify the actual number of clock hours per week the student is scheduled to attend.



TRUE



FALSE

Knowledge Check #1

SCOs must certify the actual number of clock hours per week the student is scheduled to attend.



TRUE

Certification





NCD Certification Requirements

- VA Form 22-8794
- Timeliness
- Contracted Courses
- Tuition and Fees
- Mandatory Fees
- Public Law 116-315, Section 1010



VA Form 22-8794

- Each school will designate at least one VA School Certifying Official (SCO) to carry out reporting requirements.
- It is important that a new VA Form 22-8794 be submitted anytime an SCO is added or removed.

Department of Veterans Affairs DESIGNATION OF CERTIFYING OFFICIAL(S)

GENERAL INSTRUCTIONS

This form **MUST ONLY** be completed by a responsible official with the authority to designate certifying officials for the school or training establishment.

This form must be completed whenever there is a change in any of the information. Include the names, titles, and signatures of all certifying officials, not just the changed information.

SPECIFIC INSTRUCTIONS

item 1. Enter the complete name and address of the school or training establishment.

items 2A & 2B. Officials listed in items 2A and 2B (this excludes those in item 2C) are designated to sign VA Enrollment Certificates, Certifications of Change in Student Status, Certifications of Delivery of Advance Payments, Certifications of Pursuit, Attendance, Flight Training, On-the-Job or Apprenticeship Training (as applicable), School Portion of VA Form 22-1990 or VA Form 22-1001 and other Certifications of Enrollment. It is acknowledged that each of the individuals newly designated as Certifying Officials have completed the nine training for new Certifying Officials.

Note for Existing Certifying Officials: If initially designated prior to August 1, 2018, and/or if the institution is not currently designated as a "covered institution", write **EXEMPT** in the "305 training total" box.

item 2A. Primary Certifying Official. Enter complete name and title for the individual at the facility who will act as the primary certifying official. This person must sign the form on the same line as his or her name and title. Provide this individual's direct telephone number and email address. The individual must indicate that he or she has fulfilled any mandatory school training requirements. Include copies of training certificates for any newly designated certifying officials when submitting this form.

item 2B. Additional Certifying Officials. Enter the complete name and title for each remaining designated certifying official. Have each person sign the form on the same line as his or her name and title. Provide individual's direct telephone number and email address. The individual must indicate that he or she has fulfilled any mandatory training requirements. Include copies of training certificates for any newly designated certifying officials when submitting this form.

item 3. Use item 3. (Remarks) if additional space is needed.

items 4 and 5. Sign and date the form.

item 6. Print name and title of designating official. The person signing the form must be a person of significant authority (i.e., registrar, academic dean, or higher).

items 7 and 8. Provide email address and direct telephone number.

PURPOSE: This form is used to provide the names and signatures of those individuals who are authorized to certify enrollment information to the Department of Veterans Affairs.

NAME AND ADDRESS OF SCHOOL OR TRAINING ESTABLISHMENT (Include ZIP Code)

The officials listed below in 2A and 2B are authorized to sign VA Enrollment Certificates, Certifications of Change in Student Status, Certifications of Delivery of Advance Payments, Certifications of Pursuit, Attendance, Flight Training, On-the-Job or Apprenticeship Training (as applicable), School Portion of VA Form 22-1990 or VA Form 22-1001 and other Certifications of Enrollment.

A. THE PRIMARY CERTIFYING OFFICIAL ACTS AS THE PRIMARY POINT OF CONTACT AT THE TRAINING FACILITY. APPROVAL NO COMPLIANCE SURVEY RELATED INQUIRES AND CORRESPONDENCE WILL BE DIRECTED TO THE ATTENTION OF THIS INDIVIDUAL. THE FOLLOWING INDIVIDUAL IS DESIGNATED AS THE PRIMARY CERTIFYING OFFICIAL FOR THE SCHOOL OR TRAINING ESTABLISHMENT NAMED IN ITEM 1.

NAME	TITLE	SIGNATURE

*Contact your VA Representative to obtain VA-Form 22-8794

Timeliness

Chapters 30, 35, and 1606

Can be submitted 120 days before the term begins

Must be submitted no later than 30 days after the start of the term or enrollment period

01

02

Chapter 33

Submit certifications as early as possible

Must be submitted no later than 30 days after the start of the term or enrollment period

01

02

Contracted Courses

Must be

specifically approved

by the SAA

Example of a Contracted Course:



CDL program where the school does not own the trucking company, instructors, or equipment

Tuition and Fees



Tuition and Fees

Tuition is the actual established charges for tuition the student is required to pay. Fees are mandatory charges applied by the school for pursuit of an approved program of education.



Chapter 33

SCOs must certify the Tuition and Fees charged to a student after deducting any tuition-only specific waivers, scholarships, aid, and assistance.



Chapters 30 and 35

Tuition and Fees must be reported for enrollment periods when training time is less than $\frac{1}{2}$ time, when the student is on active duty, and when accelerated payment is requested.

*Chapter 1606 reporting of tuition and fees are not necessary

Mandatory Fees

Mandatory means the charge is assessed to all students without exception. If there is an exception, the charge is not considered mandatory and is not reimbursable for any GI Bill beneficiary.



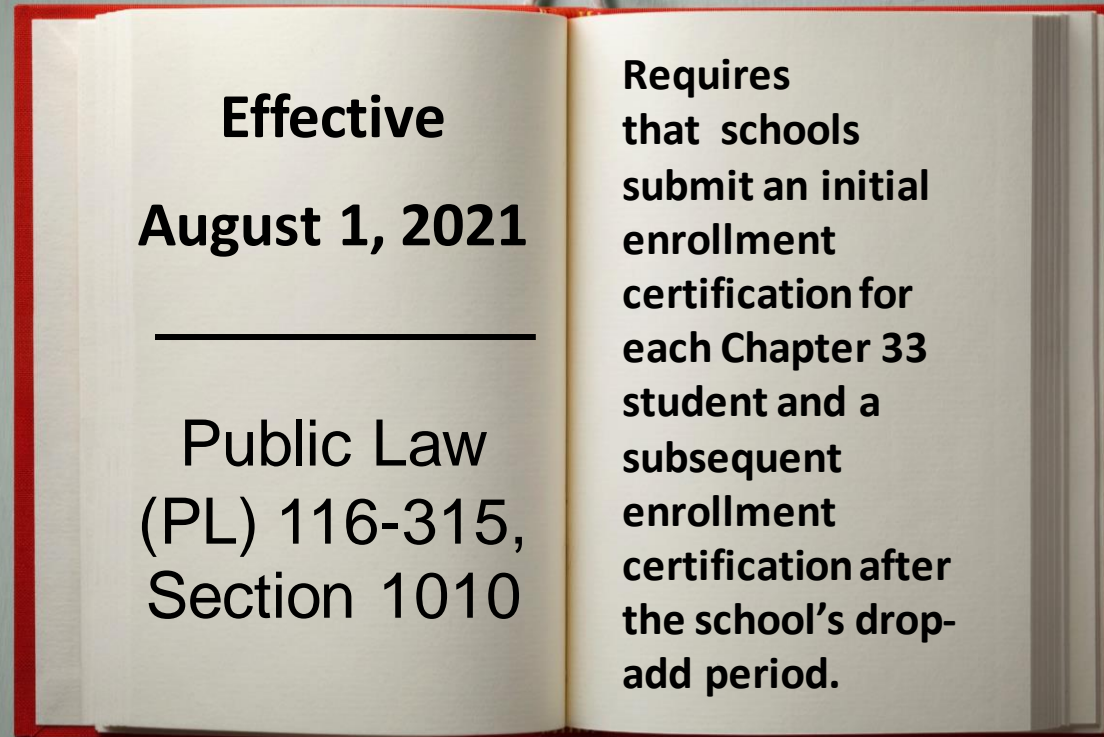
Mandatory fee Example:

A parking fee is assessed to all students regardless if they drive to the facility or not.

Non-Mandatory fee Example :

A parking fee is assessed to only students with cars.

Public Law 116-315, Section 1010



Knowledge Check #2

Chapter 33 Enrollment Certifications must be submitted no later than 30 days after the start of the term or enrollment period.



TRUE



FALSE

Knowledge Check #2

Chapter 33 Enrollment Certifications must be submitted no later than 30 days after the start of the term or enrollment period.



TRUE

Policies





VA Guidelines and Certification Policies

- Standards of Progress (SoP)
- Attendance Standards
- Section 1018 of Public Law 116-315
- Prior Credit
- Length of Courses
- Refund Policy
- VA as “Last Payer”
- Reporting Fees



Standards of Progress (SoP)



A school's policy and regulations must define:

1

The school's attendance policy

2

The school's grading system

3

The minimum satisfactory grade level

4

Description of any probationary period

5

Conditions for interruption of training

6

Conditions for dismissal due to unsat conduct

7

Conditions for re-entrance or readmission

To be eligible for VA benefits, schools are required by law to maintain and enforce standards of progress and conduct.



Attendance Standards

- Only nonaccredited schools are required by federal law to have attendance standards.
- These standards must be stated plainly in the school's catalog or bulletin.
- Facilities with attendance standards as part of their Standards of Progress must enforce those standards for GI Bill beneficiaries.
- If a program is measured in clock hours, benefits are paid based on scheduled clock hours of attendance per week.



Section 1018 of Public Law 116-315

Section 1018 codifies in statute:

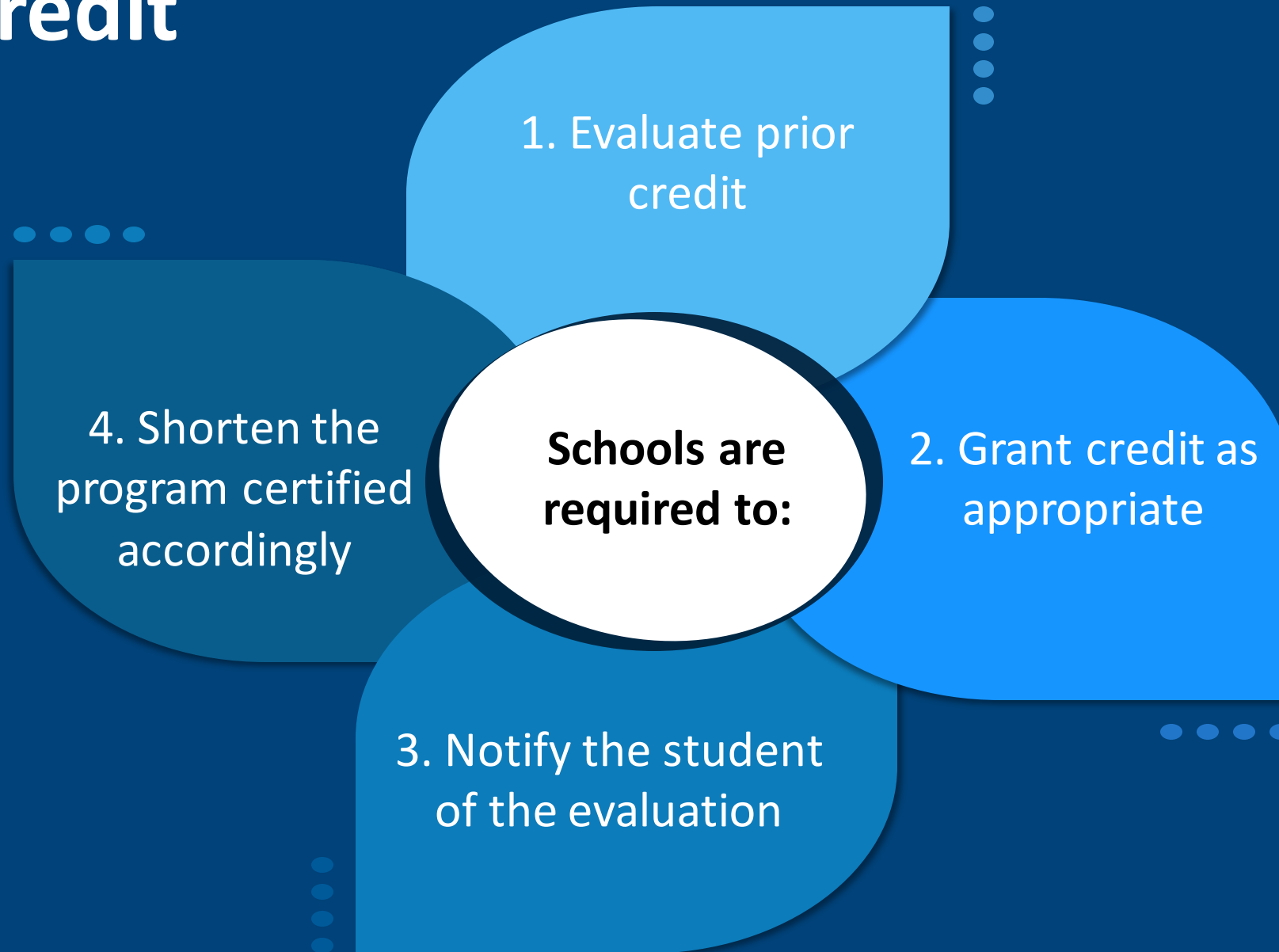
1

Schools must provide a covered individual with a personalized shopping sheet, maintain certain policies, provide graduation information, seek appropriate accreditation approval, and designate a point of contact.

2

The State Approving Agency will take action when a school violates specific provisions of the Law.

Prior Credit



Length of Courses

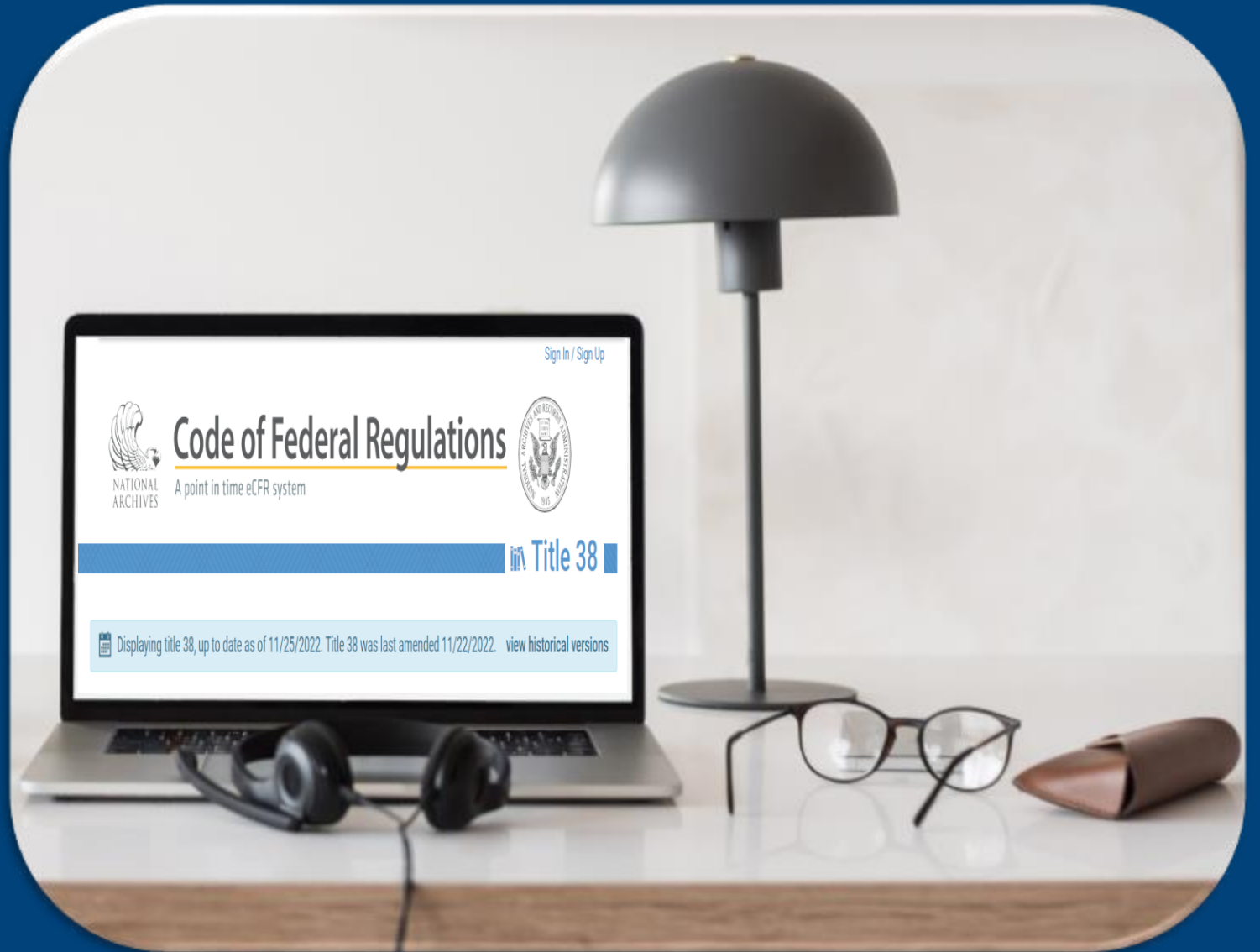
Schools cannot certify a program for more hours than the SAA has approved

Improper program length certification can result in denial of payment



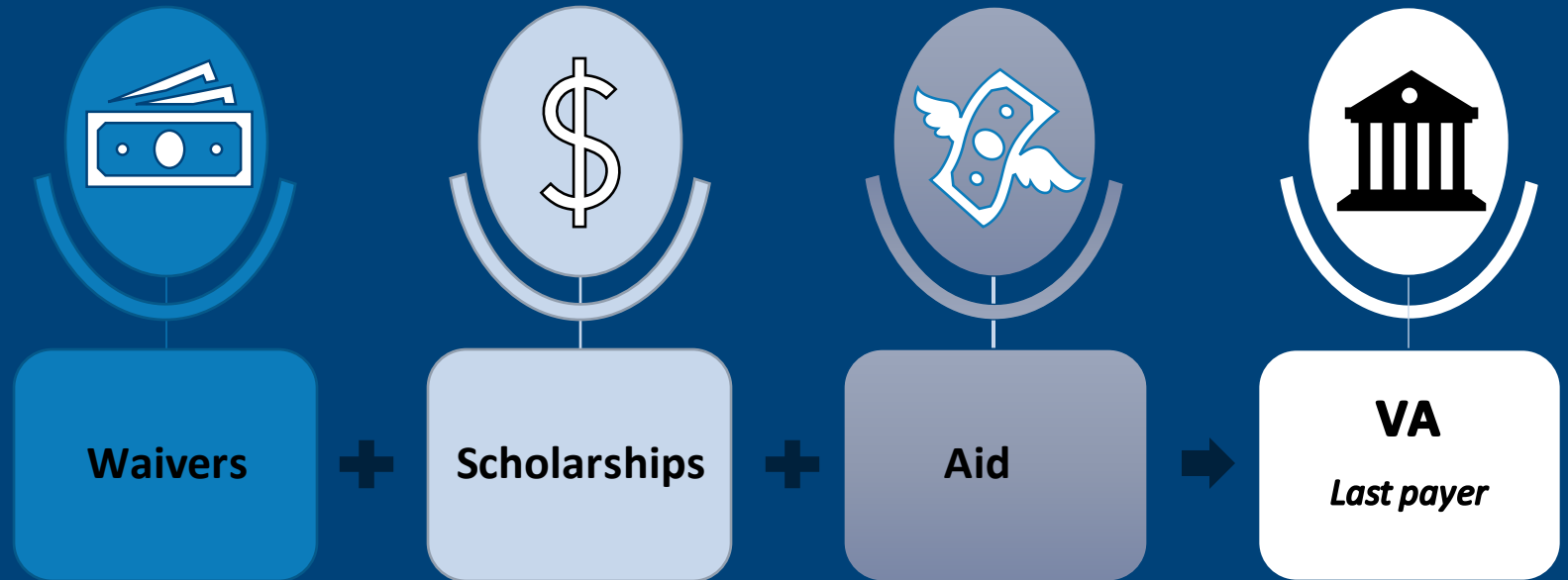
Refund Policy

**Nonaccredited facilities
refund policies must
meet the minimum pro
rata requirements of 38
CFR 21.4255**



VA as “Last Payer”

Before assessing charges to VA, your facility must apply tuition only specific:



Reporting Fees

Reporting fees paid to a school for 100 or more eligible students, cannot be used for, or merged with, the school's general fund.

ECFR CONTENT

§ 21.4206 Reporting fee.

VA may pay annually to each educational institution furnishing education or each joint apprenticeship training committee acting as a training establishment under 10 U.S.C. chapter 1606 or 38 U.S.C. chapter 30, 32, 33, 35 or 36 a reporting fee for required reports or certifications. The reporting fee will be paid as soon as feasible after the end of the calendar year.

Knowledge Check #3

Schools can certify a program for more hours than the SAA has approved.



TRUE



FALSE

Knowledge Check #3

Schools can certify a program for more hours than the SAA has approved.



FALSE

Summary



1

Discuss an overview of Veterans Affairs (VA) Education Benefit processes

2

Describe the methods for measuring courses at an NCD facility

3

Explain the certification requirements for enrollments at an NCD facility

4

Identify policies that must be followed when certifying benefits at an NCD facility

CERTIFYING OFFICIAL RESOURCE LINKS





Thank You!

