U.S. Department of Veterans Affairs

SCO Training Requirements

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Education

University of Oklahoma

Bachelor of Arts, Political Science
Juris Doctor, Law

Experience

2009 to present: Department of Veteran's Affairs

- ✓ *Veterans' Claims Examiner*
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- ✓ *Education Compliance Survey Specialist*
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- ✓ *National Flight Work Group*
- ✓ *Training Specialist – National Training Team Compliance*
- ✓ *Training Specialist – National Training Team Schools*

A little about me….

I am a dedicated Sooners fan and enjoy spending time with my family and three German Shepherds, volunteering for CASA and at a local horse rescue, and beekeeping.

Disclaimer

The information in this presentation should be considered talking points for discussion and information sharing. More comprehensive information may be available through other VA resources. Information in this presentation was current and correct on the date given.

This conference session qualifies for annual training credit.



As required by Section 305 of the Harry W. Colmery Veterans Educational Assistance Act of 2017, School Certifying Officials (SCOs) at Covered Educational Institutions must complete annual training administered by the Department of Veterans Affairs (VA).

A Covered Educational Institution is an educational institution that enrolled 20 or more VA students using assistance under Title 38 or Title 10, United States Code, during the previous calendar year.

Learning Objectives



Identify mandates & classifications for SCO training requirements



Fulfill SCO annual training requirements



Navigate the SCO online training portal

Mandates and Classifications

Harry W. Colmery Veterans Educational Assistance Act of 2017

Section 305 of the Harry W. Colmery Veterans Educational Assistance Act of 2017 requires VA, in consultation with the State Approving Agencies (SAAs), to develop and administer required training for School Certifying Officials (SCOs) at covered educational institutions.

A **covered educational institution** is an educational institution that enrolled 20 or more VA students using assistance under Title 38 or Title 10, United States Code, during the previous calendar year.

If your institution is **NOT** a covered educational institution, and you are existing SCO, you do not have to complete the required training.

All new SCOs must complete required training.

SCO Classifications

New SCO

An SCO that has not completed New SCO training in the SCO Training Portal and does not yet have access to certify enrollments to VA.

Existing SCO

An SCO who began work as a SCO prior to the beginning of the Existing SCO training cycle (January 1), has completed the New SCO training in the SCO Training Portal, and has access to certify enrollments to VA.

SCO Roles

SCO Designation	Enrollment Manager (EM) Access and Responsibilities	Listed on VA Form 22-8794	Required to Complete Required Training
SCO	Full access to a student's profile. Enters data in Enrollment Manager, and submits student/trainee enrollment information to VA.	YES	YES
SCO Assistant	Full access to a student's profile. May enter data in Enrollment Manager, but cannot submit student/trainee information to VA.	NO	NO
SCO Read-Only	Can only read and review information in Enrollment Manager; cannot submit enrollments to VA .	YES	NO

SCO Training Requirements

New SCO Training Requirements

Training must be completed prior to a New SCO being authorized to certify enrollments to VA.

SCO ONLINE TRAINING PORTAL

New SCO Training - Institutions of Higher Learning - Click Here
Complete New SCO training for Institutions of Higher Learning to receive your New SCO Training Certification. All trainings must be completed in the order listed. Locate the training from the list to the right and select "Begin" to start.

New SCO Training - Non-college Degree Facilities - Click Here
Complete New SCO training for Non-college Degree Facilities to receive your New SCO Training Certification. All trainings must be completed in the order listed. Locate the training from the list to the right and select "Begin" to start.

New SCO Training - OJT & Apprenticeship Programs - Click Here
Complete New SCO training for On-the-Job Training & Apprenticeship Programs to receive your New SCO Training Certification. All trainings must be completed in the order listed. Locate the training from the list to the right and select "Begin" to start.

New SCO Training - Vocational Flight Programs - Click Here
Complete New SCO Training for Vocational Flight Programs to receive your New SCO Training Certification. All trainings must be completed in the order listed. Locate the training from the list to the right and select "Begin" to start.

New SCO Training - Residency Programs - Click Here
Complete New SCO training for Residency Programs to receive your New SCO Training Certification. All trainings must be completed in the order listed. Locate the training from the list to the right and select "Begin" to start.

Each New SCO Training Curriculum is considered 1 module.

New SCOs will receive a certificate they must submit using the VA Education File Upload Portal.

Once New SCO training is complete, the SCO has satisfied the training requirements for that year.

New SCO training is available year-round and does not follow a training cycle.

New SCO Training Selection

If the New SCO facility/program type is:	Select the following training module:
Institution of Higher Learning (IHL)	New SCO Training – Institutions of Higher Learning
IHL with Non-college Degree (NCD) programs	New SCO Training – Institutions of Higher Learning
IHL with flight programs	New SCO Training – Institutions of Higher Learning
NCD (only) facility	New SCO Training – Non-college Degree Facilities
On-the-Job Training (OJT) program	New SCO Training – OJT & Apprenticeship Programs
Apprenticeship program	New SCO Training – OJT & Apprenticeship Programs
Vocational Flight programs	New SCO Training – Vocational Flight Programs
Residency Programs	New SCO Training – Residency Programs

Existing SCO Training Requirements

Existing SCO training requirements only apply to existing SCOs at covered educational institutions.

Institutions of Higher Learning (IHL)

- Four modules/training events

Non-college Degree (NCD) Facilities (Only)

- Four modules/training events

IHL with NCD Programs

- Four modules/training events

IHL with Flight Programs

- Four modules/training events

On-the-Job Training Programs

- One module/training event

Apprenticeship Programs

- One module/training event

Vocational Flight Programs

- One module/training event

Residency Programs

- One module/training event

Existing SCO Training Modalities

Portal Training Modules (asynchronous)

No further action required: Automatically tracked upon completion

Complete module in portal → Credit applied automatically

Instructor-Led Sessions (synchronous)

Further action required: Must self-certify in the portal for credit

Attend instructor led session → Self-certify in portal → Credit applied

Existing SCO Training Cycle



Training Compliance



National Training Team - Schools

Creates training reminders at the 90, 60, and 30 and 15-day milestones. Develops a list of compliant and non-compliant institutions



Approvals & Compliance

May remove SCO ability to certify enrollments in Enrollment Manager that have not met the annual training requirements and sends notification to SCOs at covered institutions that access to Enrollment Manager has been removed and they must take the New SCO training based on facility type to regain access.

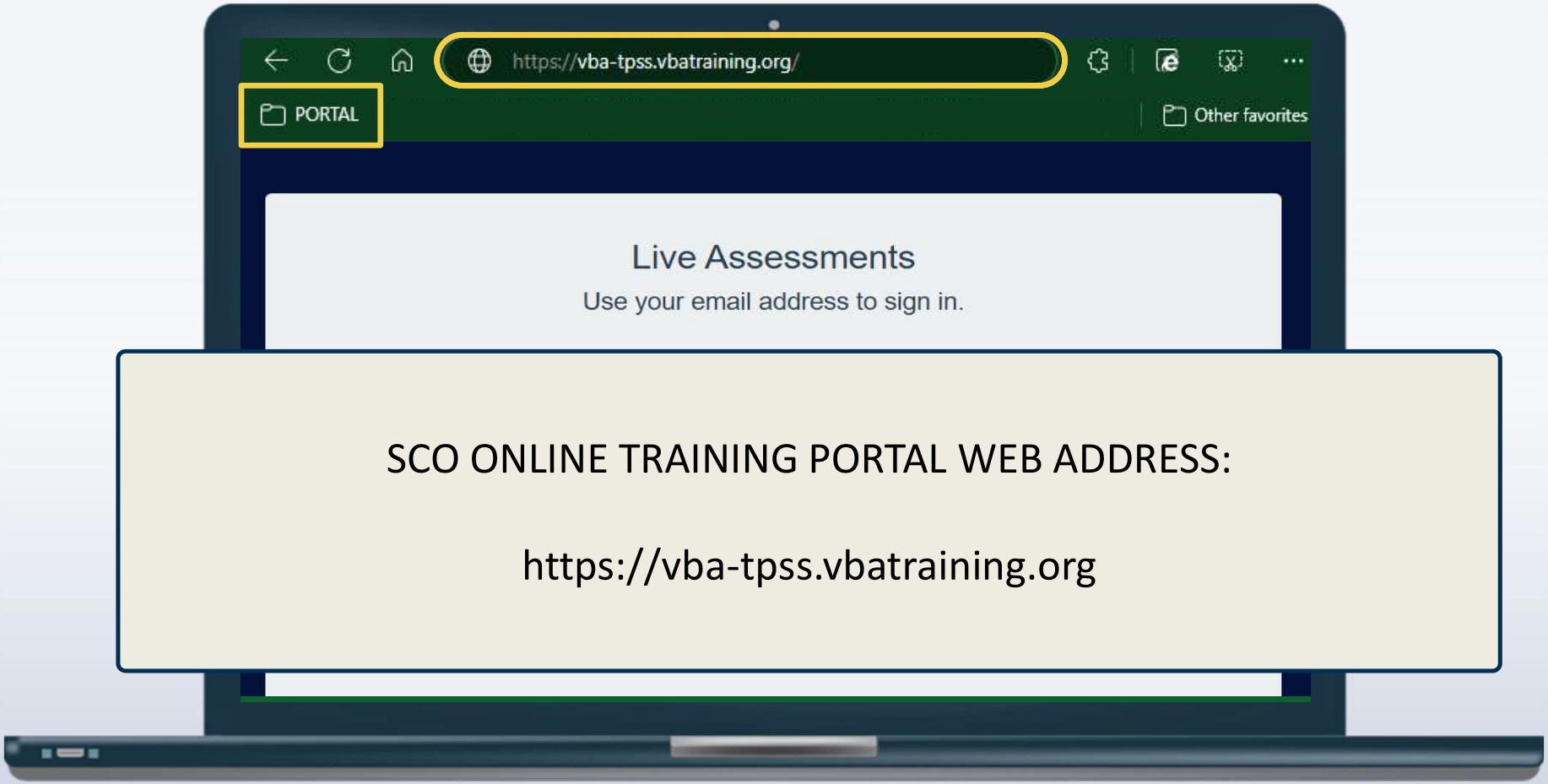


State Approving Agencies

Must take appropriate action on referrals created due to non-compliance with the Colmery Act annual training requirement.

SCO Online Training Portal

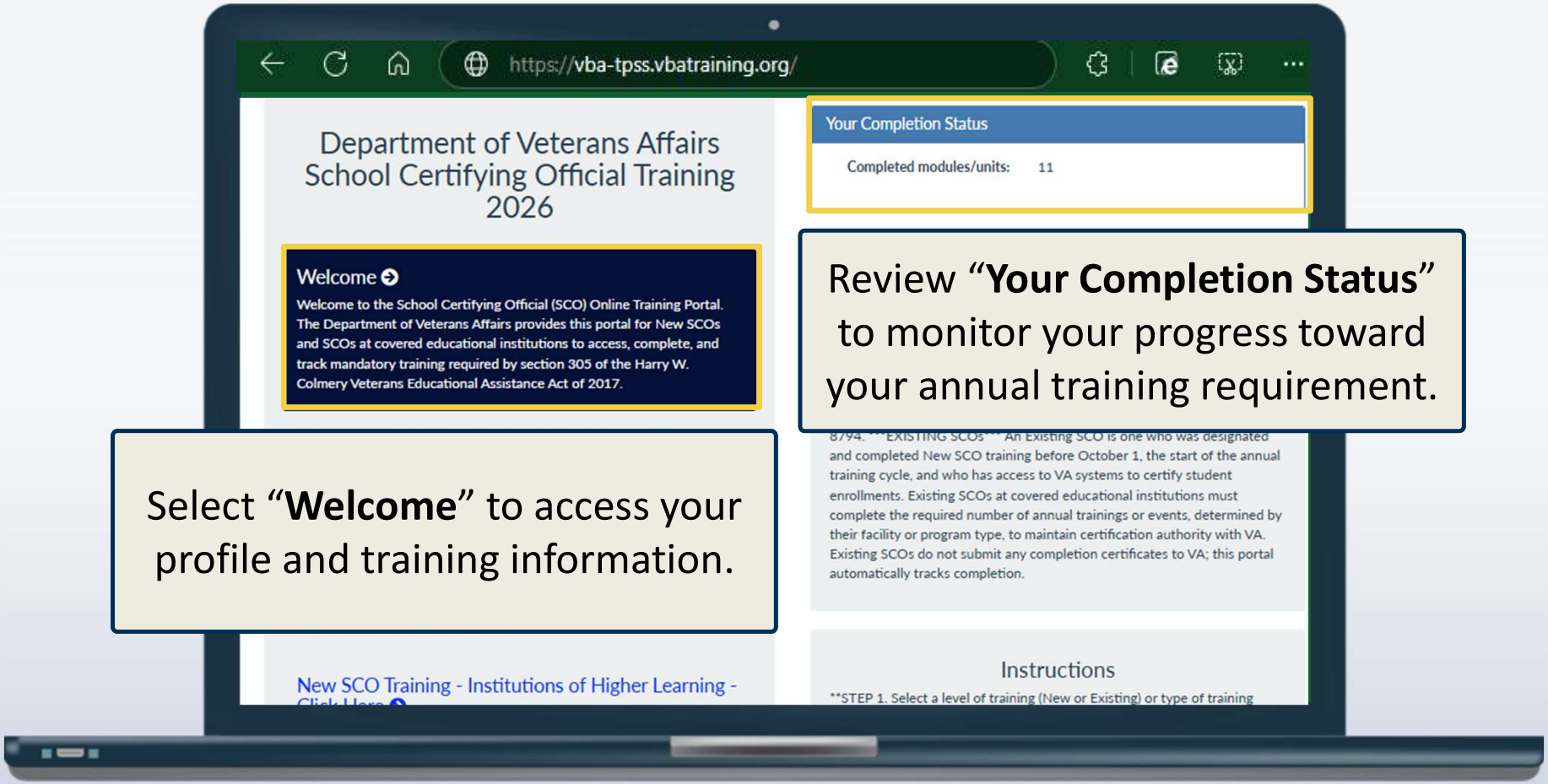
Accessing the SCO Online Training Portal



SCO ONLINE TRAINING PORTAL WEB ADDRESS:

https://vba-tpss.vbatraining.org

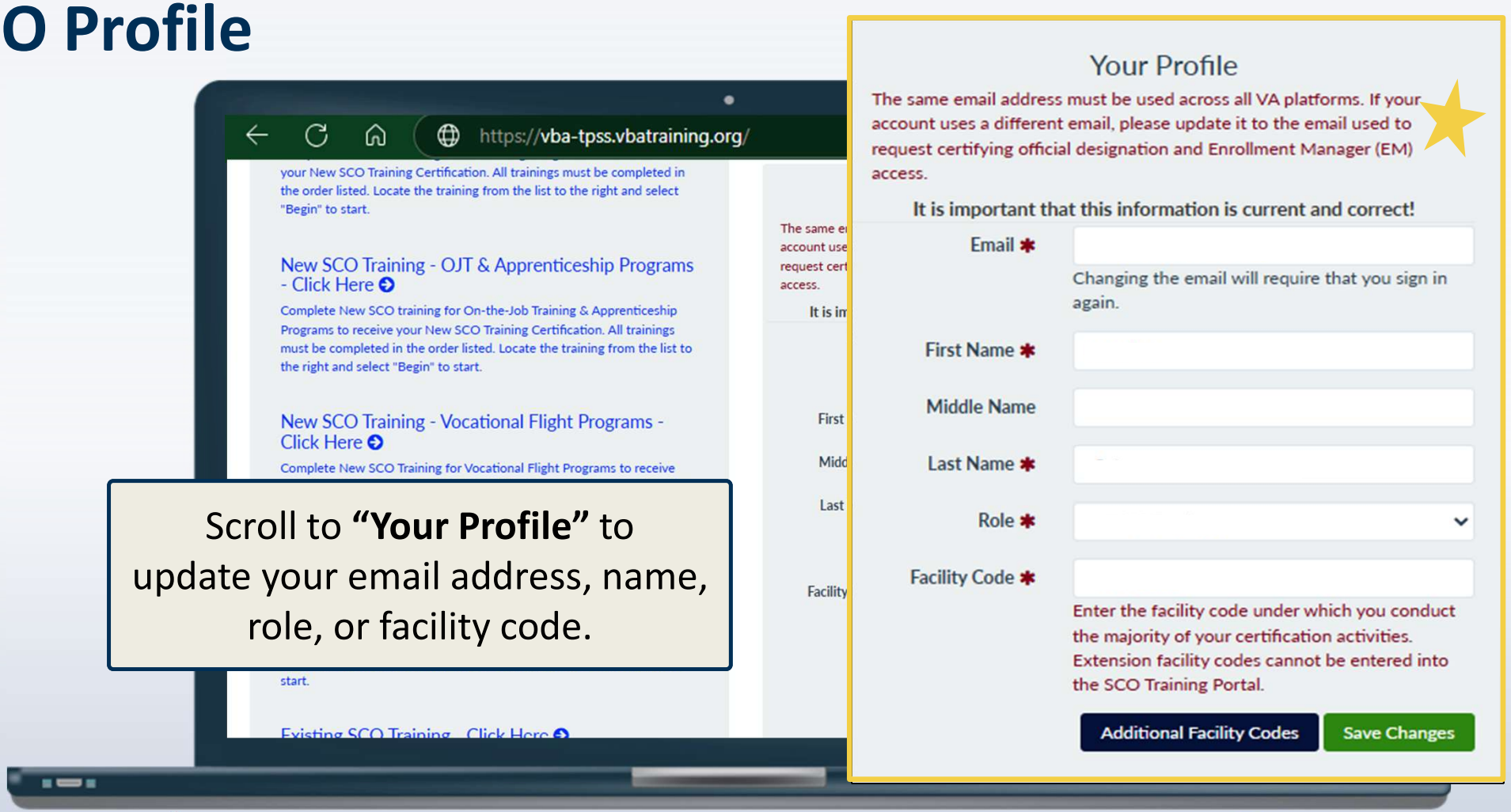
SCO Training Completion Status



Select "**Welcome**" to access your profile and training information.

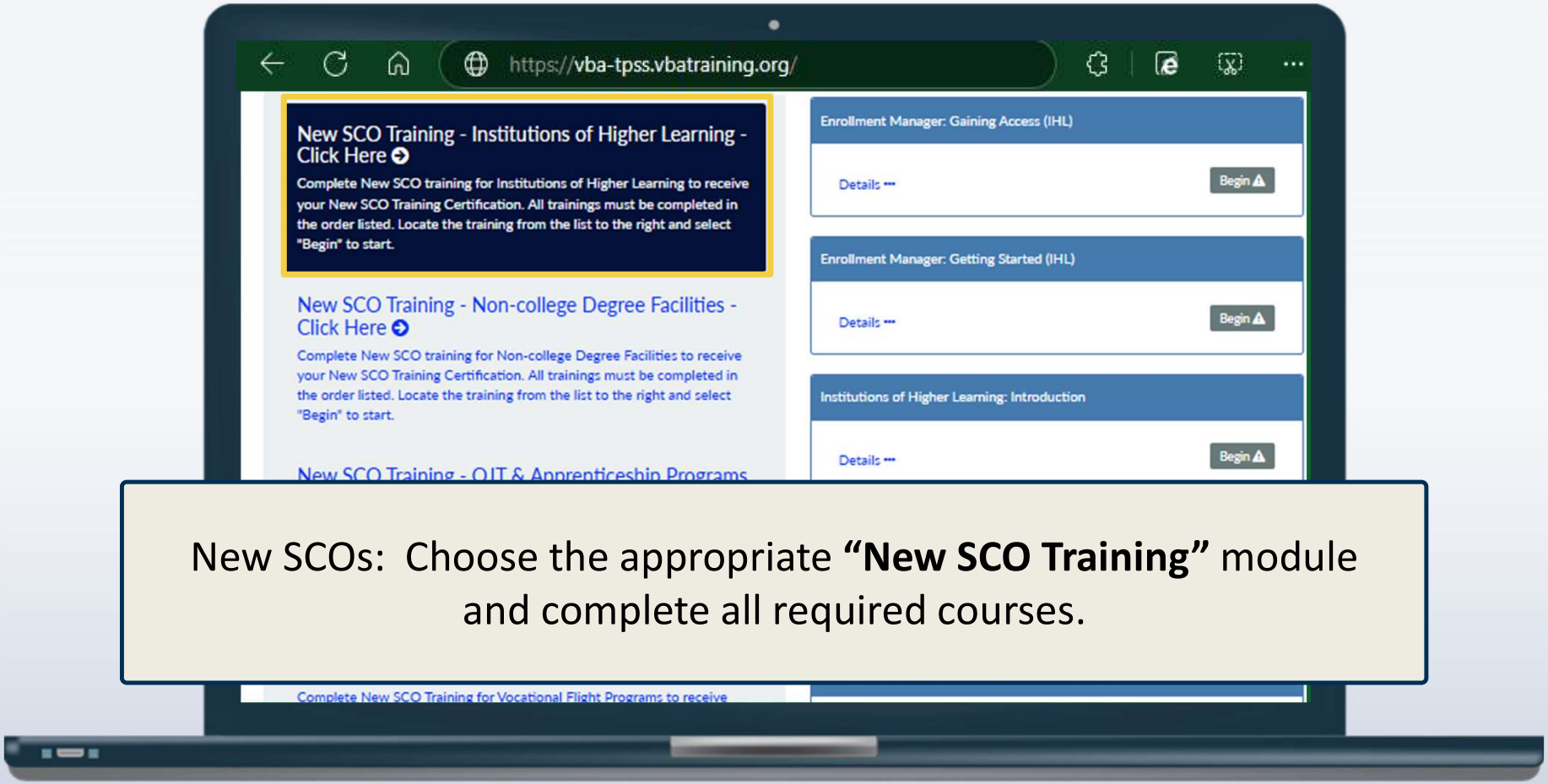
Review "**Your Completion Status**" to monitor your progress toward your annual training requirement.

SCO Profile



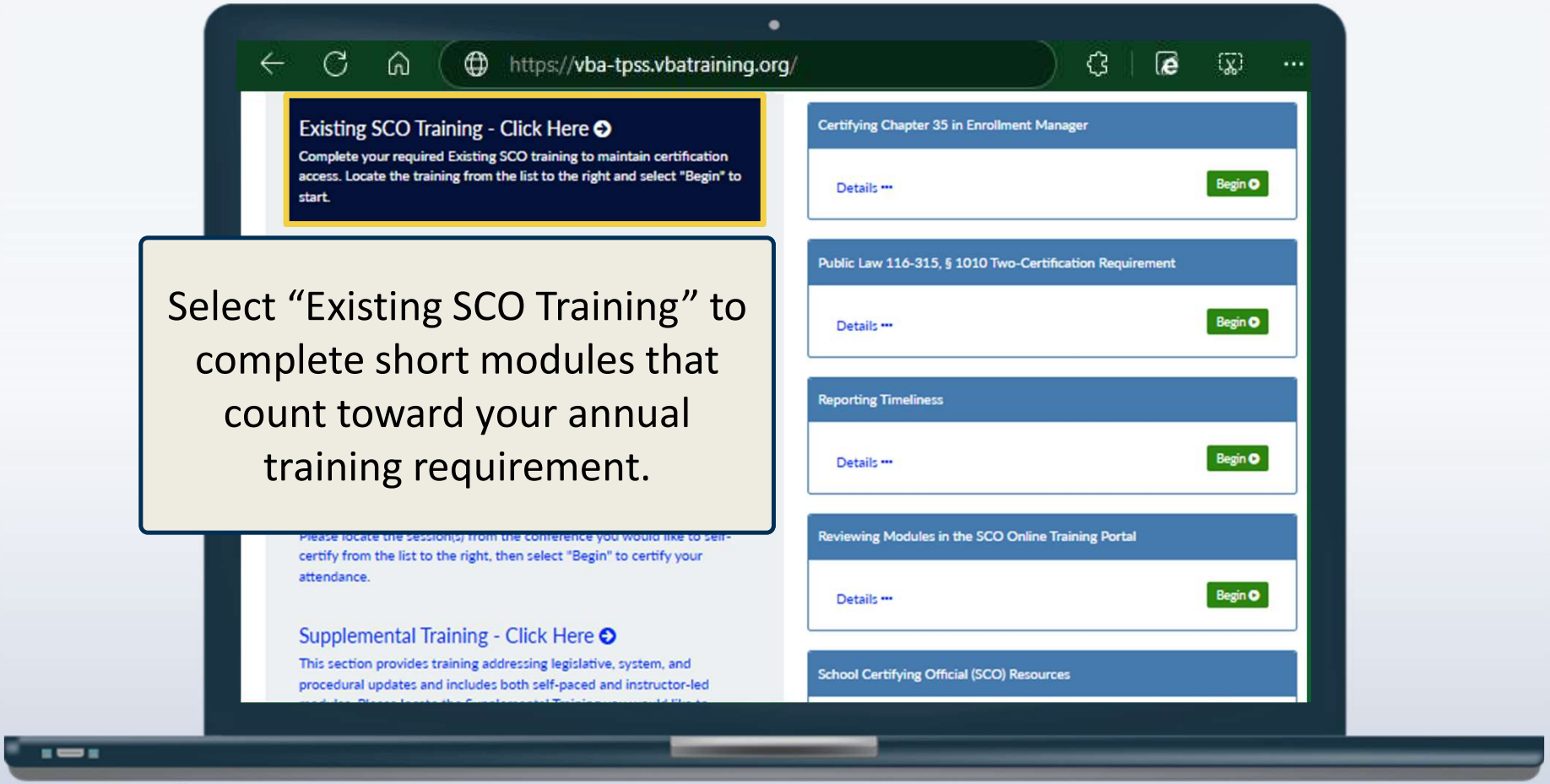
Scroll to **"Your Profile"** to update your email address, name, role, or facility code.

New SCO Training



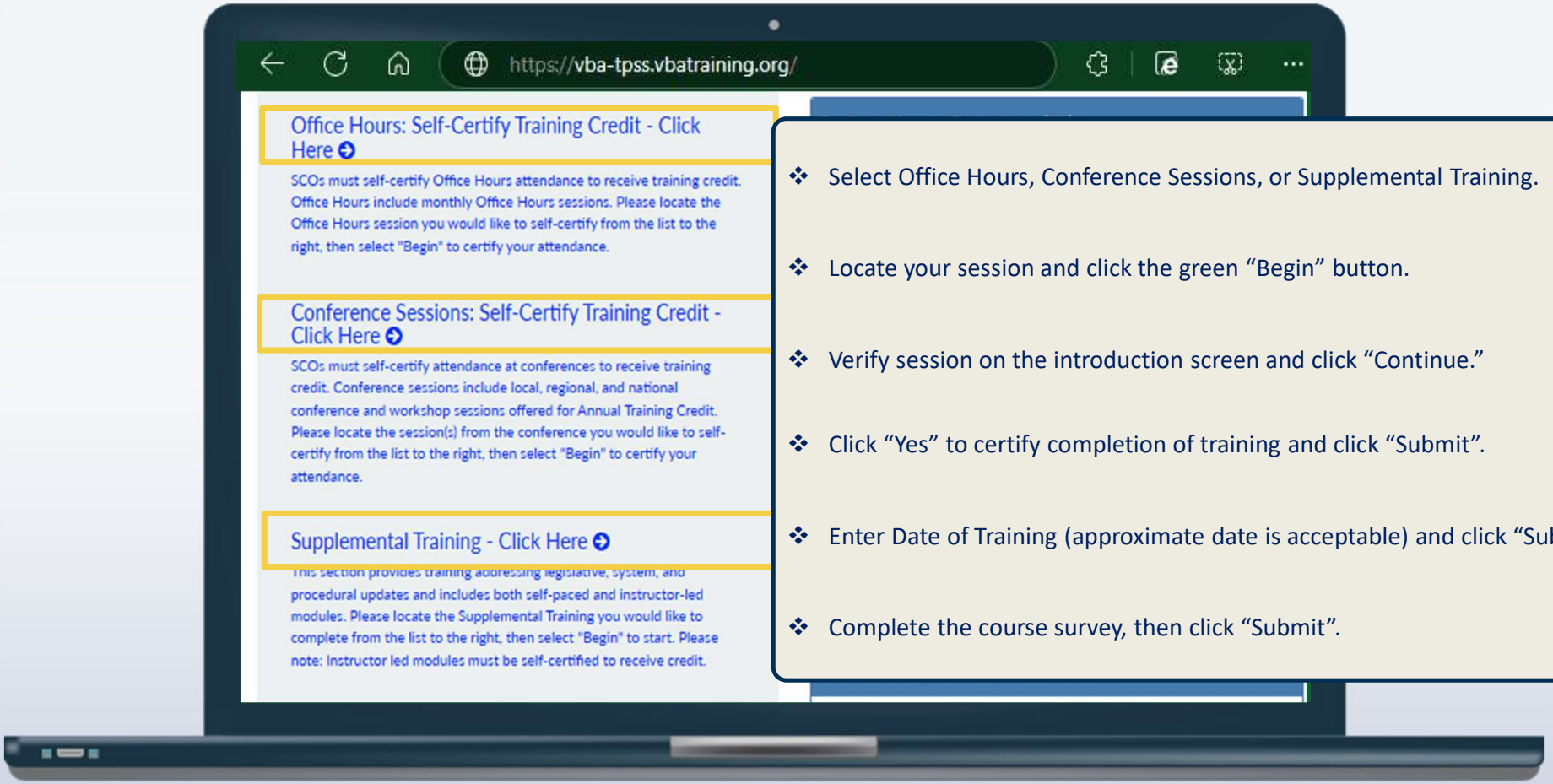
New SCOs: Choose the appropriate **"New SCO Training"** module and complete all required courses.

Existing SCO Training



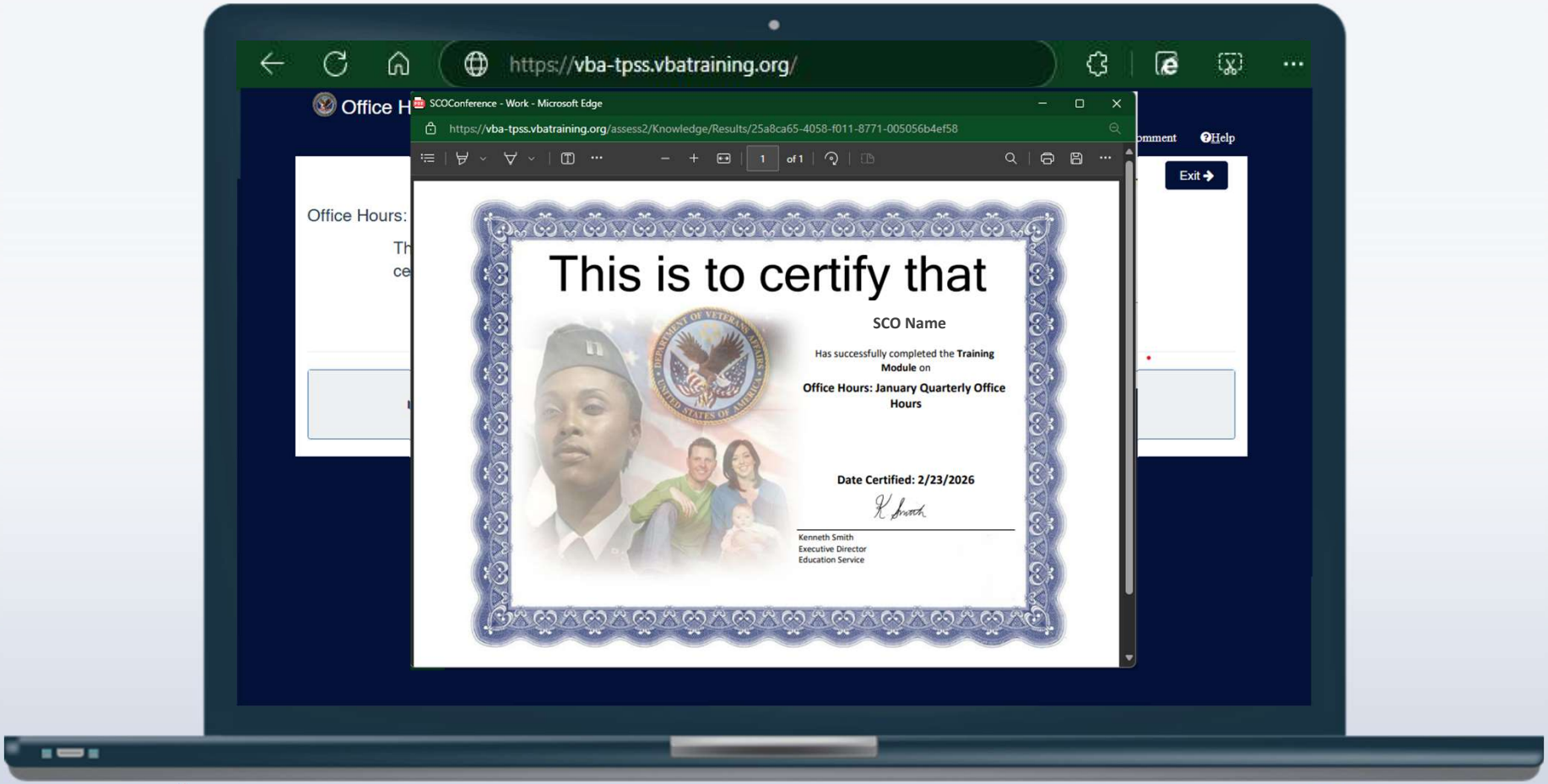
Select “Existing SCO Training” to complete short modules that count toward your annual training requirement.

Self-Certify Training Attendance

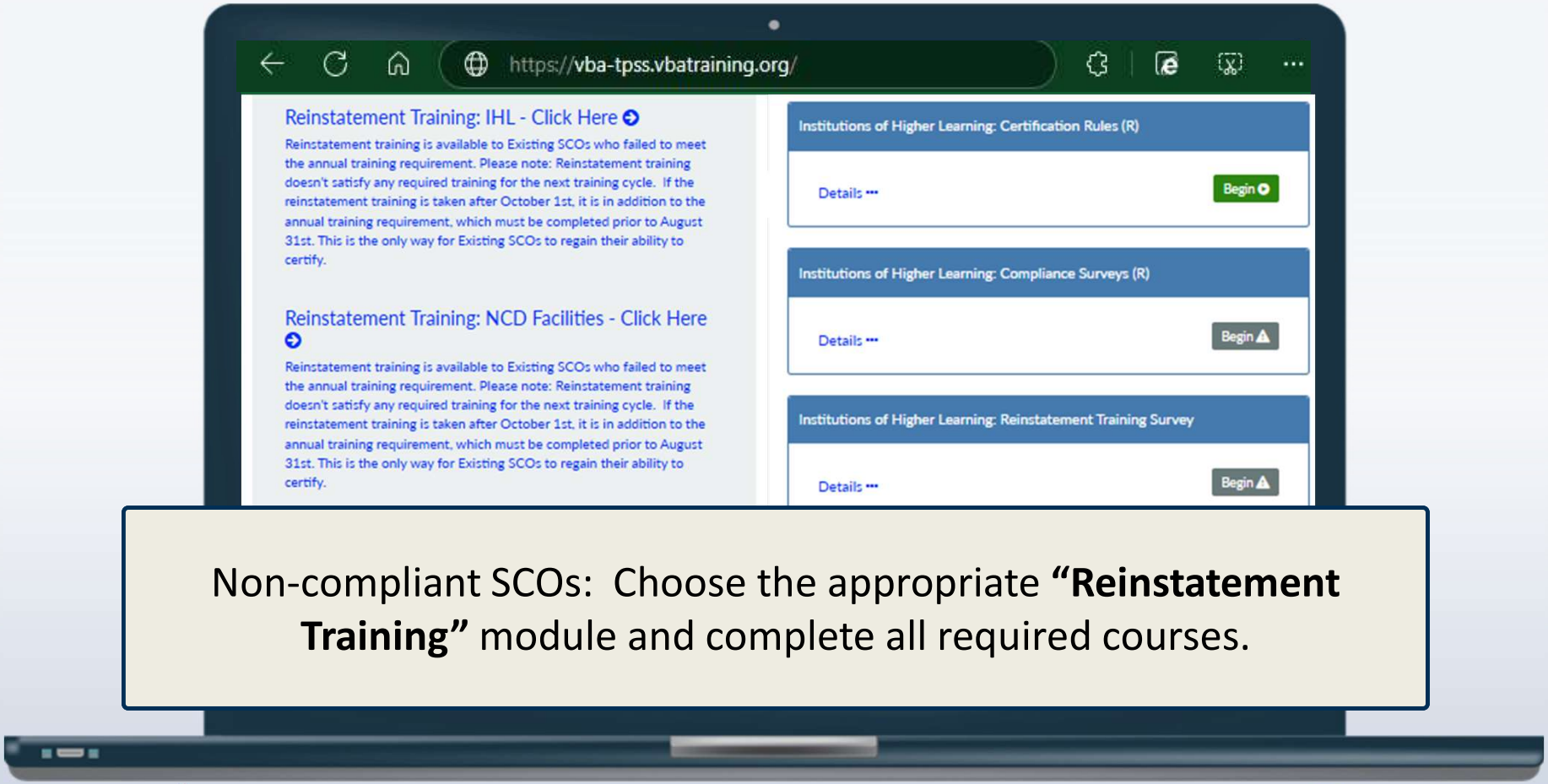


- Select Office Hours, Conference Sessions, or Supplemental Training.
- Locate your session and click the green “Begin” button.
- Verify session on the introduction screen and click “Continue.”
- Click “Yes” to certify completion of training and click “Submit”.
- Enter Date of Training (approximate date is acceptable) and click “Submit”.
- Complete the course survey, then click “Submit”.

Post Course Actions

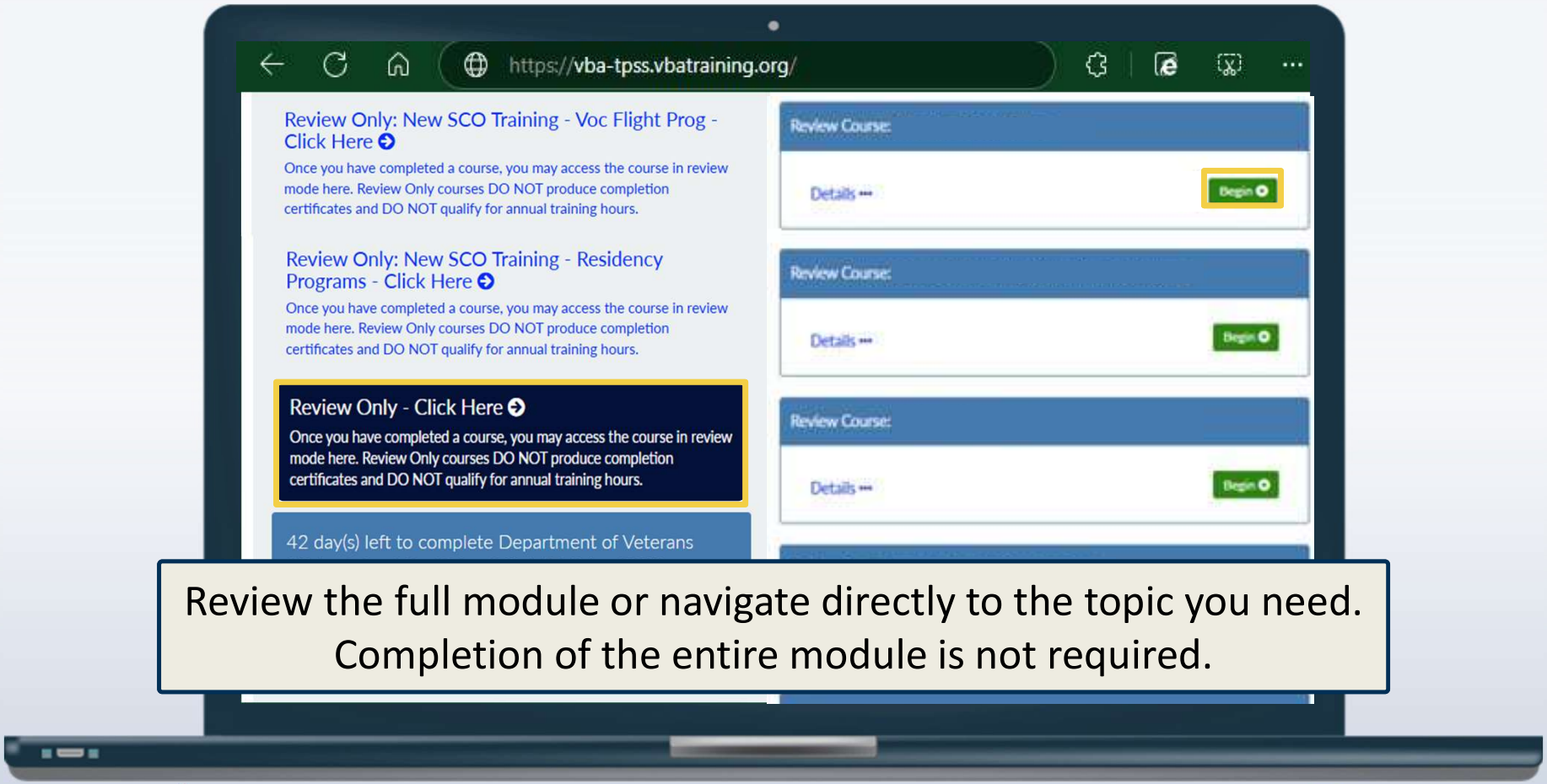


Reinstatement Modules



Non-compliant SCOs: Choose the appropriate **"Reinstatement Training"** module and complete all required courses.

Completed Module Review



Review the full module or navigate directly to the topic you need. Completion of the entire module is not required.

Common Oversights

- Failure to self-certify synchronous training (conference sessions, Office Hours, etc.) by the **August 31st deadline**
- Failure to complete **ALL** courses in the **New SCO Training** modules.
- Completing Review Only modules to meet training requirements.
- Sharing portal login/email (training is tracked per individual email)

SCO Training Resources

SCO Training Webpage

- Primary resource for guidance on required training for New and Existing SCOs.
- Link to SCO Training Frequently Asked Questions (FAQs) page.

Link: SCO Training Webpage

SCO Training FAQS

- Primary resource to find answers for frequently asked questions.
- Categorizes questions based on SCO type, facility type, training portal, and general SCO training questions.

Link: SCO Training FAQs

Summary



Identify mandates & classifications for SCO training requirements



Fulfill SCO annual training requirements



Navigate the SCO online training portal