


ABCs of VA Once & The GI Bill Website

You are here

We are here
to help you
find your way



TOPICS

- Tips & Hints 
- Accessing VA Once & the VA Once Quick Reference User Guide
- Task Margin & Help tabs
- Admin & Maintenance Screens
- Student Select Screen
- Bio and Certs Screens
- VA Data, Log & History Tabs
- Status Codes
- Amend, Adjust, Terminate
- Adding Remarks
- Compatibility Issues
- GI Bill website Resources

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I AM A...

Select One



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VA » Veterans Benefits Administration » Education and Training » School Training & Information Resources

Education and Training

School Training & Information Resources

Below are resources to train and boost the skills of school officials who serve student Veterans.

VA-ONCE

VA-ONCE is an enhanced means for submitting VA Forms 22-1999, 22-1999b, and 22-6553c online. The application was developed by a team of schools and VA representatives.

All schools will need to complete a [Memorandum of Understanding \(MOU\)](#) to gain access to the VA-ONCE application. You should complete the form online, print it, obtain the appropriate signature(s), and mail it to your [Education Liaison Representative \(ELR\)](#). Note: The MOU must be signed by a school official who has the authority to enter into a contract between the institution and VA.

[Launch VA-Once](#)

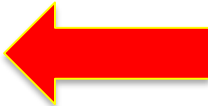
- [VA-ONCE quick reference User Guide](#)
- [Training on Enhancements and Improvements in Recent Version of VA-ONCE: P036 \(updated Aug. 4, 2013\)](#)
- [How-to guide for flight schools](#)
- [User tips](#)



You must log in
at least once
every 108 days!



- [What is my login name?](#)
- [How long does the password have to be?](#)
- [What if I do not remember my password?](#)
- [Can the News Flash be changed?](#)
- [How do I gain access to VA-ONCE?](#)
- [When was the latest update?](#)
- [What changes were made in the last version update?](#)
- [What Admin changes were made in the last version?](#)



Please type in your Login Name and Password

Login Name:

Password:

[LOGIN](#)

- [E-mail me my password?](#)
- [Show me my password hint?](#)
- [Register for VA-ONCE access](#)



News Flash

February 24, 2015

The Veterans Choice Act goes into effect July 1. To allow time for states to make their legislative/policy changes, School Certifying Officials at **public institutions of higher learning** in states/territories other than those in compliance (currently Texas and Georgia) need to follow

Select Student

Search by

Search Type Search Range Search Text

Status and Facility Code and Chapter and Training Type and Program and PT Evaluated

to

Date Range or Days until Cert End or Training Time Prior Credit Active Duty

Showing 1-100 of 181 records

[Show all](#) [Show Logs](#)

| <input type="checkbox"/> | SSN | File # | Pay # | Last Name | First Name | Chapt | Program | Last Cert | Facility Code | |
|--------------------------|---------------|-------------|-------|-----------|------------|-----------|---------|-----------------------|---------------|--|
| <input type="checkbox"/> | 2 227-27-2277 | 227-27-2277 | 00 | ANDERSON | JOHN | 30 | COM | | | |
| <input type="checkbox"/> | 2 404-92-5811 | 404-92-5811 | 00 | APPLESEED | JOHNNY | 33 | GL S | | | |
| <input type="checkbox"/> | 2 234-09-1763 | 234-09-1763 | 00 | BEASLEY | BILLIE | 33YEL LOW | CO | | | |
| <input type="checkbox"/> | 2 121-21-1111 | 121-21-1111 | 00 | BEE | MARTHA | 33 | WELD | 10:41 AM | 3199933 | |
| <input type="checkbox"/> | 2 121-12-1212 | 121-12-1212 | 00 | BEE | HONEY | 33 | AASE | 12/30/2013 9:13 AM | 3199933 | |
| <input type="checkbox"/> | 1 124 25 6586 | 124 25 6586 | 00 | BOGART | STUDENT | 30 | WFLD | 2/5/2015 | 3100023 | |

This is a list of your "active" students



This page contains a list of your students. You can find a particular student from this page by scrolling, or by using "Search by". You can search by last name, social security number, or Student ID.

The check boxes on the left can be used to delete or deactivate multiple students. Deleting or deactivating them will remove them from your list of active students.

You can narrow the list of students, or create reports by selecting

Student School Detail

Select Student

Search by

Search Type Search Range Search Text

Chapter and Training Type and Program and PT Evaluated
 Training Time Prior Credit Active Duty

Showing 1 of 181 records

[Show all](#) [Show Logs](#)

| Student Name | First Name | Chapt | Program | Last Cert | Facility Code | | | |
|---------------|-------------|--------------|---------------|------------------------|---------------|--------------------------|----------|--------------------------|
| PERSON | JOHN | 30 | COM | 1/27/2015 11:00 AM | 31999933 | <input type="checkbox"/> | | |
| ESEED | JOHNNY | 33 | GUEST STUDENT | 3/12/2014 10:39 AM | 31199933 | <input type="checkbox"/> | | |
| GLEY | BILLIE | 33YEL LOW | COM | 1/7/2013 3:48 PM | 31999933 | <input type="checkbox"/> | | |
| | MARTHA | 33 | WELD | 11/20/2012 10:41 AM | 31999933 | <input type="checkbox"/> | | |
| | HONEY | 33 | AASE | 12/30/2013 9:13 AM | 31999933 | <input type="checkbox"/> | | |
| 4 124-25-6586 | 124-25-6586 | 00 | BOGART | STUDENT | 30 WELD | 2/5/2015 1:46 PM | 31999933 | <input type="checkbox"/> |
| 2 888-77-1111 | 333-22-3333 | X | BOO | PEGGY | 35 MT672 | 11/25/2013 11:22 AM | 31999933 | <input type="checkbox"/> |

- Student added
- In process
- Pending approval
- Completed
- Ch31 submitted
- Submitted
- 33 submitted
- Awarded
- 33 awarded
- Manually processed
- 31 rejected
- 31 processed
- Deleted
- inactive

MARGIN brings up info for the screen you are on

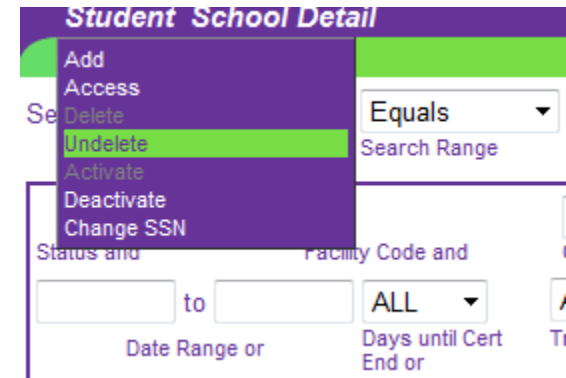
TERMINATE VS DELETE & DEACTIVATE

If you Delete & Deactivate:

- Nothing is sent to VA
- This simply move students off your list of active students on the student select page

If you have deleted or deactivated a student and need to submit/modify a cert:

- Change the “status and” box in your search filters from “all active” to either “deleted” or “deactivated” (as appropriate) and search for the student.
- Once you have found them you must click on the “student” tab at The very top of the screen and choose “undelete” or “reactivate” (as appropriate). This will move the student back to you list of active students.



Terminate: If you need to stop a student’s award you use “terminate” in VA Once

VA-ONCE
33jbalder1
3-1-1999-33

Student School Data

Search by **Last Name** Search Type

All Active Status and All Facility

Date Range or

Showing 1-100 of 181 records

| | SSN | File # |
|--------------------------|---------------|-------------|
| <input type="checkbox"/> | 2 227-27-2277 | 227-27-2277 |
| <input type="checkbox"/> | 2 404-92-5811 | 404-92-5811 |
| <input type="checkbox"/> | 2 234-09-1763 | 234-09-1763 |
| <input type="checkbox"/> | 2 121-21-1111 | 121-21-1111 |
| <input type="checkbox"/> | 2 121-12-1212 | 121-12-1212 |
| <input type="checkbox"/> | 4 124-25-6586 | 124-25-6586 |
| <input type="checkbox"/> | 2 888-77-1111 | 333-22-3333 |

How do I use the check boxes?
Can I sort my list of students?
How do I see the next 100 records?
How do I return to my original list of students?
What do the status codes mean?
How do I add a student?
What if I input the incorrect Social Security #?
Why do I have to add a student at my facility?
How do I use the filters?
Click for all topics...
Keyboard Shortcuts

Tasks Margin **Help**

How do I add a student?

At the top of the page you will see "Student". Clicking on this will give you a drop down menu. Select "Add" from the drop down.

The page will change, and you will be asked to input the last name of the student, the facility code where the student will be attending, and the social security number. Once this information is completed, click on OK. You will be taken to the student Bio page where you can complete the rest of the information about the student.

Note: There is a checkbox for "No SSN" (No social security number). Only if the student **does not** have a social security number, should you check this box. If the student has one, but does not know what it is, you should have them contact their local Social Security Office before inputting them into VA-ONCE.

HELP brings up list of helpful questions/answers

Here you can add "users" who can add & edit only or add, edit & delete certifications. You change your password here too.

Admin is where you change school & Program information

If you have a break period of a week or more you must add a "remark" on each student's certification not just in admin



Here is where you will add & delete your approved programs, enter course and/or objective codes, standard terms etc.

Check the VA Once Quick User Reference Guide for info on running reports

The VA Once Quick Reference User Guide provides step by step directions on how to use all of these features

VA Once Quick User Reference Guide

- **Shows you how to:**
 - Log in
 - Set up “users” that can view certifications and/or view and add certifications but not submit to VA
 - Change your password
 - Add standard programs and terms
 - Add students
 - Amend, adjust and terminate certifications
- **There are very useful hints, tips and reminders as you go along**
 - The Required VA Objective and course codes can be found there
 - Tips for the Bio Screen reminds you what number to input for the VA file number
 - Tips for the Certs screen tells you what each box is for and what to enter
 - General rules for reporting CH33 T&F are provided
 - When to use Amend, adjust & terminate are provided

Questions on Help, Margin or Task buttons?



NEXT: Student Select Screen

From the SELECT STUDENT SCREEN you can filter and sort students. You can filter by:

STATUS: Defaults to “all active” but you can choose deleted, deactivated, in process, pending approval, awarded, manually processed* etc

CHAPTER: You can choose to pull up all students under only one chapter

PROGRAM: You can choose to pull up all students under one degree, certificate or diploma

33jbalder1
3-1-1999-33

Select Student

Search by Last Name Equals Search Text Search Clear

All Active All All All All All
Status and Facility Code and Chapter and Training Type and Program and PT Evaluated

to ALL All ALL ALL Filter
Date Range or Days until Cert Training Time Prior Credit Active Duty End or Reset

Showing 1-100 of 164 records Show all Show Logs

| SSN | File # | Pay # | Last Name | First Name | Chapt | Program | Last Cert | Facility Code |
|--------------|-------------|-------|-----------|------------|-------|---------|------------------------|---------------|
| 2484 92-5811 | 484 92-5811 | 00 | APPLESEED | JOHNNY | VRAP | BA RT | 17/18/2014 12:32 PM | 31199933 |

If you change the search from “all active” remember to change it back!

You can also sort by HEADER

From the SELECT STUDENT SCREEN you add students who are not already in VA Once:

Click on the Student tab.

Click Add from the drop down menu.

You will get a **pop up** where you fill in the student's info

33jbalder1
3-1-1999-33

VA ONCE

Student School Detail

Add
Access
Delete
Undelete
Activate
Deactivate
Change SSN

Last Name*
Facility Code*
Student SSN*
Confirm Student SSN*
 Student Has No SSN

OK Cancel

Showing 1-100 of 164 records

Show all Show Logs

| | SSN | File # | Pay # | Last Name | First Name | Chapt | Program | Last Cert | Facility Code | |
|--|---------------|-------------|-------|-----------|------------|-------|---------|--------------------|---------------|--|
| | 2 404-92-5811 | 404-92-5811 | 00 | APPLESEED | JOHNNY | VRAP | BA RT | 1/16/2014 12:32 PM | 31199933 | |

If you get this pop up the student already has a VA Once file at a different school

Please read the following instruction before you click "OK" or "Cancel" button.

This student exists at another school, but not the current school. The system will allow you to add. If this is the student you want to add, click "OK" to continue. Or, click "Cancel" to return to the student select page.

| First Name | Middle Name | Last Name | School Facility Code | School Name | School Status |
|------------|-------------|-----------|----------------------|---------------------|---------------|
| JOHN | | ANDERSON | 3-1-9999-33 | VETERANS UNIVERSITY | A |

OK **Cancel**

If you click "ok" the student's file will move to your school's list of active students

If the student already has a file at your school you will get this pop up

Please read the following instruction before you click "OK" or "Cancel" button.

This student has already existed at the current school. The system will not allow you to add. You still can edit the student's information. Click "OK" to go to the student's bio page. Click "Cancel" to go back to the student select page.

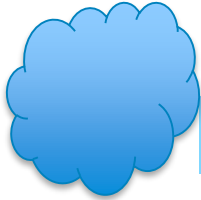
| First Name | Middle Name | Last Name | School Facility Code | School Name | School Status | Student Status |
|------------|-------------|-----------|----------------------|-------------|---------------|----------------|
| JOHN | | ANDERSON | 3-1-9999-33 | | A | A |

OK **Cancel**

VA Once will not allow more than one file under any SSN

If you click "ok" but the student's file has been moved to your school's list of 'deactivated' or 'deleted' students you will not be able to certify them. You will have to first move the file back to your list of active students.

STUDENT SELECT SCREEN



Correct a SSN from the select screen not from the bio page

VA-ONCE Student Select - Windows Internet Explorer

VA-ONCE
33jbalder1
3-1-1999-33

Student School Detail

Select Student

Add
Access
Delete
Undelete
Activate
Deactivate
Change SSN

Search Range: Equals Search Text: Search Clear

Status and Facility Code and Chapter and Training Type and Program and PT Evaluated

Date Range or Days until Cert End or Training Time Prior Credit Active Duty Filter Reset

Showing 1-71 of 71 records Show Logs

| | SSN | File # | Pay # | Last Name | First Name | Chapt | Program | Last Cert | Facility Code |
|--------------------------|---------------|-------------|-------|-----------|------------|-----------|---------------|---------------------|---------------|
| <input type="checkbox"/> | 2 227-27-2277 | 227-27-2277 | 00 | ANDERSON | JOHN | 30 | COM | 1/27/2015 11:00 AM | 31999933 |
| <input type="checkbox"/> | 2 404-92-5811 | 404-92-5811 | 00 | APPLESEED | JOHNNY | 33 | GUEST STUDENT | 3/12/2014 10:39 AM | 31199933 |
| <input type="checkbox"/> | 2 234-09-1763 | 234-09-1763 | 00 | BEASLEY | BILLIE | 33YEL LOW | COM | 1/7/2013 3:48 PM | 31999933 |
| <input type="checkbox"/> | 2 121-21-1111 | 121-21-1111 | 00 | BEE | MARTHA | 33 | WELD | 11/20/2012 10:41 AM | 31999933 |
| <input type="checkbox"/> | 2 121-12-1212 | 121-12-1212 | 00 | BEE | HONEY | 33 | AASE | 12/30/2013 9:13 AM | 31999933 |
| <input type="checkbox"/> | 4 124-25-6586 | 124-25-6586 | 00 | BOGART | STUDENT | 30 | WELD | 2/5/2015 1:46 PM | 31999933 |
| <input type="checkbox"/> | 2 888-77-1111 | 333-22-3333 | X | BOO | PEGGY | 35 | MT672 | 11/25/2013 11:22 AM | 31999933 |

Select Admin Reports Logout

Questions on Student Select Screen?



NEXT: The Bio Screen and Certifying Students

Where you enter student's ID & program info

Non CH33/CH35 Entitlement Data

Log of all actions taken on the student's file

Where you enter the student's enrollment info

You can add any notes you want here. Only SCOs and ELRs can see them

Save Cancel

Name: FIFE, BA
 SSN: 002-01-0033
 File/Date: 002-01-0033/00

Chapter: 30
 Training Type: Undergraduate

Bio Certs VA Data Log History

Salutation First Name* Middle Name Last Name Suffix
 002-01-0033 BARNEY FIFE JR
 Address Location Domestic
 GRIFFIN ET

SSN* Stud State*
 000-00-1113 00 30 NC

File Number* IHL_UNDER
 Training Type* VU-IHL
 School Short Name
 Program* NA

Prior Training Check Evaluated
 Guest Student Active Duty

Alternate Email
 Notes
 GUN TOTING

Transcript USER DEF 2 User Def 3 Blank



Bio Data

Name: FIFE, BARNEY
SSN: 002-01-0033
Program: ATP-SE
Chapter: 30
Training Type: Undergraduate



Bio

Certs

VA Data

Log

History

Never enter a SSN or File # like this!

Drop down menu of programs from your Admin

Guest Student
Active Duty
Primary School -- Name -- State

If you have a Guest student check the box and fill out Primary School info

You can add any notes you want here. Only SCOs and ELRs can see them

If you enter the student's email it will notify them when you certify

Form fields for student information including SSN, File Number, Training Type, Address, City, State, Zip, Phone, Email, and Notes.

SSN, VA File & Payee Numbers

- **SSN:** Always the STUDENT'S SSN
 - If entered incorrectly must be changed from the *Student Select screen* not from the BIO
 - If student already has a VA Once file under the correct SSN the two files *can't* be merged
- **VA File Number:** May or may not be the SSN
 - For *most Non* CH35s File Number = student's SSN
 - If veteran has an 8-digit VA assigned File Number use it instead
 - For ALL CH35 File Number = *VETERAN'S* File Number
 - You must find out if the veteran from whom they derive eligibility has an 8 digit VA assigned File Number
 - CH33 TOEs File Number = *STUDENT'S* SSN
- **Payee Number:** For **CH35 dependents only**
 - The Payee number differentiates between the veteran and CH35 dependents
 - Spouse is always 10 W
 - Children are 41A, 42B etc on a first come first served basis
 - All others choose "00" *including CH33 TOEs*

Certs Screen: Where you add new certs & modify previous certs

When you click “**Cert**” & “**New**” the “**Edit Enrollment**” section at the bottom becomes active & you can enter the student’s enrollment info

The screenshot displays the VA-VANCE interface. At the top, there are navigation buttons: "Cert", "Complete", and "Submit". A dropdown menu is open under "Cert", listing options: "New", "New Multiple Term", "Amend", "Adjust", "Terminate", "Delete", and "Change to Status 2". The main header area shows "Certs" with details: "Program: MT672", "Chapter: 33", and "Training Type: Nondegree College". Below this is a "Filter" section with dropdowns for "All", "All", and "All", and a "Filter" button. A table lists enrollment terms with columns: Term Name, Status, Facility Code, Begin Date Range, End Date Range, Res, Dist, R/D, Clock, LDA/Eff Date, Facility Code, and Cert ID. The table contains one row with Term Name "5E IB13-8", Begin Date "08/26/2013", End Date "10/18/2013", Res "6", Dist "0", R/D "0", Clock "0", Facility Code "31999933", and Cert ID "20631989". Below the table is the "Edit Enrollment" form, which is highlighted with a red border. The form includes fields for Facility (31999933), Trng Type (NCD), Prgm (MT672), and Prior Credit (2). It also has input fields for Term Name, Begin Date*, End Date*, Res, Dist*, R/D, Clock, and T & F*. There are checkboxes for "Advance Pay" and "Accelerated Pay (high-tech courses only)". At the bottom, there is a "Remarks" section with a "Modify Remarks List" button.

Certs Screen: Where you add new certs & modify previous certs

When you click “**Cert**” & “**New Multiple Term**” you will get a pop up where can enter up to 10 terms

The screenshot displays the VA-ONCE interface. On the left is a navigation sidebar with icons for 'Select', 'Admin', 'Reports', and 'Logout'. The main content area shows a 'Cert Complete Sub' menu with options: 'New', 'New Multiple Term', 'Amend', 'Adjust', 'Terminate', 'Delete', and 'Change to Status 2'. A red arrow points from the 'New Multiple Term' option to a pop-up window titled 'VA-ONCE MULTI TERM - Windows Internet Explorer'. This window contains a table for 'Multiple Terms' with columns: Term Name, Begin Date*, End Date*, Res, Distance* R/D, Clock, and T & F*. Below the table are checkboxes for 'Advance Pay' and 'Accelerated Pay (high-tech courses only)'. Another pop-up window, 'Edit Enrollment', is shown below, displaying fields for Facility (31999933), Trng Type (NCD), Prgm (MT672), and Prior Credit (2). It also includes a table for enrollment details and checkboxes for 'Advance Pay' and 'Accelerated Pay'. At the bottom, there is a 'Remarks' section with a 'Modify Remarks List' button.

NCD Schools/Clock Hour Programs:
Certs Screen: “Edit Enrollment” is where you enter the student’s enrollment information

Don't report changes to weekly scheduled clock hours. Must watch attendance & progress closely.

VA-NCE logo and navigation icons: Select, Admin, Reports, Logout

Cert Complete Submit

Certs
Program: MT672
Chapter: 33

new
New Multiple Term
Amend
Adjust
Terminate
Delete
Change to Status 2

Click arrow to access terms entered under "standard terms"

Term Name **Status**

| Term Name | Status | Begin Date | End Date | Res | Dist* | R/D | Clock | T & F* |
|-----------|--------|------------|----------|-----|-------|-----|-------|--------|
| | | 26/2013 | | | | | | |

Facility: 3199 **Trng Type:** NCD **Prgr:** 372

Term Name **Begin Date*** **End Date*** **Res** **Dist*** **R/D** **Clock** **T & F***

Advance Pay Accelerated (high-ten only)

Remarks

Modify Remarks List

Clock Box ONLY:
Input the number of clock hours *per week* the student is 'scheduled' to attend

Enter 'Net' T&F for all CH33s. Enter total T&F 'charged' for Non CH33 A/D or < 1/2 time training.

For NCD programs not on terms/mods you certify the entire program

CERTIFYING A STUDENT - EXAMPLE

Cert Complete **Submit** **Print**

Name: JOE, G
 SSN: 111-22-3330
 File/Payee: 111-22-3

Certs
 Program: MA - ANTH
 Chapter: 33YELLOW
 Training Type: Graduate

Bio **Data** **Log** **History**

Submit Selected Term
 Submit All Pending
 Enrollments

All All All to **Filter**

| Term Name | Status | Facility Code | Begin Date Range | End Date Range |
|-----------|--------|---------------|------------------|----------------|
| 2 | | | | |

Edit Enrollment **Save** **Cancel**

Facility: 31199933 Trng Type: IHL GRAD Prgrm: MA - ANTH

SP 2015 01/13/2015 05/20/2015 10 3 25000.00 9

Term Name Begin Date* End Date* Res Dist* R/D Clock T & F* TT/FT*

Advance Pay Accelerated Pay (high-tech courses only)

LDA/EFF Date Yellow Rbn* Out St Chg

Remarks **Modify Remarks List**

Questions on The Bio Screen or Certifying Students?



NEXT: NCD Schools/Programs

NCD Weekly Clock Hour Attendance

CERTIFICATION

- Report the student's scheduled hours of attendance
 - Ensure that you are not certifying a length, based on the scheduled clock hours per week, that exceeds the program length as approved by the SAA
 - The total clock hours certified will be checked on compliance surveys
- If the student misses classes you will NOT report the change to VA
- Follow your school's published attendance & progress policies, *as approved by the SAA*, and listed in your approval letter
- You generally cannot extend the students certified period to VA if the student does not finish on time

TERMINATION

If the student is not meeting attendance and/or progress standards you will terminate the student's certification

- Progress standards may be based on:
 - Minimum grades,
 - grade point average,
 - minimum attendance
 - Requirements or a combination
- You will process a Pro Rata Refund based on the students completed hours vs total required hours for the program
- If the student takes a Leave of Absence you will report it to VA
 - Different procedures for CH33 than non33
 - An extension may be due if student does not finish on time

STANDARDS OF PROGRESS

Requirements Specific to this Approval (continued)

For accredited and non-accredited institutions, school officials may process VA Enrollment Certifications for students who have met admissions requirements approved by NC SAA, without a prior credit evaluation. Institutions will:

- Collect documentation for prior education and training in accordance with published school admission policies,
- Perform a prior credit evaluation for the program the student is enrolled by the end of six weeks.
- Record prior credit evaluations in the students' records; ensure evaluations are available for NC SAA / DVA visits.

Measurement: The programs and courses approved in Clock Hours will be measured in Clock Hours. All documentation and reporting to DVA will be in Clock Hours. (Reference, 38 CFR, Section 21.4272.)

Conditional admission, conditional acceptance, provisional student status, special student status (for graduate and/or undergraduate programs) may be approved for accredited institutions of higher learning (IHL). This institution has not been approved for conditional admission.

This institution requires proof of high school completion or proof of ability to benefit for certificate programs.

Admission for Home-Schooled Students: For the admission of Home-Schooled Students, Institution must have a written policy that includes the items specific to the State DOE requirements.

Clinical or practical pursuits which are required in order for a student to obtain a practitioner's license or registration or certification or which are credited toward meeting graduation requirements are approved as institutional training and may be reported as such without further differentiation.

The Standards of Progress and Conduct as shown in your catalog have been reviewed and are considered adequate for meeting the requirements of NC SAA and DVA procedures. Students may not be continued in enrolled status beyond two consecutive months while below the level of continuous achievement necessary to graduate.

A pro rata refund policy as required by Title 38 United States Code [Section 3676 (c) (13)] must be administered in the event a person fails to enter, withdraws, or is discontinued from your institution. No more than \$10.00 of the registration fee may be retained. The balance must be pro-rated.

Questions on NCD Schools/Programs?



NEXT: Amending, Adjusting or Terminating Certs

The initial cert lines you see is the

“Virtual Record.”

You cannot do anything to the virtual record.

Click the purple arrow to bring up the

“Subordinate Lines.”

The screenshot shows the VA-ONCE Certs interface. At the top, the user's name is APPL SEED, JOHNNY, and the program is BA RT. The 'Certs' tab is selected, and a table of certificate lines is displayed. The first row is highlighted in green and circled in red. A red arrow points from the text 'Virtual Record' to this row. Below the table, the 'View Current Status' form is shown, with a purple arrow pointing from the text 'View Current Status' to the form. The form displays the details for the selected certificate line.

| Term Name | Status | Facility Code | Begin Date Range | End Date Range | Res | Dist | R/D | Clock | LDA/EFF Date | Facility Code | Cert ID |
|-----------|--------|---------------|------------------|----------------|-----|------|-----|-------|--------------|---------------|----------|
| SP13 | | | 01/07/2013 | 04/30/2013 | 6 | | | | | 31199933 | 21871342 |
| 4X FALL 2 | | | 08/31/2012 | 10/20/2012 | 9 | | | | | 31199933 | 16519867 |
| 4X FALL 1 | | | 10/12/2011 | 12/12/2011 | 0 | 0 | | | 10/12/2011 | 31199933 | 12485708 |
| 4X SPR 10 | | | 08/12/2011 | 10/12/2011 | 0 | 3 | | | | 31199933 | 12485708 |
| 4X SPR 10 | | | 01/10/2010 | 05/10/2010 | 6 | 3 | | | | 31199933 | 7616052 |

View Current Status

Facility: 31199933 Trng Type: IHL_UNDERGRAD Prgrm: BA RT Prior Credit: 4

SP13 01/07/2013 04/30/2013 6 FULL

Term Name Begin Date* End Date* Res Dist* R/D Clock T & F* TT/FT*

Advance Pay Accelerated Pay (high-tech courses only)

LDA/EFF Date

Remarks

The info under “View Current Status” reflects the highlighted cert’s info

Subordinate lines show each action that has been taken on a cert.

You can Amend, Adjust or Terminate a subordinate line

When you amend, adjust or terminate you send an electronic 1999b to VA

The screenshot displays the VA NCE system interface. At the top left, the VA NCE logo is visible along with the user ID '33jbalder1' and phone number '3-1-1999-33'. The main header area includes 'Cert Complete Submit' and 'Certs' with details: Program: MT672, Chapter: 33, Training Type: Nondegree College. Below this are tabs for 'VA Data', 'Log', and 'History'. A dropdown menu is open, showing options: New, New Multiple Term, Amend, Adjust, Terminate, Delete, and Change to Status 2. A red arrow points from the 'Amend, Adjust or Terminate' text to the 'Amend' option in the dropdown. A blue cloud callout points to the 'Amend, Adjust or Terminate' text with the message: 'When you amend, adjust or terminate you send an electronic 1999b to VA'. Below the dropdown is a table with columns: Term Name, Status, Facility Code, Begin Date Range, and End Date Range. A 'Filter' button is to the right. The table contains three rows, with the middle row highlighted in red. Below the table is a 'View Adjustment' form for Facility: 31999933, Trng Type: NCD, Prgrm: MT672, and Prior Credit: 5E. The form includes input fields for Term Name (IB13-8), Begin Date* (08/26/2013), End Date* (10/18/2013), Res (6), Dist* (0), R/D (0), Clock (0), and T & F* (2500.00). There are checkboxes for 'Advance Pay' and 'Accelerated Pay (high-tech courses only)'. A dropdown menu for 'Reason for Adjustment' is set to 'Reduction After Drop Period - Non-Punitive Grades Assi'. There are also input fields for 'LDA/EFF Date' (09/23/2013) and 'LD Accrued' (09/23/2013). A 'Remarks' section is at the bottom with a 'Modify Remarks List' button.

| Term Name | Status | Facility Code | Begin Date Range | End Date Range |
|-----------|--------|---------------|-------------------------|----------------|
| All | All | All | | |
| 5E | IB13-8 | 31999933 | 08/26/2013 - 10/18/2013 | 20631989 |
| 2 | IB13-8 | 31999933 | 08/26/2013 - 10/18/2013 | 20632995 |
| 5E | IB13-8 | 31999933 | 08/26/2013 - 10/18/2013 | 20631989 |

AMEND, ADJUST & TERMINATE

- **AMEND:** You use the Amend function when:
 - You are changing T&F
 - You are changing term dates
- **ADJUST:** You use the Adjust function when:
 - You are changing a students credit or clock hours
 - You are changing a students credit or clock hours *and* something else
 - You cannot *adjust* a student down to zero, you must use the *Terminate* function
- **TERMINATE:** You use Terminate when:
 - You are completely stopping a student’s certification
 - Use when graduating a student in VA Once
 - Once you terminate a cert you can no longer to anything with it



**Remember to hit “submit.”
If you don’t hit submit nothing is sent to VA!**

ADJUSTING A CERTIFICATION - EXAMPLE

Spring 2015 the Student reduced from 12 to 9

T&F 9CR = \$1800

Last date of attendance for the course was 2/15/15

Always update T&F on a reduction!

Cert Complete Submit Print

Certs
 Program: BS-BIOLOGY
 Chapter: 33
 Training Type: Undergraduate 4X

VA Data **Log** **History**

All All All to **Filter**

| Term Name | Status | Facility Code | Begin Date Range | End Date Range | Res | Dist | R/D | Clock | LDA/Eff Date | Facility Code | Cert ID |
|-----------|--------|---------------|------------------|----------------|-----|------|-----|-------|--------------|---------------|----------|
| 4X SP2015 | | | 01/12/2015 | 05/17/2015 | 12 | 0 | | | | 31999933 | 27278634 |

View Enrollment Save Cancel

Facility: 31999933 Trng Type: IHL_UNDERGRAD Prgrm: BS-BIOLOGY Prior Credit: 4X

SP2015 ▶ 01/12/2015 05/17/2015 **12** 0 **2400.00**

Term Name Begin Date* End Date* Res Dist* R/D Clock T & F*

Advance Pay Accelerated Pay (high-tech courses only)

LDA/EFF Date

ADJUSTING A CERTIFICATION - EXAMPLE

Student received a “w” grade

He dropped the class because his shift at work changed which conflicted with the class meeting time

If you know the drop reason provide it

Cert Complete Submit Print

Certs

Name: CRUISE, TOM Program: BS-BIOLOGY
 SSN: No SSN Chapter: 33
 File/Payee: 555-22-3434/00 Training Type: Undergraduate

Bio **Certs** **VA Data** **Log** **History**

All All All to **Filter**

| Term Name | Status | Facility Code | Begin Date Range | End Date Range | Res | Dist | R/D | Clock | LDA/Eff Date | Facility Code | Cert ID |
|-----------|--------|---------------|------------------|----------------|-----|------|-----|-------|--------------|---------------|----------|
| 4X SP2015 | | | 01/12/2015 | 05/17/2015 | 12 | 0 | | | | 31999933 | 27278634 |
| 2 SP2015 | | | 01/12/2015 | 05/17/2015 | 12 | 0 | | | | 31999933 | |
| 4X SP2015 | | | 01/12/2015 | 05/17/2015 | 12 | 0 | | | | 31999933 | 27278634 |

Edit Adjustment Save Cancel

Facility: 31999933 Trng Type: IHL_UNDERGRAD Prgrm: BS-BIOLOGY Prior Credit: 2

SP2015 01/12/2015 05/17/2015 9 0 1800.00

Term Name Begin Date* End Date* Res Dist* R/D Clock T & F*

Advance Pay Accelerated Pay (high-tech courses only)

02/15/2015
LDA/EFF Date

Reduction After Drop Period - Non-Punitive Grades Assigned
 Reason for Adjustment
 An Unavoidable Change In The Student's Conditions Of
 Mitigating Circumstances

Remarks Modify Remarks List

If you choose the correct reason for adjustment remarks aren't usually needed

SUBMITTING A CERTIFICATION - EXAMPLE

Click “save”

Click “complete” if you want to come back to it before submitting

Click “submit” when you are ready to send the cert to VA

Cert Complete Submit Print

Certs
Name: CRUISE, TOM Program: BS-BIOLOGY
SSN: No SSN Chapter: 33
File/Payee: 555-22-3434/00 Training Type: Undergraduate

Bio Certs VA Data Log History

All All All to **Filter**

| | Term Name | Status | Facility Code | Begin Date Range | End Date Range | Res | Dist | R/D | Clock | LDA/Eff Date | Facility Code | Cert ID |
|---|-----------|--------|---------------|------------------|----------------|-----|------|-----|-------|--------------|---------------|----------|
| ▼ | 4X SP2015 | | | 01/12/2015 | 05/17/2015 | 12 | 0 | | | | 31999933 | 27278634 |
| └ | 2 SP2015 | | | 01/12/2015 | 05/17/2015 | 12 | 0 | | | | 31999933 | |
| └ | 4X SP2015 | | | 01/12/2015 | 05/17/2015 | 12 | 0 | | | | 31999933 | 27278634 |

Edit Adjustment **Save** **Cancel**

Facility: 31999933 Trng Type: IHL_UNDERGRAD Prgm: BS-BIOLOGY Prior Credit: 2

SP2015 ▶ 01/12/2015 05/17/2015 9 0 1800.00
Term Name Begin Date* End Date* Res Dist* R/D Clock T & F*

Advance Pay Accelerated Pay (high-tech courses only)

02/15/2015
LDA/EFF Date

Reason for Adjustment: Reduction After Drop Period - Non-Punitive Grades Assigned
An Unavoidable Change In The Student's Conditions Of Mitigating Circumstances

Remarks **Modify Remarks List**

SUBMITTING A CERTIFICATION – STATUS CODE

Bio **Certs** VA Data Log History

All ▼ All ▼ All ▼ to **Filter**

Term Name Status Facility Code Begin Date Range End Date Range

| | Term Name | Info | Begin Date | End Date | Res | Dist | R/D | Clock | LDA/Eff Date | Facility Code | Cert ID |
|---|------------------|------|------------|------------|-----|------|-----|-------|--------------|---------------|----------|
| ▼ | 4X SP2015 | | 01/12/2015 | 05/17/2015 | 9 | 0 | | | | 31999933 | 27278634 |
| ▼ | 4X <u>SP2015</u> | | 01/12/2015 | 05/17/2015 | 9 | 0 | | | 02/15/2015 | 31999933 | 27279167 |
| ▼ | 4X SP2015 | | 01/12/2015 | 05/17/2015 | 12 | 0 | | | | 31999933 | 27278634 |

View Adjustment Save Cancel

Facility: 31999933 Trng Type: IHL_UNDERGRAD Prgrm: BS-BIOLOGY Prior Credit: **4X**

Term Name Begin Date* End Date* Res Dist* R/D Clock T & F*

Advance Pay
 Accelerated Pay (high-tech courses only)

Reason for Adjustment

LDA/EFF Date

If the status code is higher than "3" the cert was successfully submitted

STATUS CODES: If status code is 3 or less the cert has not been submitted to VA

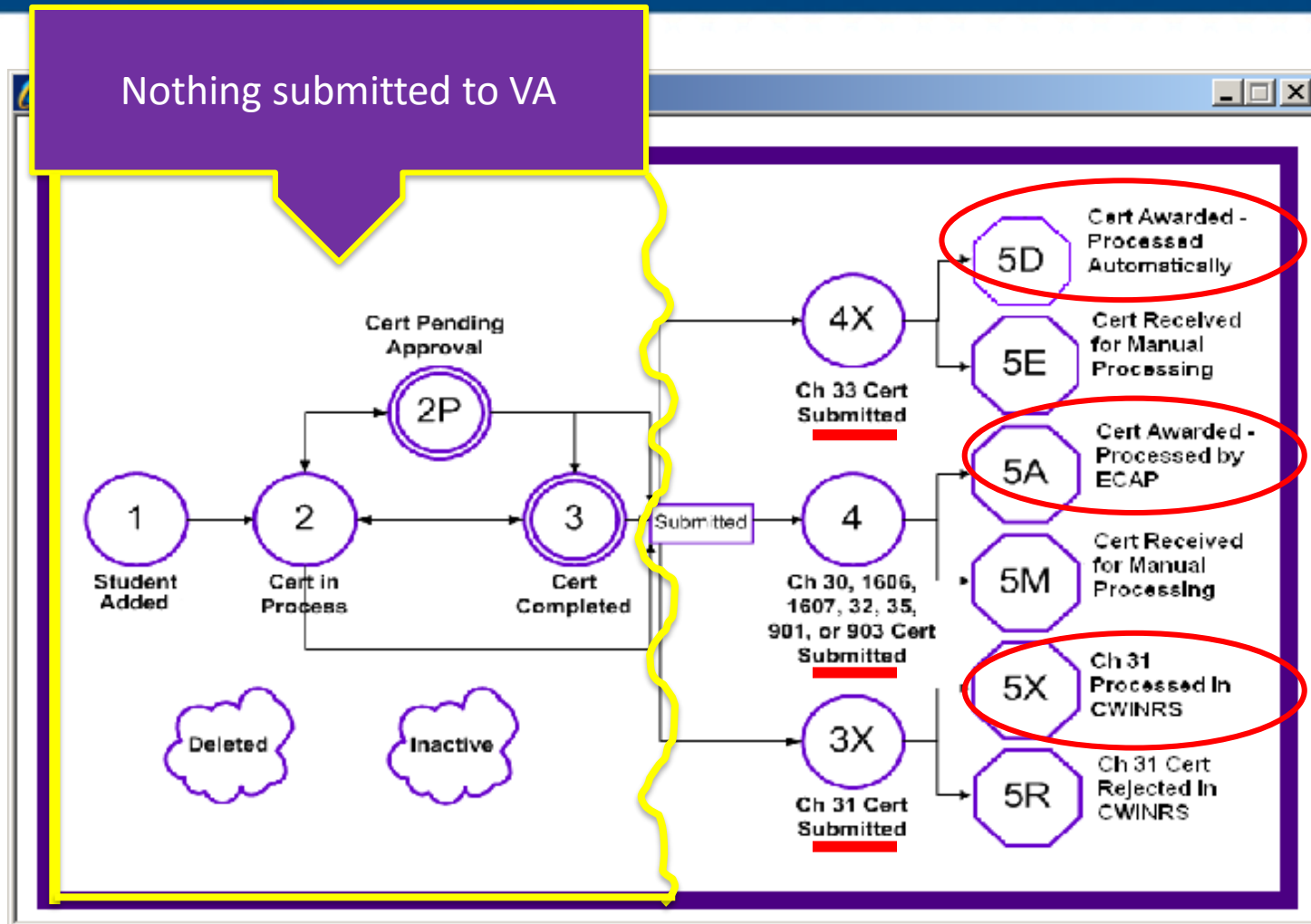
Name: BUNNY, BUGS Program: BSCJ
 SSN: 135-75-9385 Chapter: 32
 File/Payee: 135-75-9385/00 Training Type: Undergraduate

Bio **Certs** **VA Data** **Log** **History**

All All All to **Filter**

| | Term Name | Info | Begin Date | End Date | Res | Dist | R/D | Clock | LDA/Eff Date | Facility Code | Cert ID |
|-----|-----------|------|------------|------------|-----|------|-----|-------|--------------|---------------|----------|
| ▼ 4 | 201150 | 🗨 | 06/05/2010 | 06/25/2010 | 3 | | | | | 31199933 | 12290277 |
| └ 2 | 201150 | 🗨 | 06/05/2010 | 06/25/2010 | 3 | | | | | 31199933 | |
| └ 4 | 201150 | 🗨 | 06/05/2010 | 06/25/2010 | 3 | | | | | 31199933 | 12290277 |
| ▶ 4 | 201130 | 🗨 | 01/07/2010 | 05/02/2010 | 6 | 3 | 3 | | | 31199933 | 12290277 |
| ▶ 4 | FALL 2 09 | 🗨 | 10/16/2009 | 12/16/2009 | 0 | | | | | 31199933 | 5794073 |

VA Once Status Codes ~ Remember to click submit!



Questions about Amending, Adjusting or Terminating Certs?



NEXT: VA Data, Log, History Tabs and Status Codes

VA DATA TAB: For SOME NonCh33 students you can see entitlement and delimiting date info here

VA Data

Name: AFETSE, KOMI Program: LIBSTUD
 SSN: [REDACTED] Chapter: 1606
 File/Payee: [REDACTED] /00 Training Type: Undergraduate

Bio Certs VA Data Log History

Full Name: KOMI M AFETSE
 File/Payee# : [REDACTED]
 Delimiting Date: 20250416
 Remaining Entitlement Months as of No Pay Date: 18
 Remaining Entitlement Days as of No Pay Date: 4
 Chapter: 1606
 Current Facility Code: 11002733
 BDN Master Record Status: **TERMINATED**

| Begin Date | End Date | Training Type | Training Time | Monthly Rate | Current Award |
|------------|-----------|---------------|---------------|--------------|---------------|
| 10/1/2012 | 12/8/2012 | UNDERGRADUATE | FULL | \$556.00 | PAST |
| 1/14/2013 | 5/11/2013 | UNDERGRADUATE | FULL | \$556.00 | CURRENT |

The information shown above is only for Chapter 30, Chapter 1606, and Chapter 1607. The type of training must be payable in our Benefits Delivery Network (BDN) system. Any payment that is generated outside of BDN (for example: Flight, On the Job Training, Apprenticeship, or Correspondence) will not be displayed above. Please see the help text questions for more information on the VA Data.

LOG TAB: You can enter any info you would like on the log. Only you and the ELR can see it. It does not print anywhere.

VA-NCE Add Print ◀ Stud

Name: CAKE, PATTY Program: BA THE
SSN: 321-11-2321 Chapter: 35
File/Payee: 000-00-8412/10 Training Type: Undergraduate

1

Bio Certs VA Data Log History

| Read | User Name | User Type | Date Time | Facility Code/RPO | Log Entry | Follow Up |
|--------------------------------|-----------|-----------|-----------|-------------------|-----------|-----------|
| No Logs found for this Student | | | | | | |

Edit Log Entry Save Cancel

Log Entry Follow Up Read

- [What is the Log Tab used for?](#)
- [Why are some entries in red and underlined?](#)
- [What is the User Type?](#)
- [Can I delete Log entries?](#)
- [How do I add a Log entry?](#)
- [How long can the Log entry be?](#)
- [What are the Follow Up and Read check boxes?](#)
- [Keyboard Shortcuts](#)

HISTORY TAB: Here you can see each type of action, who took the action & when it was done.

It also explains exactly what action was taken

VA ONCE Print ◀ Student

History

Name: APPLESEED, JOHNNY Program: BA RT
 SSN: 404-92-5811 Chapter: VRAP
 File/Payee: 404-92-5811/00 Training Type: Undergraduate

33jbalder1
3-1-1999-3

4

Bio Certs VA Data Log History

| User Name | User Type | Date Time | Facility Code | Event Type | Event Description |
|------------|-----------|-----------------------|---------------|------------|---|
| 33jbalder1 | SCHOOL | 3/12/2014 10:39:33 AM | 3-1-1999-33 | Submit | The term starting on 01/15/2014 and ending on 05/04/2014 was submitted. |
| 33jbalder1 | SCHOOL | 3/12/2014 10:39:19 AM | 3-1-1999-33 | Complete | The term starting on 01/15/2014 and ending on 05/04/2014 was completed. |
| 33jbalder1 | SCHOOL | 3/12/2014 10:38:36 AM | 3-1-1999-33 | Enroll | A new Enrollment was created on 03/12/2014. |

How are these entries generated?
 Can I change anything on this page?
 What is this page used for?
 Keyboard Shortcuts

Questions on VA Data, Log, History Tabs or Status Codes



NEXT: Adding Remarks

HOW TO ADD REMARKS:

Remarks are not usually needed in order to process a claim, and will prevent automation in most cases but if you need to add them:

Click on "Modify Remarks List"

Bio **Certs** **VA Data** **Log** **History**

All All All to **Filter**

Term Name Status Facility Code Begin Date Range End Date Range

| | Term Name | Info | Begin Date | End Date | Res | Dist | R/D | Clock | LDA/Eff Date | Facility Code | Cert ID |
|---|--------------|------|------------|------------|-----|------|-----|-------|--------------|---------------|----------|
| ▶ | 5E FALL 2013 | | 08/19/2013 | 12/20/2013 | 0 | 0 | 0 | 30 | | 31999933 | 19790221 |
| ▼ | 4X EXAMPLE | | 04/01/2013 | 04/01/2014 | 0 | 0 | | 19 | | 31999933 | 20916479 |
| — | 2 EXAMPLE | | 04/01/2013 | 04/01/2014 | 0 | 0 | | 19 | | 31999933 | |
| — | 4X EXAMPLE | | 04/01/2013 | 04/01/2014 | 0 | 0 | | 19 | 06/09/2013 | 31999933 | 20917485 |
| — | 4X EXAMPLE | | 04/01/2013 | 04/01/2014 | 0 | 0 | | 19 | 06/02/2013 | 31999933 | 20917485 |

Edit Adjustment **Save** **Cancel**

Facility: 31999933 Trng Type: NCD Prgrm: WELD Prior Credit: **2**

EXAMPLE ▶ 04/01/2013 04/01/2014 0 0 19 10000.00 4/8/2014

Term Name Begin Date* End Date* Res Dist* R/D Clock T & F* Rev End Dt

Advance Pay Accelerated Pay (high-tech courses only)

Reason for Adjustment

06/09/2013

LDA/EFF Date LD Accrued

Remarks **Modify Remarks List**

HOW TO ADD REMARKS:

If you choose one of the "VBA Standard Remarks" from the drop down the remark will not knock the cert out of automatic processing

VA-ONCE Remarks - Windows Internet Explorer

Remarks Add Remove Done

| Remark Code | Remark | System Generated |
|------------------|--------|------------------|
| No Records Found | | |

New Remark Save Cancel

VBA Standard Remarks

- 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:
- Incomplete Grade(S) Changed To Punitive Grade(S).
- Practical Training Course(S) Taken.
- Remedial Training Course(S) Taken.
- Concurrent Enrollment At Secondary School:
- Student Called To Active Duty.
- Tuition Has Not Changed. Flat Rate Is Charged For 12 Or More Credits.
- 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:
- Total Credit Hours Did Not Change. Student Changed Between Online And Resident Courses.
- Correcting Tuition And Fees Only

Other

100%

HOW TO ADD REMARKS:

If you must add your own remark scroll down & choose "other" from the VBA Standard remarks menu

VA-ONCE Remarks - Windows Internet Explorer

Remarks Add Remove Done

| Remark Code | Remark | System Generated |
|------------------|--------|------------------|
| No Records Found | | |

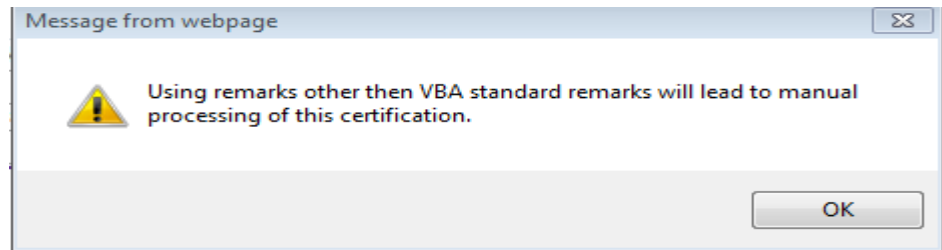
New Remark Save Cancel

VBA Standard Remarks

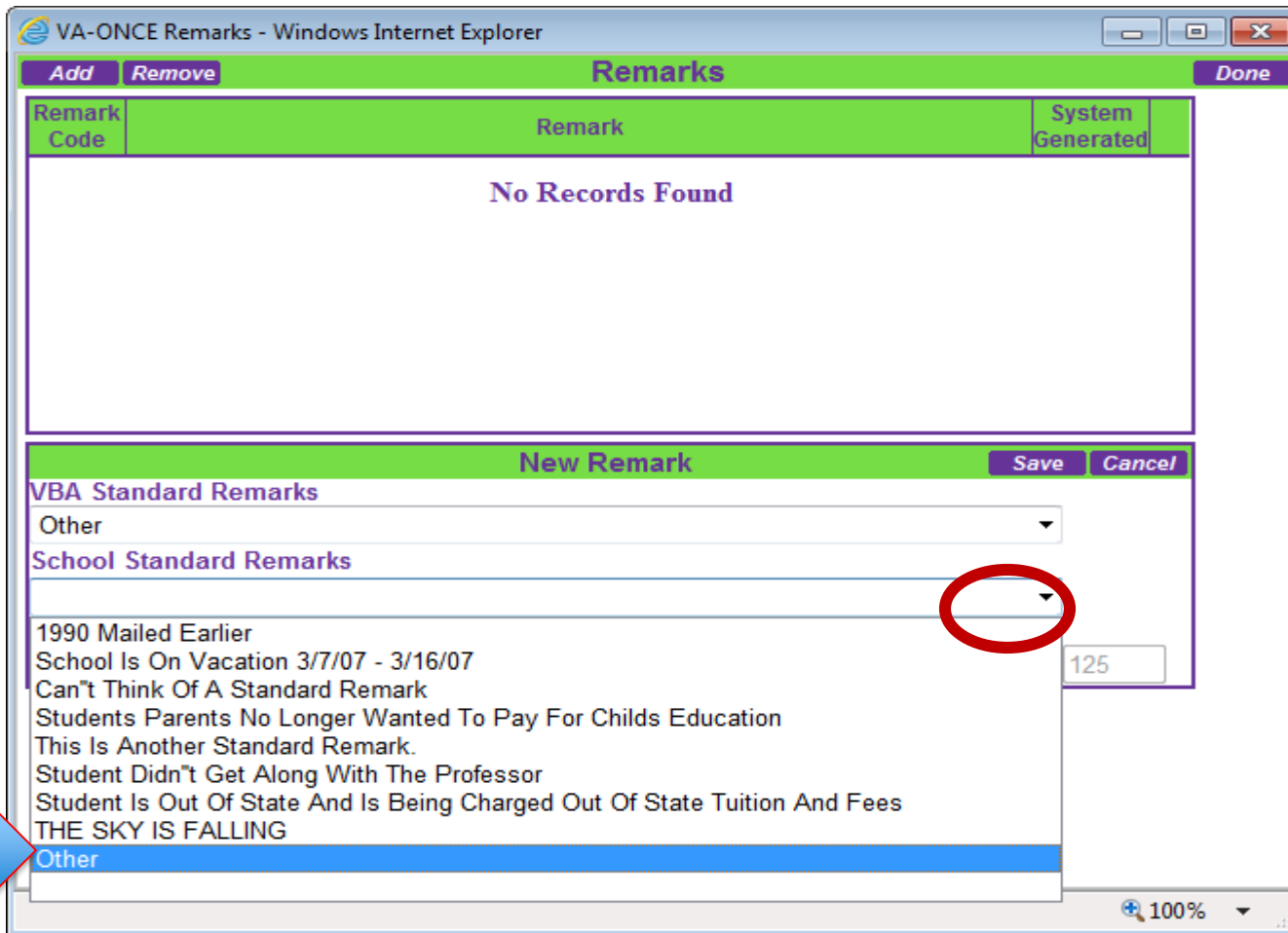
- Acceleration Certification On File.
- Application Sent Via US Mail.
- Student Applied Using VONAPP.
- Student's Signed Request For Change Of Program/Place Of Training Is On File.
- Reporting Credit For Prior Training.
- Course(S) Being Pursued At Branch Location:
- Incomplete Grade(S) Changed To Punitive Grade(S).
- Practical Training Course(S) Taken.
- Remedial Training Course(S) Taken.
- Concurrent Enrollment At Secondary School:
- Student Called To Active Duty.
- Tuition Has Not Changed. Flat Rate Is Charged For 12 Or More Credits.
- 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:
- Total Credit Hours Did Not Change. Student Changed Between Online And Resident Courses.
- Correcting Tuition And Fees Only
- Other**

100%

You will get this pop up
Click Ok



Click on the arrow under "School Standard Remarks" & choose "other" from the School Standard Remarks drop down menu



Now you can type in your remark in the box
Click "Save" and "Done"

VA-ONCE Remarks - Windows Internet Explorer

Remarks

Add Remove Done

| Remark Code | Remark | System Generated |
|------------------|--------|------------------|
| No Records Found | | |

New Remark Save Cancel

VBA Standard Remarks
Other

School Standard Remarks
Other

Other Remarks- 125 characters are allowed
NOW YOU CAN TYPE A MESSAGE 99

100%

Now your remark will show up on the certs screen & on the certification the VA receives

Bio **Certs** **VA Data** **Log** **History**

All ▾ All ▾ All ▾ to [] **Filter**

Term Name Status Facility Code Begin Date Range End Date Range

| | Term Name | Info | Begin Date | End Date | Res | Dist | R/D | Clock | LDA/Eff Date | Facility Code | Cert ID |
|-----|--------------|------|------------|------------|-----|------|-----|-------|--------------|---------------|----------|
| ▶ | 5E FALL 2013 | | 08/19/2013 | 12/20/2013 | 0 | 0 | 0 | 30 | | 31999933 | 19790221 |
| ▼ | 4X EXAMPLE | | 04/01/2013 | 04/01/2014 | 0 | 0 | | 19 | | 31999933 | 20916479 |
| — 2 | EXAMPLE | | 04/01/2013 | 04/01/2014 | 0 | 0 | | 19 | | 31999933 | |
| — | 4X EXAMPLE | | 04/01/2013 | 04/01/2014 | 0 | 0 | | 19 | 06/09/2013 | 31999933 | 20917485 |
| — | 4X EXAMPLE | | 04/01/2013 | 04/01/2014 | 0 | 0 | | 19 | 06/02/2013 | 31999933 | 20917485 |

Edit Adjustment **Save** **Cancel**

Facility: 31999933 Trng Type: NCD Prgrm: WELD Prior Credit: **2**

EXAMPLE ▶ 04/01/2013 04/01/2014 0 0 19 10000.00 4/8/2014

Term Name Begin Date* End Date* Res Dist* R/D Clock T & F* Rev End Dt

Advance Pay Accelerated Pay (high-tech courses only)

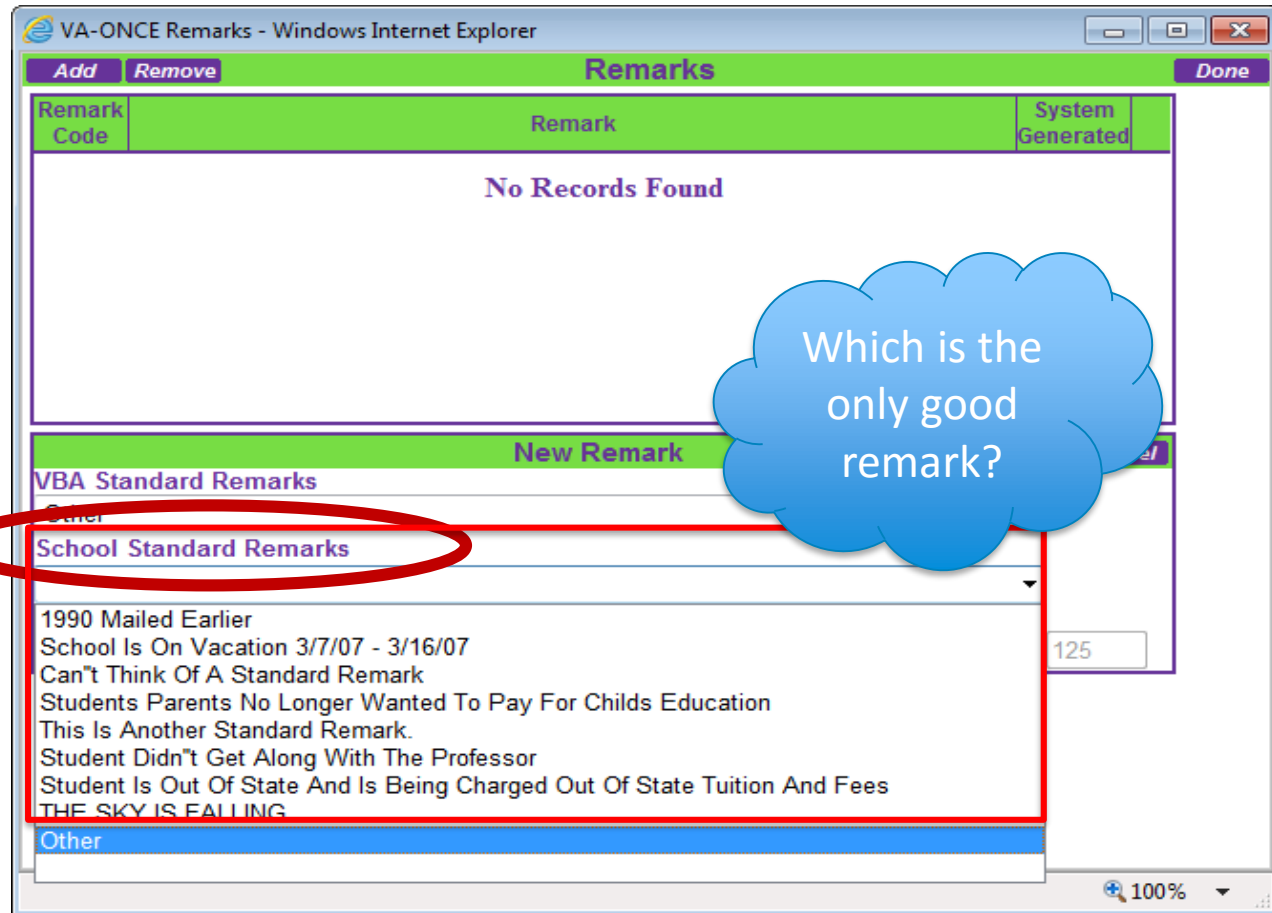
Reason for Adjustment []

06/09/2013
LDA/EFF Date LD Accrued

Remarks **Modify Remarks List**

NOW YOU CAN TYPE A MESSAGE

If there is a remark you'll use often, such as the email remark you must add for a Compliance Audit correction, you can add the remark as a "School Standard Remark" under your maintenance section and then just choose it from the down menu on each cert



Questions on Adding Remarks?



NEXT: VA Once and Compatibility Mode

VA ONCE COMPATIBILITY ISSUES

- Make sure **Pop up blockers** are off
- **VA Once is only tested to work with IE 9 or below**
 - You will likely run into errors if you are using another search engine such as Firefox, Chrome etc
 - You will likely run into errors if you are using Internet Explorer *10 or above*
- **Common errors:**
 - *“Effective date must be between begin & end date”* error and VA Once will not let you change the date
 - VA Once not allowing you to enter remarks
- **What can you do:**
 - Click the Compatibility button (looks like a torn sheet of paper)
 - Work in Compatibility mode

COMPATIBILITY MODE

If you are working in Internet Explorer 10 or 11, it must be worked in *compatibility mode*.

Look at your address bar, near the search glass, lock, and refresh button. There is an icon that looks like a piece of paper torn into two pieces, horizontally.



Click that icon and it will appear to come together, turn blue, or may even disappear.

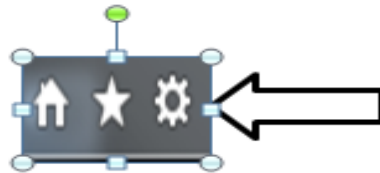


COMPATIBILITY MODE

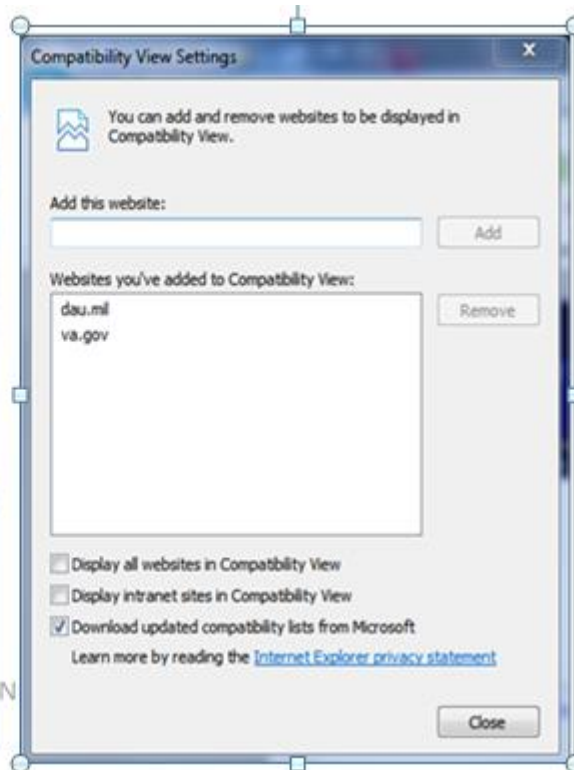
If you don't see the torn paper icon, click on "Tools" or the Icon that looks like a gear or cog:



OR



Then click on Compatibly View Settings:



Add "va.gov" as shown, or check the box for "Display all websites in compatibility view"

Check periodically for IT updates that have removed your compatibility mode

Questions on Compatibility Mode



NEXT: The GI Bill website

GI Bill Website

To access VA Once go to: http://www.benefits.va.gov/gibill/school_resources.asp

The screenshot shows the U.S. Department of Veterans Affairs website. The navigation menu includes Home, Veteran Services, Business, and About VA. The breadcrumb trail is VA » Veterans Benefits Administration » Education and Training » School Resources. The main heading is "Education and Training" followed by "School Resources". A red arrow points from the URL in the text above to the "School Resources" link in the breadcrumb trail. A blue cloud contains the text "RNW is where you submit inquires and report probation to VA". A red arrow labeled "RNW" points from this cloud to the "Submit a Question" button in the right sidebar. The sidebar also features a "FAQS" section with a "Submit a Question" button. At the bottom, there is a "eBenefits" logo and a link to "Check Your Current Post-9/11 GI Bill Enrollment Status".

U.S. Department of Veterans Affairs

Home Veteran Services Business About VA Contact Us

I AM A...
Select One

VA » Veterans Benefits Administration » Education and Training » School Resources

Education and Training

School Resources

If you're a higher education faculty or staff member or college administrator in need of resources to support student Veterans, you've come to the right place. Here you can find information about training opportunities, enrollment systems, job aids, presentations, and more to help you assist student Veterans pursuing education and training with VA benefits.

Events and Information

- [Conferences and Events](#)
- [Yellow Ribbon Program Information](#)
- [Yellow Ribbon Participating Schools for 2013-2014 Academic Year](#)
- [Principles of Excellence Information and Q & A as published by the Department of Education. \(This Executive Order does not affect the current VA policy or procedures for establishing or collecting overpayments created by changes in enrollment status. Schools should continue to follow existing procedures for returning monies to VA and/or students in receipt of GI Bill benefits.\)](#)

Pre-Discharge
Compensation
Education & Training
Education & Training Home
For Students
For School Administrators
School Resources
School Training Resources
About GI Bill
Contact Us
Vocational Rehabilitation & Employment
Home Loans
Life Insurance

RNW is where you submit inquires and report probation to VA

RN W

FAQS
FAQs
Submit a Question

eBenefits
Check Your Current Post-9/11 GI Bill Enrollment Status

▶ Special Groups

▶ Services

▶ Applying for Benefits

▶ Locations

VBA Claims Transformation

▶ VBA Performance

Media and Publications

About VBA

CONNECT WITH BENEFITS



Access Your VA & DoD Benefits 24/7

www.ebenefits.va.gov

Informational Letters

- Letter to Institutions of Higher Learning regarding Student Outcome Measures (April 2015)
- VA's Overview of the GI Bill Feedback System with CY 2014 Complaint Data
- ["32-star" letter from the Joint Chiefs of Staff urging service members to continue serving their nation and community after separation.](#)
- Letter from the Director of Education Service to School Certifying Officials about certifying tuition and fees for the Choice Act of 2014
- Letter from the VA Under Secretary of Benefits to Higher Education Executives for Summer 2014
- 8 Keys to Veterans' Success - A voluntary initiative through the Departments of Veterans Affairs & Education. They highlight specific ways that colleges and universities can support Veterans as they pursue education & employment goals.
- Letter from the Deputy Under Secretary for Economic Opportunity explaining the Principles of Excellence program and how to notify the VA of compliance with the program
- Letter from the Director, Education Service explaining the forthcoming online complaint system
- Letter from Department of Education on Commitment to Use the Financial Aid Shopping Sheet

Student Veteran Assistance

- Ten ways to make college more friendly to Veterans
- VA Campus Toolkit - Faculty, staff, and administrator resources to support student Veterans.
- Adult College Completion Toolkit - To assist state administrators and local practitioners in identifying and implementing state adult education leadership priorities.
- Counseling Services and Careerscope Aptitude Assessment Tool
- Employment Assistance
- Scholarships/Financial Aid
- Toolkit for Veteran Friendly Institutions
- Payment and Debt Information Resources

www.ebenefits.va.gov

VERIFY SCHOOL ATTENDANCE

WAVE

RESOURCES

[Benefits A-Z](#)

[Federal Benefits for Veterans, Dependents, and Survivors](#)

[Trouble Making Payments](#)

[New/Update Military ID Card](#)

School Training Resources

- ▶ About GI Bill
- ▶ Contact Us
- ▶ Vocational Rehabilitation & Employment
- ▶ Home Loans
- ▶ Life Insurance
- ▶ Pension
- ▶ Special Groups
- ▶ Services
- ▶ Applying for Benefits
- ▶ Locations
- VBA Claims Transformation
- ▶ VBA Performance
- Media and Publications
- About VBA

CONNECT WITH BENEFITS



v/gibill/school_training_resources.asp#

VA representatives.

All schools will need to complete a [Memorandum of Understanding \(MOU\)](#) to gain access to the VA-ONCE application. You should complete the form online, print it, obtain the appropriate signature(s), and mail it to your [Education Liaison Representative \(ELR\)](#). Note: The MOU must be signed by a school official who has the authority to enter into a contract between the institution and VA.

Launch VA-Once

- [VA-ONCE quick reference user guide](#) 📄 (Version 8.0, March 2015)
- [Training on enhancements and improvements in most recent version of VA-ONCE: P042 \(updated November 1, 2015\)](#) 📄
- [How-to guide for flight schools](#) 📄
- [User tips](#) 📄
- [Automation of Post-9/11 GI Bill benefits and VA-ONCE remarks](#) 📄
- [Top ten list of what not to report in VA-ONCE remarks](#) 📄

Certification and Training

- **School Officials Handbook**
 - [School Official's Handbook](#) 📄 (Updated September 18, 2015)
- [Online school official training](#) - This training is designed for new School Certifying Officials but may also be used as refresher training. Complete the tutorial portion of the program to advance in the training module.
- [General school responsibility factsheet](#) 📄
- [Education benefit presentations](#) - Including transcripts of SCO webinars.
- [Submit a Question or Search FAQs](#)
- [Pamphlets, brochures, and information sheets](#)
- [Updated procedures for reporting students on academic probation](#)
- [Program approval for foreign schools](#)
- [Approval of on-the-job training programs](#) 📄
- [How to get an education program approved for GI Bill benefits](#)
- [The treasury offset program: How to receive your state and federal funding](#) 📄

FAQs

Submit a Question

eBenefits

Check Your Current
Post-9/11 GI Bill
Enrollment Status
on eBenefits

www.ebenefits.va.gov

VERIFY SCHOOL ATTENDANCE

Keep receiving education and training benefits from VA by [verifying your attendance](#).

RESOURCES

[Benefits A-Z](#)

[Federal Benefits for Veterans, Dependents, and Survivors](#)

[Trouble Making Payments](#)

[New/Update Military ID Card](#)

Questions on VA Once or
the GI Bill website ??

