



**WV HIGHER EDUCATION
POLICY COMMISSION**

Institutions of Higher Learning and Non-College Degree Programs Certifying Official's Introductory Guide

Updated – June 2009

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Key People

Who are the key people involved in seeing that eligible veterans, service persons, and their dependents receive VA education benefits? This section will introduce you to those key players and their responsibilities.

Certifying Official	<p>You, the Certifying Official, are your school/institution's representative responsible for completing all paperwork necessary to certify the enrollment and changes in enrollment for students eligible for VA benefits.</p>
U.S. Department of Veterans Affairs	<p>The U.S. Department of Veterans Affairs (VA) is the government agency responsible for determining eligibility for VA education benefits and for authorizing payment for the benefits. You will come in contact with several employees. They are:</p> <ul style="list-style-type: none"> ▪ Buffalo RPO Chief Education Liaison Officer (CELO) Gerald Miller ▪ Education Liaison Representative (ELR) Ronald Marcinko ▪ Education Compliance Survey Specialist (ECSS) Ronald Marcinko <p>The CELO is the supervisor of all the ELRs and ECSSs within their Regional Processing Office (RPO) and is responsible for overseeing the education liaison and compliance functions of VA. The ELR is responsible for reviewing the approvals completed by the state approving agency (SAA) and acts as VA's liaison representative with each school/institution. The ECSS is responsible for conducting reviews of the school/institutional policies, procedures, and records to ensure they are in compliance with the laws which allow VA benefits to be paid. The ELR and/or the ECSS will visit the school/institution to assist you in completing certifications and to review your school/institutional policies, procedures, and records. (NOTE: Sometimes the ELR and the ECSS is the same person, which is the case for WV.)</p>
State Approving Agency	<p>West Virginia's state approving agency (SAA) is the Office of Veterans Education & Training Programs (OVETP) within the WV Higher Education Policy Commission. OVETP is responsible for reviewing the school/institution policies, programs, and courses offered to determine if they can be approved for the payment of VA education benefits. Throughout your school/institution's approval, OVETP personnel will visit to provide assistance and to review policies, procedures, and student records. If you need assistance with certifications or have any questions/concerns about the approval of current or new programs, please contact OVETP.</p>
Students	<p>Students who are eligible to receive VA education benefits may fall in one of the following categories:</p> <ul style="list-style-type: none"> ▪ Active duty service person ▪ Active Selective Reservist or National Guards person ▪ Veteran (discharged or separated service person) ▪ Veteran's dependent (spouse, surviving spouse, or child) ▪ Disabled veteran

Helpful Numbers & Addresses

The following phone numbers and addresses are important in the certification of veterans, service persons, and dependents for VA benefits. These contact numbers and addresses will link you with people who can help you get started and answer your questions.

Office of Veterans Education and Training Programs (OVETP) WV Higher Education Policy Commission	
Personnel	Skip Gebhart, Administrator Nancy Taylor, Associate Statewide Coordinator
Phone Number	304-558-0263
Fax Number	304-558-0089
Email Addresses	gebhart@hepc.wvnet.edu or taylor@hepc.wvnet.edu
U.S. Department of Veterans Affairs – Education Service (Local Office)	
Personnel	Ronald Marcinko, ELR/ECSS
Phone Number	304-399-9316
Fax Number	304-399-9358
Email Address	ronald.marcinko@va.gov
Other Helpful Numbers and Addresses	
Education Related VA Information & Questions	1-888-442-4551 or 1-888-GIBILL1
Non-Education Related VA Information & Questions	1-800-827-1000
For the Hearing Impaired	1-800-829-4833 (<i>This is a computer device and the caller may encounter a lot of static during the call.</i>)
West Virginia’s Vocational Rehabilitation Division	304-399-9300
VA-ONCE Assistance	716-857-3148
Addresses	Mail all certifications (except Chapter 31) to: U.S. Department of Veterans Affairs P.O. Box 4616 Buffalo, NY 14240-4616

VA Education Programs

VA administers several education programs as set down in law, Title 38 United States Code. Each program is found in a different chapter of the law and this chapter number is often used to refer to the different benefit programs. They also have specific names and each program provides different benefits for different groups of individuals. Current payment rates for any chapter can be found at www.gibill.va.gov.

Chapter 30	The Montgomery GI Bill - Active Duty is the most common program. It is for individuals who have been on Active Duty since 7/01/85 and who paid into an education fund for one year. They receive 36 months of full-time benefits.
Chapter 33	The Post-9/11 GI Bill is for individuals who have at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill. The Post-9/11 GI Bill will become effective for benefits on or after August 1, 2009. This benefit will provide up to 36 months of benefits and is generally payable for 15 years following release from active duty.
Chapter 1606	The Montgomery GI Bill - Selective Reserves (formerly chapter 106) is for individuals in the Selected Reserve or National Guard (not on active duty). They must be currently and actively drilling and under a 6-year contract. They are only eligible for benefits as long as they remain in the Reserves.
Chapter 1607	REAP is for members of the Reserve components called or ordered to active duty in response to a war or national emergency (contingency operation) as declared by the President or Congress. This new program makes certain individuals who were activated after September 11, 2001 either eligible for education benefits or eligible for increased benefits.
Chapter 35	<p>The Dependents Educational Assistance Program is the only benefit for individuals without military service. It is for the dependents of a member of the Armed Forces who has died while on active duty or as the result of a service-connected disability, or is 100% permanently and totally disabled for a service-related reason. Dependents receive up to 45 months of full-time benefits. Children generally are eligible for benefits between the ages of 18 and 26, but in certain instances may begin before age 18 and continue beyond age 26.</p> <p>They have a VA file or claim number (C#) that is related to the parent or spouse under whom they are eligible. The dependent's file is also identified by a suffix. (10 or W, 41 or A, 42 or B, etc.) The Chapter 35 program has its own application form (VA Form 22-5490) and its own Change of Program/Training form (VA Form 22-5495).</p>
Chapter 32	The Veterans Educational Assistance Program (VEAP) is the post-Vietnam era program. It is for individuals who served on active duty from 1/1/77 - 6/30/85. This chapter is being phased out.

Chapter 31

Vocational Rehabilitation is for disabled veterans. This is the most unique program and each school/institution is assigned a Vocational Rehabilitation Specialist to work with these students and to assist the Certifying Official. These disabled veterans go through a testing process to determine if they are eligible for the benefit. If eligible, the VA sends an Authorization to the school/institution. Full tuition, fees, books, and in many cases, even parking passes are paid by the VA to the school. In addition, the student gets a monthly check depending on their training status.

Responsibilities of the Certifying Official

As the Certifying Official, you are responsible for certifying the enrollment and changes in enrollment of eligible students to the VA. This section will briefly describe your responsibilities.

<p>Primary Function</p>	<p>Your primary function is to let VA know if a student is registered for classes, showing the beginning and ending dates, number of credit hours or clock hours per week in attendance, applicable tuition and fees (especially for Chapter 33 students) and indicating the status of the student as an undergraduate or graduate student. As the Certifying Official, you are also responsible for notifying VA of any changes in enrollment and/or subsequent changes in tuition and fees for Chapter 33 students.</p>
<p>When Can A Student Be Certified?</p>	<p>A student may be certified after they apply for admission and register for classes. You may not have anything to do with the admission process but should encourage the student to look into financial aid, as VA benefits are not sufficient to cover all educational costs. (VA students are paid benefits based on the number of approved credit hours they carry and not on the cost of the school they choose to attend). It is advisable that you complete VA Form 22-1999, Enrollment Certification Form, 120 days prior to the beginning date of the term to allow for adequate processing time.</p>
<p>How Do You Certify A Student?</p>	<p>You can certify a student for VA benefits by filling out VA Form 22-1999, Enrollment Certification Form, or electronically certifying through VA-ONCE. They are basically the same but VA-ONCE is faster since the information is transmitted electronically. First familiarize yourself with the form and then use the electronic method.</p>
<p>What is VA-ONCE?</p>	<p>VA-ONCE is a completely Internet-based application accessible at https://vaonce.vba.va.gov/vaonce_student/default.asp. It is an electronic alternative to submitting VA Forms 22-1999, 22-1999b, and 22-6553c in paper form.</p> <p>To gain access to VA-ONCE, you will need to download the Memorandum of Understanding (MOU) (www.gibill.va.gov/School_Info/once/mou.htm), fill out the appropriate fields, PRINT it out, obtain the appropriate signature(s) and mail it to your ELR.</p> <p>If you have not recently submitted VA Form 22-8794, Designation of Certifying Official(s) Form, please go to www.gibill.va.gov/School_Info/once/forms/22-8794.pdf and download it. Once completed, please mail it to OVE/TP for processing.</p> <p>We would also strongly encourage you to download the VA-ONCE User Guide when you start to use this program. It has screen shots of the application screens you will need to access and show you exactly how to input the data in each field. You may access it at: www.gibill.va.gov/School_Info/once/documents/VA-Once_Guide.pdf.</p>
<p>How are Enrollment Changes Handled?</p>	<p>Each student's records should be verified monthly to determine that nothing has changed. Notify VA using VA Form 22-1999b, Notice of Change in Student Status, or through VA-ONCE if a student does anything which affects their training time, such as adding or dropping courses, withdraws, etc. (except Chapter 31 students). Any VA student who is not making satisfactory progress or who receives an "I" or unreported grade that will not be turned into a punitive grade within one year of assignment should</p>

	be reported to VA.
What Records Do I Keep?	You will need to keep copies of all completed VA Forms, final transcripts, and any other supporting documents, including the student's discharge papers (DD-214) or Notice of Basic Eligibility (NOBE), in either paper or electronic form for three years. This includes keeping a print-out of the certifications and changes in enrollment completed electronically in VA-ONCE.

VA Forms

To assist a student in utilizing their VA Education Benefits, you will need to use a variety of VA forms, which will be briefly described in this section. It would be advisable to keep a supply of these on hand. To order additional forms, you can complete VA Form 20-8800, Request for VA Forms and Publications, and fax it to your ELR at (304) 399-9358. Also, you may contact OVETP at (304) 558-0263 for forms needed in case of an emergency because they do keep a small supply of VA forms on hand. However, the majority of the necessary forms are available at www.veteranseducationwv.com or www.va.gov/forms/benefits.htm.

22-1990	VA Form 22-1990, Application for Education Benefits, is completed by the student the first time an application is made. It is helpful and results in faster processing, if the student completes this form online at http://vabenefits.vba.va.gov/vonapp/main.asp . If you receive VA Form 22-1990 for processing, we would suggest you keep a copy in the student's file. If the student has been discharged or released from active duty within the past 90 days, a copy of his/her DD-214 (Member 4) Form should be submitted to the RPO. If the student is active in a Reserve or Guard unit, there will not be a DD-214 but a Notice of Basic Eligibility (NOBE) from the unit's Education Officer. However, do not delay sending in VA Form 22-1999 if the student doesn't have these forms completed.
22-5490	VA Form 22-5490, Application for Survivor's and Dependent's Educational Assistance is used by first time Chapter 35 students to apply for benefits. It would be helpful and result in faster processing, if the student completed this form online at http://vabenefits.vba.va.gov/vonapp/main.asp . If you receive VA Form 22-5490 for processing, we would suggest you keep a copy in the student's file REMEMBER: Dependents of veterans have a different VA file number than their Social Security Number. It is the VA claim number of the veteran who died while in service or of a service connected disability, or is 100% permanently disabled due to a service-connected disability. This number is sometimes called a "C" number. The "C" number is followed by a payee number or letter. You may see it as 10 or W for a spouse, and 41 or A, 42 or B, 43 or C, etc. for children.
22-1995	VA Form 22-1995, Request for Change of Program or Place of Training, is used for students who transfer in to the school/institution and have previously received VA education benefits at another school/institution. Students who have been out of school for six months or more and are returning to the same school/institution will also need to complete this form. To speed the claims process, the student should complete this form online at: http://vabenefits.vba.va.gov/vonapp/main.asp . If the student is changing their educational program - declaring a major, changing the major, or adding a second major - they will also need to complete the form but it should be retained within their file at your facility. (Note: Chapter 31 – Vocational Rehabilitation students will need to utilize VA Form 28-1905 and Chapter 35 students will use VA Form 22-5495.)

22-5495	<p>VA Form 22-5495, Request for Change of Program or Place of Training (Survivor's and Dependents Educational Assistance), is used by dependents who transfer in to the school/institution and have previously received VA education benefits at another school/institution. Dependents that have been out of school for six months or more and are returning to the same school/institution will also need to complete this form. To speed the claims process, the student should complete this form online at: http://vabenefits.vba.va.gov/vonapp/main.asp.</p> <p>If the dependent is changing their educational program - declaring a major, changing the major, or adding a second major - they will also need to complete the form but it should be retained within their file at your facility. Then, you should make the change within VA-ONCE and notate the "Change of Program/Place of Training is on file" in the Remarks section.</p> <p>REMEMBER: Chapter 35 students have a VA claim number that is not their Social Security number, but the claim number of the veteran whose death or disability gives them their eligibility.</p>
22-1999	<p>VA Form 22-1999, Certification of Enrollment, is used by you to tell the VA about the student's enrollment. It includes the dates of enrollment, credit or clock hours, prior credit awarded, type of training, and the name of the approved program. The information contained on this form can be processed through VA-ONCE and will speed the processing of the student's claim.</p>
22-1999b	<p>VA Form 22-1999b, Notice of Change in Student Status, is used to notify VA of any change in a student's enrollment - adding or dropping courses that change the student's status, withdrawal from the school/institution, dismissal for unsatisfactory progress, etc. This form is used for all students except Chapter 31 – Vocational Rehabilitation students. To speed the processing, you should report these changes using VA-ONCE.</p> <p>REMEMBER: All changes in student enrollment must be reported to VA within 30 days of the change.</p>
22-1999V	<p>VA Form 22-1999V, Certification of Delivery of Advance Pay, is used to verify that the student has received the advance pay from the school and is registered. The student signs the 22-1999V after registering and receiving the advance pay. Once completed, you will need to submit Form 22-1999V to the RPO.</p>
28-1905	<p>VA Form 28-1905, Authorization & Certification of Entrance or Re-Entrance in Rehabilitation and Certification of Status, is used for Chapter 31 students for both first time application and for changes. The Vocational Rehabilitation Specialist sends VA Form 28-1905 directly to you when a claim has been established and you will then certify the student.</p>
28-0175	<p>VA Form 28-0175, Chapter 31 Change in Enrollment, is only used for changes in enrollment for Chapter 31 students.</p>

OVETP (SAA) Forms

SAA 1	Approval Information – Institutions of Higher Learning (IHL) Programs is completed by OVETP based upon catalogs and publications submitted to designate the approved branches/additional facilities, independent study courses, cooperative education courses, practical training courses, and the programs offered by your institution.
SAA 2	Approval Information – Non-College Degree (NCD) Programs is completed by OVETP based upon catalogs and publications submitted to designate the approved branches/additional facilities, independent study courses, cooperative education courses, practical training courses, and the programs offered by your school.
SAA 3	The Application for Approval of Certificate/Diploma Programs should be submitted to OVETP when a school/institution is requesting that a new clock-hour program be added to their approval. When submitting this form, two copies of the program’s information and/or updated catalog should be included and each copy should be certified with the following statement: “I certify this to be true and correct in content and policy.”
SAA 4	The Application for Approval of Degree Programs should be submitted to OVETP when a school/institution is requesting that a new credit-hour program be added to their approval. When submitting this form, two copies of the program’s information and/or updated catalog should be included and each copy should be certified with the following statement: “I certify this to be true and correct in content and policy.”
SAA 10	The Application for Approval of Dual Objectives must be submitted to OVETP when a student requests enrollment in dual majors/programs of study. VA will only issue payment for one approved program unless OVETP has approved a dual objective. Therefore, an SAA 10 must be submitted and approved by OVETP and VA before a student can enroll in courses applicable towards two majors/programs of study.

Military Forms

DD-214	The DD-214 Form is the veteran’s discharge or separation papers. You need to ask for Member Copy 4. This is indicated on the bottom of the form and shows the individual’s type of discharge and reason for discharge.
NOBE	The NOBE is a Notice of Basic Eligibility. It is a temporary eligibility certificate, which is issued by the unit’s Education Officer to individuals in the active Selective Reserves or National Guard who have established eligibility for Chapter 1606/1607, but whose computer record has not yet been updated to show the eligibility.

What to Do When a Student Comes In About VA Education Benefits

When a student first comes in seeking your assistance, there are several questions you should ask that will help you decide how best to assist the student. The questions and information on how you should proceed based upon their responses is shown below.

<p>Am I eligible for VA benefits? I have questions about VA benefits.</p>	<p>Refer the student to the toll-free VA Education Phone number: 1-888-GIBILL1 or 1-888-442-4551. Do not try to make determinations of eligibility. The benefit programs change frequently and each individual can have a unique situation so it is best to refer the student directly to VA for questions about the programs.</p>
<p>Have you applied for admission and registered for classes?</p>	<p>If they say “NO”, give them the website address for the application forms but explain that until they have applied and are registered for classes, you cannot certify their enrollment. Direct them to the Admissions Office and also recommend they apply for Financial Aid. Once they have registered, advise them to come back to you.</p> <p>If they say “YES”, continue with the following determinations and explain the student’s responsibilities regarding add/drops and withdrawals which can affect their enrollment status, maintaining satisfactory progress, and only taking courses applicable toward their degree goal.</p>
<p>Have you ever received VA education benefits before?</p>	<p>If they say “YES”, do the following:</p> <ul style="list-style-type: none"> ▪ Have them fill out VA Form 22-1995 or 22-5495 if they are a Chapter 35 student. ▪ Ask them which chapter for which they are eligible. If they do not know, ask whether they are or were active military or active reserves. Sometimes a student is eligible under two chapters - they were active and are now active reserve. Chapters 30, 33, and 32 typically pay better than 1606 and 1607, so it is best for them to use all their benefits under the chapter that pays the best and when that is exhausted apply for benefits under the next chapter. ▪ If known, write the Chapter(s) on the top of the form. The form doesn’t ask for the chapter(s) but this is information you need to certify them. ▪ If they are Chapter 31 – Vocational Rehabilitation, they do not need to fill either form. You should refer them to their Vocational Rehabilitation Specialist for authorization. <p>If they say “NO”, do the following:</p> <ul style="list-style-type: none"> ▪ Have them fill out an application for education benefits, VA Form 22-1990 or 22-5490 if they are a Chapter 35 student.

Did you have active military service or are you an active reservist?

- If they have been **discharged within the last 90 days**, ask them to provide you with their DD-214, Member Copy 4, which they receive at the time of their separation from active duty. This should be submitted with their VA Form 22-1990. However, if they do not have a copy immediately available, **do not** delay in the submission of paperwork. VA will ask for a copy if necessary.
- If they are **still active**, they will need to have Part II of VA Form 22-1990 signed by the Education Service Officer of their military unit.
- If they are **Active Reserves or National Guard**, have signed a 6-year contract with a Unit, and are actively drilling, they will need to get a Notice of Basic Eligibility (NOBE) from their unit.
 - Note: The NOBE is not sufficient for VA after 90 days. At that time, the electronic DOD record should be updated. If it isn't, VA will accept a letter on the unit's letterhead verifying the reservist is under a 6-year contract and is actively drilling. The letter should provide a contact person (name & phone number) and it should be signed by the Commanding Officer of the Unit.
- If the student has never served in the active military or reserves, but is a **dependent** with eligibility based on an eligible parent or spouse, have them fill out an application for dependent's education benefits, VA Form 22-5490. (They need to know the veteran's file or claim number.)
- If the student is **disabled** and wants to apply for Vocational Rehabilitation, refer them to the Vocational Rehabilitation Specialist. Explain that they will be certified once the VA furnishes the authorization.

Rules Of Thumb (And Their Exceptions)

VA has many rules that govern how benefits can be paid. The following section discusses some “rules of thumb” that will help you in understanding the process and will clarify some of the more complicated areas.

36 Months of Full Time Benefits	<p>Eligible students receive 36 months of full time VA education benefits. This does not mean they have to go to school full time. They can receive their benefits in lesser amounts over a longer period of time. For example, if they go to school half-time, they can receive benefits over a period of 72 months, for $\frac{3}{4}$ time - they get 54 months, etc.</p> <p>If the student is unsure how many months remain, have him/her call VA and ask exactly how much their full time benefits will be. There are many different programs with different “kickers” so it is best to ask VA rather than guess.</p> <p>Exceptions to the 36-month rule:</p> <ul style="list-style-type: none">▪ Chapter 31 - VA Vocational Rehabilitation determines the number of months▪ Chapter 35 - have 45 months of eligibility▪ Students with eligibility under more than one program - have 48 months
10 - 15 Years To Use Benefits	<p>Eligible veterans have 10-15 years from their date of discharge to use their education benefits depending on the chapter in which they have earned eligibility. If a veteran has any questions about eligibility, urge them to call VA.</p>
Where Benefit Checks Are Sent	<p>VA benefit checks are sent directly to the student at the address or bank account indicated on the application. Benefit checks are NOT paid to the school. The money is intended to help defray educational expenses, but does not have to go directly toward tuition costs; it can be used any way the student wants.</p> <p>Exceptions:</p> <p>Chapter 33: This program will pay eligible individuals:</p> <ul style="list-style-type: none">• tuition & fees directly to the school not to exceed the yearly maximum in-state tuition & fees at a public Institution of Higher Learning. (See chart listing 2008 - 2009 maximum rates.)• a monthly housing allowance based on the Basic Allowance for Housing for an E-5 with dependents at the location of the school. To determine the BAH for your school's ZIP code click here (link goes to a non-VA website).• an annual books & supplies stipend of \$1,000 paid proportionately based on enrollment• a one-time rural benefit payment for eligible individuals see comparison chart for more information. <p>Chapter 31: These benefit payments are sent as 3rd party billing. The tuition, fees, and sometimes the parking are billed directly to VA. VA is billed directly for books and certain supplies listed on an approved list of supplies provided by the Vocational Rehabilitation Specialist. Supplies not on the list may require special approval.</p>

Advance Pay	<p>Advance pay provides payment for the first partial and first whole month of enrollment if a request by the student is made to VA at least one month before the start of school. The school must also agree to accept delivery of the advance pay check and be approved to handle advance pay. (Contact the ELR if you want to be approved.)</p> <p>Once approved, the school will be mailed the advance pay check and VA Form 22-1999V. After the student is registered, the check is given to the student and he/she will sign the accompanying VA Form 22-1999V indicating receipt, which will be sent to VA by you.</p>
Break Pay	<p>This is sometimes called interval pay. When a student discontinues education for over a month, a break in pay occurs. This means they will only be paid for the exact number of days for which they were certified during the month. If at a later date they return to school, they will only be paid for the actual days of enrollment during that first month. If there are less than 30 days between terms, such as between Fall and Spring terms, VA does not consider that a break and pay will continue for the entire break.</p> <p>During summer months, the break issue is complicated. If the student is enrolled in summer sessions that total at least 8 weeks, then the break between summer sessions can be paid.</p>
Benefits Are Paid In Arrears	<p>Generally speaking, benefits are paid in arrears. The student receives payment for the month of September at the beginning of October, etc.</p> <p>Exception: Advance Pay: An advance payment is made at the beginning of the enrollment period and usually covers the first partial month and the next full month. This is intended to assist the student in meeting the educational expenses incurred at the beginning of the term. If advance pay is received for an August enrollment, the payment would be for August and all of September. The October payment won't be released until the first of November so the student will have a long gap between the advance payment and the next regular payment.</p>
When To Certify Students	<p>Chapters 30, 33, 1606, & 1607: These students can be certified up to 120 days before the term's classes begin. This is because the student must verify their enrollment on a monthly basis through the WAVES (Web Automated Verification of Enrollment System). WAVES is located at www.gibill.va.gov/wave/default.cfm and the earliest a student can verify their enrollment is the last calendar day of each month.</p> <p>Chapter 32 & 35: Continuously enrolled students (having no break in pay) can be certified 120 days before the starting date of the term just like Chapter 30, 1606, and 1607 students. However, if there is a break, they cannot be certified until the first day of class unless advance pay is requested.</p> <p>Advance Pay: Students requesting advance pay have to be certified so that VA receives their certification at least a month before the first day of class.</p> <p>Chapter 31: These students, if new, can be certified as soon as the vocational specialist authorizes them and they are registered. Returning students can be certified as soon as they are registered for classes.</p>

Enrollment Status	<p>Enrollment status is what determines the rate of pay and students can be full-time, $\frac{3}{4}$ time, $\frac{1}{2}$ time, and $\frac{1}{4}$ (or less than $\frac{1}{2}$) time. VA's determination of status may be different than your school/institution's determination so you need to check with VA. If a student is $\frac{1}{4}$ or less than $\frac{1}{2}$ time, you will also need to provide the tuition and fees for the student on the enrollment certification.</p> <p>Undergraduate Students: VA determines undergraduate status and rate of pay using a formula so you do not need to report training time, just the credit hours enrolled and the term's beginning and ending dates. Usually, the full-time rate is 12 credit hours.</p> <p>Graduate/Professional Students: The school/institution where the student is enrolled determines the number of credits required for enrollment status to be full-time, $\frac{3}{4}$ time, etc. For these students, you will need to indicate "training time" on the student's certification. Please note that in determining status, graduate students can have pseudo hours, so even if they have 0.0 (zero) hours, the graduate school can award them status. Be sure to check this.</p>
Students Must Be Enrolled in a Program	<p>Students must be enrolled in a program and not just taking random courses. They can be enrolled with an undecided major (i.e. Bachelor of Arts, Major - Undecided.) for up to two semesters; after that, the student must declare a major to continue to receive VA benefits. Once a major has been declared or a change in major has occurred, VA Form 22-1995 – Change of Program/Place of Training should be completed and kept on file or report the change in VA-ONCE.</p> <p>If the student has not been formally accepted into a program and has to take several courses to be accepted, get a statement from the school/institutional administration to reflect the situation and indicate as such in the "Remarks" section of the enrollment certification.</p>

Completing VA Forms

When completing any VA or OVETP (SAA) form, always read the instructions for detailed instructions. It is also helpful to fill out a sample form before attempting to assist a trainee.

Paper Forms

When completing paper forms, always print clearly and firmly. Complete all sections and make sure the forms are properly dated and signed. Only you, the Certifying Official, are authorized to complete VA Form 22-1999, Certification of Enrollment, or VA Form 22-1999b, Change in Enrollment.

Electronic Forms

Electronic forms are quicker to complete, ensure safe and quick delivery, and can result in faster claims processing. Therefore, it is strongly encouraged to utilize these where applicable.

The student can complete VA Form 22-1990 or 22-5490, Application for Benefits or VA Form 22-1995 or 22-5495, Request for Change in Training or Place of Training, online at <http://vabenefits.vba.va.gov/vonapp/main.asp>.

Through VA-ONCE, you can complete VA Form 22-1999, Certification of Enrollment, or VA Form 22-1999b, Change in Enrollment.

If you have any questions or problems related to the completion of these forms or need additional assistance, please feel free to contact OVETP personnel (Skip Gebhart - Administrator or Nancy Taylor - Associate Statewide Coordinator) or ELR/ECSS (Ron Marcinko).