



Virginia Department of Veterans Services

## 2015 P.O.P.E. Training



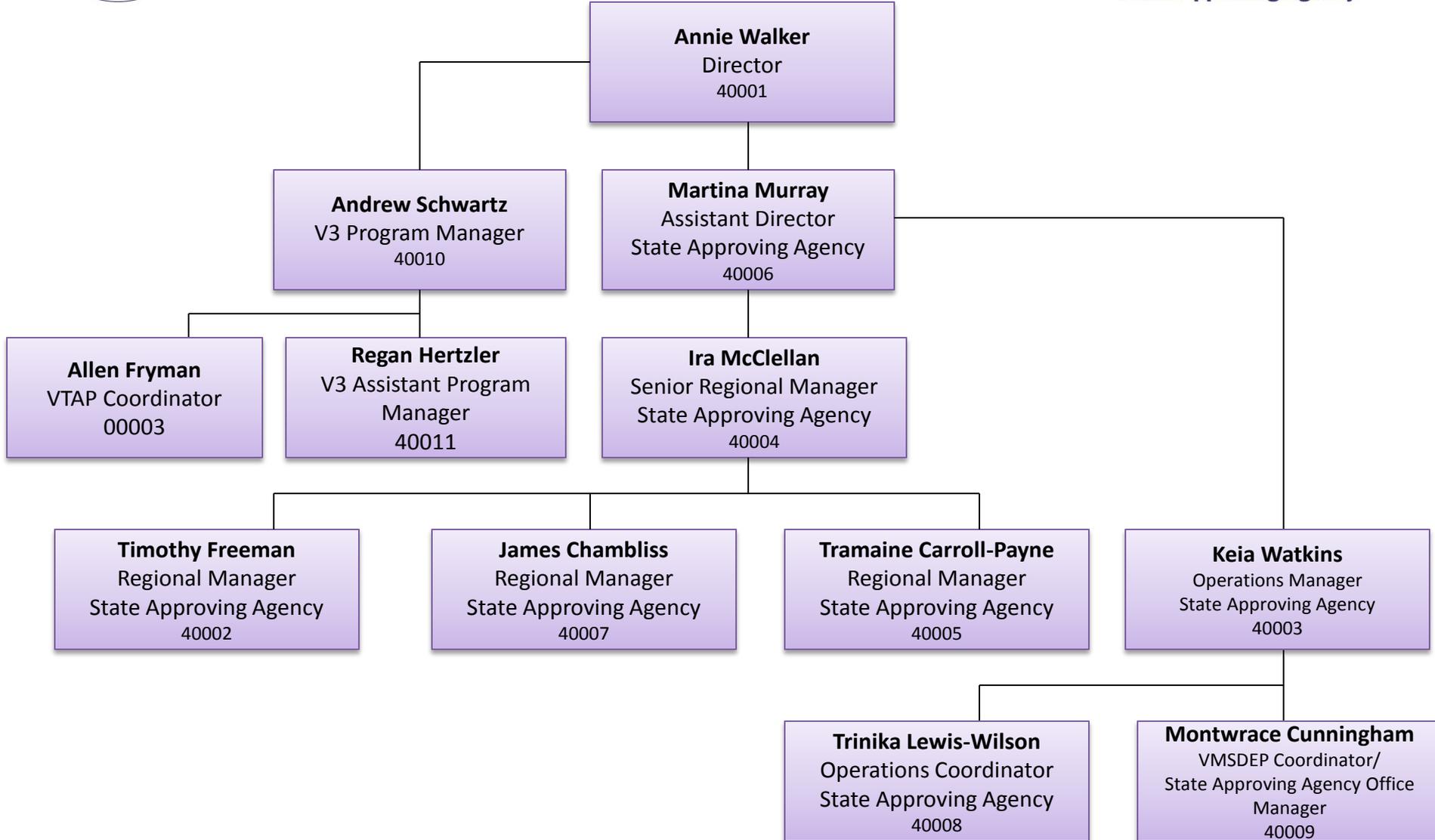
Virginia Department of Veterans Services  
Veterans Education Training and Employment  
State Approving Agency

# Guide to Veterans Educational Benefits in Virginia

**Annie Walker, Director Veterans  
Education, Training and  
Employment**



# VETE Organizational Chart





Virginia Department of Veterans Services

## 2015 P.O.P.E. Training



Virginia Department of Veterans Services  
Veterans Education Training and Employment  
State Approving Agency

# New Facility Approval Process

**Martina Murray, Assistant Director**

**Virginia State Approving Agency**

**[martina.murray@dvs.virginia.gov](mailto:martina.murray@dvs.virginia.gov)**

**804-225-2298**

[www.dvs.virginia.gov](http://www.dvs.virginia.gov)



## INTRODUCTION



- **Martina Murray, Assistant Director, primary schools are IHLs and NCDs in Central Virginia**
- **Academic Counselor and Transcript Evaluator at University of Phoenix for three years**
- **7 years with the Virginia Department of Veterans Services State Approving Agency for Veterans Education, Training, and Employment**



# Agenda

- ❖ Request an Application
- ❖ New Approval Training
- ❖ Application Review Process
- ❖ Approval Decision
- ❖ Inspection Visit



Virginia Department of Veterans Services



Virginia Department of Veterans Services  
Veterans Education Training and Employment  
State Approving Agency

# Request an Application

<http://www.dvs.virginia.gov>

Click on “Education & Training”  
navigate down to “State Approving Agency”

## Application for Facility Approval

Application to Provide Training (IHL/NCD)

Application to Provide Training (OJT/APP)

To request approval for License and Certification Test please contact Ms. Trinika Lewis-Wilson at 804-225-2720 or email at [trinika.lewis-wilson@dvs.virginia.gov](mailto:trinika.lewis-wilson@dvs.virginia.gov)



# Request an Application



**REQUEST FOR AN APPLICATION TO PROVIDE TRAINING TO VETERANS AND OTHER ELIGIBLE PERSONS  
INSTITUTIONS OF HIGHER LEARNING, NON-COLLEGE DEGREE AND LICENSURE AND CERTIFICATION**

*(This is ONLY a request for the application of approval to provide training to veterans and other eligible persons. Upon receipt of this completed form, an Application for Approval will be emailed along with all supporting documentation needed for the State Approving Agency to process your application. Please allow 48 hours for the SAA to review and process this form. If you have any question please contact Trinika Lewis-Wilson at 804-225-2720)*

<b>Full Name and Address of Institution:</b>			<b>SAA Use ONLY</b>
			<b>Date Application Sent:</b>
			<b>Date Application received:</b>
			<b>RM Assigned to:</b>
<b>Accreditation Status</b>	<b>Type of School</b>	<b>Check all that Applies</b>	<b>Type of Application:</b>
<input type="checkbox"/> Accredited	<input type="checkbox"/> Public	<input type="checkbox"/> Degree Undergraduate	<input type="checkbox"/> Deemed Approved
<input type="checkbox"/> Non-Accredited	<input type="checkbox"/> For-Profit	<input type="checkbox"/> Degree Graduate	<input type="checkbox"/> Accredited IHL/NCD
<b>License &amp; Certification</b>	<input type="checkbox"/> Not-For-Profit	<input type="checkbox"/> Certificates/Diplomas	<input type="checkbox"/> Non-Accredited IHL/NCD
<input type="checkbox"/> Governmental			<input type="checkbox"/> License & Certification
<input type="checkbox"/> Non-Governmental			<input type="checkbox"/> Governmental
			<input type="checkbox"/> Non-Governmental



# Request an Application



Official(s) who will serve as Contact person for SAA approval:		
Phone:	Fax:	E-mail:
1. Are you accredited by an accrediting agency recognized by the U.S. Department of Education?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Please provide the name of your accrediting Agency :		
3. If you are a proprietary educational institution that offers a course not leading to a standard college degree, have you been in operation for 2 continuous years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. If you answered <b>NO</b> to question 3, you may not be eligible for approval at this time. <i>If you are a proprietary educational institution that offers a course not leading to a standard college degree you must be in operation for 2 continuous years unless the institution meet the following exceptions under CFR 21.4251: Offers the course under a contract with the Department of Defense or the Department of Transportation; and gives the course on or immediately adjacent to a military base, Coast Guard station, National Guard facility, or facility of the Selected Reserve. <b>If you do not meet these exceptions STOP HERE and return this form to the SAA.</b></i>		
5. Does the facility have a Certificate to Operate (CTO) from the State Council of Higher Education for Virginia (SCHEV)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. If you answer <b>NO</b> to question 5, do you have an exemption? <b><i>This requirement may not apply to if you do not fall under SCHEV jurisdiction. (Contact SCHEV at 804-225-3093)</i></b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
7. a. Are you a school of Cosmetology or Barbering?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
b. If you answered <b>YES</b> to question 7a, do you provide funding under Title IV, if <b>YES</b> ? You are require to have a Certificate to Operate from SCHEV?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
c. If you answered <b>YES</b> to question 7, are your licensed by the Virginia Department of Professional and Occupational Regulations (DPOR)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
8. If you answered <b>NO</b> to question 7c, you are not eligible for approval at this time	<b>Please return to the SAA</b>	

Please email the completed form to Trinika Lewis-Wilson at, [trinika.lewis-wilson@dvs.virginia.gov](mailto:trinika.lewis-wilson@dvs.virginia.gov)



Virginia Department of Veterans Services



Virginia Department of Veterans Services  
Veterans Education Training and Employment  
State Approving Agency

# New Approval Training

- Attendance is Mandatory
- Training held once a month (except December)
- Questions about the application
- One-on-one application review
- May attend more than once
- No cost to attend



# Application Review Process

## New Application Submitted

The Operations Coordinator assigns application to a manager for review

## Application Review

The manager has 30 days to complete the application review and make an approval decision

- Will contact facility for additional information or questions
- Will return the application if incomplete (generally will give facility 60 days to return the completed application)



# Approval Decision

**You will receive a letter confirming approval or disapproval**

## **Disapproval**

**Letter will explain decision and let you know when or if you may apply again**

## **Approval**

- Letter will list approved programs**
- Dept of Veterans Affairs assigns a facility code**
- E-mail a copy of your approval (WEAMS Report)**



Virginia Department of Veterans Services



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# Inspection Visit

- ❖ **Within 30 days from date of approval**
- ❖ **Occasionally completed before the approval is completed**
- ❖ **Physically walk through the facility**
- ❖ **Provide technical assistance to the Certifying Official**



Virginia Department of Veterans Services



Virginia Department of Veterans Services  
Veterans Education Training and Employment  
State Approving Agency

# QUESTIONS





Virginia Department of Veterans Services

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Virginia Department of Veterans Services  
Veterans Education Training and Employment  
State Approving Agency

# Revised Approval Process

Tramaine Carroll-Payne  
Regional Manager  
Virginia Education, Training and Employment  
900 East Main Street, Sixth Floor, West Wing  
Richmond, VA 23219  
804-248-1239



# Introduction

- 10 years experience in higher education
- Six years as a School Certifying Official at J. Sargeant Reynolds Community College (JSRCC)
- Seven years as an Adjunct Instructor for College Success Skills at JSRCC
- Three years with State Approving Agency
- Primarily responsible for On-the-Job (OJT) and Apprenticeships



# Agenda

- New Catalogs
- New, Revised, or Withdrawn Programs
- Dual Objectives
- New Branch Approvals
- Miscellaneous Approval Issues



Virginia Department of Veterans Services

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# What changes need to be sent to the SAA for approval?



# New Catalog

- All schools are required to submit two copies of their catalogs to the SAA
- The following should be included:
  - Complete list of all programs the school is requesting approval (included in the application)
  - Tuition and fees
  - Term dates
  - School policies and procedures
  - Catalog supplements/addendums
  - Branch location
  - All combined programs taught in conjunction with another school or training establishment
- Contact our office for an application for New Catalog
- If changes occur after the new catalog has been approved, you must submit to the SAA approval for changes



# New Programs

- Must complete a Revised approval application
- School's name and facility code
- Two copies of the program curriculum with course descriptions, # of credit/clock hours
- Approval from accrediting agency (accredited) and SCHEV (non-accredited) institutions
- Include effective date of the approval
- If new program is a minor, specialization, or concentration under an existing approved degree no action is required unless portions of the program is taught by a partnership or contract with another institution



# Revised Programs

- Must complete a Revised approval application
- Credit/Clock hours to complete the program have increased or decreased (NCD's only)
- Program name changes



## Discontinued/Withdrawn Programs

- Name of program discontinued
- Date the program discontinued
- If program is placed in teach-out provide the teach-out date
- Beware of 85/15 rule (no more than 85% of students enrolled in a single program can use veterans educational benefits to pay for their courses)
- If approaching contact our office



# Revised Approval Application

**COMMONWEALTH OF VIRGINIA**  
*Department of Veterans Services*  
*State Approving Agency for Veterans Education and Training*  
**Application for Revised Program Approvals**

**Purpose:** This application should be completed only when requesting approval of new programs, withdrawing programs, changing the name of programs; listing programs in teach-out and change in clock or credit hours for certificates or diplomas. Public IHLs and not for profit accredited IHLs do not need to submit changes for degree program unless they are taught in conjunction with a 3rd party, all other changes must be submitted for approval. When requesting approval of NCD programs you must use this form regardless of the institution's status or type. For all other request contact your assigned Regional Manager or the SAA office at 804-225-2720. **Submit two copies of the application and all supporting documentation.**

<b>Name and Address of Institution</b>		<b>Date of Request:</b>	
[ ]		<b>Program's Accreditation Status</b>	
[ ]		<input type="checkbox"/> Accredited	
[ ]		<input type="checkbox"/> Non Accredited	
[ ]		<b>Type of School</b>	
[ ]		<input type="checkbox"/> IHL (Degree Granting)	
[ ]		<input type="checkbox"/> NCD (Non-Degree Granting)	
<b>Facility Code:</b>		<b>School status:</b>	
[ ]		<input type="checkbox"/> Public	
[ ]		<input type="checkbox"/> Proprietary-Nonprofit	
[ ]		<input type="checkbox"/> Proprietary-Profit	
<b>Type of Action Requested</b>			
<input type="checkbox"/> New Program		<input type="checkbox"/> Teach-Out	
<input type="checkbox"/> Program Withdrawal		<input type="checkbox"/> Change in Credit Hrs/Clock Hrs	
<input type="checkbox"/> Program Name Change		<input type="checkbox"/> Other	
<b>Term:</b> <input type="checkbox"/> Semester <input type="checkbox"/> Quarter <input type="checkbox"/> Non-Standard			
<b>Type of Program(s) To Be Approved (Check all that Applies)</b>		<b>General Information</b>	
<input type="checkbox"/> Degree Undergraduate		Effective Start Date of Programs:	
<input type="checkbox"/> Degree Graduate		# of Veterans enrolled or waiting to enroll:	
<input type="checkbox"/> Certificate		Phone:	
<input type="checkbox"/> Diploma		Fax:	
Official(s) who will serve as Contact person for approval:		E-mail:	



# Revised Approval Application



Third Party Contract Information			Requested Documentation (must be submitted in duplicate)																																														
<p>Is any portion of the requested programs being offered by a third party? (If there is a partnership or contract with a third party please provide the program name, establishment's name, address, point of contact and phone number; if there is no third party please indicate with NA! (If you have more than one program please use additional attachments utilizing the same format as below)</p>			<p><i>For requesting approval for New Program(s), Change in hours for certificate(s) or diploma(s), or program(s) name change provide the following:</i></p> <ol style="list-style-type: none"> <li>1. The program curriculum with course descriptions of each course required for the program, number of credit/clock hours per course and total number of hours to complete the program (if program is measured in credit hours annotate semester or quarter hours);</li> <li>2. Copies of policies &amp; procedures associate with the program(s) you are seeking approval for;</li> <li>3. Provide evidences of program's accreditation (if accredited);</li> <li>4. Evidence that program has been certified by, or you have received a waiver or is exempt from SCHEV;</li> <li>5. Schools that fall under another State Agency oversight, such as Barber and Cosmetology Schools, provide two copies of the approval or license to operate;</li> </ol>																																														
Program Name:			<p><i>For discontinued or teach-out programs provide the following information:</i></p> <ol style="list-style-type: none"> <li>1. Name of the program in the appropriate box below</li> </ol>																																														
Establishment Name:			<p><i>General Note</i></p>																																														
Address:			<p><i>If the new program is a minor, specialization or concentration under an existing approved degree (major) no action is required unless portions of the program is being taught by a partnership or contract with another institution (if under contract or partnership complete third party information above). The school certifying official should certify the new program under the degree major.</i></p>																																														
Contact Name:		Phone Number:	<p><i>Program Listing</i></p>																																														
All Institutions (including Deemed Approved)			Please complete the appropriate box below using this legend:																																														
<p>Institutions are required to submit changes in address, any policy changes, tuition and fees; and changes in accreditation status and school closure, etc. Please check the following items that you are requesting approval for:</p>			<p>NP=New Program            NC=Name Change- list the previous name of the program beside the new name in parentheses.            TO=Teach-Out- enter the teach-out end date in parentheses beside the program name            IS=Independence Study/Distance Learning            Enter "Yes" if applicable            If submitting school catalog please enter page number</p>																																														
<input type="checkbox"/> Policies	<input type="checkbox"/> Accreditation Status	Others:	<table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #e0e0e0;"> <th colspan="8" style="text-align: left;">Revised Programs</th> </tr> <tr style="background-color: #e0e0e0;"> <th style="text-align: left;">Name of Programs (for certificates &amp; diplomas provide the hours)</th> <th>NP</th> <th>NC</th> <th>TO</th> <th>IS</th> <th>Cl/Cr hrs</th> <th>Page #</th> <th></th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>							Revised Programs								Name of Programs (for certificates & diplomas provide the hours)	NP	NC	TO	IS	Cl/Cr hrs	Page #																									
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<input type="checkbox"/> Term Dates	<input type="checkbox"/> School closure																																																
<input type="checkbox"/> Tuition & Fees	<input type="checkbox"/> Change of Address/Location																																																



## Dual Objectives

- Dual objective is a combination of programs of education that lead to a single career field
- No approval is necessary for degree programs
- Approval is necessary for any combination of programs other than degree programs (eg. non-college degree (NCDs), diploma, or certificate programs).
- College officials (school certifying official and chairperson or dean of the department, school, or college involved in granting the dual degree or major) must be willing to sign off on an approval of multiple programs
- Request must be submitted to SAA prior to earning 90 credit hours in baccalaureate degree program or the earning of 37 hours in an associate degree program



# Dual Objectives

<b>DEPARTMENT OF VETERANS SERVICES VETERANS EDUCATION, TRAINING AND EMPLOYMENT ATTN: STATE APPROVING AGENCY 900 E. MAIN STREET, 6<sup>TH</sup> FLOOR WEST WING RICHMOND, VIRGINIA 23219</b>		
<b><i>REQUEST FOR APPROVAL OF DUAL OBJECTIVES</i></b>		
<p>A program of education may lead to more than one educational, professional, or vocational objective if all objectives pursued are generally recognized as being reasonably related to a single career field. The objectives do not necessarily have to be on the same professional or technical level. For example, a student may want to concurrently pursue two different degrees or pursue a degree and a certificate.</p> <p>A combination of two approved degree programs at the same school does not need additional approval; additional approval will be necessary in any other circumstance. For approval of a dual objective, please submit the information below as well as meet the specified criteria.</p>		
<b>Date of Request:</b> <input style="width: 80%;" type="text"/>	<b>Facility Code:</b> <input style="width: 90%;" type="text"/>	
<b>Facility Name:</b> <input style="width: 95%;" type="text"/>		
<b>Address:</b> <input style="width: 95%;" type="text"/>		
<b>City:</b> <input style="width: 45%;" type="text"/>	<b>State:</b> <input style="width: 20%;" type="text"/>	<b>Zip Code:</b> <input style="width: 35%;" type="text"/>
<b>Contact Person:</b> <input style="width: 90%;" type="text"/>		<b>Email:</b> <input style="width: 90%;" type="text"/>
<b>Phone Number:</b> <input style="width: 90%;" type="text"/>		<b>Fax Number:</b> <input style="width: 90%;" type="text"/>
<b><i>REQUIREMENTS</i></b>		
<ul style="list-style-type: none"> <li>➤ Name and last four digits of the claim number of the VA student for whom the approval of the dual objective is requested.</li> <li>➤ The exact title of the two programs for which dual objective approval is requested, to include the program curriculum and course descriptions of both programs.</li> <li>➤ An exact description of the single career field to which both programs relate. The source or authority (major professor, department chair) declaring these two programs as relating to this single career field.</li> <li>➤ Total credit hours already earned toward current program.</li> <li>➤ Total additional credit hours needed to complete the dual objective as certified by school registrar.</li> <li>➤ Total credit hours and unit subjects required for the dual objective.</li> <li>➤ When applicable, the elective courses in the initial objective should be used to satisfy the courses required to attain the dual objective.</li> <li>➤ GPA should meet the school's requirement for satisfactory progress.</li> <li>➤ All such requests must be submitted to the SAA prior to the VA student's entrance into dual objective study.</li> <li>➤ The request for approval must be received by the SAA prior to the earning of 90 credit hours in a baccalaureate degree program or the earning of 37 hours in an associate degree program.</li> <li>➤ For graduate students, the school must submit its dual objective request during the second term (semester/quarter) of the student's enrollment in graduate school.</li> <li>➤ All requests for approval of dual objectives must be signed by:             <ul style="list-style-type: none"> <li>School certifying official <b>and</b> Chairperson or Dean of the department, school, or college involved in granting the dual degree or major.</li> </ul> </li> </ul>		



## New Branch Approvals

- Approvals for a new branch or an existing branch location with a separate facility code are treated as a new facility (follow new approval procedure)
- Branch location must have a point of contact with phone number and email address
- Branch location must have the same capabilities as the main branch (POC) and files must be accessible.
- Contact our office for an application



# Miscellaneous Approval Issues

## Change of Address

- Submit a letter on company letter head (two copies) requesting approval of new address and include the following information:
  - Effective date of relocation
  - New phone number, email address, and points of contact
  - New Designation of Certifying Official Form (VAF 22-8794)

## Change in Name of Facility

- School officials will need to submit a letter on company letter head (two copies) requesting the name change and include the following information:
  - Effective date of the name change
  - Include the old name and new name
  - Documentation from your accrediting agency and SCHEV identifying their approval
  - New Designation of Certifying Official Form (VAF -8794)



# Miscellaneous Approval Issues

## Change of Ownership

- Contact our office to request an application for change of ownership

## Change of Certifying Official

- Complete a new Designation of Certifying Official form (VAF-22-8794) and send to our office



Virginia Department of Veterans Services

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Virginia Department of Veterans Services  
Veterans Education Training and Employment  
State Approving Agency

To receive any application contact our

Operations Coordinator:

Trinika Lewis-Wilson

804-225-2720

[trinika.lewis-wilson@dvs.virginia.gov](mailto:trinika.lewis-wilson@dvs.virginia.gov)



Virginia Department of Veterans Services



Virginia Department of Veterans Services  
Veterans Education Training and Employment  
State Approving Agency

# QUESTIONS





# Compliance Surveys

Veterans Education, Training and Employment  
Virginia Department of Veterans Services  
900 East Main Street, Sixth Floor, West Wing  
Richmond, Virginia 23219  
804-225-2720



# Introduction

- Ira McClellan, Senior Regional Manager- primary schools are IHLs and NCDs in Northern Virginia
- Veterans' Advisor/Certifying Official, Adjunct Faculty at Northern Virginia Community College for more than eight years
- Over 11 years with the Virginia Department of Veterans Services State Approving Agency for Veterans Education, Training, and Employment



# Agenda

- What is a compliance survey
- Record disclosure
- How often am I reviewed
- Notification procedures
- Major areas of review
- Checklists for IHLs and NCDs
- How am I informed of the results



# What is a Compliance Survey?

- It is the review of all Department of Veterans Affairs(DVA) and the facility's documents that pertain to the application and payment of DVA benefits to beneficiaries.
- A review for quality and accuracy of documents, certifications, and progress of students.
- An overall assessment of your training program and facility



# Record Disclosure

Can a representative of the Department of Veterans Affairs or the SAA review student records and transcripts at your facility?

- ✓ Yes, the law provides VA and the SAA an avenue along the same lines as Financial Aid. It was determined that VA benefits fall into the Financial Aid category and therefore are exempted from the Buckley Amendment Public Law 93-380.



# How often am I reviewed?

Be prepared to have a compliance visit EACH year

## PRIORITY

- Schools with over 300 veterans
- Proprietary-for-profit schools



# Notification Procedures

- You will receive a letter or email notifying you of the compliance survey
- This notification will provide you with detailed information as to:
  - What student(s) will be reviewed
  - What documents and information needs to be provided
- We ask you to look at your schedule and to accommodate the compliance survey as best as possible; Generally we do not reschedule



# Notification Procedures

- We ask you to look at your schedule and to accommodate the compliance survey as best as possible; Generally we do not reschedule
  
- We ask that you invite the school's leadership to attend the entrance and exit briefing
  - President
  - Dean
  - Admissions
  - Business Office
  - Financial Aid



# Major Areas of Review

- VA Certifications and Documents
- Change of Programs
- Transcripts
- Attendance records for Clock hour programs
- Advertising Material
- Enrollment Agreements/Admissions Application
- Refund Policies



# Major Areas of Review

- Standards of Progress
- Financial Accounts
- Overall Quality of the Records
- Transfer Credits
- Tuition and Fees
- Statistical Comparison of VA to Non-VA Students



# Checklist for IHL

(INSTITUTIONS OF HIGHER LEARNING)

- Transcripts (UNOFFICIAL COPY NEEDED)
- Prior Training Credits
- VA Documents (VA Forms and Electronic Forms of 22-1999, 22-1999B, 22-1995)
- Advertising Material (Ads, TV Spots, Electronic Advertising and Announcements)
- Tuition and Fee Charges
- Account Ledgers



# Checklist for NCD

(Non-College Degree Programs)

- Transcripts, Certificates and Diplomas
- VA certification materials and electronic certification forms of (22-1999, 22-1999B, 22-1995)
- Any training progress records
- Clock hour programs must provide attendance records
- Tuition and Fee Charges
- Account Ledger



# Tips for Preparing for a Compliance Survey

- Review the compliance notification letter
- Organize your files
- Self audit your files at least 3 years back
  - The audit will cover at least 3 years or when the student enrolled in your institution
  - Review the transcript against the certifications that have been sent to DVA
  - Verify tuition and fee charges
- Certify only approved term dates and programs
- Report the adjustments even if they are late



# Tips for Preparing for a Compliance Survey

- Identify T/A courses from VA courses if you have mixture of assistance being used by the student
- Review for below par performers and apply your standards for progress
  - Amend or Adjust the certification if it is necessary
- Ask for clarification of the notification letter before the visit



## How am I informed of the results?

- The school will receive a letter providing the official results from the survey visit (President, Dean, etc.)
- The discrepancies will be discussed with you prior to leaving your facility
  - Correctable actions should be resolved at that time
- Please note that discrepancies may lead to suspension or withdrawal of your approval by the State Approving Agency (SAA)
- If the survey is not completed during the on-site visit then the exit briefing will be completed at a later date

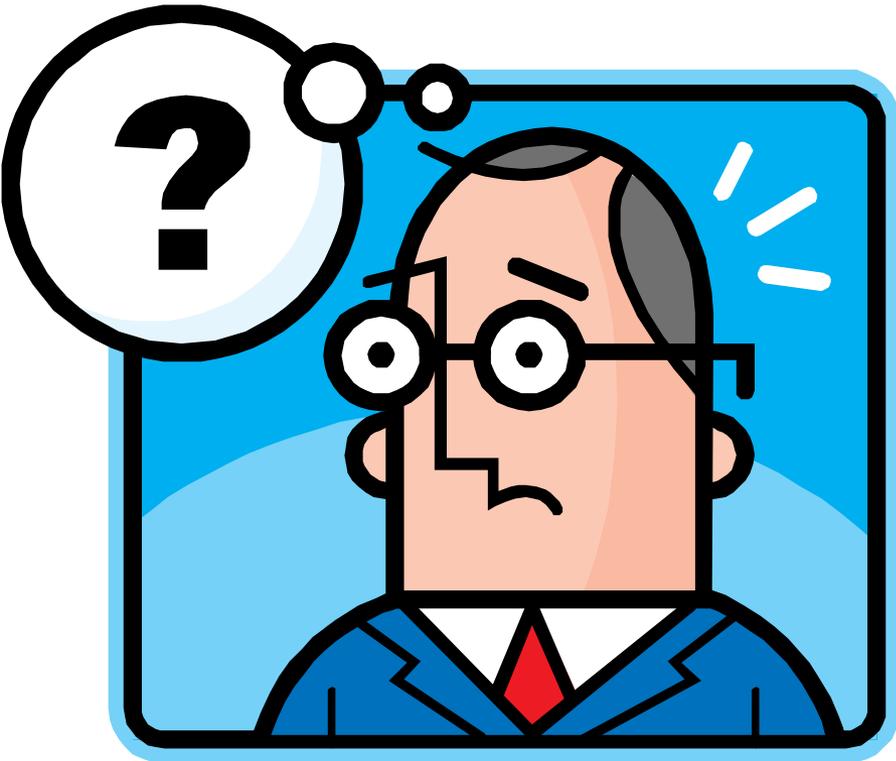


# Compliance Survey Results

- **Conducted 75 surveys** (October 1, 2014 to March 30, 2015)
- **Underpayments**
  - School = \$276.00
  - Student = \$6,438.00
- **Overpayments**
  - School = \$40,867.00
  - Student = \$107,060.00



# Questions?





# Using the GI Bill to Transition from Post Secondary Education to Employment

**Veterans Education, Training and Employment  
Virginia Department of Veterans Services  
900 East Main Street, Sixth Floor, West Wing  
Richmond, Virginia 23219  
804 -786-0571**



## Introduction

- James Chambliss, Regional Manager primarily responsible for Apprenticeship (APP) and On–The–Job–Training (OJT) and Non College Degree (NCD) Academy facilities, programs and secondarily, responsible for Institutions of Higher Learning (IHL)
- U.S. Army (Ret) 1SG, VCU Certifying Official for thirteen years followed by two and a half years as a Regional Manager for Virginia’s Department of Veterans Services State Approving (SAA) Agency for Veterans Education Training and Employment (VETE)
- As the Commonwealths approving authority for Veterans education and training we have approved **1,034** OJT, APP, NCD and IHL facilities benefiting **62,991** Virginia Veterans in FY 2014



## Learning Objectives

- Discuss the DVA's paradigm shift from education to employment
- Explain the Governor's Patriot Pledge
- Highlight the core mission of the Virginia Values Veterans (V3) program
- Introduce the Virginia Transition Assistance Program (VTAP)
- Explain the DVA's On-The-Job Training and Apprenticeship programs



## Why This is Important

- As administrators or educators who are or will work in a post secondary school environment it is crucial to understand alternative training pathways offered by the DVA that will enhance formal education pursuits or provide another method to viable employment
- Understand and exploit the Department of Veterans Services (DVS) V3 and VTAP programs and services in order to enhance Veterans employment profiles
- Using these programs will allow access to Veterans that the Commonwealth may not have had the ability to recruit, hire and retain in the past
- To understand that the DVA's OJT and APP programs, provide skills sets that lead to fulltime employment for Veterans while they earn additional monies while enrolled in these programs. This creates a win-win scenario for the Veteran and Virginia's economy



## Pathway to Employment The Patriots Pledge

- On August 13, 2014 Governor McAuliffe called on 10,000 businesses in Virginia to commit to hiring Virginia Veterans. To sign the Patriots Pledge please visit <http://www.dvsv3.com/make-your-patriot-pledge/>
- Executive Order 23 ask for voluntary pledges of commitment through the V3 program
- Virginia has the highest number of Veterans per capita in the United States. Virginia ranks fourth in the nation in Veterans using GI Bill education benefits
- Virginia Veterans are young, eager to work, highly trained, educated, healthy and entrepreneurial leaders



## Pathway to Employment The Patriots Pledge

- Virginia Values Veterans (V3) core mission is to teach VA companies how to recruit, hire and retain Veterans through education, training and connectivity
- A Department of Veteran Services (DVS) goal is to have all SAA approved facilities V3 certified and vice versa, to have all V3 certified companies SAA approved
- Provide facilitation and assistance to Work Force Development programs, Trade Associations and Chambers of Commerce



## Virginia Transition Assistance Program

- Virginia Transition Assistance Program (VTAP) mission is to assist transitioning Veterans connect with employment, education and entrepreneurial services, and to educate participating Veterans and Veteran services providers on available resources and opportunities (e.g. work force recruiting events and the Boots to Suits program)
- VTAP employs pre-transition planning by synchronizing efforts with programs such as Troops to Trucks, Helmets to Hard Hats, Veterans In Piping Program, DVA's On-The-Job Training and Apprenticeship programs



## Virginia Transition Assistance Program

- VTAP assists Veterans upon exiting the services by assisting them in helping to translate military skills to college transcripts and resumes
- VTAP coordinates and facilitates military services fast track programs and assist Veterans with crossover/credentialing programs into civilian employment
- VTAP facilitates entrepreneurial services by utilizing services provided by Small Business Development Centers, Franchise Solution Groups and the Small Business Administration



## Department of Veterans Affairs OJT and Apprenticeship Programs

- The GI Bill is no longer just for attending college
- OJT and Apprenticeship training are now part of the Post 9/11 GI Bill effective October 1, 2011
- Veterans can learn a trade or skill through OJT or APP programs rather than earning a college degree



## Compare and Contrast OJT and App Programs

- OJT is any training on the job that does not qualify as an apprenticeship course that allows the Veteran to learn an occupation under the supervision of a worker for a shorter period of time than an APP
- The minimum length of an OJT program is six months and the maximum length is two years
- Supplemental related instruction is not required
- It is not registered with Department of Labor and Industry (DOLI) but may be administered through municipalities, governments and agencies
- Examples: Police & Fire Departments, Sherriff's & Deputy Offices



## Compare and Contrast OJT and App Programs

- An APP course is an industry sponsored curriculum that offers hands on and theoretical training in a trade or skill leading to a occupation such as electrician, plumber, barber, cosmetologist, pipe and steamfitter, etc.
- Supplemental academic/classroom instruction is required
- An APP program can be registered through DOLI or non registered. Registered APPs come with assistance via DOLI and/or through the SAA. Registered APP and OJT programs have compliance requirements
- The length of an APP program can be and usually is longer than the traditional two year OJT programs



## State Approving Agency (SAA) OJT & APP Contacts

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(804) 248-1239



## Resources

- **VA's online Employment Center allows you to post your Apprenticeship Job Openings:**  
<http://www.ebenefits.va.gov/ebenefits/jobs>
- **American Job Centers can assist you in identifying available qualified Veterans who are looking for job opportunities:** [www.servicelocator.org](http://www.servicelocator.org)
- **Assistance with Department of Labor Registered Apprenticeship:**  
[www.doleta.gov/OA/contactus.cfm](http://www.doleta.gov/OA/contactus.cfm)
- **Learn more about the GI Bill:** [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill)
- **Other organizations/employers that are “ Approved for the GI Bill ® “**  
<http://inquiry.vba.va.gov/weamspub/buildSearchInstitutionCriteria.do>



## Resources

The federal government has developed a single employment portal to support Veterans and their families seeking jobs. The Veterans Employment Center is part of the Department of Veterans Affairs' (DVA) e-Benefits website. Any Service member, Veteran or family member seeking employment assistance can use the VEC at:

<http://www.ebenefits.va.gov/ebenefits/jobs>



# Questions ?