

How to Receive Credit for Conference and Virtual Training Attendance

PRESENTER



Ellen Shaheed
National Training Team - Compliance
VBA Education Service,
Department of Veterans Affairs

Learning Objectives

Upon completion of this presentation, you will be able to:

- Understand how to receive credit for conference and virtual training
- Choose the appropriate training tab on the SCO Online Portal
- Complete the Self-Certification Process for Conference and Virtual Training
- Locate your certification of completion after self-certifying



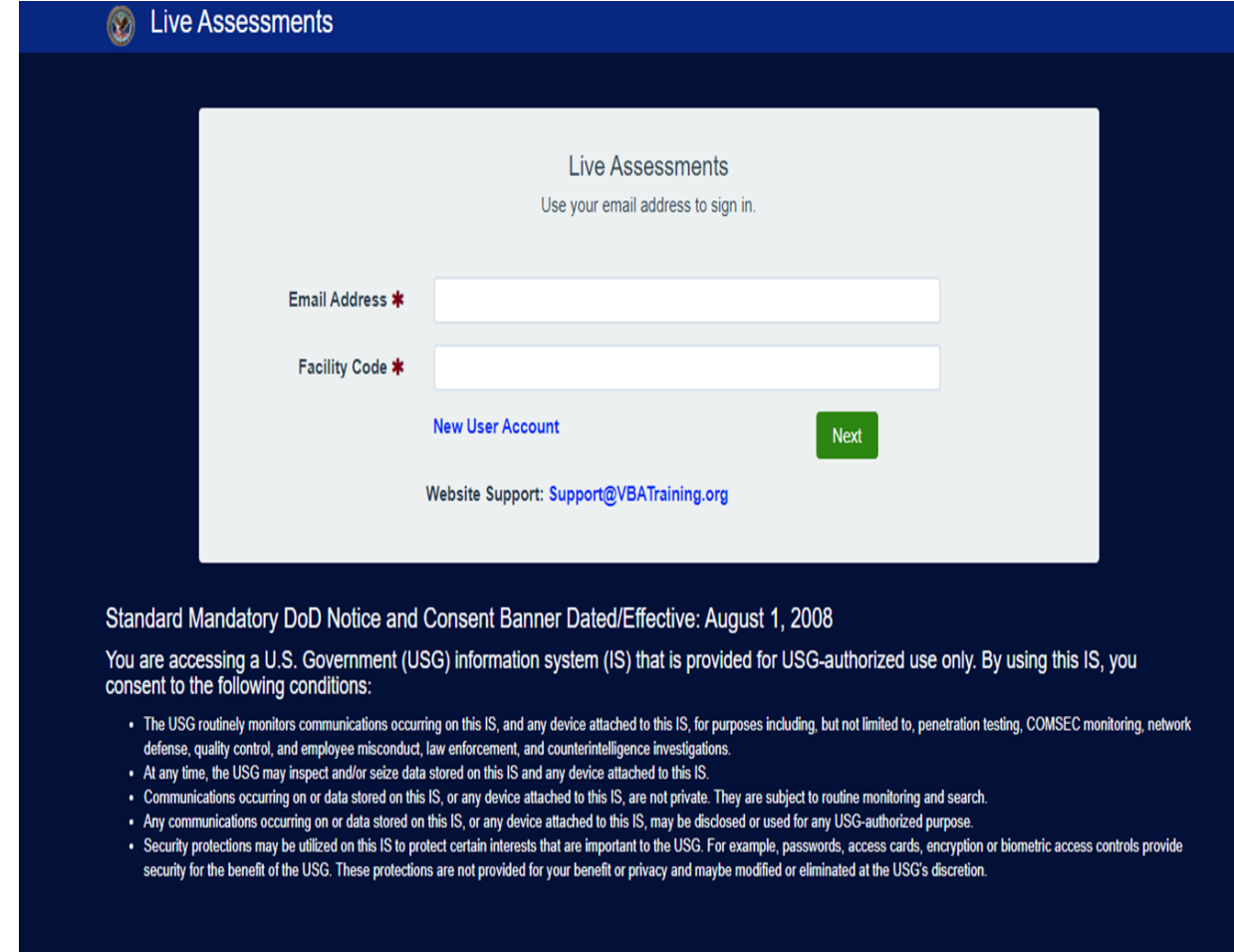
How to receive credit for conferences and virtual training

Click on the URL below or copy and paste it in your web browser.

<https://vba-tpss.vbatraining.org/assess/trkSignIn?refid=XSCO>

Enter your email address and eight (8) digit facility code and click Next

Note: If you do not have a user profile, click New User Account and follow the steps to set up your profile.



Live Assessments

Use your email address to sign in.

Email Address *

Facility Code *

[New User Account](#) [Next](#)

Website Support: Support@VBATraining.org

Standard Mandatory DoD Notice and Consent Banner Dated/Effective: August 1, 2008

You are accessing a U.S. Government (USG) information system (IS) that is provided for USG-authorized use only. By using this IS, you consent to the following conditions:

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- At any time, the USG may inspect and/or seize data stored on this IS and any device attached to this IS.
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- Any communications occurring on or data stored on this IS, or any device attached to this IS, may be disclosed or used for any USG-authorized purpose.
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How to receive credit for conferences and virtual training sessions

Training Tabs

Welcome

Conference/Workshop/Virtual Training Credit

New SCO Training

Existing SCOs

Review Only

Legislative Changes – Coming Soon

SCO Online Portal Landing Page

Department of Veterans Affairs School Certifying Official Training 2021

Welcome →

Welcome to the Department of Veterans Affairs training for School Certifying Officials (SCO). This training is mandated by the Harry W. Colmery Veterans Educational Assistance Act of 2017, (Forever GI Bill) (Public Law 115-48) for both new and existing SCOs. Please read the descriptions carefully to ensure that you are taking training that is beneficial to you and helps you meet the training requirements. If you have questions about what training to take, contact your local ELR. Each school is responsible for ensuring that their SCOs meet the mandatory training requirement and document it in accordance with compliance regulations. This training is targeted to assist you in performing the tasks required of SCOs. Thank you for helping our nation's Veterans complete their Educational goals.

Conference/Workshop/Virtual Training Credit - Click Here →

SCOs must self-certify their conference/workshop/virtual attendance to receive conference training credit. If you attended a national, regional, local, or virtual conference or workshop you must complete this form and certify your presence at each session. Attendance is recorded at every session and is maintained by the National Training Team – Compliance.

New SCO Training - Click Here →

All New SCOs to include On-the-Job Training and Apprenticeship facilities, Vocational Flight Facilities, High Schools and Residency Programs must complete the training prior to being authorized to certify enrollments to VA and must submit a copy of their training completion certificate along with the VA 22-8794 to the ELR of their jurisdiction. All new SCOs, with the exceptions of OJT and Apprenticeship and Vocational Flight SCOs, can start the training by clicking on the green button located under the heading Education Service School Certifying Official Course. This training consists of 10 modules and provides all the

Getting Started

To begin, select a level of training (New or Existing) based upon your experience level. New SCOs must complete the training prior to being authorized to certify enrollments to VA and must submit a copy of their training completion certificate along with the VA 22-8794 to the ELR of their jurisdiction. Existing SCOs are required to complete training every year beginning October 1 through August 31 of the following year.

Instructions

After you select the level of training (New or Existing), a list of courses will be displayed. Select a course to begin your training. Your Education Liaison Representative (ELR) of jurisdiction can assist if you have any questions about the material covered in the training. After completing, you will receive a Certificate of Completion which should be placed in your school's record and verified during compliance surveys.

Your Profile

It is important that this information is current and correct!

First Name * Ellen
Middle Name
Last Name * Shaheed
Role * VACO Employee
Facility Code * 11111111

Save Changes

YTD summary.

Completed hours:	13.25	Online hours:	0.00
Completed modules:	10	Conference hours:	13.25

SCO Online Training Portal Landing Page

Welcome

- Getting Started
- Instructions
- Your Profile
- YTD Summary

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Choose **VA**

VA



U.S. Department
of Veterans Affairs

Conference/Workshop/Virtual Training Credit

Click the Conference/Workshop/Virtual Training tab

Select the applicable training session from the list of topics that appears on the right side of the screen by clicking Begin

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Conference/Workshop/Virtual Training Session: June Office Hours, 2021

Details ...

Resume ➔

Conference/Workshop/Virtual Training Session: 107 Re-Certification Training

Details ...

Feedback

Conference/Workshop/Virtual Training Session: Section 1102 – Continuation of Education Benefits During COVID-19

Details ...

Begin ➔

Conference/Workshop/Virtual Training Session: Section 1103 - Effects of Institution Closure and Course Modification - COVID-19

Details ...

Begin ➔

Conference/Workshop/Virtual Training Session: Section 1104 – Payment of Education Benefits in Cases of Withdrawal - COVID-1

Details ...

Begin ➔


Conference/Workshop/Virtual Training Session: Section 1105 – Delimiting Date Extension due to COVID-19

Details ...

Resume ➔

How to receive credit for conferences and virtual training sessions

This is the acknowledgement page – You must click continue to receive credit for the training

 Conference/Workshop/Virtual Training Session: Section 1102 – Continuation of Education Benefits During COVID-19

Reflection Comment Help Exit

Continue →

Training Credit and Certificate: Conference/Workshop/Virtual Training Session: Section 1102 – Continuation of Education Benefits During COVID-19.

By completing this form, you are certifying and documenting your in-person or virtual attendance at the conference training session.

To receive credit toward your annual training requirement, click CONTINUE.

Page: EConf1
Instance: ef4410d4-03ec-ea11-84b4-005056a41bfb

How to receive credit for conferences and virtual training sessions

Select the appropriate training title from the drop down menu.

Submit →

Section 1102 - Continuation of Education Benefits During COVID-19 Session Details

Please provide the following details.

Conference/Workshop/Virtual Training Title:

SCO Virtual Training Session

Other Conference/Workshop/Virtual Training Title:

- Enter Official Conference/Workshop Title if not listed in the drop-down.
- Enter Official Conference Title based on the conference website (i.e., Vocational Flight Summit)
- Enter Official Workshop Title based on organizer correspondence (i.e., Delaware SCO Workshop)

Submit →

Page: 10

Instance: ef4410d4-03ec-ea11-84b4-005056a41bfb


Page Attempt: 1 of 1

Please note: You will only use Other Conference/Workshop/Virtual Training Title if the title is not located in the dropdown menu.

How to receive credit for conferences and virtual training sessions

Enter the city and state where the conference is being held.

If it's virtual, Washington for the city and District of Columbia (DC) for the State

 Conference/Workshop/Virtual Training Session: Section 1102 – Continuation of Education Benefits During COVID-19

[Reflection](#) [Comment](#) [Help](#) [Exit](#)

[Submit →](#)

Section 1102 - Continuation of Education Benefits During COVID-19 Session Details

Please provide the following details.

Conference City:

Atlanta

Conference State:

Georgia (GA) ▼

[Submit →](#)

Page: 20
Instance: ef4410d4-03ec-ea11-84b4-005056a41bfb
Page Attempt: 1 of 1


How to receive credit for conferences and virtual training sessions

Enter the start and end date of the training by entering it manually or by clicking on the calendar icon.

Enter your facility name (Main Campus).

Your main campus city and State.

Click submit

 Conference/Workshop/Virtual Training Session: Section 1102 – Continuation of Education Benefits During COVID-19


[Reflection](#) [Comment](#) [Help](#) [Exit](#)

[Submit →](#)


Section 1102 - Continuation of Education Benefits During COVID-19 Session Details

Please provide the following details.

Conference/Workshop/Virtual Training Start Date:

MM/DD/YYYY 04/29/2021 

Conference/Workshop/Virtual Training End Date

MM/DD/YYYY 04/29/2021 

Your Facility Name (Main Campus):

VACO

Your Main Campus City, State:

Washington DC


[Submit →](#)

Page: 30
Instance: ef4410d4-03ec-ea11-84b4-005056a41bfb
Page Attempt: 1 of 1

How to receive credit for conferences and virtual training sessions

Select Agree if you attended the training.

Click submit.

 Conference/Workshop/Virtual Training Session: Section 1102 – Continuation of Education Benefits During COVID-19

[Reflection](#) [Comment](#) [Help](#) [Exit](#)

[Submit →](#)

Section 1102 - Continuation of Education Benefits During COVID-19 Session Details

Please certify your attendance.

NOTE: If you are unable to certify your attendance and would like more information, please visit <https://gibill.custhelp.va.gov> for assistance.

I certify that I attended the conference/workshop/virtual training on this date.

☒ Agree

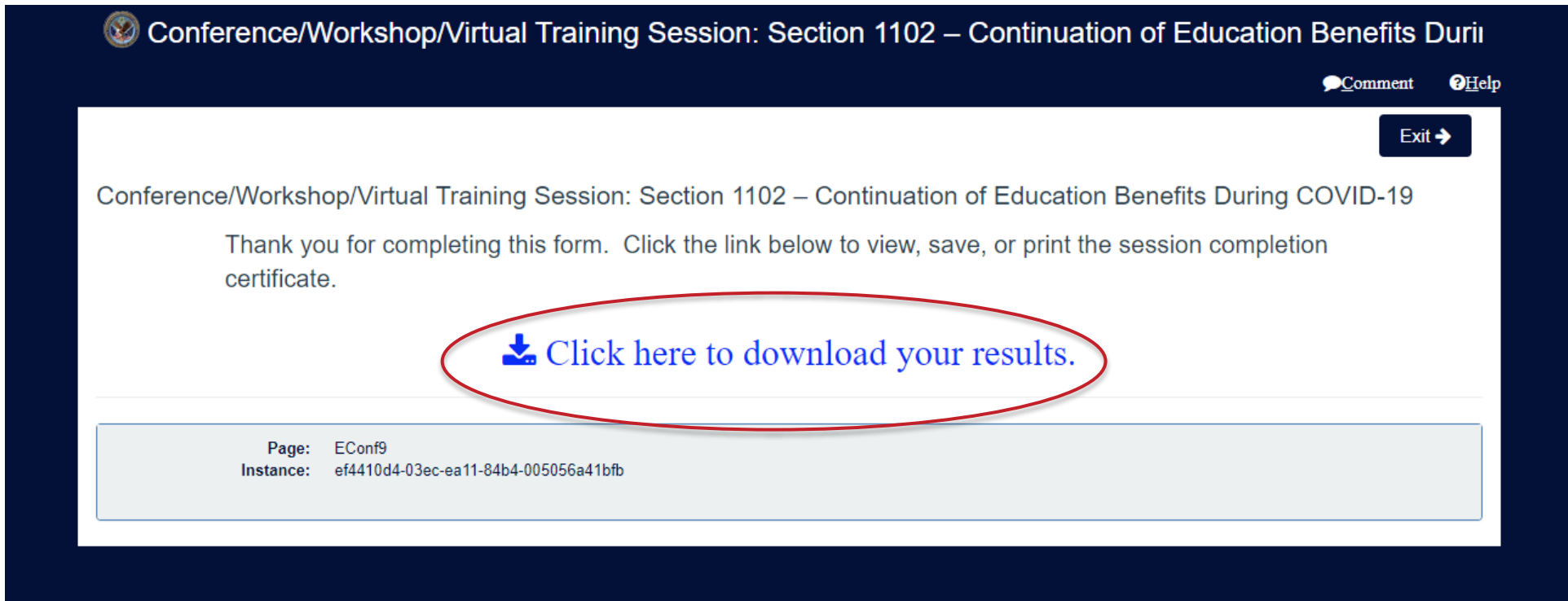
☐ I am unable to certify my attendance at this time.

[Submit →](#)

Page: 40
Instance: ef4410d4-03ec-ea11-84b4-005056a41bfb
Page Attempt: 1 of 1
Section Attempt: 1 of 1

How to receive credit for conferences and virtual training sessions

Click the “Click here to download your results” to get a copy of your certificate



The screenshot shows a web interface for the Department of Veterans Affairs. At the top, there is a header bar with the VA seal and the text "Conference/Workshop/Virtual Training Session: Section 1102 – Continuation of Education Benefits During COVID-19". Below this, there are links for "Comment" and "Help", and an "Exit" button. The main content area contains a message: "Thank you for completing this form. Click the link below to view, save, or print the session completion certificate." Below this message is a blue link with a download icon that says "Click here to download your results." This link is circled in red. At the bottom of the page, there is a footer section with the text "Page: EConf9" and "Instance: ef4410d4-03ec-ea11-84b4-005056a41bfb".

Conference/Workshop/Virtual Training Session: Section 1102 – Continuation of Education Benefits During COVID-19

Comment Help

Exit →

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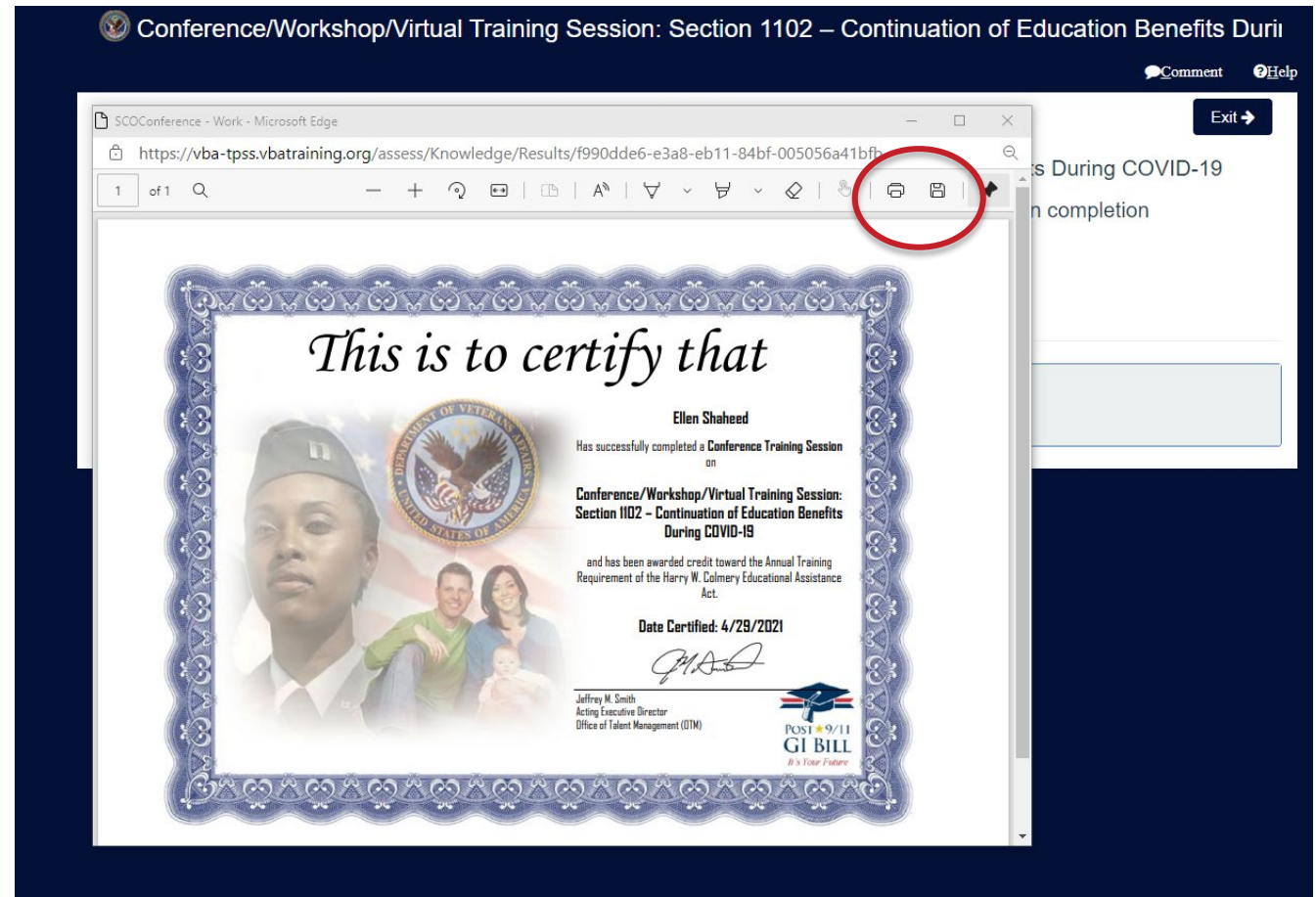
[Click here to download your results.](#)

Page: EConf9
Instance: ef4410d4-03ec-ea11-84b4-005056a41bfb

How to receive credit for conferences and virtual training sessions

Your certificate should appear as seen here.

1. Print icon is in the top right corner; click to print out.
2. Save icon is located next to the print icon in the top right corner; click to save on computer
3. Click Exit to return to the landing page.



How to receive credit for conferences and virtual training sessions

This is the landing page. You have successfully completed your self-certification and your training credit will be applied to your training profile.

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Conference/Workshop/Virtual Training Session: 107 Re-Certification Training

[Details ...](#)[Begin ▶](#)

Conference/Workshop/Virtual Training Session: Advanced School Certifying Officials Training

[Details ...](#)[Begin ▶](#)

Conference/Workshop/Virtual Training Session: Certification Process for Non-College Degree (NCD) Programs

[Details ...](#)[Begin ▶](#)

Conference/Workshop/Virtual Training Session: Compliance Surveys

[Details ...](#)[Begin ▶](#)

Learning Objectives

Having completed this training, you will be able to:

- Understand how to receive credit for conference and virtual training
- Choose the appropriate training tab on the SCO Online Portal
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Questions?



Choose **VA**

As of 5 APR 19

VA



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