



# HOW TO DOCUMENT YOUR CREDIT

AVECO 2022



Chelsea Jackson

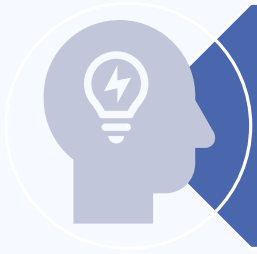
Training Specialist

National Training  
Team-Schools

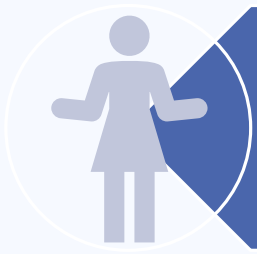
# Learning Objectives



Identify the various AVECO sessions available for SCO annual training credit



Recall the step-by-step instructions on how to self-certify and document your credit



Know who to contact for help





# BACKGROUND

Section 305 of the Harry W. Colmery Veterans Educational Assistance Act of 2017, also known as the “Colmery Act,” requires the Department of Veterans Affairs (VA), in consultation with the State Approving Agencies (SAAs), to develop and administer required training for School Certifying Officials (SCOs) at Covered Educational Institutions effective August 1, 2018.

Annual training requirements must be met each year. If a designated SCO at a Covered Institution fails to complete the annual training, VA will remove the SCOs ability to certify enrollments and refer the institution to the SAA to determine withdrawal actions.



# CERTIFYING OFFICIAL ANNUAL TRAINING REQUIREMENTS

## IMPORTANT DATES

Annual training window opened. Updated training requirements for Certifying Officials are effective.

**October 1, 2021**

60-Day Training Alert!  
Reminders of the August 31 continuing education deadline will be posted on GI Bill® website and sent via GovDelivery.

**July 1, 2022**

15-Day Training Alert!  
Reminders of the August 31 continuing education deadline will be posted on GI Bill® website and sent via GovDelivery.

**August 15, 2022**

Existing Certifying Officials – No training in progress.  
New Certifying Officials – Training continuous throughout the year.

**Sept 1-30, 2022**

**June 1, 2022**

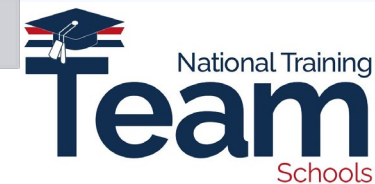
90-Day Training Alert!  
Reminders of the August 31 continuing education deadline will be posted on GI Bill® website and sent via GovDelivery.

**August 1, 2022**

30-Day Training Alert!  
Reminders of the approaching August 31 continuing education deadline will be posted on the GI Bill® website and sent via GovDelivery.

**August 31, 2022**

Annual Training Window Closes!  
Continuing education requirements for existing Certifying Officials completed.



Choose **VA**



U.S. Department  
of Veterans Affairs



# Conference and Virtual Instructor-Led Training Credit

Training Attendance – Participants must record their attendance by using the attendance tracking method designated by the presenter.

Self-Certification – Participants are required to go to the SCO Training Portal and certify each session attended (located under the Conference/Virtual Training tab).



# The following AVECO sessions qualify for SCO training credit

- Advance SCO Training
- Federal Update
- VA Policy Implementation: How Did We Get Here?
- 85/15 Informational and Q&A
- VA ONCE Introduction to Enrollment Manager
- VA Work Study
- VRRAP
- Flight
- NCD/VA ONCE
- VA Algebra
- Risk Based Surveys
- Compliance Survey
- Debt Management Center





## FUN FACT

In Finland, you are given a top hat and a sword when you graduate with your PhD.

**AWESOME!!!**



U.S. Department  
of Veterans Affairs

# STEP 1

Click on the URL below  
or Copy and Paste in  
your web browser.

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



# STEP 2

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

If you do have a User Profile, enter your email address and eight (8) digit facility code, then click Next.

Live Assessments  
Use your email address to sign in.

Email Address \*

Facility Code \*

[New User Account](#)

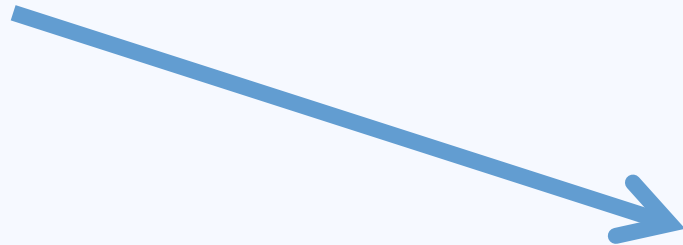
Website Support: [Support@VBATraining.org](mailto:Support@VBATraining.org)

[Next](#)



# STEP 3

Scroll down and click the Conference/Workshop/Virtual Training tab.



## Welcome

Welcome to the Department of Veterans Affairs Training for School Certifying Officials (SCOs). This training is mandated by the Harry W. Colmery Veterans Educational Assistance Act of 2017, (The Colmery Act) (Public Law 115-48) for both new and existing SCOs. Please read the descriptions carefully to ensure you are taking training that corresponds with your facility type so that you can meet the annual training requirement. To track your training progress, please see the Year to Date (YTD) summary. The YTD summary list the number of modules or training events you have completed toward your annual training requirement. Also, check the information listed in your profile to ensure it is correct. 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. If you have questions about what training to take, contact your local ELR. Thank you for helping our nation's Veterans complete their Educational goals.

[Conference/Workshop/Virtual Training Credit - Click Here !\[\]\(9479d69b60a82161c6862eaa53eb4db3\_img.jpg\)](#)

SCOs must self-certify their conference/workshop/virtual attendance to



## Step 4

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

The screenshot shows a list of training sessions. The first session is highlighted with a blue background. It has a 'Details' link on the left and a 'Begin' button on the right. A blue arrow points from the 'Details' link to the 'Begin' button. Below it is another session, also with 'Details' and 'Begin' options. A third session is partially visible at the bottom.

Details ... [Begin](#)

Conference/Workshop/Virtual Training Session: AVECO – Advanced SCO Training

Details ... [Begin](#)

Conference/Workshop/Virtual Training Session: AVECO – Basic SCO Training

Details ... [Begin](#)

Conference/Workshop/Virtual Training Session: AVECO – Debt Management



# STEP 5

To enter Conference/Workshop/Virtual Training Title, click the dropdown arrow, select the correct training session and click Submit

Submit →

AVECO – Advanced SCO Training

Please provide the following details.

Conference/Workshop/Virtual Training Title:

↓

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 →



# STEP 6

Enter the Conference City and State. Then click Submit.

AVECO – Advanced SCO Training

Please provide the following details.

Conference City:

Conference State/Territory/Country:

Submit →



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# STEP 7



- Enter the start date
- Enter the end date
- Enter your Facility Name
- City and State (Main Campus)
- Click Submit

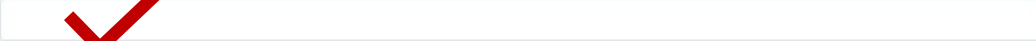



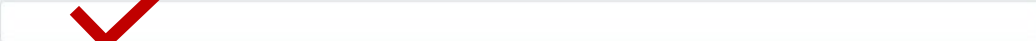

AVECO – Advanced SCO Training


Please provide the following details.

Conference/Workshop/Virtual Training Start Date:  
MM/DD/YYYY  

Conference/Workshop/Virtual Training End Date:  
MM/DD/YYYY  

Your Facility Name (Main Campus):  
 

Your Main Campus City, State:  
 

[Submit](#) 



# STEP 8

Certify your attendance by clicking Agree and then Submit

AVECO – Advanced SCO Training

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.



# STEP 9



Print your training certificate and keep for your records

Exit →

Conference/Workshop/Virtual Training Session: AVECO – Advanced SCO Training

Thank you for completing this form. Click the link below to view, save, or print the session completion certificate.

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



# *This is to certify that*



**Chelsea Jackson**

**Facility Code: 1111111**

Has successfully completed a **Conference  
Training Session** on

**Conference/Workshop/Virtual Training  
Session: AVECO – Advanced SCO  
Training**

and has been awarded credit toward the  
Annual Training Requirement of the Harry W.  
Colmery Educational Assistance Act.

**Date Certified: 6/10/2022**

Aaron M. Lee, Ph.D.  
Executive Director  
Office of Talent Management (OTM)



**Choose VA**



U.S. Department  
of Veterans Affairs

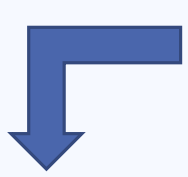
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# IF YOU NEED HELP

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- ★ For questions about the functionality of the SCO Online Training portal, please Contact the VBA Support Team at [Support@vbatraining.org](mailto:Support@vbatraining.org)
- ★ If you have questions or concerns regarding any of the following:
  - Issues involving SCO Approved Credit
  - SCO Portal Access and its Use
  - Inquiries on the [Adobe Connect](#) Registration & Access Process
- ★ You must **Only** submit them to the **Education Service Training** Mailbox at [edutraining.vbaco@va.gov](mailto:edutraining.vbaco@va.gov)





# ADDITIONAL RESOURCES



[Certifying Official Training Self-Certification Step-by-Step - Education and Training \(va.gov\)](#)



[Resources For Schools | Veterans Affairs \(va.gov\)](#)



[Education Service Webinars and Training - Education and Training \(va.gov\)](#)



[School Certifying Official \(SCO\) Training - Education and Training \(va.gov\)](#)



Thank\* you!

