

Training for New Certifying Officials

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

Each new SCO can set up an account as shown below. Until your institution's VA facility code is assigned, you must use **#1-2-3456-78** to complete your initial training. The completed training certificates become part of the original approval package.

SCO Annual Training - Getting Started!

1. Log Into the [SCO Training Portal](#)
2. New SCOs – Create A New User Account
3. Take the training based on your facility type
4. Need Additional Information:
 - a. [Online Instructions](#)
 - b. [Training FAQs](#)
5. Need Technical Support using the Portal? – Contact [VBA Support Team](#)

IMPORTANT: Once your institution has an assigned facility code, go to the 'Welcome Tab' in the portal, view your profile in the the lower left corner to update the new facility code. Remember to 'Save Changes' (green button)! This will allow proper crediting of your training to your institution.

Department of Veterans Affairs
School Certifying Official Training
2023

Welcome

Welcome to the Department of Veterans Affairs School Certifying Official (SCO) Online Training Portal. SCO Annual Training is mandated for SCOs at covered institutions by the Harry W. Colmery Veterans Educational Assistance Act of 2017. This portal provides access to, and tracks completion of, mandated SCO annual training. Disclaimer: National Training Team - Schools is currently updating the training which will be available after October 1st, 2023, until then please disregard references to VA-ONCE as it has been replaced with Enrollment Manager. For more information on Enrollment Manager, please review the trainings in the Enrollment Manager section.

Enrollment Manager Training - Click Here

Please note the Enrollment Manager system is undergoing testing and the screens you will see during training are subject to change. This training series will provide New and Existing SCOs with instructions on how to use Enrollment Manager, the replacement system for VA-ONCE. SCOs will use Enrollment Manager to review student information, add students to their facilities, submit enrollment certifications to VA, and manage their student enrollments. Existing SCOs will need to take the Enrollment Manager courses in advance of the system roll-out, and New SCOs will be able to take these courses at any time after go-live. Please make sure to take the course(s) applicable to your facility type (IHL, NCD, OJT & Apprenticeship, and/or Flight).

New SCO Training - Click Here

Effective August 1, 2019, VA requires all New SCOs complete required training based on their facility type prior to being authorized to certify enrollments to VA. To meet this pre-requisite, New SCOs must submit a copy of their Certificate of Completion to the ELR of jurisdiction. Please locate the appropriate New SCO training (based on your facility type) from the list to the right, then select "Begin" to start.

Existing SCO Training - Click Here

An Existing SCO is an individual who began work prior to the beginning of the annual training cycle (October 1) and has access to VA systems for the purpose of certifying student enrollments. All Existing SCOs must

Your Completion Status

Completed hours:	2.50	Online hours:	1.50
Completed modules:	5	Conference hours:	1.00

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 *

Middle Name

Last Name *

Role *

Facility Code *

Save Changes