

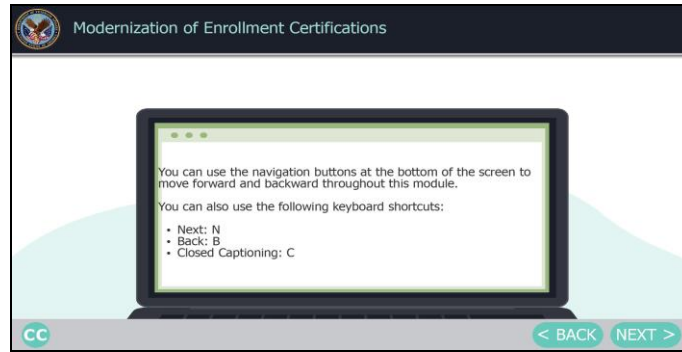


Slide 1 - Start

Hello and welcome to the Modernization of Enrollment Certifications training.

In this training, we are going to discuss the decision made to mandate utilization of Enrollment Manager (EM) effective July 1, 2023, and the procedures for processing enrollments which are not submitted through EM.

Select the "Start" button on your keyboard to begin

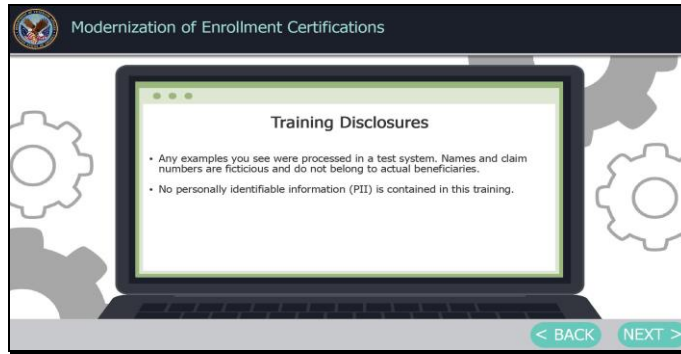


### Slide 2 - Navigation

To navigate throughout the presentation, use the navigation buttons found at the bottom of the screen to move forward and backward.

You can also use the keyboard shortcuts displayed on the screen.

Select "Next" to continue

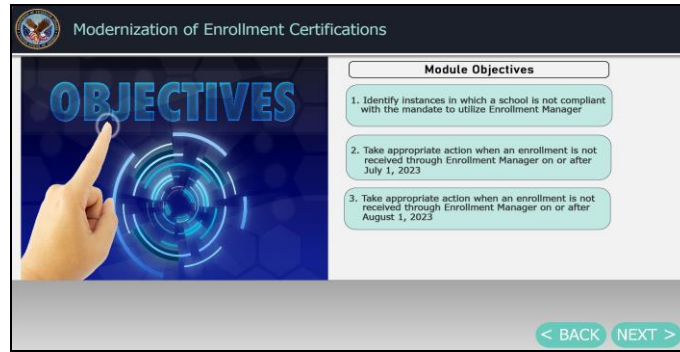


Slide 3

Any information you see in this module is for training purposes only.

No personally identifiable information (PII) is contained in this training.

Select "Next" to continue



#### Slide 4 - Training Roadmap

Before we begin, let's first discuss the objectives of this training.

Upon completion of this training, you should be able to

1. Identify the instances in which a school is not compliant with the mandate to utilize Enrollment Manager,
  2. Take appropriate action when an enrollment is not received through Enrollment Manager on or after July 1, 2023,
- and
3. take appropriate action when an enrollment is not received through Enrollment Manager on or after August 1, 2023.

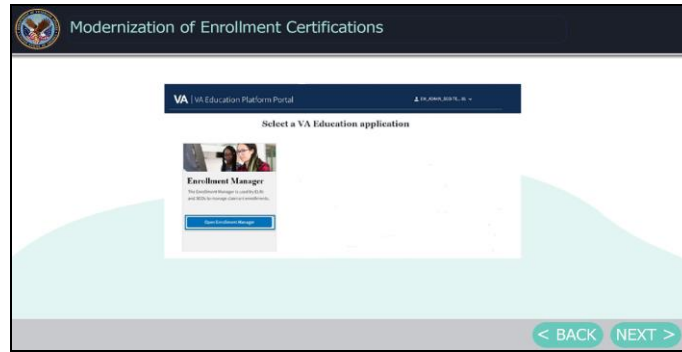
Select "Next" to continue



Slide 5

Let's start with some background on the decision to mandate utilization of Enrollment Manager, then we will discuss the proper handling of enrollment certifications from schools which are not in compliance with this mandate.

Select "Next" to continue



### Slide 6

As part of the ongoing Digital GI Bill (DGIB) initiative, on March 6, 2023, VA Online Certification of Enrollment (VA-ONCE) was sunset and replaced by Enrollment Manager (EM)

Multiple targeted communications and training events provided advance notice utilization of EM would be mandatory and we would no longer accept enrollment certifications unless submitted through EM.

Select "Next" to continue

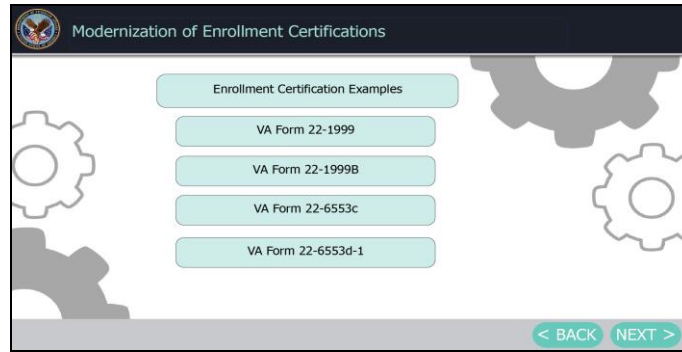


Slide 7

Although this decision was necessary to support modernization efforts and automation, we recognize it could potentially result in delayed processing which could negatively impact beneficiaries.

To minimize the potential negative impact, this mandate is being implemented in phases effective July 1, 2023, and August 1, 2023.

Select "Next" to continue



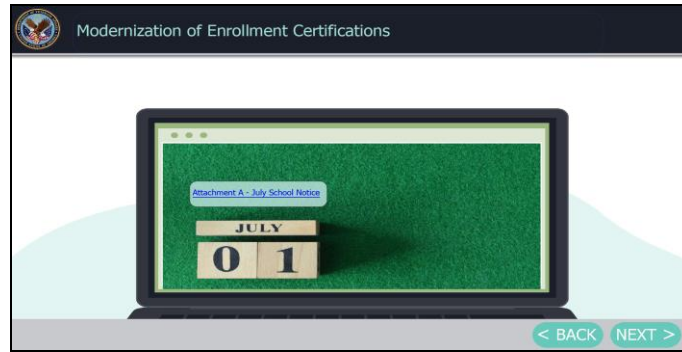
Slide 8

For the purpose of this mandate, enrollment certifications could include VA Form 22-1999, Enrollment Certification, VA Form 22-1999B, Notice of Change in Student Status, VA Form 22-6553c Monthly Certification of Flight Training, and VA Form 22-6553d-1 Monthly Certification of On-the-Job and Apprenticeship Training.

It could also include enrollment information submitted electronically through AskVA.

Select "Next" to continue





### Slide 9

Barring a few exceptions, effective July 1, 2023, schools must use EM to submit enrollment certifications.

Veterans Claims Examiners (VCEs) will continue to take appropriate action to process enrollment certifications received between July 1, 2023, and July 31, 2023, however additional action is required to remind the SCO of the EM mandate.

First, process the enrollment certification.

and then two, send the [Attachment A - July 2023 School Notice](#), which is located in KM in the attachments section, to the school after award is authorized. This notification will explain that VA processed the enrollment, but future certifications will not be accepted unless submitted via EM.

Capture sent correspondence into the beneficiary's electronic folder.

Select "Next" to continue



#### Slide 10

VCEs should not process enrollment certifications received on or after August 1, 2023, which are not submitted through EM

Instead, update the remarks in the beneficiary's electronic file with the remarks, "Improper Form".

Then, develop with the SCO for certification to be resubmitted through EM using [Attachment B - No Paper Enrollment Certifications Email Template](#), advising the SCO how to submit certifications for processing.

Next, send the beneficiary a letter, [Attachment C](#), informing them of the potential delay and certification requirement.

Both attachments mentioned in this slide can be found at the bottom of the procedural advisory shown on the screen.

Next, capture sent correspondence into the beneficiary's electronic folder.

Finally, take work credit and finish the claim token. Do not control the claim for a response.

Select "Next" to continue



Slide 11

We previously mentioned there are a few exceptions to this EM mandate.

These are programs or training types which are not supported by EM.

They are; Correspondence Training

Chapter 32

Restricted Foreign Schools locations; see the Procedural Advisory: Foreign School Certification Submission in KM for further information.

and for, facilities permitted to teach-out existing students. In these instances, schools will be required to make a note in remarks that their facility is in teach out and they are sending paper certification because they no longer have access to Enrollment Manger.

Select "Next" to continue



Slide 12

So, let's recap what was discussed in this training

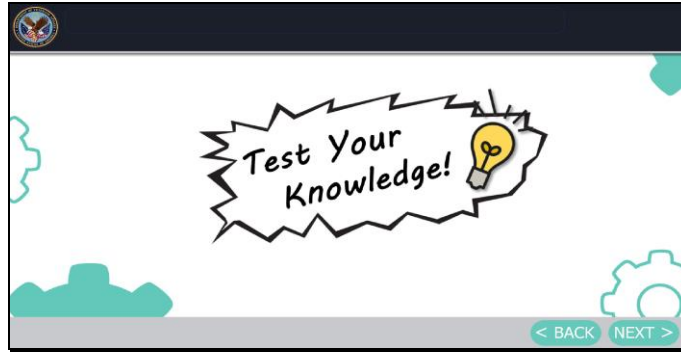
First, the mandate for schools to utilize Enrollment Manager and the key effective dates for this mandate

Then, we provided guidance on the action VCEs should take on enrollments received on or after July 1, 2023

And those received on or after August 1, 2023, which are not submitted through EM

Finally, we discussed exceptions to the mandate to use EM.

Select "Next" to continue



Slide 13

Okay, we've discussed the EM mandate; now it's time to test your knowledge and see what you have learned.

Select "Next" to continue

Okay, we've discussed the EM mandate; now it's time to test your knowledge and see what you have learned.

**True/False**

The mandate for schools to use Enrollment Manager will be implemented in phases effective July 1, 2023 and August 1, 2023.

A) True  
 B) False

Correct - Click anywhere or press 'y' to continue.

Incorrect - Click anywhere or press 'y' to continue.  
The mandate for schools to use Enrollment Manager will be implemented in phases effective July 1, 2023 and August 1, 2023.

Submit

Slide 14

The mandate for SCOs to use Enrollment Manager will be phased in over 2 dates, July 1, 2023, and August 1, 2023.

True or False

Select your answer and then press "Submit"

**Multiple Choice**

Enrollment certifications received through Enrollment Manager after July 1, 2023, but before August 1, 2023, should be:

- A) denied with a letter providing appeal rights
- B) developed and suspended for 30 days pending a response
- C) returned to the school
- D) processed with a reminder to the SCO advising future enrollments must be submitted through EM

Correct - Click anywhere or press 'y' to continue.

Any enrollment certification received through Enrollment Manager after July 1, 2023, but before July 31, 2023, should be processed with a reminder only to SCO for them to submit future enrollments through EM.

Slide 15

This next Knowledge Check is a multiple-choice question.

Enrollment certifications received through Enrollment Manager after July 1, 2023, but before August 1, 2023, should be;

A. Denied with a letter providing appeal rights

B. Developed and suspended for 30 days pending a response

C. Returned to the school

or D. processed with a reminder to the SCO advising them future enrollments must be submitted through EM.

Select your answer and then press submit.

**True/False**

A school submitting an enrollment certification for a chapter 32 student after August 1, 2023 must use EM.

A) True  
B) False

Correct - Click anywhere or press 'y' to continue.  
False, chapter 32 benefits are not supported by EM.

Incorrect - Click anywhere or press 'y' to continue.  
The correct answer is False, chapter 32 benefits are not supported by EM

Submit

Slide 16

For your final Knowledge Check question;

A school submitting an enrollment certification for a chapter 32 student after August 1, 2023, must use EM.

Select True or False and then press submit





### Slide 17

Today's training provided information on the decision to mandate EM and the proper handling of enrollment certifications which are not submitted through EM.

You should now be able to:

1 identify instances in which a school is not compliant with the mandate to utilize EM

and 2, take appropriate action when an enrollment is not received through EM on or after July 1, 2023

and 3, take appropriate action when an enrollment is not received through EM on or after August 1, 2023

Select "Next" to continue



Slide 18

We have provided the links to the reference documents used for this presentation. They are

[Procedural Advisory: Certification on Improper Form Development Procedures, Post Enrollment Manager Deployment](#)

[Procedural Advisory: Foreign School Certification Submission](#)

[38 C.F.R. 21.1030\(a\)\(1\)](#)

Select "Next" to Continue



Slide 19

Thank you for completing this training

To receive credit, you will need to complete an assessment and evaluation in TMS

Select Exit to proceed to the assessment.