Education Service

Harry W. Colmery Veterans Educational Assistance Act of 2017

Public Law (PL) 115-48, Section 108

Lesson Plan



July 2018

Version 1.0

Lesson Overview

| Topic | Description |
| --- | --- |
| Time Estimate: | 1 hour |
| Purpose of the Lesson: | The purpose of this lesson is to provide guidance to the Regional Processing Offices (RPOs) to ensure proper handling and processing of Chapter 33 requests under Section 108 of PL 115-48, the Colmery Act, Forever GI Bill. |
| Prerequisite Training Requirements: | The following prerequisite training is required:  None |
| Target Audience: | Entry-level, intermediate, or journey-level Veterans Claims Examiners (VCE), Education Case Managers (ECM) and their supervisors. |
| Lesson References: | The following references support the lesson content:   * Public Law 110-252, Section 3315 Licensure and Certification Tests * Public Law 111-377, Section 107, Availability of Assistance for Licensure and Certification Test * Public Law 111-377, Section 108, National Tests * Public Law 115-48, Section 108, charge to entitlement for certain Licensure and Certification Tests and National Tests under Department of Veterans Affairs Post-9/11 Educational Assistance Program * [38 USC 3315 Licensure and certification tests](http://uscode.house.gov/view.xhtml?req=(title:38%20section:3315%20edition:prelim)%20OR%20(granuleid:USC-prelim-title38-section3315)&f=treesort&edition=prelim&num=0&jumpTo=true) * [38 USC 3315A National tests](http://uscode.house.gov/view.xhtml?req=(title:38%20section:3315a%20edition:prelim)%20OR%20(granuleid:USC-prelim-title38-section3315a)&f=treesort&edition=prelim&num=0&jumpTo=true) |
| Lesson Objectives: | At the end of this lesson, you will be able to:   * + Understand the provisions of PL 115-48, Section 108   + Properly identify LACs and National Tests eligible for reimbursement   + Know the process to accurately calculate payments and entitlement charges for LACs and National Tests |
| What You Need: | Reserve adequate space equipped to project a PowerPoint presentation. Provide copies of the student guide or PowerPoint slides in advance of the lesson or provide directions on how to print from saved location and how to access the New Sec 108 Job Aid with training advertisement, refer to lesson plan and have a subject matter expert (SME) available if primary presenter is not an SME to assist with answering questions. Training should be instructor led with a means to ask questions during the training. It may be delivered virtually however, except for make up sessions, always to live participants. Individuals that view a recorded live session to make-up the training should be provided a POC who is available for questions while the employee is taking the lesson. |
| Post Training Requirements: | Upon completion of the classroom portion of the lesson, participants are required to complete an online lesson assessment and survey in Talent Management System (TMS).  To demonstrate successful completion of the lesson participants must pass the assessment with a score of at least 80%.  Participants must also complete the online survey to earn credit for completion of the lesson. |

Instructor Notes

The purpose of this lesson is to provide guidance to the RPOs to ensure proper handling and processing of Chapter 33 requests under PL 115-48, Section 108 of the Colmery Act, Forever GI Bill.

| PowerPoint Slides | Instructor Activities |
| --- | --- |
|  | **DISPLAY** slide **1**  **INTRODUCE** yourself as the instructor and introduce any fellow instructors.  **INTRODUCE** the lesson. |
|  | **DISPLAY** slide **2**  “Overview of Today’s Training”  **PROVIDE** an overviewof the day’s schedule  **DISCUSS** how the subject fits into the lesson purpose, goals, and importance |
|  | **DISPLAY** slide **3**  Lesson Objectives”  **REVIEW** the lesson objectives and assure trainees they will have opportunities to practice what they learn |
|  | **DISPLAY** slides **4**  **DISCUSS** the current process for determining benefits entitlement |
|  | **DISPLAY** slide **5**  **DISCUSS** the fundamentals of Chapter 33 LAC and National Exams |
|  | **DISPLAY** slide **6**  **READ** Comprehension Check |
|  | **DISPLAY** slide **7**  **Answer: B.** The student must be charged 1  month of entitlement for reimbursement for  this test.  **Explain** why B is the correct answer |
|  | **DISPLAY** slide **8**  **READ** Comprehension Check |
|  | **DISPLAY** slide **9**    **ANSWER:** C. $2,000 |
|  | **DISPLAY** slide **10**    **EXPLAIN** the steps for all approved and payable LACs and National Exams before and after 08/01/2018 |
|  | **DISPLAY** slide **11**    **PROVIDE** the student with a sample DIS13 notification letter, if applicable  **ALLOW** for discussion |
|  | **DISPLAY** slide **12**    **REVIEW** the screen shots with the students  **EXPLAIN** the steps as outlined on the PowerPoint |
|  | **DISPLAY** slide **13**  **REVIEW** the screen shots with the students  **EXPLAIN** the steps as outlined on the PowerPoint |
|  | **DISPLAY** slide **14**  **PROVIDE** the students with an example LTS letter to review |
|  | **DISPLAY** slide **15**  **EXPLAIN** the procedures for all approved and payable LACs and National Exams taken after 08/18/2018  **DISCUSS** the job aid used to compute the amount payable for Chapter 33  **DEMONSTRATE** in class how to properly use the job aid |
|  | **DISPLAY** slide **16**  **DISCUSS** each field on the the job aid  **DEMONSTRATE** in class how to properly use the job aid |
|  | **DISPLAY** slide **17**  **DISCUSS** the how the Restore Entitlement days on the job aid will be entered into a manual award in the LTS to offset current system programming. |
|  | **DISPLAY** slide **18**    **DISCUSS** the steps to process the claim |
|  | **DISPLAY** slides **19-22**  **Walk** through Scenario 1 and allow time for practical exercise |
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|  | **DISPLAY** slide **27** |
|  | **DISPLAY** slide **28** |
|  | **DISPLAY** slide **29**  **DISCUSS and RECAP** what was covered in the lesson. |
|  | **DISPLAY slide 30**  **ASK for questions on the topics discussed in this training and entertain responses. (If trainees are reluctant, propose questions yourself to begin the dialog.)**  **CLARIFY responses as needed and paraphrase question clearly for all to hear before providing a “correct” responses.**  **NOTE: Limit questions to scope of topic. Do not guess. Unless information is covered in the training, make note of question and provide a follow-up response to all trainees as soon as possible.** |
|  | **DISPLAY slide 31**  **CONFIRM** that thestudents know how to access the assessment and survey in TMS.  **EXPLAIN** that the assessment is TMS# and will cover what they learned in class today.  **REMIND** them that they must complete both the assessment and the survey in order to receive credit in TMS for their training.  **TELL** students that the survey provides them an opportunity to improve the training and that their feedback is welcome. |