Education Service

**Update on How Hybrid Courses are Certified-ELR**

Lesson Plan



August 2019

Version 1.0

Lesson Overview

| Topic | Description |
| --- | --- |
| Time Estimate: | 1 hours (includes time for assessment) |
| Purpose of the Lesson: | The purpose of this lesson is to provide Education Liaison Representatives (ELRs), Education Liaison Specialists (ELS) and Education Compliance Survey Specialists (ECSS) with an update on how School Certifying Officials (SCOs) should certify hybrid courses.  This lesson is part of the National Training Curriculum and is intended to serve as training for ELRs, ELS and ECSS. |
| Prerequisite Training Requirements: | None |
| Target Audience: | This lesson is for entry-level, intermediate, or journey-level employees. This training is mandated and may be used for refresher training as necessary. |
| Lesson References: | * [38 United States Code (USC) 3313](http://uscode.house.gov/view.xhtml?req=(title:38%20section:3313%20edition:prelim)) * [20 USC 1003](http://uscode.house.gov/view.xhtml?req=(title:20%20section:1003%20edition:prelim)) * [38 CFR 21.4252](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&SID=fb755f88a14dd8bef1a4cd5c9914b9d8&ty=HTML&h=L&mc=true&r=SECTION&n=se38.2.21_14252) * [38 CFR 21.4267](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&SID=dd101d0163a9b19aa8460f3f45cd9f91&ty=HTML&h=L&mc=true&r=SECTION&n=se38.2.21_14267) * [38 CFR 21.9505](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&SID=dd101d0163a9b19aa8460f3f45cd9f91&ty=HTML&h=L&mc=true&r=SECTION&n=se38.2.21_19505) * [38 USC 5110(g)](http://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title38-section5110&num=0&edition=prelim) * [38 CFR 21.9625(d)](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&SID=dd101d0163a9b19aa8460f3f45cd9f91&h=L&mc=true&n=pt38.2.21&r=PART&ty=HTML) * [M22-4, Part 1: Chapter 7.02b and 7.14](https://vaww.vrm.km.va.gov/system/templates/selfservice/va_kanew/help/agent/locale/en-US/portal/554400000001048/content/554400000071640/Part%201:%20Chapter%207%20-%20School%20Liability) |
| Lesson Objectives: | At the end of this lesson, you will be able to:   * Distinguish which courses the SCO should certify as in-residence * Identify which courses the SCO should certify as distance only * Recognize the update to procedures and why it is NOT retroactive |
| What You Need: | Reserve adequate space equipped to project a PowerPoint presentation. Provide copies of handouts in advance of the lesson or provide directions on how to print from saved location 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 particpants. Individuals that view a recorded live session to makeup 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 the Talent Management System.  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

This lesson will introduce Education Liaison Representatives (ELRs), Education Liaison Specialists (ELS) and Education Compliance Survey Specialists (ECSS) to updated certification procedures. It will disucss current and changing processes on how School Certifying Officials (SCOs) should certify hybrid courses.

| PowerPoint Slides | Instructor Activities |
| --- | --- |
|  | **DISPLAY** slide |
|  | **DISPLAY** slide  **INTRODUCE** yourself as the instructor and introduce the lesson. |
|  | **DISPLAY** slide  **STATE the lesson Objectives.** |
|  | **DISPLAY** slide  **RELATE the March 26, 2010, Policy Advisory “Independent Study/Distance Learning vs. Resident Training” has been rescinded. Training that combines both residence training and distance learning will no longer be paid solely as distance learning. It will be paid as “in-residence”** |
|  | **DISPLAY** slide  **INDICATE the procedure:**  SCOs will certify all courses which combine classroom instruction and distance learning as in-residence training. This is for terms ***beginning on or after August 15, 2019 only.*** If the SCO already certified a term with a ***begin date on or after August 15, 2019,*** they must review and possibly amend the certification. |
|  | **DISPLAY** slide  **DESCRIBE describe distance learning:**  **Terms beginning on or after August 15, 2019- solely online.** |
|  | **DISPLAY** slide  **DIFFERENTIATE Independent Study**   * Can be offered as in-residence or distance learning * Outside the traditional “classroom/laboratory setting” * Under the supervision of a trainer |
|  | **DISPLAY** slide  **EXPRESS the update is point forward and ONLY applies to terms beginning on or after August 15, 2019.**  **Any terms beginning on or prior to August 14, 2019, will not be amended.**  **If certifications have already been submitted for terms beginning on or after August 15, 2019, they will need to be re-reviewed and amended to ensure they follow the updated guidelines.** |
|  | **DISPLAY** slide  **SHARE the examples as written** |
|  | **DISPLAY** slide  **SHARE the examples as written**  **EXPLAIN in example 4, all the training is online therefore it cannot be certified as in-residence.** |
|  | **DISPLAY** slide  **SHARE the examples as written**  **INDICATE there must be supporting evidence the student attended the in-classroom session in order to certify as in-residence** |
|  | **DISPLAY** slide  **EXPRESS caution should be taken to ensure proper certification utilizing the updated definition. Your school could be liable for any overpayments due to willful or negligent false certification** |
|  | **DISPLAY** slide  **DESCRIBE the basis for Monthly Housing Allowance is the DoD’s BAH rate equivalent to an E-5 with dependents. The facility zip code used to determine MHA is based on where the student attends the majority of classes. Once we have the rate, VA then calculates the student’s rate of pursuit (RoP) for the Post 9/11 GI Bill. The RoP is determined by dividing the number of credits enrolled by the number of credits considered full-time. The percentage is then rounded to the nearest 10th. MHA is paid at the percentage based on the RoP.** |
|  | **DISPLAY** slide  **DESCRIBE Students attending with a rate of pursuit more than 50% and in-residence are eligible for housing.**  **On or after August 15, 2019, this includes students attending a course comprised of both in-residence and distance learning**  **Distance only courses are paid 50% of the housing rate based on their ROP.** |
|  | **DISPLAY** slide **15.**  **RELATE the slide:**  **The SCO Handbook has been updated. All information included in this training has been added.** |
|  | **DISPLAY** slide **16.**  **READ the slide** |
|  | **DISPLAY** slide **17.**  **IDENTIFY the lesson references.** |
|  | **DISPLAY** slide **18.**  **ASK for questions on the topic we’ve just covered.**  ***Refrain from responding at any length to complex questions. Annotate questions and responses. Follow-up as necessary to all students in attendance by email with responses to any differed questions and any significant questions asked and answered during the training that were not covered in the training content.*** |
|  | **DISPLAY** slide **19.**  **DISCUSS that to receive credit for this training an assessment and survey will need to be completed in TMS.**  **STRESS how important it is tho complete these as soon as possible while the training is fresh.**  ***Be available or have a POC identified and available to answer additional questions after the training and assist with an TMS issues.*** |