



DEPARTMENT OF VETERANS AFFAIRS  
Veterans Benefits Administration  
Washington DC 20420

June 4, 2012

Dear School Official:

I am pleased to announce the release of the second edition of the School Certifying Official Handbook. The handbook has been revised to include information on new programs, such as the Veterans Retraining Assistance Program (VRAP), as well as changes suggested by School Certifying Officials through their Education Liaison Representatives. A list of the revisions can be found on page 7 of the handbook, which can be accessed, downloaded, and/or printed from the School Certifying Officials page of the GI Bill website at [gibill.va.gov/school-certifying-officials/sco-training-resources/handbook.html](http://gibill.va.gov/school-certifying-officials/sco-training-resources/handbook.html).

**New Requirements**

A couple of noteworthy changes are as follows:

- 1) VA-ONCE utilization will be mandatory for all submissions of enrollment information (excluding programs of On-the-Job Training, Apprenticeship Training, or Correspondence Training) effective August 1, 2012 (see page 17 of the handbook); and
- 2) Individuals on active duty who are in receipt of Federal Tuition Assistance and who want to utilize Post-9/11 GI Bill benefits for the remaining out of pocket expenses should be certified like all other chapter 33 recipients. Please keep in mind that the Tuition Assistance should be deducted when calculating the net charges to be submitted to VA. Students in approved programs will no longer be required to submit a Tuition Assistance authorization form to VA under chapter 33 (see page 80 of the handbook).

**Additional Resources**

Additional information and resources are available on the School Certifying Officials page of the GI Bill Website at <http://www.gibill.va.gov/school-certifying-officials>. These resources include Fact Sheets, Frequently Asked Questions, and an online School Certifying Official training course.

Thank you for your diligent service as a School Certifying Official. I hope that this information will assist you in performing your important duties. If you have additional questions regarding how to certify a student's enrollment, you should contact your VA Education Liaison Representative (ELR). Contact information for your ELR can be found on our website at <http://gibill.va.gov/school-certifying-officials/elr.html>.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert M. Worley II", is written over a light blue circular stamp.

Robert M. Worley II  
Director, Education Service