



August 29, 2016

MEMORANDUM FOR All County Veterans Service Commissioners  
All County Veterans Service Officers

SUBJECT: Ohio Department of Veterans Services (ODVS) Accreditation and Education Policy for  
Calendar Year 2017

REFERENCE: (a) 38 CFR 14.629  
(b) Ohio Revised Code 5902.02  
(c) Ohio Administrative Code 5902-1

The purpose of the Ohio Department of Veterans Services (ODVS) Accreditation and Education Policy is to ensure that effective training is provided to County Veterans Service Commissioners (CVSC), County Veterans Service Officers (CVSO), and staff members in accordance with reference (a), (b), and (c).

1. Organizational Accreditation. The ODVS, in partnership with the Cleveland Veterans Affairs (VA) Regional Office and many of Ohio's National Service Organizations, continues to develop relationships that provide enhanced communication and interaction with Ohio's County Veterans Service Commissions. This relationship results in significantly improved service for Ohio's veterans.
  - a. All CVSOs accredited by ODVS are strongly encouraged to seek and apply for accreditation with all of the veterans' service organizations representing Ohio veterans at the Cleveland VA Regional Office. The following are required:
    - (1) American Legion
    - (2) Disabled American Veterans
    - (3) Military Order of the Purple Heart
    - (4) Veterans of Foreign Wars of the United States
    - (5) Vietnam Veterans of America
  - b. All CVSOs are required to apply for and obtain access to VA computer programs (i.e. MAP-D, SHARE, VBMS, Virtual VA, etc.) within one year from the date of ODVS accreditation.
  - c. The National Association of County Veteran Service Officers (NACVSO) provides an additional opportunity for CVSOs to gain additional accreditations.

2. Accreditation Recertification. After initial ODVS accreditation certification, CVSOs are required to complete accreditation recertification every 5 years.
  - a. Recertification testing is conducted at the Ohio State Association of County Veterans Service Officer spring and fall schools. The examination requirements are as follows:
    - (1) Exam is closed book and consists of 50 questions.
    - (2) Exam period is one hour.
    - (3) Must attain a minimum score of 70% to pass.
    - (4) If a CVSO does not meet the minimum score, ODVS will work with him or her to develop a coordinated, individual education plan on identified deficiencies.
    - (5) Accreditation will not be removed; the CVSO will need to recertify at the next opportunity.
3. County Veterans Service Officers-in-Training. Commissions must notify ODVS in writing that an employee has been hired or promoted to County Veterans Service Officer-in-Training (CVSO-iT). Per reference (c), a CVSO-iT is required to complete an accreditation examination. The examination requirements are as follows:
  - a. Exam is closed book and consist of 50 questions.
  - b. Exam period is one hour.
  - c. Must attain a minimum score of 70% to pass.
4. Education and Training Requirements. Per reference (c), all CVSOs, and County Veterans Service Commissioners (CVSC) must meet all education and credit requirements (see Enclosure 1 – 2017 Training and Credit Schedule (as of 29 August 2016)).
  - a. Mandatory Training. Training topics will be developed and presented in accordance with references (a), (b), and (c).
  - b. On-line Training. One of the required five education credits for both CVSOs and CVSCs must be obtained through on line training given by ODVS. The on-line training catalog will be published at a later date.
  - c. Training Waivers. Education waivers are the rare exception and only approved by the ODVS Director. A request for a waiver must be in writing and can be submitted for the following:
    - (1) Military activation under U.S.C. Title 10.
    - (2) Serious illness or emergency with your or a member of your immediate family that prevents you from attending training.

(3) Work conflicts that were unable to be resolved with the employer. If a conflict exists the employer should write a letter on company letterhead explaining that you will not be released to attend training.

5. Should you have any questions or concerns, please contact the ODVS Education & Compliance Deputy Director at (614) 752-8942.



Chip Tansill  
Director

Enclosure:

1 – 2017 Training and Credit Schedule (as of 29 August 2016)