

# Centralized Certification

You are here

We are here  
to help you  
find your way



VETERANS BENEFITS ADMINISTRATION



U.S. Department  
of Veterans Affairs

# What We Will Cover

- What is Centralized Certification?
- Is it required?
- What are the rules?
- How does it work in VA Once?

# What is Centralized Certification?

Centralized Certification allows schools with *multiple* campuses the option of centralizing certifications of enrollment at *one* location. It will not affect the way VA processes enrollment certifications. However, it will provide a streamlined alternative for schools that want to consolidate the certifying official functions at a single location.

# Is Centralized Certification Required?

Centralized certification is an option. VA will continue to accept certifications from multiple campuses for schools that don't want to participate. Also, any school approved for centralized certification may decentralize certifications on proper notice to VA. Likewise, VA may stop centralized certification if the agreement from the school isn't followed.

# What Are The Rules? Applying

To request approval of centralized certification, send to ELR:

A cover letter on your organization's letterhead requesting approval for centralized certification. The request should indicate that your organization has read, understands, and agrees to adhere to the institutional requirements outlined in this notification letter. *Please note that only requests for schools with the same name may be centralized.*

# What Are The Rules? Applying

A completed, signed, and dated VA Form 22-8794 showing ONLY main campus SCO's.

OMB Approved No. 2900-0242  
Revised/Updated: 12/14/2011

**VA Department of Veterans Affairs**      **DESIGNATION OF CERTIFYING OFFICIAL(S)**

**GENERAL INSTRUCTIONS**

- This form **MUST ONLY** be completed by a responsible official with the authority to designate certifying officials for the school or training establishment.
- This form must be completed whenever there is a change in any of the information. Include the names, titles, and signatures of all certifying officials, not just the changed information.

**SPECIFIC INSTRUCTIONS**

- Item 1: Enter the complete name and address of the school or training establishment.
- Item 2: Enter the certifying official's telephone number.
- Item 3: Enter the certifying official's fax number.
- Item 4: Enter the certifying official's e-mail address. As an alternative, you may enter the e-mail address for the office where the certifying official works.
- Item 5A: Enter the complete name and title for each designated certifying official. Have each person sign the form on the same line as his or her name and title. If any of the certifying officials have limited jurisdiction, note such limitations in Item 6, "Remarks". Use space below if needed.
- Item 5B: If facsimile (e.g., rubber stamp) signatures will be used for any certifying officials, enter a sample in the appropriate block. In addition, have the individual initial next to the sample.
- Item 5C: If veterans and other eligible persons will be claiming individualized tutorial assistance, complete these blocks.
- Items 7 and 8: Sign and date the form. The person signing the form must be a person of significant authority, i.e., registrar, academic dean, or higher.

**PURPOSE:** This form is used to provide the names and signatures of those individuals who are authorized to certify enrollment information to the Department of Veterans Affairs.

1. NAME AND ADDRESS OF SCHOOL OR TRAINING ESTABLISHMENT (Include ZIP Code)

	FOR VA USE ONLY										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> </tr> </table>										

2. TELEPHONE NUMBER(S) OF CERTIFYING OFFICIAL(S) (Include Area Code)      3. FAX NUMBER OF CERTIFYING OFFICIAL(S) (Include Area Code)

4. E-MAIL ADDRESS OF CERTIFYING OFFICIAL(S)

**5. THE FOLLOWING ARE DESIGNATED AS CERTIFYING OFFICIALS OF THIS SCHOOL OR TRAINING ESTABLISHMENT**

A. OFFICIALS DESIGNATED TO SIGN VA ENROLLMENT CERTIFICATIONS, CERTIFICATIONS OF CHANGE IN STUDENT STATUS, CERTIFICATIONS OF DELIVERY OF ADVANCE PAYMENTS, CERTIFICATIONS OF PUNCTUAL ATTENDANCE, FLIGHT TRAINING, ON-THE-JOB OR APPRENTICESHIP TRAINING (AS APPLICABLE), OTHER CERTIFICATIONS OF ENROLLMENT ARE:

NO.	NAME	TITLE	SIGNATURE
(1)			
(2)			
(3)			
(4)			

B. THE USE OF THE FOLLOWING FACSIMILE (e.g., rubber stamp) SIGNATURES FOR THE OFFICIALS LISTED IN ITEM 5A ABOVE ARE AUTHORIZED:

(1)	(2)

VA FORM 22-8794      EXISTING STOCKS OF VA FORM 22-8794, JAN 2007, WILL NOT BE USED.      (See Reverse)

**5. THE FOLLOWING ARE DESIGNATED AS CERTIFYING OFFICIALS OF THIS SCHOOL OR TRAINING ESTABLISHMENT (Continued)**

C. FOR POSTSECONDARY EDUCATIONAL INSTITUTIONS ONLY: OFFICIALS DESIGNATED TO SIGN THE SCHOOL PORTION OF VA FORM 22-1992T, APPLICATION AND ENROLLMENT CERTIFICATION FOR INDIVIDUALIZED TUTORIAL ASSISTANCE, ARE:

NO.	NAME	TITLE	SIGNATURE
(1)			
(2)			
(3)			

D. REMARKS

It is acknowledged that each of the individuals designated as certifying officials must successfully complete online training for new certifying officials prior to being granted access to VA's certification system. It is hereby certified that the Department of Veterans Affairs will be notified of any changes in the designations shown on this form as they occur.

T. SIGNATURE AND TITLE OF DESIGNATING OFFICIAL      S. DATE

**PENALTY:** The law provides that whoever makes any statement of a material fact knowing it to be false shall be punished by fine or imprisonment or both.

**PRIVACY ACT NOTICE:** VA will not disclose information collected on this form to any source other than what has been authorized under the Privacy Act of 1974 or Title 38, Code of Federal Regulations 1.576 for routine uses as identified in the VA system of records, 58VA21/22/28, Compensation, Pension, Education, Vocational Rehabilitation and Employment Records - VA, and published in the Federal Register. An example of a routine use (e.g., VA sends educational forms or letters with a veteran's identifying information to the veteran's school or training establishment to (1) assist the veteran in the completion of claims forms or (2) for VA to obtain further information as may be necessary from the school for VA to properly process the veteran's education claim or to monitor his or her progress during training). Your obligation to respond is required to obtain or retain education benefits. VA cannot recognize you as the proper certifying official unless the information is furnished as required by existing law (38 U.S.C. 3680(g)). The responses you submit are considered confidential (38 U.S.C. 5701). Any information provided by applicants, recipients, and others is subject to verification through computer matching programs with other agencies.

**RESPONDENT BURDEN:** We need this information to identify you as the certifying official for your school or job training establishment when reporting pursuit of training for veterans and other eligible persons (38 U.S.C. 3654). Title 38, United States Code, allows us to ask for this information. We estimate that you will need an average of 10 minutes to review the instructions, find the information, and complete this form. VA cannot conduct or sponsor a collection of information unless a valid OMB control number is displayed. You are not required to respond to a collection of information if this number is not displayed. Valid OMB control numbers can be located on the OMB Internet Page at [www.reginfo.gov/public/do/PRAMain](http://www.reginfo.gov/public/do/PRAMain). If desired, you can call 1-888-GO-BILL-1 (1-888-442-4511) to get information on where to send comments or suggestions about this form.

VA FORM 22-8794, MAY 2011

# What Are The Rules? Applying

A completed, signed, and dated VA Form 22-0831, List of Affected Branches/Extensions for Centralized Certification.

## LIST OF AFFECTED BRANCHES/EXTENSIONS FOR CENTRALIZED CERTIFICATION

INSTRUCTIONS: Use this form to provide Point-of-Contact (POC) information for each branch or extension for which the main campus will submit certifications. POC signatures are not needed. This form MUST ONLY be completed by a responsible official with the authority to designate POCs for the school's branches and extensions.

Main Campus	Facility Code	Certifying Official	Telephone Number	E-mail Address
Branches/Extensions	Facility Code	Point of Contact	Telephone Number	E-mail Address
SIGNATURE		TITLE	DATE	

VA Form 22-0831 (June 2008)

# What Are The Rules? Applying

(If not already using VA-Once) A completed, signed, and dated VA-Once memorandum of understanding (MOU). The MOU can be found online at :

[http://www.benefits.va.gov/gibill/school\\_training\\_resources.asp](http://www.benefits.va.gov/gibill/school_training_resources.asp).

# What Are The Rules?

## Main Campus

School designates SCO's at the main campus only by completing VA-Form 22-8794 and SCO designates point-of-contact (POC) for each branch by completing VA Form 22-0831, and adds POC as a "user" under that branch in VA-Once – POCs **cannot** transmit, edit, or delete certifications

# What Are The Rules?

## Main Campus

SCO request branch approval information from POC and maintains a list of all programs, or courses, approved for VA training for each location.

SCO's certify students using facility code of the branch where the student is attending.

# What Are The Rules?

## Main Campus

SCO's make records available to POC's for compliance surveys and State approving agency (SAA) site visits, as appropriate, as well as to beneficiaries, SAA representatives, and VA personnel upon request .

# What Are The Rules?

## Branch Campus

POC's forward approval information to the main campus SCO's each time the approval is amended, suspended, withdrawn, or reinstated at that location

# What Are The Rules?

## Branch Campus

POC's make records available for compliance surveys and State approving agency (SAA) site visits, as appropriate, as well as provide certification information to beneficiaries, SAA representatives, and VA personnel upon request

# How Does It Work In VA Once?

Once your ELR for your main campus approves your school for Centralized Certification, the ELR will associate your main campus and the branch campuses in VA Once.

# How Does It Work In VA Once?

The SCO's at the main campus will now be able to access the branch campus records from their own individual login's. Keep in mind that at this point, the main campus SCO would have granted, "read only," access to the POC at the branch campus.

# How Does It Work In VA Once?

The change you'll see in VA Once is on the screen where the SCO adds a student. On this screen, the SCO will need to select the correct Facility Code for the campus where the student is attending.

On the Student Select Screen, you'll be able to select veterans/dependents normally, regardless of facility code, under your own login ID.

# How Does It Work In VA Once?

## Add a Student

Enter the following information for the student

<input type="text" value="UP"/>	
Last Name*	
<input type="text" value="(1-1-8007-14)"/> <input type="text" value="(1-1-8101-14)"/> <input type="text" value="IUPUI (1-1-9034-14)"/>	<input type="text"/>
Student SSN*	Confirm Student SSN*
<input type="checkbox"/> Student Has No SSN	
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>

# Questions, Concerns, Comments, or Clarifications?

