

Version P048 of VA-ONCE

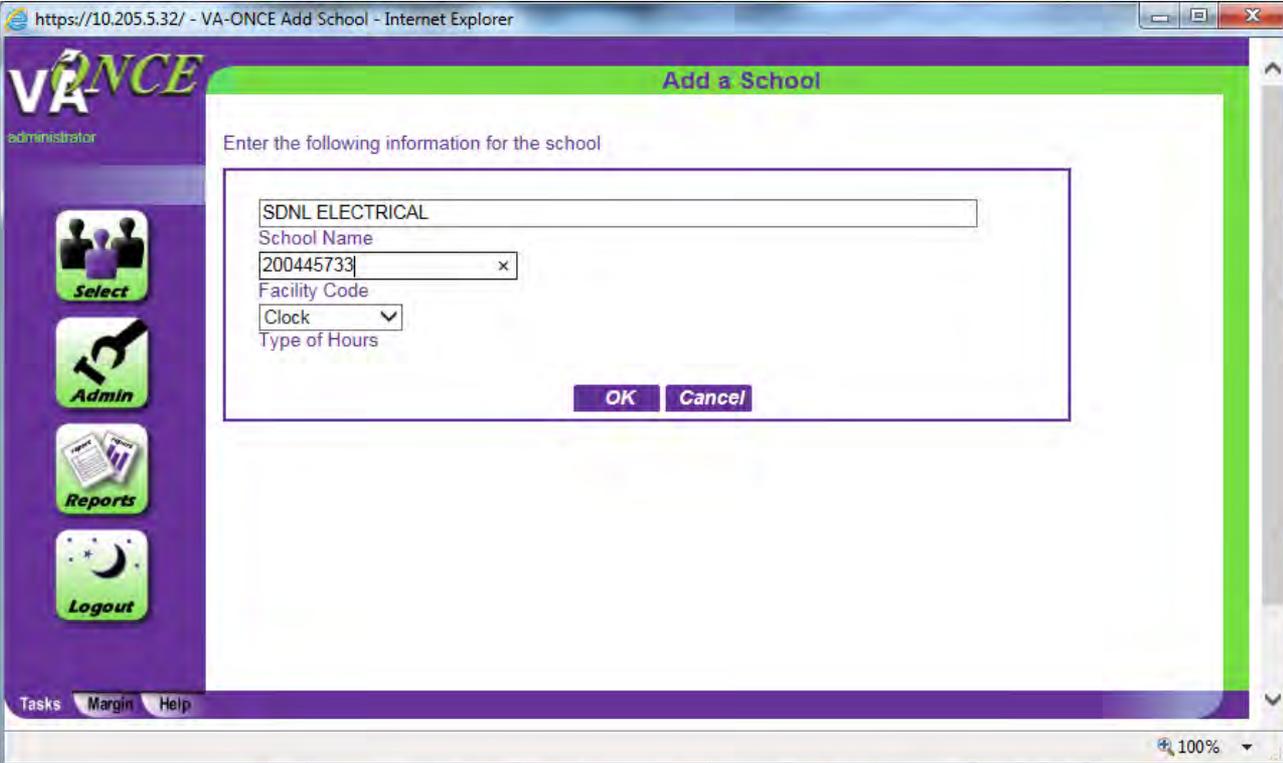


Installation Date

10/16/16

Version P048 of VA-ONCE updates the application, giving Apprenticeship (APP) and On-the-Job-Training (OJT) training facilities the ability to submit Enrollment Certifications (VA Form 22-1999).

The steps to add an OJT or APP facility remain the same. Enter the School Name, Facility Code, and choose Type of Hours – Clock.



The screenshot shows a web browser window titled "https://10.205.5.32/ - VA-ONCE Add School - Internet Explorer". The page has a purple header with the "VA-ONCE administrator" logo. A sidebar on the left contains four icons: "Select" (people), "Admin" (wrench), "Reports" (document), and "Logout" (moon). The main content area is titled "Add a School" and contains the instruction "Enter the following information for the school". A form box contains the following fields: "School Name" with the value "SDNL ELECTRICAL", "Facility Code" with the value "200445733", and "Type of Hours" with a dropdown menu set to "Clock". "OK" and "Cancel" buttons are located below the form. The browser's status bar at the bottom shows "Tasks Margin Help" and "100%" zoom.

On the list of Associated Training Types, select APP_OJT. Click Add. The SCOs can now be added as usual.

The screenshot shows a web browser window with the URL <https://10.205.5.32/> and the page title "VA-ONCE School Data - Internet Explorer". The application header includes the VA-ONCE logo, the user role "administrator", and navigation tabs for "Student Details" and "Maintenance". The main content area is titled "School Data" and displays information for "SDNL ELECTRICAL".

School Data Summary:
Name: SDNL ELECTRICAL | Type of Hours: CLOCK
Facility Code: 2-0-0457-22 | Full Time Measurement:

School Information Form:
School Name: SDNL ELECTRICAL
School Short Name: SDNL ELEC | RPO: 307 | Status: A
School Location: [Empty]
School Branch Location: [Empty]
Address*: 123 TEST ST | Location: Domestic
City*: DETROIT | State*: MI
Zip*: 48755 | Zip Suffix: [Empty]
Phone: [Empty] | Extension: [Empty] | Fax: [Empty]
Email: [Empty]

Associated Schools: [Empty] | Add | Remove

Available Training Type*: Add

- FLIGHT
- APP_OJT
- COOP
- CORRESP
- FARM
- IHL_GRAD
- HS
- NCD
- IHL_UNDERGRAD

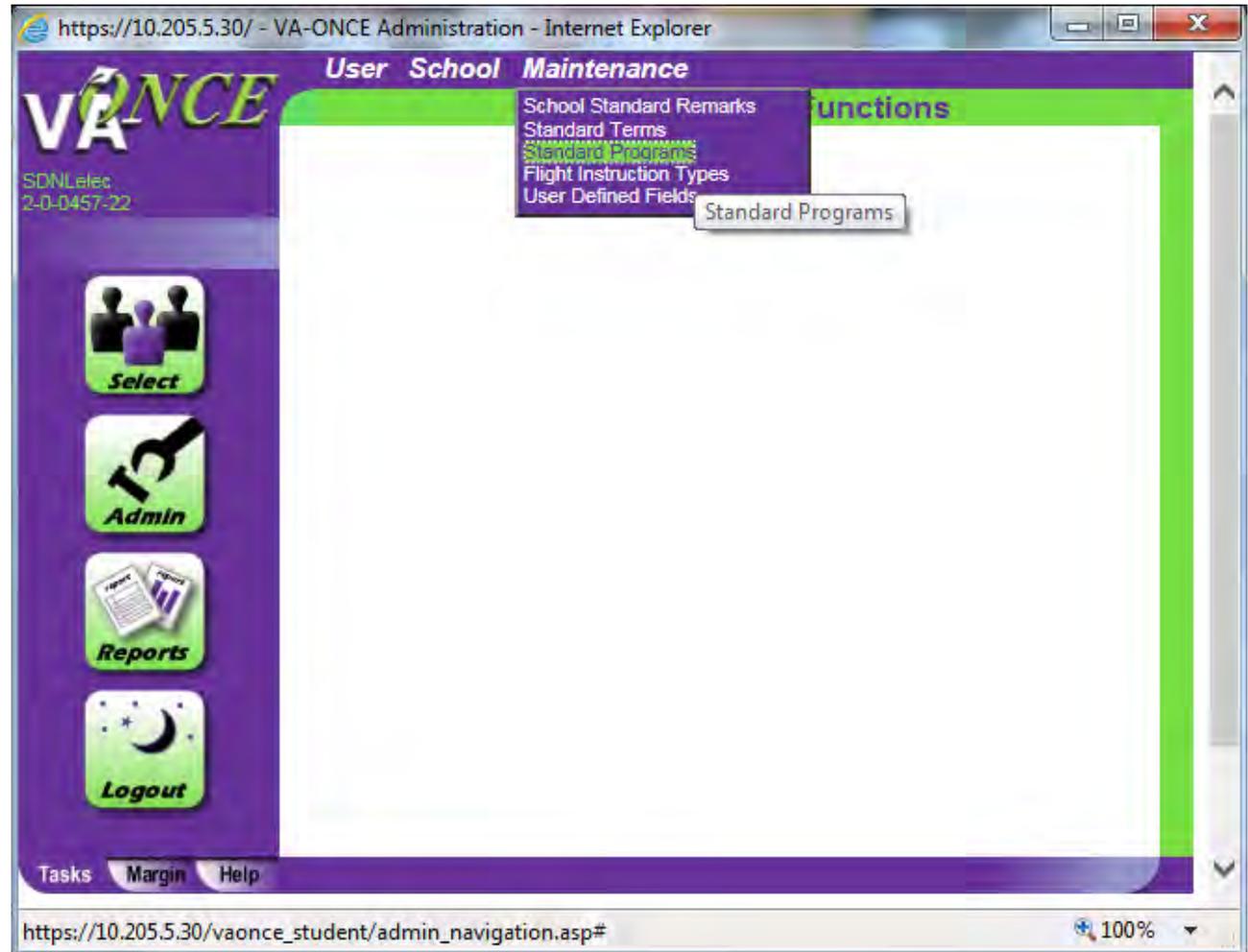
Checkboxes:
 Accredited | Advanced Pay | E-mail Confirmation

Navigation: Select, Admin, Reports, Logout

For SCOs - Adding a Program to an OJT or APP facility

Log in and select
Admin/
Maintenance/
Standard
Programs.

Once on the
Standard
Programs page,
enter all
programs that are
offered at the
facility.



https://10.205.5.30/ VA-ONCE School Standard Programs Maintenance - Internet Explorer

Add Delete Alpha by Abbrev Alpha by Program Deactivate Print

Standard Programs

<input type="checkbox"/>	Abbreviation	Program	Objective Code	Course Code	Facility Code	Deact	Order #	702 Compliant
<input type="checkbox"/>	COMM	Commercial Electrician	997	997	20045722		2	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Elect	Electrician OJT	998	998	20045722		3	<input checked="" type="checkbox"/>
<input type="checkbox"/>	RES	Residential Electrician	997	997	20045722		1	<input checked="" type="checkbox"/>

Edit Program Save Cancel

Program Abbreviation Program Name Order Number

Facility Code

VA Objective Code VA Course Code

Deactivate All Programs Have Associations

N.E.C. = Not Elsewhere Classified. If a VA Objective or Course Code does not seem to apply to your program, please use one of the general codes which contain N.E.C.
 For a full list of courses which apply to each code, please see the Help and Margin text.

Tasks Margin Help

To add a Program, click "Add" at the top of the page. The "Edit Program" section at the bottom of the screen will become enabled and a program can be added.

Complete the Program Abbreviation and the Program Name.

Edit Program Save Cancel

Program Abbreviation Program Name Order Number

Facility Code

VA Objective Code VA Course Code

Deactivate All Programs Have Associations

After entering the Program Abbreviation and Program Name, go to the VA Course Code. Scroll to the bottom of the list and select either APP (997) Apprenticeship, or OJT (998) On-the-Job-Training.

The screenshot shows the 'Edit Program' form with the following fields: Program Abbreviation (COM&RES), Program Name (Commercial & Residential Electrician), Order Number (3), Facility Code (20045722 (SDNL ELECTRICAL)), and VA Objective Code (empty). The VA Course Code dropdown menu is highlighted with a red box, and the 'All Programs Have Associations' checkbox is checked.

The VA Objective Code will automatically fill in the same abbreviation, code, and description. Click Save and the program is added.

- NCD (585) Sheetmetal Working
- NCD (610) Shoe Making And Repair
- NCD (329) Surveying
- NCD (627) Textile Manufacturing
- NCD (628) Tobacco Manufacturing
- NCD (631) Upholstering
- NAI (201) Applied, Fine And Graphics Arts Technology
- NAI (214) Automotive Technology
- NAI (202) Bible Study Or Religious Work (Technology)
- NAI (203) Building And Construction Technology
- NAI (204) Business And Commerce Technology
- NAI (205) Data Processing Technology
- NAI (206) Electrical Technology
- NAI (207) Mechanical Technology
- NAI (208) Medical Or Related Technology
- NAI (211) Miscellaneous Engineering-Related Technology
- NAI (212) Miscellaneous Science-Related Technology
- NAI (213) Other Technologies, N.E.C
- NAI (209) Police, Criminology, Fire Protection (Technology)
- FLI (341) Advanced Flight Or Commercial Pilot
- FLI (342) Airline Transport Pilot Training
- FLI (344) Flight Instructor Course
- FLI (343) Glider Training
- FLI (345) Instrument Rating Course
- FLI (346) Multiengine Class Rating Course
- FLI (347) Other Flight Training, N.E.C
- OTH (999) Special Program
- APP (997) Apprenticeship
- OJT (998) On-The-Job Training

The screenshot shows the 'Edit Program' form with the following fields: Program Abbreviation (COM&RES), Program Name (Commercial & Residential Electrician), Order Number (3), Facility Code (20045722 (SDNL ELECTRICAL)), VA Objective Code (OJT (998) On-The-Job Training), and VA Course Code (OJT (998) On-The-Job Training). The 'All Programs Have Associations' checkbox is checked.

Completing and submitting an Enrollment Certification

The SCO should add the student and complete the Bio page. On the Bio page, the Training Type will be APP_OJT.

https://10.205.5.30/ - VA-ONCE Student Bio - Internet Explorer

Save Cancel Print Student

VA-ONCE
SDNLElec
2-0-0457-22

Bio Data

Name: STEIN, FRANK N
SSN: 555-44-7777
File/Payee: 555-44-7777/00

Program: ELECT
Chapter: 30
Training Type: APP/OJT

2

Bio Certs VA Data Log History

Salutation First Name* Middle Name Last Name* Suffix

555-44-7777 20156 Address* Location Domestic

SSN* Student ID 123 MAIN ST

555-44-7777 00 30 ANYTOWN MI

File Number* Payee# Chapter* City* State*

APP_OJT Training Type* 48756 Zip* Zip Suffix

SDNLELEC 2-0-0457-22 School Short Name Facility Code

Electrician OJT Program*

NONE Prior Training Credit*

Guest Student Active Duty

Primary School -- Name -- State

User Def 1 User Def 2 User Def 3 User Def 4

Tasks Margin Help

100%

To start a certification, click Cert at the top of the page and select "New". The "Edit Enrollment" area at the bottom of the screen will become enabled.

All fields should be completed as on the paper form. The Term Name field is optional, and is not sent to VA. The SCO should select whether the Type of Training is Apprenticeship or On-The-Job-Training. Click "Submit" at the top of the page.

https://10.205.5.30/ - VA-ONCE Certs - Internet Explorer

VA-ONCE Cert Complete Submit Print Student

Certs

Name: STEIN, FRANK N Program: ELECT
 SSN: 555-44-7777 Chapter: 30
 File/Payee: 555-44-7777/00 Training Type: APP/OJT

Bio Certs VA Data Log History

All All All to Filter

Term Name	Status	Facility Code	Begin Date Range	End Date Range	Trainee Hrs	Week Hrs	LDA/Eff Date	Facility Code	Cert ID
2 OJT	[icon]	20045722	10/17/2016	10/16/2017	40	40		20045722	

Edit Enrollment Save Cancel

Facility: 20045722 Trng Type: APP_OUT Prgrm: ELECT Prior Credit: 2

OJT 10/17/2016 10/16/2017 Apprenticeship 40 40
 Term Name Begin Date End Date On-The-Job Training Trainee Hours Hrs in Standard Work Week

LDA/EFF Date

Remarks Modify Remarks List

Tasks Margin Help

100%

The image in TIMS will look very much like an Enrollment Certification for an IHL or NCD, but will contain fields that are specific to the training type OJT/APP (those found on the back of the 22-1999).

Enrollment Certification VA-ONCE ver. P048 - Chapter 33

VA File No.
555664444-

Student Information
TAYLOR, TIM

Type of Training
Apprenticeship

Name of Program
RESIDENTIAL ELECTRICIAN;997;997

Credit for Prior Training
NONE

<u>Training Dates</u>		<u>Hrs Employed</u>	<u>Number of Hrs</u>
<u>Begin</u>	<u>End</u>	<u>Per Week</u>	<u>Standard Work Week</u>
10/10/16	10/08/18	35.00	35.00

Remarks

CERTIFICATION: All Provisions on VA Form 22-1999 Are Certified.

<u>Date Signed</u> 09/26/2016	<u>School Information</u> EC NATHAN LEONARD SDNL ELECTRICAL 123 TEST ST DETROIT, MI 48755 Phone #313-211-3111 Facility Code 20045722
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Electronically Received by VA: 09/29/2016

VA Form 22-1999
Mar 2009 OMB Control No. 2900-0073

CertID: 34100090
TransId: 130677