

# Measurement and Pay for Non-College Degree (NCD) Programs

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# Clock Hour Measurement

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- ❏ One clock hour = 60 minutes of instruction.
- ❏ Shop practice: Allowance for 15 minute break in morning & another in the afternoon which can be included in total hours of instruction. Shorter breaks allowed for part time enrollment.
- ❏ Classroom / lab : Allows for 10 minutes to change classes each hour which can be included in total hours of instruction.

# Full Time Measurement (Hours per Week)

## ⚙ Classroom/theory

- 📄 18 hrs = full time
- 📄 13-17 = 3/4 time
- 📄 9-12 = half time
- 📄 5-8 = less than half, more than 1/4 time
- 📄 1-4 = quarter time

## ⚙ Shop Practice

- 📄 22 hrs = full time
- 📄 16-21 = 3/4 time
- 📄 11-15 = half time
- 📄 6-10 = less than half, more than 1/4 time
- 📄 1-5 = quarter time

# Pay for Breaks

- ◆ School operates on a term basis, normal break pay rules apply (generally 8 week rule)
- ◆ School does not operate on a term basis, and school has a break designated as the break between one school year and the next, we cannot pay for that break no matter how short it may be.
- ◆ School does not operate on a term basis, and does not have a school year break, normal break pay rules apply.

# Example 1

- 💣 School calendar reflects beginning date for school year of August 28, 2002, and ending date of August 12, 2003. The following school year starts on August 24, 2003.
- ⬆️ Pay cannot be made for the break that begins August 13 and ends August 23, 2003. That is a break between school years.

# Example 2

- ✎ School calendar reflects that school year starts July 1, 2003, and ends June 30, 2004. The school has a summer break that runs from July 17 - August 25, 2003.
- ↑ Pay can be made straight through the summer break because it is not a break between school years.

# Cooperative Training

pp. 118-119

- ◆ Is always full time
- ◆ Classroom segment must be at least as long as the on-job portion
- ◆ Alternating coop - alternates full time periods of classroom and on-job training
- ◆ Parallel coop - student goes to class half time and on the job half time. Classroom time can be more than on the job portion, but not vice versa.

# Example 1

## Alternating Coop

- 👤 Student is enrolled full time in Small Gas Engines August 28 - December 15, 2003 @ 25 hours per week.
- 👤 The school places him in coop job for the period January 3 - April 20, 2004 @ 40 hours per week.
- 📄 This meets the requirements because both periods are full time and the classroom period is at least as long in length as the job training period.

# Example 2

## Parallel Coop

- ✎ Student enrolls for period August 27 through December 15, 2003, in Small Gas Engines @ 15 hours per week in class and 20 hours per week on the job.
- 📄 This meets the requirements because the student is going at least half time in the classroom and half time on the job.

# Standards of Progress and Attendance

pp. 120-121

- ◆ **Standards of Progress:** must relate to graduation requirements
- ◆ Must be approved by SAA
- ◆ Standards must be clear enough to identify the point in time when a VA student is unsatisfactory.
- ◆ Many standards rely on a GPA, a specific number of failures, or determine the point in time when the student cannot complete the course within the approved hours.
- ◆ Probationary periods cannot be indefinite.

# Standards of Progress and Attendance

pp. 120-121

- ◆ **Standards of Attendance:** May be applicable only to VA benefits.
- ◆ May be a percentage of course hours, total number of absences, or number of unexcused absences during a specified period.
- ◆ Excused absences must be documented.
- ◆ Student's benefits must be terminated if either progress or attendance standards are violated.

# Examples of Approvable Standards

- ❏ A VA student's enrollment will be terminated if (s)he has more than 3 (three unexcused absences in any calendar month.
- ❏ A VA student's enrollment will be terminated if (s)he has absences which exceed 15% of the total clock hours in the program.
- ❏ If a VA student exceeds a total of 15 absences (excused or unexcused), his/her enrollment will be terminated.

# Last Date of Attendance

- ◆ When a student's enrollment is terminated for any reason, the termination date you report must be the last date the student was actually in class.
- ◆ This includes terminations for unsatisfactory attendance. The termination date you will give us is the last date the student was in class before violating your attendance policy.
- ◆ The starting date of a student's enrollment must be the first day (s)he was actually in class. If the student is absent the first day of class, then you must change the beginning date to reflect the date (s)he actually showed up for class the first time.

# Credit for Prior Training

pp. 67 & 115

- ◆ Schools must evaluate all prior education and training.
- ◆ Schools are not required to grant credit under all circumstances. Schools must apply their own standards as approved by the SAA and grant credit as appropriate under their own rules.
- ◆ Credit must be evaluated in all cases - a student's request that credit not be evaluated or transferred is not relevant.
- ◆ Schools generally have 2 terms or 12 weeks to report prior credit to VA.

# Additional Topics

- ◆ Approved course length (cannot exceed). Be sure and put all break periods and school vacations (Christmas break, Spring break, Thanksgiving, etc.) in Remarks of VA Form 22-1999.
- ◆ Approved course title (use what is approved)
- ◆ Keep attendance records up to date - you only have 30 days to report unsatisfactory attendance.
- ◆ Keep track of total hours completed.

# QUESTIONS?

