NCD Validator Guide

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Article I.   The Basics

Section 1.01   Application Overview

The NCD Validator is a specialized Excel Workbook Application that determines which NCD enrollments are payable under a specific program by comparing each enrollment's total hours to the maximum hours allowed under the specific program. The maximum allowed hours is equal to 10% over the program hours approved by the West Virginia Office of Veterans' Education & Training.

Section 1.02   The NCD Validator Tab
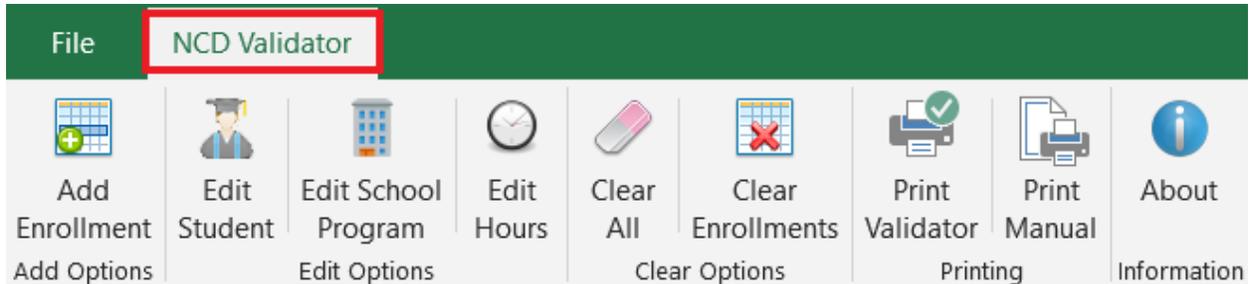
The NCD Validator tab sits at the top of the page and serves as the control center. Unlike some Excel worksheets, information cannot be entered directly into the fields of the NCD Validator. Instead, you must use the buttons on the NCD Validator tab.

(a)   Add Enrollment

This button is used to enter information specific to a particular student's enrollment in a specific program.

(b)   Edit School Program

This button can be used to enter information specific to the school itself and to the program a particular student is enrolled in. This step is optional and has no meaningful input on the NCD Validator's output.

(c)   Edit Hours

This button is used to enter the number of hours a particular program is approved for. The number of hours a program is approved for can be found in WEAMS or by contacting the West Virginia Office of Veterans' Education & Training.

(d)   Clear All

This button clears all information entered into the NCD Validator.

(e)   Clear Enrollments

This button clears all enrollment information entered into the NCD Validator.

(f)   Print Validator

This button allows the user to print the NCD Validator. This can be useful for SCOs using the NCD Validator to check multiple students. A copy can be printed for each student which the SCO can refer to when entering the enrollments into VA-ONCE.

(g)   Print Manual

This button allows the user to print the NCD Validator Manual built into the NCD Validator workbook.

Section 1.03   Calculations

Calculations

10% of Approved Hours	Maximum Hours Allowed	Current Enrolled Hours	Total Enrolled Hours	Current Days Attended	Current Weeks Attended	Approved Hours Remaining	Allowed Hours Remaining
-	-	-	-	-	-	-	-

Hours Over Approved	Hours Over Allowed					Approved Hours End Date	Allowed Hours End Date
-	-					-	-

Calculated fields cannot be edited. All calculated fields are recalculated anytime there is a change to Approved Hours, Previous Hours, an enrollment, or if an enrollment is added or deleted.

(a)   10% of Approved Hours

The field is 10% of Approved Hours entered and is calculated by multiplying Approved Hours by 0.1. This calculation is needed to calculate the Maximum Hours Allowed for enrollments to be certified under the same program.

(b)   Maximum Hours Allowed

This field is the Maximum Hours Allowed for enrollments to be certified under the same program. Maximum Hours Allowed is 110% of Approved Hours and is calculated by adding 10% of Approved Hours to Approved Hours, or by multiplying Approved Hours by 1.1.

(c)   Current Enrolled Hours

This field is the sum of the Enrolled Hours fields for each of the enrollments displayed in the Current Enrollments section.

(d)   Total Enrolled Hours

This field is the sum of the Previous Hours and Current Enrolled Hours fields.

(e)   Current Days Attended

This field is the sum of all the Days Attended fields for each of the enrollments displayed in the Current Enrollments section. Note: This calculation only includes Days Attended for current enrollments. It is not possible to determine days attended of previous enrollments from the Previous Hours field.

(f)   Current Weeks Attended

This field is the sum of all the Weeks Attended fields of the enrollments displayed in the Current Enrollments section. Note: This calculation only includes Weeks Attended for current enrollments. It is not possible to determine weeks attended of previous enrollments from the Previous Hours field.

(g) Approved Hours Remaining

This field is calculated by subtracting Total Enrolled Hours from Approved Hours. Note: Approved Hours Remaining field will never display a negative number. If Total Enrolled Hours is greater than Approved Hours, Approved Hours Remaining will display 0.

(h) Allowed Hours Remaining

This field displays the number of hours remaining in which enrollments may be certified. This field is calculated by subtracting Total Enrolled Hours from Allowed Hours. Note: Allowed Hours Remaining field will never display a negative number. If Total Enrolled Hours is greater than Allowed Hours, the Allowed Hours field will display 0.

(i) Hours Over Approved

This field displays the difference between Total Enrolled Hours and Approved Hours fields and is calculated by subtracting Approved Hours from Total Enrolled Hours. Note: Hours Over Approved field will never display a negative number. If Approved Hours is greater than Total Enrolled Hours, Hours Over Approved will display 0.

(j) Hours Over Allowed

This field displays the difference between Total Enrolled Hours and Allowed Hours fields and is calculated by subtracting Allowed Hours from Total Enrolled Hours. Note: Hours Over Allowed field will never display a negative number. If Allowed Hours is greater than Total Enrolled Hours, Hours Over Allowed will display 0.

(k) Approved Hours End Date

This field displays the date of the last full day an enrollment end date can be without going over Approved Hours of a program. This field displays a dash when Total Enrolled Hours is less than Approved Hours. A date will be displayed only if Total Enrolled Hours exceeds Approved Hours. UNKNOWN will be displayed if Previous Hours exceeds Approved Hours as there is no way to calculate the Approved Hours End Date without knowing the begin and end dates of previous terms.

(l) Allowed Hours End Date

This field displays the date of the last full day an enrollment end date can be without going over Allowed Hours of a program. This field displays a dash when Total Enrolled Hours is less than Allowed Hours. A date will e displayed only if Total Enrolled Hours exceeds Allowed Hours. UNKNOWN will be displayed if Previous Hours exceeds Allowed Hours as there is no way to calculate the Allowed Hours End Date without knowing the begin and end dates of previous terms.

Article II.   Getting Started

Section 2.01   Optional Steps

(a)   Adding student information

Step 1: Click the "Edit Student" button on the NCD Validator tab
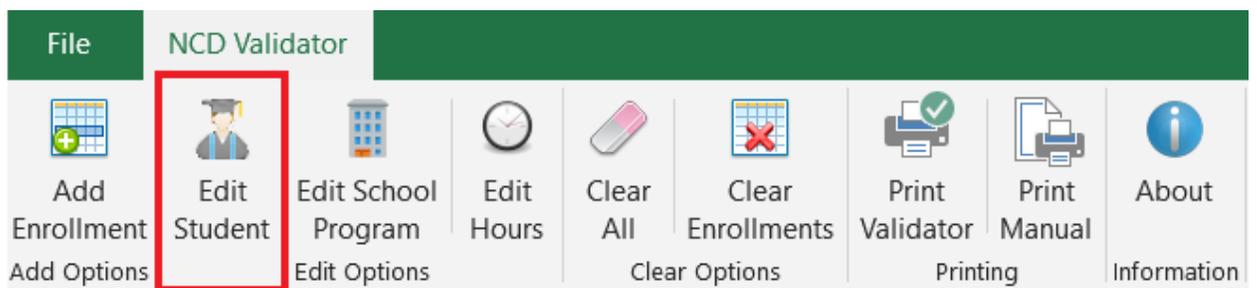
Step 2: Enter the student's social security number. Must be either the full 9 digits SSN, or the last 4 of the SSN prefixed with 5 Xs (XXXXX1234). It is okay to include hyphens in the SSN.

Step 3: Enter the student's name
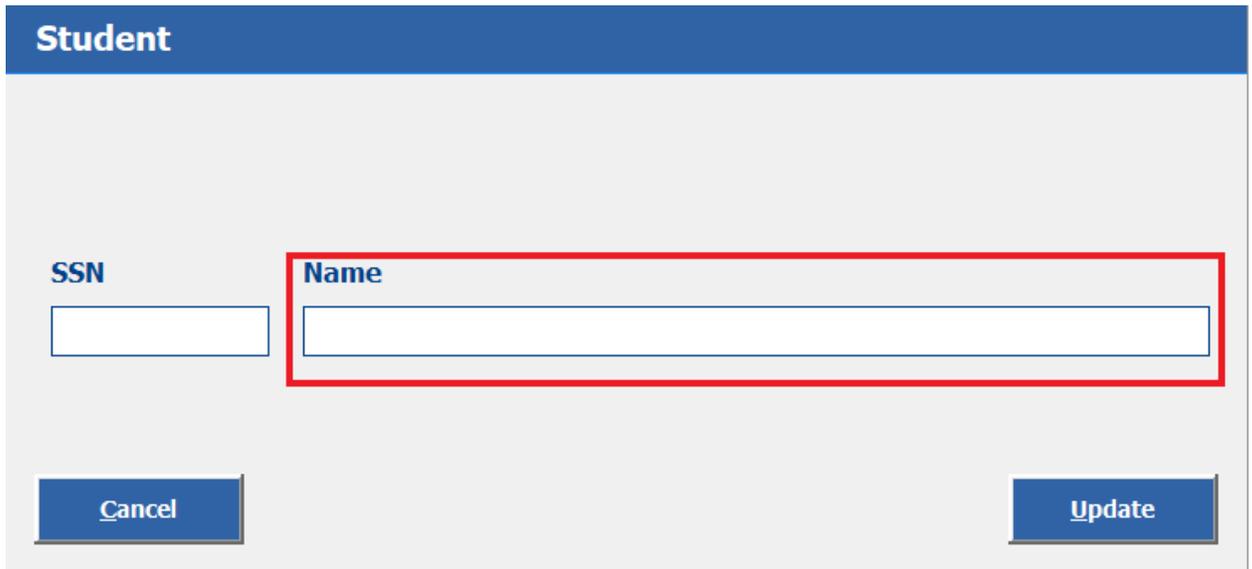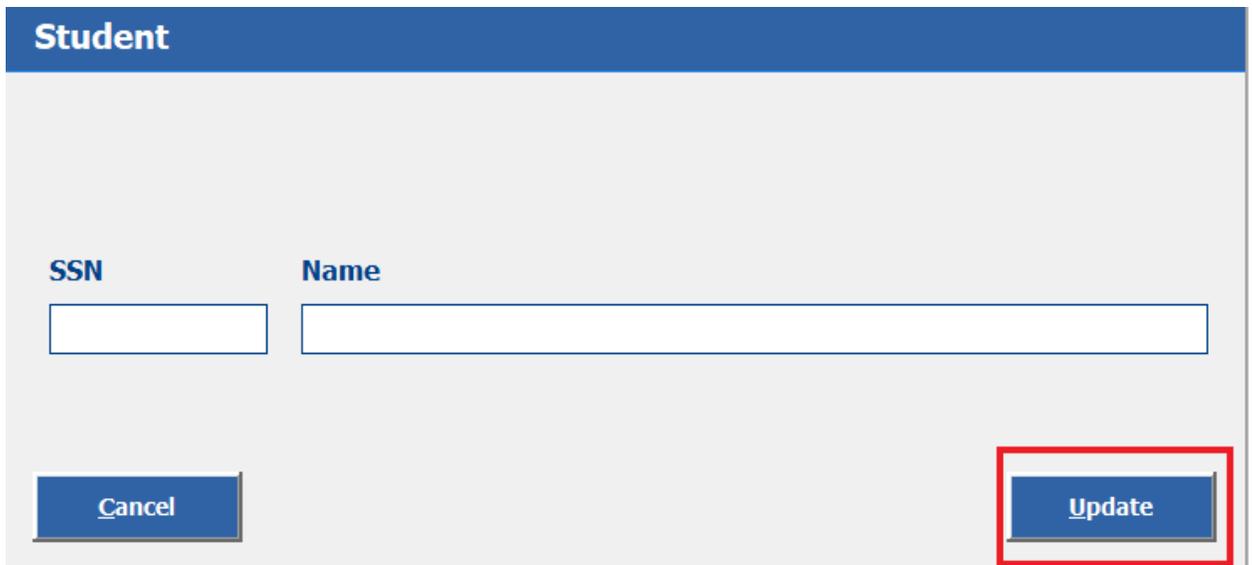
Step 4: Click the "Update" button

(b) Adding school and program information

Step 1: Click the "Edit School Program" button on the NCD Validator tab
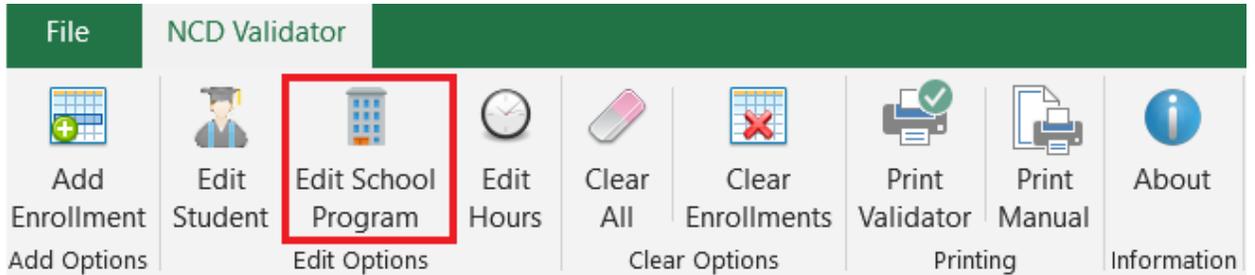
Step 2: Enter the school's 8 digit facility code

Step 3: Enter the school's name. This field is limited to 80 characters. Can be abbreviated as necessary.

School and Program

School
Facility Code

School Name

Program
Program Code

Program Name

Cancel

Update

Step 4: Enter 3 digit program code

School and Program

School

Facility Code

School Name

Program

Program Code

Program Name

Cancel

Update

Step 5: Enter the program name. This field is limited to 80 characters. Can be abbreviated as necessary.

School and Program

School

Facility Code	School Name

Program

Program Code	Program Name

Cancel   Update

Step 6: Click the "Update" button

Section 2.02   Mandatory Steps

(a)   Entering program hours

Step 1: Click the "Edit Hours" button on the NCD Validator tab
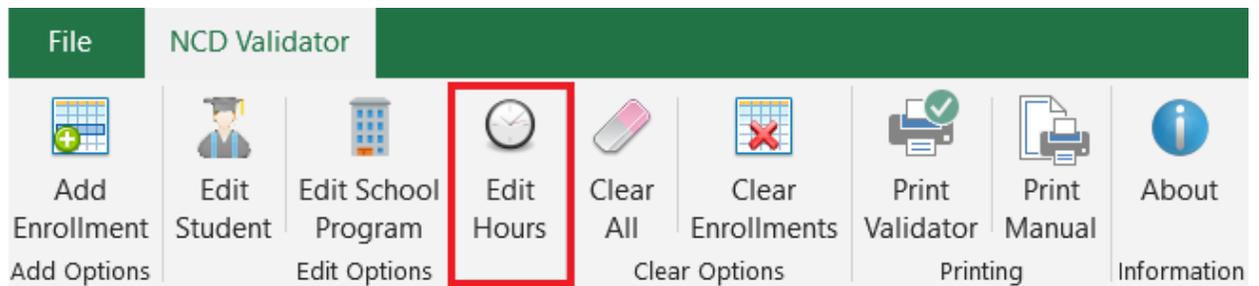
Step 2: In the "Approved Program Hours" field, enter the number of hours the program is approved for. This information can be found in WEAMS or by contacting the West Virginia Office of Veterans' Education & Training.

Approved and Previous Hours

Approved Program Hours	Previous Enrolled Hours
0.00	0.00

Cancel   Update

Step 3: In the "Previous Enrolled Hours" field, enter the number of hours in the same program previously completed, if any, by the student. If none, leave the field blank and move to Step 4.

Step 4: Click the "Update" button

(b)   Adding enrollment

Step 1: Click the "Add Enrollment" button on the NCD Validator tab
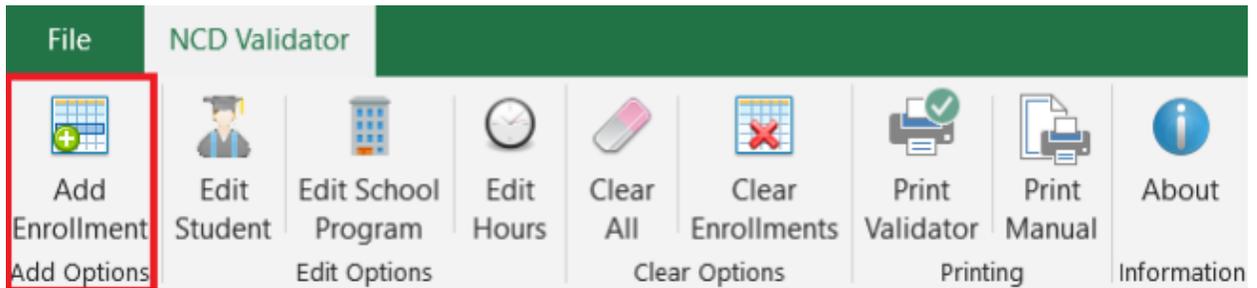
Step 2: In the "Begin" field, enter the enrollment period start date. Use 2 digits for the month, 2 digits for the day, and 4 digits for the year (01/01/2020). Note: This date should be verifiable using the school's academic calendar.

Step 3: In the "End" field, enter the last date students will be in class during the enrollment period. Use 2 digits for the month, 2 digits for the date, and 4 digits for the year (01/01/2020). Note: This date should be verifiable using the school's academic calendar.

Add Enrollments

* Begin

mm/dd/yyyy

* End

mm/dd/yyyy

* Hours

0.00

**Vacation /
LOA Days**

0

Clear

Add

Close

Step 4: In the "Hours" field, enter the number of hours the student will be in class per week.

Add Enrollments

* Begin

mm/dd/yyyy

* End

mm/dd/yyyy

* Hours

0.00

**Vacation /
LOA Days**

0

Clear

Add

Close

Step 5: In the "Vacation/LOA Days" field, enter the number of days students will be out of class for any breaks during the enrollment period that are 7 or more consecutive days. For example, if there are two breaks during the enrollment period that are 7 consecutive days each, 14 would be entered into the "Vacation/LOA Days " field.

Add Enrollments

* Begin	* End	* Hours	Vacation / LOA Days
mm/dd/yyyy	mm/dd/yyyy	0.00	0

Clear

Add

Close

Step 6: Click the "Add" button to add the enrollment information to the spreadsheet. The "Add Enrollments" box will remain open for the user to add additional enrollments as needed.

Add Enrollments

			Vacation / LOA Days
* Begin	* End	* Hours	
mm/dd/yyyy	mm/dd/yyyy	0.00	0
Clear			Add
			Close

Step 7: Once all enrollment periods have been entered, click the "Close" button.

Article III.   Actions

Once enrollment is added to the spreadsheet, the NCD Validator makes automatic calculations. These are found on the "Calculations" section of the NCD Validator. For more information about each of these calculations, please see refer to Section 1.03.

In addition to the calculations, the NCD Validator also specifies whether or not the enrollment period as entered should be certified in VA-ONCE. This determination is found under "Action" on the "Current Enrollments" section of the NCD Validator. Based on the information entered, the NCD Validator will display one of three actions: "CERTIFY", "DON'T CERTIFY", or "HOURS EXCEEDED".

Current Enrollments

Begin	End	Hours Per Week	Vacation / Leave of Absence Days	Days Attended	Weeks Attended	Hours Enrolled	Action
09/04/2019	05/06/2020	32.50		246	35.14	1142.14	CERTIFY

Section 3.01   "CERTIFY"

When the Action displayed is "CERTIFY", that means the term can be processed as is and will not exceed the Allowed Hours for the program.

Section 3.02   "DON'T CERTIFY"

When the Action displayed is "DON'T CERTIFY", that means the allowed hours have been exceeded and this enrollment should not be processed. This action will be highlighted in red to indicate a severe problem with the information entered.

Article IV.   Troubleshooting

Section 4.01   "DON'T CERTIFY" Action

Possible Solution #1: Check that the number of hours in the "Approved Hours" field under "Approved and Previous Hours" is accurate. If accurate, proceed to Tip #2. If corrections are needed, see the Steps below.

> **Step 1:** Click the "Edit Hours" button on the NCD Validator tab.

> **Step 2:** Correct the number of hours in the "Approved Program Hours" field.

> **Step 3:** Click the "Update" button.

Possible Solution #2: Check "Begin", "End", "Hours per Week", and "Vacation/Leave of Absence Days" for accuracy. If accurate, proceed to Tip #3. If corrections are needed, see the Steps below.

> **Step 1:** Double click the date listed under "Begin" to open the "Edit Enrollment" box.

> **Step 2:** Correct any fields as needed. Pay particular attention to the "Vacation/Leave of Absence Days". Only breaks 7 consecutive days or longer should be entered. If the enrollment period contains multiple breaks that are 7 consecutive days or longer, add them up to determine the number of days to enter in the "Vacation/Leave of Absence Days" field. For example, Break #1 is 7 days, and Break #2 is 10 days. 7 days + 10 days = 17 days. 17 would be the number entered into the "Vacation/Leave of Absence Days" field.

> **Step 3:** Click the "Update" button.

Section 4.02   "HOURS EXCEEDED" Action

When the Action displayed is "HOURS EXCEEDED", that means the enrollment exceeds the number of Allowed Hours during a single term. This information will be highlighted in orange to indicate certification might be possible with some adjustments.

Possible Solution #1: Check that the number of hours in the "Approved Hours" field under "Approved and Previous Hours" is accurate. If accurate, proceed to Tip #2. If corrections are needed, see the Steps below.

> **Step 1:** Click the "Edit Hours" button on the NCD Validator tab.

Step 2: Correct the number of hours in the "Approved Program Hours" field.

Step 3: Click the "Update" button.

Possible Solution #2: Check "Begin", "End", "Hours per Week", and "Vacation/Leave of Absence Days" for accuracy. If accurate, proceed to Tip #3. If corrections are needed, see the Steps below.

Step 1: Double click the date listed under "Begin" to open the "Edit Enrollment" box.

Step 2: Correct any fields as needed. Pay particular attention to the "Vacation/Leave of Absence Days". Only breaks 7 consecutive days or longer should be entered. If the enrollment period contains multiple breaks that are 7 consecutive days or longer, add them up to determine the number of days to enter in the "Vacation/Leave of Absence Days" field. For example, Break #1 is 7 days, and Break #2 is 10 days. 7 days + 10 days = 17 days. 17 would be the number entered into the "Vacation/Leave of Absence Days" field.

Step 3: Click the "Update" button.

Possible Solution #3: Break the program up into multiple enrollment periods.

Before beginning, clear any enrollments from the NCD Validator. For more information on how to clear enrollments, please refer to Tips & Tricks.

You'll also need to determine a date at which to split up the enrollment. One easy way to do this is to select the start date of a lengthy break (i.e. Thanksgiving, Christmas, Spring Break, etc.). The start date for the break will be where one enrollment period ends. The date students return from the break will be where the next enrollment period begins.

Step 1: Click "Add Enrollment" on the NCD Validator tab.

Step 2: Enter the Begin Date, End Date, and Weekly Hours student is expected to attend during the first enrollment period.

Step 3: Click the "Add" button

Step 4: Enter the Begin Date, End Date, and Weekly Hours student is expected to attend during the second period.

Step 5: Click the "Add" button

Step 6: Continue adding enrollments as needed. When finished, click the "Close" button.

Sample Scenario

Note: The dates and hours used in this example are arbitrary. The dates and hours you enter will be specific to your school, programs, and students.

Approved Program Hours: 1080
Begin Date: 08/06/2020
End Date: 05/12/2021
Hours Per Week: 32.5

As seen below, the enrollment period exceeds the number of approved hours for the program and should not be certified. However, splitting the program into multiple enrollments can, in some cases, remedy the issue.

Approved and Previous Hours

Approved Program Hours	Previous Enrolled Hours
1080.00	

Calculations

10% of Approved Hours	Maximum Hours Allowed	Current Enrolled Hours	Total Enrolled Hours	Current Days Attended	Current Weeks Attended	Approved Hours Remaining	Allowed Hours Remaining
108.00	1188.00	1300.00	1300.00	280.00	40.00	0.00	0.00

Hours Over Approved	Hours Over Allowed					Approved Hours End Date	Allowed Hours End Date
220.00	112.00					3/25/2021	4/17/2021

Current Enrollments

Begin	End	Hours Per Week	Vacation / Leave of Absence Days	Days Attended	Weeks Attended	Hours Enrolled	Action
08/06/2020	05/12/2021	32.50		280	40.00	1300.00	HOURS EXCEEDED

For this example, we'll use two enrollment periods.

Enrollment period 1 will be from the program's start date (08/06/2020) to the last date students will be in class before Winter break begins (12/18/2020).

Enrollment period 2 will be from the date students return to school from Winter break (01/14/2021) through the remainder of the term (05/12/2021).

Step 1: Click the "Add Enrollment" button located on the NCD Validator tab.
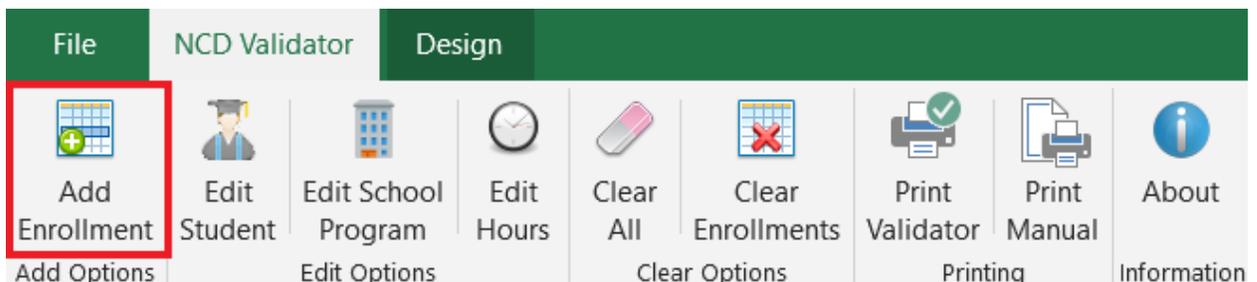
Step 2: Enter the Begin Date, End Date, and Weekly Hours student is expected to attend during the first enrollment period. Again, we're going to split the program up using the date the last date students are in class before Winter break begins as the End Date. Since we're splitting the program up this way, we won't enter break dates into the "Vacation/LOA Days" field.

Edit Enrollment

First date of the term

* Begin

08/06/2020
mm/dd/yyyy

Delete

* End

12/18/2020
mm/dd/yyyy

Last date students are in class before Winter break

* Hours

32.50
0.00

Vacation / LOA Days

0

Update

Close

Step 3: Click the "Add" button

Step 4: Enter the Begin Date, End Date, and Weekly Hours student is expected to attend during the next enrollment period. Again, we're using the date students return from Winter break as the Begin Date and the last date students will be in class for the term as the End Date.

Add Enrollments

Date students return from break ⬇

Vacation / LOA Days

* Begin

| 01/14/2021 |
mm/dd/yyyy

Clear

* End

| 05/12/2021 |
mm/dd/yyyy

⬆ **Last date students will be in class this term.**

* Hours

| 32.5 |
0.00

| |
0

Add

Close

Step #5: Click the "Close" button.

As seen in the "Action" column, splitting the program into a separate enrollment period fixed the "EXCEEDED HOURS" error. The SCO could proceed with creating two different certifications in VA-ONCE. The start date and end date for the program remain the same. The certification process is just slightly different.

Calculations

10% of Approved Hours	Maximum Hours Allowed	Current Enrolled Hours	Total Enrolled Hours	Current Days Attended	Current Weeks Attended	Approved Hours Remaining	Allowed Hours Remaining
108.00	1188.00	1179.29	1179.29	254.00	36.29	0.00	8.71

Hours Over Approved	Hours Over Allowed					Approved Hours End Date	Allowed Hours End Date
99.29	0.00					4/20/2021	-

Current Enrollments

Begin	End	Hours Per Week	Vacation / Leave of Absence Days	Days Attended	Weeks Attended	Hours Enrolled	Action
01/14/2021	05/12/2021	32.50		119	17.00	552.50	CERTIFY
08/06/2020	12/18/2020	32.50		135	19.29	626.79	CERTIFY

Article V.   Tips & Tricks

Section 5.01   Edit an Enrollment

Double click any cell in the enrollment you want to edit. This will bring up the "Edit Enrollment" box in which you can make any needed adjustments.

Section 5.02   Delete an Enrollment

Double click any cell in the enrollment you want to delete. Click the "Delete" button. Click "Yes" to confirm enrollment deletion.

Section 5.03   Clear Enrollments

Click the "Clear Enrollments" button located on the NCD Validator tab
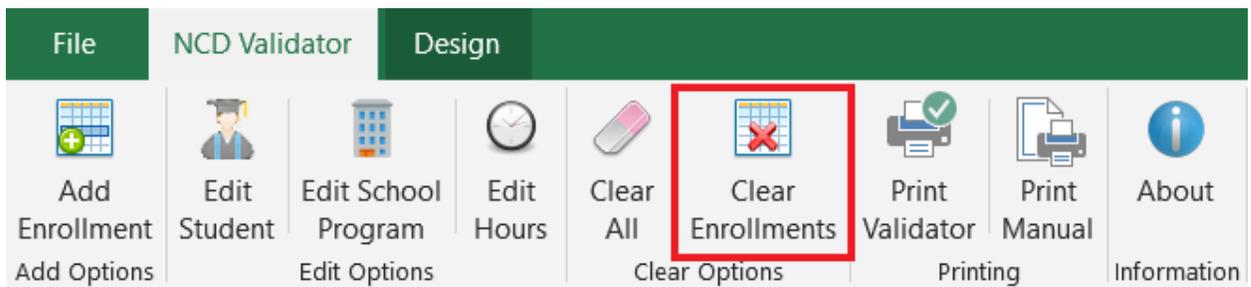
Click the "Yes" button to confirm the clearing of enrollments
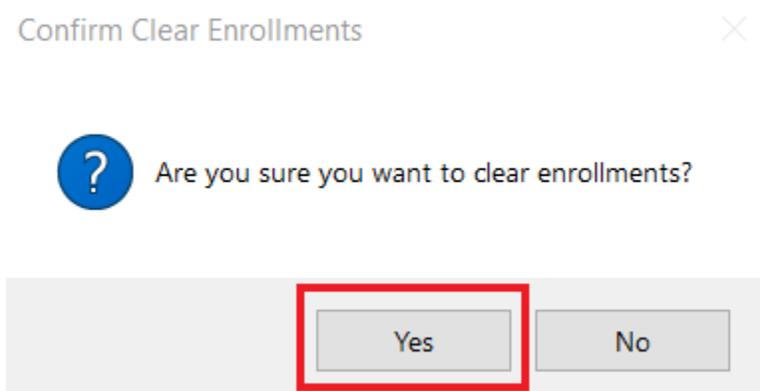
Section 5.04   Clear All

To clear all the fields on the NCD Validator, click on the "Clear All" button located on the NCD Validator tab.
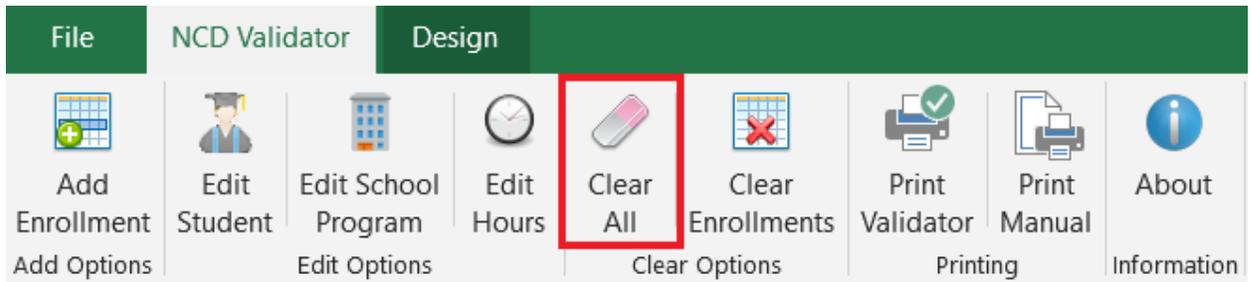
Click "Yes" to confirm the clearing of all fields.
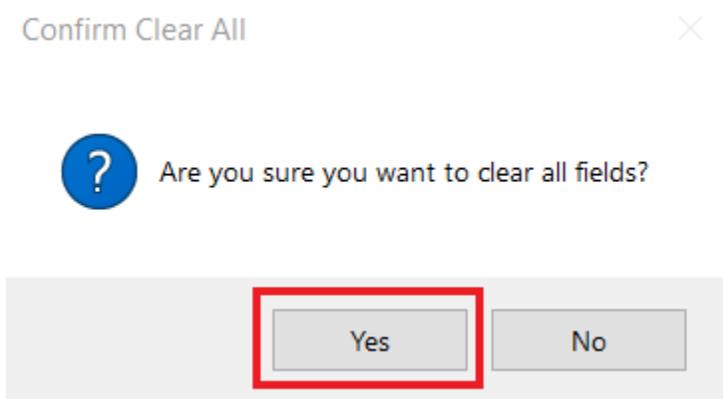
Section 5.05   Print Validator

To print the NCD Validator worksheet, click the "Print Validator" button on the NCD Validator ribbon.
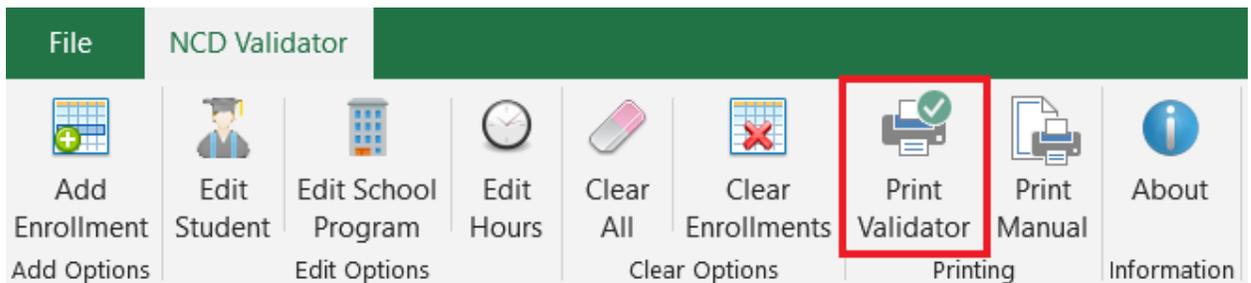
Click the "Print" button on the Print Preview screen.

NCD Program Hours Validator

Student Information

SSN	Name

School and Program

Facility Code	School	Program Code	Program Name

Approved and Previous Hours

Approved Program Hours	Previous Enrolled Hours
1080.00	

Calculations

10% of Approved Hours	Maximum Hours Allowed	Current Enrolled Hours	Total Enrolled Hours	Current Days Attended	Current Weeks Attended	Approved Hours Remaining	Allowed Hours Remaining
108.00	1188.00	626.79	626.79	135.00	19.29	453.21	561.21

Hours Over Approved	Hours Over Allowed					Approved Hours End Date	Allowed Hours End Date
0.00	0.00					-	-

Current Enrollments

Begin	End	Hours Per Week	Vacation / Leave of Absence Days	Days Attended	Weeks Attended	Hours Enrolled	Action
08/06/2020	12/18/2020	32.50		135	19.29	626.79	CERTIFY