

Issue: “Don’t Certify”

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.

Issue: “Hours Exceeded”

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, 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.

Example

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.

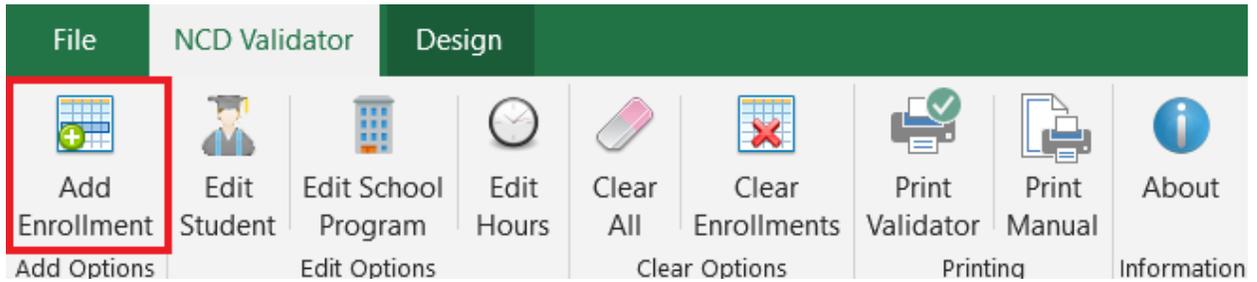
Approved and Previous Hours							
Approved Program Hours	Previous Enrolled Hours						
1080.00							
Calculations							
10% of Approved Hours	Maximum Hours Allowed	Current Enrolled Hours	Total Enrolled Hours	Current Days Attended	Current Weeks Attended	Approved Hours Remaining	Allowed Hours Remaining
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). Winter break.

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.

The image shows a screenshot of the 'Edit Enrollment' form. The form has a blue header with the text 'Edit Enrollment'. Below the header, there are four main input fields: '* Begin', '* End', '* Hours', and 'Vacation / LOA Days'. The '* Begin' field contains the date '08/06/2020' and has a red arrow pointing down to it with the text 'First date of the term' above it. The '* End' field contains the date '12/18/2020' and has a red arrow pointing up to it with the text 'Last date students are in class before Winter break' below it. The '* Hours' field contains the value '32.50'. The 'Vacation / LOA Days' field contains the value '0'. Below each input field is a button: 'Delete' under '* Begin', 'Update' under 'Vacation / LOA Days', and 'Close' under 'Vacation / LOA Days'. The '0.00' label is visible below the '* Hours' field.

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 ↓

* Begin	* End	* Hours	Vacation / LOA Days
<input type="text" value="01/14/2021"/> <small>mm/dd/yyyy</small>	<input type="text" value="05/12/2021"/> <small>mm/dd/yyyy</small>	<input type="text" value="32.5"/> <small>0.00</small>	<input type="text" value="0"/>
<input type="button" value="Clear"/>	Last date students will be in class this term. ↑		<input type="button" value="Add"/>
			<input type="button" value="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		Weeks Attended	Hours Enrolled	Action
			Absence Days	Days Attended			
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