

**WHITE PAPER**  
**NON-SUBSTANTIVE CHANGE TO:**  
**VA ENROLLMENT CERTIFICATION**  
**VA FORM 22-1999**  
**OMB CONTROL NUMBER 2900-0073**  
**- REVISION -**

VA requests approval of a “Non-Substantive” revision to the VA Enrollment Certification, VA Form 22-1999, OMB Control Number 2900-0073. Revisions are required to restructure the form, reorder or remove some questions, and to add a couple of new questions. These changes are necessary to support the new Enrollment Manager (EM) portal, which is replacing the current VA-ONCE system used by School Certifying Officials (SCOs) at Institutions of Higher Learning (IHLs) and Non-College Degree (NCD) Schools to submit the form to VA electronically for processing.

The EM is the system replacing VA-ONCE on the Managed Service and will be integrated with other microsystems to assist SCOs with their work by improving processes through user interface enhancements, improved user flow, and pre-populated data. Basic functionality will remain the same for SCOs (ability to complete current processes), but overall, it will improve the user experience and create efficiencies.

As a result of this new system, the following revisions to the form were identified as required to support this change, and for other clarifying purposes:

1. On Side-A of the form, we added a new question entitled “VACATION PERIODS”, so that SCOs will be able to report the date range for when a school is not in session due to a holiday. This information is necessary for claims processors to determine the correct rate of pursuit. Prior to this revision to the form, SCOs were required to put the date range in the remarks field. Data entry will be more consistent with the formal question(s).
2. On page #1, at the beginning of the form, we capitalized the names of each program (i.e., Flight, NCD, Correspondence etc.).
3. On Side-A, the headings from “CERTIFICATION” through to the “SPECIAL INSTRUCTIONS” heading, we changed the items from numerical to bulleted,

added instructions for “VACATION PERIODS”, and revised some of the language in the instructions for clarity.

4. On Side-A, we moved the former item #8, “STEM SCHOLARSHIP” to #5, to reflect STEM more accurately as a type of training. In #5, we reordered the training types and revised the “GUEST STUDENT” check box. Instead of asking whether a parent school letter is on file, we revised that item to state, the letter must be on file.
5. On Side-B, we made revisions so that we have check boxes for both “DUAL” and “DUAL SIMULATOR” for Flight Training, since there is a distinction between the two, and “DUAL SIMULATOR” was missing.
6. Lastly on Side-B, we added item #8E and #8F which asks for the type of medical certificate held by the student on the date their flight course began, as well as the date of their last examination, as is needed for flight training approval. On earlier versions of the 22-1999, SCOs were required to include this information in the remarks field.

These revision actions do not impact the currently existing burden hours, primarily because the information entered in the new questions have always been required but were entered as free text in the remarks field. The new dedicated questions on the form will instead permit the data to be collected more efficiently when submitted electronically through the new EM portal.

Thanks,  
Education Service  
Procedures Team