



## **Veteran Services Educational Information**

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***“We provide you with training for today, education for tomorrow, and opportunities for a lifetime.”***

# 2021-2022

## MDTC Programs Approved for VA Benefits

### Full-Time Day Programs

Automotive Service Technician	900 Clock Hours
Aircraft Structures and Heavy Maintenance	900 Clock Hours
Combination Collision Repair	900 Clock Hours
Cosmetology	1500 Clock Hours
Cyber Security Professional	900 Clock Hours
Medical Office Assistant	900 Clock Hours
Practical Nursing	1207 Clock Hours
Plumber Assistant	900 Clock Hours
Residential HVAC Technician	900 Clock Hours
Skilled Construction Tradesmen	900 Clock Hours

### Program Hours

### Short-Term Evening Programs

Aircraft Structural Technologies	150 Clock Hours
CLEET Phases I-IV	107 Clock Hours
Plumbing Certificate	320 Clock Hours
Nail Technician	600 Clock Hours

### Program Hours

# MDTC Veteran Information

## MDTC Veterans Certifying Official: Tina Murphy

The primary function of the School Certifying Official is to promptly (within 30 days of the change), report enrollment or changes in student enrollment status to the VA. VA Form 22-1999B or VAONCE is used to submit any changes.

All prior credit; military and civilian, must be reviewed-even if veteran benefits were not used to pay for the prior training.

## VA Education Programs

- Chapter 30 – Montgomery GI Bill ®(MGIB) (at least two years of active duty)
- Chapter 33 – Post 9/11 GI Bill® (served active duty time since 9/11/01)
- Chapter 1606 – Montgomery GI Bill® – Selected Reserve (MGIB – SR)
- Chapter 35 – Survivors and Dependents Educational Assistance Program (DEA)
- Chapter 31 – Vocational Rehabilitation & Employment (VR&E)

## VA Forms: Applications & Certifications

- VA Form 22-1990: Application for VA education benefits
- VA Form 22-1990E: Application for transfer of eligibility benefits
- VA Form 22-5490: Application for survivors and dependents education assistance (Ch. 35)
- VA Form 22-1995: Request for change of program or place of training
- VA Form 22-5495: Request for change of program or place of training for survivors and dependents education assistance (Ch. 35)
- VA Form 22-1999 – Enrollment certification
- VA Form 22-1999b: Notice of change in student status

## Veteran Information Needed

***Forms that need to be provided the MDTC VA Certifying Official include but are not limited to:***

- Copies of DD-214(s)
- Copy of college and military transcripts
- Copy of Certificate of Basic Eligibility Letter
- Copy of documentation for other sources of financial assistance (other than Pell) e.g. tribal assistance.
- Important Note for Chapter 33 Veterans: Be sure to inform the VA Certifying Official if you expect to receive any other financial aid or scholarships (other than the Pell Grant). Omission of such information could adversely affect the processing of benefits resulting in an overpayment of benefits.

## **Special conditions for veteran students receiving VA benefits are as follows:**

- All previous education and training are evaluated for credit toward completion of current training program. Students need to provide copies of all college transcripts.
- MDTC attendance policy allows for 10 absences per semester. Veteran students exceeding 10 absences per semester will be withdrawn for unsatisfactory attendance. The Veterans Administration Office will be notified and benefits will cease.
- Veteran students must make up all work missed for each day absent.
- Veteran students are encouraged to use all services available at MDTC including career counseling, and student organizations.
- Veteran students having general questions concerning benefits may contact the VA Regional Office in Muskogee at 1-888-442- 4551 or go to <https://www.vets.gov/> .

## **Oklahoma Veterans Vocation Rehabilitation Benefits (Chapter 31 VR & E)**

This program is for veterans who have a service-connected disability that has impacted their ability to work or prevents the ability to work altogether. This program will help veterans explore employment opportunities and/or training needs. To apply or for more information go to [www.va.gov/careers-employment/vocational-rehabilitation/](http://www.va.gov/careers-employment/vocational-rehabilitation/)

### **What is a DD214?**

The Defense Department issues to each veteran a DD-214, identifying the veteran's condition of discharge - honorable, general, other than honorable, dishonorable or bad conduct.

### **Why is a DD214 important?**

The Report of Separation contains information normally needed to verify military service for benefits, retirement, employment, and membership in veterans' organizations. Information shown on the Report of Separation may include the service member's:

- Date and place of entry into active duty
- Home address at time of entry
- Date and place of release from active duty
- Home address after separation
- Last duty assignment and rank
- Military job specialty
- Military education
- Decorations, medals, badges, citations, and campaign awards
- Total creditable service
- Foreign service credited
- Separation information (type of separation, character of service, authority and reason for separation, separation and reenlistment eligibility codes)

## Eligibility and Length of Benefits:

- Chapter 30:** You have 10 years from the date of release from active duty to utilize up to 36 months of education benefits.
- Chapter 33:** Served active duty time since 9/11/01. You can receive up to 36 months of benefits. **Monthly housing benefit allowance is based on the cost of living where your school is located.**
- You have 15 years to use benefits if your service ended before January 1, 2013. If your service ended after January 1, 2013, your benefits will not expire due to the passing of a new law called the Forever GI Bill – Harry W. Colmery Veterans Educational Assistance Act.
- Chapter 35:** Ten years from date of disability to utilize maximum of 45 months of education benefits. For spouses, twenty years from the service member’s death if they died on active duty if eligible. Children of veterans may use benefits between the ages of 18 and 26.
- Chapter 1606:** 14 years from the date of eligibility and must be attending monthly unit drills.

## Military Transcripts

### The ACE Military Guide

The ACE (American Council on Education) Military Guide (Guide to Evaluation of Educational Experiences in the Armed Services) is on the web at: <http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx>

The first step to claiming the credits you have earned is to request a transcript from your military service. Each service will provide unofficial personal copies and send schools an official copy of your transcript at no charge. Each service branch has their own system for recording your military education and experience credits:

**Army:** The Army uses the AARTS system, which automatically captures your academic credits from military training, and standardized tests. The AARTS system is available to enlisted soldiers only. [https://www.goarmyed.com/public/public\\_programs\\_services-arrrts\\_transcritps.aspx](https://www.goarmyed.com/public/public_programs_services-arrrts_transcritps.aspx)

**Navy and Marines:** The Navy and Marine Corps use the SMART system. This system automatically captures your training, experience and standardized test scores. <https://jst.doded.mil>

**Air Force:** The Community College of the Air Force (CCAF) automatically captures your training, experience and standardized test scores. Transcript information may be viewed at the <https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/community-college-of-the-air-force-transcripts/>

**Coast Guard:** The Coast Guard Institute (CGI) requires each Service member to submit documentation of all training (except correspondence course records), along with an enrollment form, to receive a transcript. <https://www.uscga.edu/registrar/>

## **APPLYING FOR VETERANS' EDUCATIONAL BENEFITS**

The following information provides instruction for Veterans and/or Veteran Dependents to apply for Educational Benefits for training at Mid-Del Technology Center.

### **I. Montgomery GI Bill® Active Duty Chapter 30; Post 9/11 GI Bill® Chapter 33; Selected Reserve Chapter 1606**

#### **A. Eligible students who have never used VA Benefits:**

1. The student must complete and submit to the Department of Veteran Affairs VA Form 22-1990 which can be found online @ <https://www.vets.gov/education/apply/> .
2. When completing Form 22-1990, students must determine which chapter of benefits they are eligible to receive. Students who need assistance in determining the chapter may call the VA Benefits hotline at 1-800-827-1000.
3. Once the Department of Veteran Affairs approves Form 22-1990, they will send the student a Certificate of Eligibility. The student must bring a copy of this letter to the Financial Aid Office.
4. The student must submit to the Financial Aid Office a copy of his or her military transcript(s) as well as all transcripts from any and all post-secondary institutions attended. Links for military transcripts can be found at <https://www.okcareertech.org/students/veteran-resources> in the Certification Resources tab.
5. Every student must complete an Evaluation of Previous Education and Training Form with MDTC personnel to determine if he or she will receive advanced standing or transfer credit.
6. Once the student has brought the approval letter (Certificate of Eligibility), copies of all transcripts, a copy of the VA Form DD-214, and the completed Evaluation of Previous Education and Training Form to the Financial Aid Office, the Financial Aid Office will certify the student's enrollment.

#### **B. Eligible students who have previously used VA Benefits:**

1. The student must complete and submit to the Department of Veteran Affairs VA Form 22-1995, Request for Change of Program or Place of Training, which can be found online @ <https://www.vets.gov/education/apply/> the student should also submit a copy of the completed VA Form 22-1995 to the Financial Aid Office.
2. Students who don't know which chapter they are eligible to receive can call the VA Benefits hotline at 1-800-827-1000.

3. Once the Department of Veteran Affairs approves Form 22-1995, they will send the student a Certificate of Eligibility. The student must bring a copy of this letter to the Financial Aid Office.
4. The student must also bring a copy of complete transcripts from all prior post-secondary institutions attended to the Financial Aid Office.
5. Every student must complete an Evaluation of Previous Education and Training Form with MDTC personnel to determine if he or she will receive advanced standing or transfer credit.
6. The student must bring a copy of his or her DD-214 to the Financial Aid Office.
7. Once the student has brought the approval letter (Certificate of Eligibility), copies of all transcripts, a copy of the DD-214 and the Evaluation of Previous Education and Training Form to the Financial Aid Office, the Financial Aid Office will certify the student's enrollment.  
Students receiving the above benefits must verify his or her attendance each month via [benefits.va.gov/gibill/](https://benefits.va.gov/gibill/) and click on "Verify School Attendance, and then certify your Attendance in (WAVE) call 1-877-823-2378.

## **II. Montgomery GI Bill® Survivors and Dependents Chapter 35**

### **A. Eligible Students who are dependents of veterans and have never used VA Benefits:**

1. The student must complete and submit to the Department of Veteran Affairs VA Form 22-5490, Dependents Application for VA Educational Benefits, which can be found online @ <https://www.vets.gov/education/apply/>.
2. Once the Department of Veteran Affairs approves VA Form 22-5490, they will send the student a Certificate of Eligibility. The student must bring a copy of the letter to the Financial Aid Office.
3. The student must also bring a copy of complete transcripts from all prior post-secondary institutions attended to the Financial Aid Office.
4. Every student must complete an Evaluation of Previous Education and Training Form with MDTC personnel to determine if he or she will receive advanced standing or transfer credit.
5. Once the student has brought the approval letter (Certificate of Eligibility), copies of all transcripts, and the Evaluation of Previous Education and Training Form to the Financial Aid Office, the Financial Aid Office will certify the student's enrollment.

### **B. Eligible students who are dependents of veterans and have previously used VA Benefits:**

1. The student must complete and submit to the Department of Veteran Affairs VA Form 22-5495, Dependents Request for Change of Place of Training, which can be found online @ <https://www.vets.gov/education/apply/>. The student should also submit a copy of the completed VA Form 22-5495 to the Financial Aid Office.
2. Once the Department of Veteran Affairs approves VA Form 22-5495, they will send the student a Certificate of Eligibility. The student must bring a copy of the letter to the Financial Aid Office.
3. The student must also bring a copy of complete transcripts from all prior post-secondary institutions attended to the Financial Aid Office.
4. Every student must complete an Evaluation of Previous Education and Training Form with MDTC personnel to determine if he or she will receive advanced standing or transfer credit.

5. Once the student has brought the approval letter (Certificate of Eligibility), copies of all transcripts, and the Evaluation of Previous Education and Training Form to the Financial Aid Office, the Financial Aid Office will certify the student's enrollment.

**Note: At the end of each month, students receiving Chapter 35 Benefits must verify school attendance to the Veterans Administration before payment can be issued.** You can verify your attendance by calling 1-888-GI BILL-1 (1-888-442-4551). Verify your attendance on the last day of every month. If the last day of the month falls on a weekend, wait until the next business day to call in and verify your attendance. Make sure whomever you speak to documents in your file that you have called in to verify accordingly.

### III. Vocational Rehabilitation Chapter 31

Veterans receiving Veterans Affairs Vocational Rehabilitation must contact VR&E at 405-523-4000 to begin the process of determining eligibility. A veteran who is eligible for an evaluation under Chapter 31 must make an appointment with a Vocational Rehabilitation Counselor (VRC). The VRC will work with the Veteran to determine if an employment handicap exists as a result of his or her service connected disability. If an employment handicap is established and the Veteran is found entitled to services, the VRC and the Veteran will continue counseling to select a track of services and jointly develop a plan to address the Veteran's rehabilitation and employment needs.

### IV. How to Verify Your Enrollment

If you're receiving the Montgomery GI Bill Active Duty or MGIB - Selected Reserve GI Bill, use the Web Automated Verification of **Enrollment** (WAVE) or call the toll free Interactive Voice Response (IVR) telephone line at 1-877-VA-ECERT (1-877-823-2378) to **verify** your attendance.

\*Consider switching to the Post-9/11 GI Bill if you are currently using REAP. The National Defense Authorization Act of 2016 ended REAP on November 25, 2015. See the REAP website at <https://www.benefits.va.gov/GIBILL/reap.asp> for more details on your current eligibility and how to make an irrevocable election to use the Post-9/11 GI Bill instead.

**If you're receiving Post-9/11 GI Bill benefits you don't need to verify your attendance.**

Begin using the WAVE program.

**NOTE:** *The WAVE and IVR systems don't update account information instantly. Instead, verifications and other submissions are stored and processed manually. Normally, it may take two to three workdays for the WAVE and telephone systems to reflect updates to your account.*

If you're receiving DEA (The Survivors' and Dependents' Educational Assistance), **Chapter 35**, benefits and are **enrolled** in a non-college degree program (clock-hour like MDTC), you can **verify** your attendance by calling 1-888-GI BILL-1 (1-888-442-4551).

If you're receiving VEAP (Veteran Education Assistance Program) benefits, you don't need to **verify** your attendance.



## Important VA Telephone Numbers and Websites

**VA Education Benefits: 1-888-442-4551 (1-888-GI-Bill-1)** to inquire about the status of your claim, when you will receive your check, or to change your address and phone numbers with the VA.

**Verification (30/1606/1607):** 1-877-823-2378 or <https://gibill.va.gov/wave/index.do>

**VA Regional Office:** 1-800-827-1000

**Oklahoma Department of Veteran Affairs:** <http://odva.ok.gov/>

**US Department of Veteran Affairs:** <https://www.vets.gov/>

**CT4Vets Career Tech** [www.okcareertech.org/students/veteran-resources](http://www.okcareertech.org/students/veteran-resources)

**Verification (Chapter 35)** 1-888-442-4551 or 1-888-GI BILL-1