

# The Basics

## MEASUREMENT & PAY ISSUES - NCD

# Clock Hour Measure

- **Title 38 CFR 21.4270:**
  - Non-College Degree (NCD) programs, not offered by an Institute of Higher Learning are generally measured on clock hours

# Non College Degree: Full Time Measurement

## **Certify the 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

# Computing Clock Hours

- **One clock hour = 60\* minutes of instruction**
- **Schools organized on terms:**
  - No more than 1 year at a time
  - Use student's schedule
  - Clock hours may differ each quarter
  - Total minutes per day (may include 10 minutes *between* classes)
  - Total minutes per week divided by 60

# Computing Clock Hours

(continued)

- **Schools not on a term basis:**
  - Certify entire length of program
  - Computation simpler (no break between classes)
  - Divide weekly minutes by 60
  - *Shop predominant programs:* 15 minute breaks in morning & afternoon can be included in total hours. Shorter breaks allowed for part time enrollment.

# Computing Clock Hours

(continued)

- **Beginning Date:**
  - **Starting date** must be first day student actually in class. If student absent the first day of class, then you must change the beginning date to reflect the date student actually showed up for class the first time.
- **Enrollment Interrupted:**
  - **Last Day of Attendance (LDA):** last date student actually attended class.
  - Includes terminations for unsatisfactory attendance. Termination date last date student was in class before violating your attendance policy.

# Clock Hour Certification

- **Proper computation is important:**
  - Accurate payments
  - Length of program
  - Benefits may be paid for approval length plus 10%
- NCD students who must repeat courses/portions of program due to failure/poor performance can receive benefits beyond the approved length of course
- Report new ending date with explanation in “Remarks” that student required to repeat a subject/portion of program due to failure/poor performance including the number of additional hours required
- Student must be making satisfactory progress in accordance with the school’s approved academic standards

# Credit for Prior Training

- Credit must be evaluated in all cases - a student's request that credit not be evaluated or transferred is not relevant
- Schools must evaluate all prior education and training
- Schools generally have 2 semesters, 3 quarters or 24 weeks to report prior credit to VA
- 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





## Interval “Break” Payments

**As of August 1, 2011, “Break” payments are no longer payable under any benefit program.  
(see Public Law 111-377)**

## Reminders

- NCD Programs must specifically be approved by SAA (unless offered at a public or non-profit IHL)
- Students must be monitored for continued pursuit and progress
- School's progress standards must be clear enough to identify the point in time when a VA student's progress 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.

# Questions?

