Veterans' Benefits Packet

Located in Student Services Center – Financial Aid

Please read and fill out the attached forms carefully to avoid delay in the processing of your Veterans Educational benefits. Please be aware that it could take up to 2 weeks for West Valley to certify your request for benefits, and VA Muskogee Office can take an additional 4-6 weeks to process the claim. To avoid delays, you should start the process early.

You can visit our web site for additional information at [www.westvalley.edu](http://www.westvalley.edu) under Veterans Support Services on how to get started as well as important links for applying for your VA Educational Benefits on-line at [www.gibill.va.gov](http://www.gibill.va.gov)

Use the checklist below to help ensure that you have completed all the necessary requirements and that you have turned in all paperwork to a School Certifying Official in Financial Aid.

- **Certificate of Eligibility**
  - Submit your Certificate of Eligibility (Chapter 1606 will submit a N.O.B.E. instead)
  - *If you have not applied for benefits through the VA, do so first in order to get your Certificate of Eligibility*

- **DD-214**
  - Submit a copy of your DD-214 (if applicable)

- **Statement of Responsibility Agreement**
  - Read, Sign and Submit the Statement of Responsibility Agreement

- **Educational Plan (1 Semester)**
  - Complete Orientation Online & Make a 30min Guidance Appointment with a Veterans Counselor to create an Ed-PLAN. Students who have already completed an orientation at another school should request that it be waived and proceed with getting their transcript evaluated.

- **Transcripts**
  - Request all official transcripts from prior colleges and bring them in for evaluation, this includes requesting your military transcript (also known as J.S.T.)
  - To request the J.S.T. go to: [https://jst.doded.mil/official.html](https://jst.doded.mil/official.html)
  - Air force cannot use JST and must request from: [College of the Air Force Transcripts](http://www westvalley.edu/services/veterans/benefits-request.html)

- **Educational Plan (Comprehensive)**
  - Once your transcripts have been evaluated, make an hour appointment with a Veterans Counselor to make a complete Educational Plan

- **Request for Certification (due each Term)**
  - Once you have an ED-Plan (initial or the Final) you can submit a request for certification by paper or online at [https://www.westvalley.edu/services/veterans/benefits-request.html](https://www.westvalley.edu/services/veterans/benefits-request.html)
**Veterans' Services List**

www.westvalley.edu/veterans/

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<th>For Questions about:</th>
<th>Contact:</th>
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| Veteran Services on Campus | Daniel E. Furtado Veteran Resource Center  
Located in the Campus Center CC318  
VRC Welcome Desk  408-741-2158  
VRC Coordinator  408-741-4694 |
| GI Bill® Benefits | School Certifying Officials  
Sonia Nevarez  408-741-2601  
sonia.nevarez@westvalley.edu  
Juvy Balanza  408-741-2039  
juvylyn.balanza@westvalley.edu  
VA Benefits Educational Hotline:  1-888-442-4551 |
| Academic Accommodations | Disability & Educational Support Program (DESP)  
Jim Winkler – Veteran Counselor 408-741-2170  
James.winkler@westvalley.edu |
| Academic Counseling (Veteran Ed-plan) | Counseling Center  
-ask for a Veterans Counselor 408-741-2009 |
| Personal Counseling | Student Health Services 408-741-2027  
Clinic, counseling and guidance in the areas of addiction, addiction recovery, emotional and psychological challenges, referrals and resources. |
| Student Veterans Club | http://westvalley.edu/veterans/veterans-club/index.html |
| VA Health Care & other benefits | Other VA Benefits: 1-800-827-1000  
Health Benefits Eligibility: 1-877-222-8387  
www.mentalhealth.va.gov/College |
| Additional Veteran Services | Veteran Services Office 408-918-4980  
68 N. Winchester Blvd. Santa Clara, CA 95050  
http://www.sccgov.org/sites/va/Pages/Office-of-Veterans-Services.aspx  
San Jose Vet Center  
www.vetcenter.va.gov  408-993-0729  
National Veterans Crisis Line  
1-800-273-8255 |
While attending West Valley College, it is your responsibility to comply with the following guidelines. This list is a combination of Veterans Administration regulations and college policy but is not inclusive. It contains the most relevant items veterans and dependents should be aware of. For full disclosure of the conditions or additional requirements, including training, experience or examinations, required to obtain the license, certification or approval for which the course of education is designed to provide preparation, please review the most recent College Catalog.

1. Applying for Benefits with the VA:

If you have not done so, you first must apply for benefits with the Department of Veterans Affairs. You can access this application on-line at https://www.va.gov/. Under the Education menu, click Apply for Education Benefits, you will be directed to the How to Apply page. From there, click on Find your education benefits form; answer the questions accordingly to be directed to the appropriate form for the benefits you are applying for.

Application by mail is also available. Call the VA Education Benefits hotline at 888-442-4551, Monday through Friday, 8:00 a.m. to 7:00 p.m. ET, to request that they send the application to you. Fill it out and mail it to the VA regional claims processing office that’s in the same location as your school. To see the list of VA regional processing offices, please visit https://www.benefits.va.gov/gibill/regional_processing.asp

To prevent delays, get started early before the semester starts. After you submit your application, your Certificate of Eligibility letter should be sent in 2-5 weeks; once received, provide a copy to the Veterans' Office in Financial Aid.

If you received VA benefits at a prior college, you must also submit a 22-1995/ Change of Program/Place of Training to VA, (Dependent of Veteran form 22-5495).

2. Official Transcripts:

You must submit official transcripts from all previous colleges attended (including DD214 and military transcripts such as JST and CCAF transcripts, if applicable) to the VA School Certifying Official (SCO) at West Valley College. The VA SCO will forward your transcripts to Admissions and Records for evaluation so proper credit can be given. The evaluation process takes up to 2 weeks to complete. This evaluation must be completed before scheduling an appointment with the VA counselor for your 1-hour appointment to create your Comprehensive VA Educational Plan (Ed-Plan).

To request the J.S.T. go to: https://jst.doded.mil/official.html
Air force cannot use JST and must request from: College of the Air Force Transcripts
3. **Priority Registration:**
In order to receive Priority Registration, you must have a current Application for Admission on file at West Valley College, Completed Assessment Tests, Complete Orientation with an Ed-Plan, and have submitted a copy of your DD Form 214 to the Office of Veterans Services. *(Active duty or state reservist: must show their military ID to the Office of Veterans Services)*. Please see Admissions website for full rules for maintaining Priority Registration.

If you have taken your assessment tests and orientation at another school, the Counseling Dept. can waive the requirements for when you make an Ed-Plan appointment.

4. **Orientation:**
A new veteran student that has never received VA Benefits before and has not attended another college should also complete Orientation. During the orientation you should meet with a Veterans counselor for a 30-minute guidance appointment and create an initial Ed-plan. As a Veteran taking orientation at West Valley College, we recommend taking online counseling (COUNS 1A) and then having your appointment with a Vet Counselor. Those who complete an Ed-plan at Orientation without seeing a Veterans Counselor will be required to do so, before you can be certified.

5. **Educational Plan:**
You must schedule an appointment with a VA counselor to complete an Educational Plan. The educational plan will provide the graduation requirements for your program. This will include information when your classes are offered and your timeline to graduate.

New students with no prior college work can make an appointment at the Counseling Department to make an initial Ed-plan that will be used to certify your benefits. After orientation & assessment testing you will need to schedule an hour appointment with a Veterans counselor to create a comprehensive Ed-Plan that will be used to certify all your future semesters.

A Veteran student who has attended a previous college must have all transcripts evaluated and meet with a VA Counselor to do a VA comprehensive Ed-Plan prior to being certified for educational benefits.* If you did not complete orientation at your last college and are required to do so, you still need to meet with a counselor and have all your official transcripts evaluated. We will not be able to accept your Comprehensive Ed-plan unless your prior credit has been evaluated.

6. **Students must declare a major:**
You must be enrolled in a program which is VA approved. The classes a veteran or dependent student enrolls in must be required for the major/program. If the class is not part of the required coursework, the VA will not pay for the class. For example, if you are enrolled in 12 units but only 6 units are required for your major, you would only be paid for those 6 units. **Review your educational plan before you register** to ensure ALL the classes are required for your major.

You can only be certified for one program at a time.
7. Rounding-out
Historically, Education Service (EDU) has allowed the practice of “rounding out” in which a school could certify courses which were not a part of the beneficiary’s approved program of education to increase a beneficiary’s training time during their final academic term.

Effective August 1st, 2021, VA is amending its policy to specify that any additional class(es) taken during the beneficiary’s final academic term for the purpose of increasing training time or rate of pursuit, up to full-time, while not required for the beneficiary to graduate, are:

1. Included within the program and would count toward an enrolled individual’s graduation requirements – as specified in the curriculum
2. Have not been already completed. – Cannot retake a class that has already been successfully completed.

*Please consult with your VA Academic Counselor for additional guidance.

8. Enrollment Verification
Effective August 1st, 2021, Section 1010 of the Isakson and Roe requires students to verify their enrollment at school on a monthly basis in order to receive their Post-9/11 GI Bill® monthly housing allowance (MHA). Students who fail to verify their enrollment status for two consecutive months, VA will withhold MHA payments until the student has verified their enrollment. Students must notify the VA on the last day of each month or within the 1st week after to verify your enrollment. You can verify your enrollment status in one or two ways. Go online at https://www.ebenefits.va.gov/ebenefits/manage/status and select:

1. Text Messaging, students who select VA’s “Opt-In” feature will receive a text message each month prompting them to verify their enrollment status.
2. By phone, students may call the Education Call Center (ECC) at 888-442-4551 to verify their enrollment status.

9. Paid classes & change of Major:
You must be pursuing a program of study and making satisfactory progress towards obtaining your educational goal. The VA will only pay for classes that are part of the approved educational plan. If you decide to change your major, you will have to wait until the next semester to make the change. You will not be able to change majors in the middle of the semester. When changing your major you will need to schedule an appointment with a VA counselor to obtain a new educational plan. (Allow 1 hour for appointment).
10. Short term classes or non-standard term classes:
Short term classes can affect your enrollment in regard to payment. For example, if you enroll in 6 units and have a late start for 3 units, VA will not pay you for 9 units until the start date of the late start class. This is very important for Post 9/11 chapter 33 GI Bill®, the student must be enrolled in more than half time (at least 7 units) from the begin date to the end date, in order to receive housing allowance.

Summer and Winter term units:
Keep in mind that the Summer and Winter term unit value is different than the Fall and Spring semesters. For clarification on unit equivalency rates, please visit the Veterans' Office in Financial Aid or http://westvalley.edu/veterans/equivalency.html .

11. Notify West Valley SCO of any change in your schedule:
You should notify a School Certifying Official within a few days, if not the same day, of any increase or decrease in units, or if you have dropped all courses or stopped attending school. You may be required to pay back to the VA any money received when a grade of F, No Pass (NP) or Withdraw (W) is received.

Punitive grades: You will have 2 weeks to Fill-out a Punitive Grade Letter at the end of each semester for an F or No Pass grade.

12. Waitlisted Classes:
Waitlisted classes cannot be certified to the VA until you become officially enrolled in them. If you are waitlisted for a course, please follow up with the certifying official confirming your enrollment in the class or that you be adjusting your schedule.

13. Hybrid Classes:
Hybrid courses are new as of the 2017-2018 year. Please note that the Hybrid courses at West Valley meet the strict VA regulations for “on campus” classification effective August 15, 2019 and therefore, they are certified as standard classes.

14. Satisfactory Academic Progress:
According to Veterans Administration policy, students receiving VA educational benefits (veterans, reservists, dependents) must maintain satisfactory progress. Students receiving VA benefits who fall below a 2.0 grade point average (GPA) will be placed on academic probation. If unsatisfactory progress continues for more than two consecutive semesters, the student will have benefits suspended until the GPA returns to a 2.0 or better. At West Valley College, a student is placed on Academic Dismissal, but may petition to the Academic Appeals Committee.
15. Course Repeat:
Classes that are successfully completed may not be certified again for VA purposes if they are repeated. Generally, repeat courses may not be certified to the VA, but please check with your SCO for verification. Some cases do allow for a repeat such as failing a required class, or if a program requires a higher grade than the one achieved in a particular class for successful completion, that class may be repeated and certified to VA again. If you plan on repeating a course, please check prior to enrolling with your SCO and counselor.

16. Applying for Financial Aid:
If you have not done so, you can apply for Financial Aid as well. It is your choice as a student whether you want to use your financial aid at the same time as your VA Benefits or if you want to use them later. **Please note that you must notify the West Valley SCO if you apply for Financial Aid after you have been certified. They will need to update your tuition amount to the VA and it may inadvertently cause you to owe funds back to the school. If you think you will be applying for financial aid you should check “yes” on your Certification Request form.

17. College Financing Plan
The College Financing Plan (formerly known as Federal Shopping Sheet) is a consumer tool that participating institutions use to notify students about their financial aid package. It is a standardized form that is designed to simplify the information that prospective students receive about costs and financial aid so that they can easily compare institutions and make informed decisions about where to attend school. West Valley College has made a personalized College Financing Plan available through the WVC Portal at http://westvalley.edu/wvcportal/ under the Financial Aid section. Please note that data will only appear if you have completed your Free Application for Federal Student Aid (FAFSA) and you have been awarded financial aid. If you are not applying for financial aid you can view the full cost of attendance on the financial aid website.

*To learn more about costs and available financial assistance including your VA educational benefits, contact your VA School Certifying Official.

18. Out of State Residents:
Effective August 1st, 2021, Section 1005 of the Isakson and Roe Veterans Health Care and Benefits Improvement Act of 2020 removes the 3yr. separation from service timeframe limitation to qualify for in-state tuition. Students eligible for GI Bill® educational benefits including the Post-9/11 GI Bill® (Chapter 33), the Montgomery GI Bill® -Active Duty (Chapter 30), or the Veterans Readiness and Employment program (formerly called Vocational Rehabilitation and Employment) (Chapter 31) are exempt from paying non-resident tuition regardless of when the veteran separated from the military.

For students who are not eligible under the Isakson & Roe legislation, Effective July 1st, 2015, the Veterans Choice Act allows Veterans to receive in-state tuition within three years of discharge from a period of active duty service of 90 days or more. Dependents/Spouses receiving benefits may also be covered under this act. http://www.benefits.va.gov/GIBILL/docs/factsheets/Section_702_Factsheet.pdf
To update your residency status at West Valley College to receive in-state tuition, you must be eligible under the Isakson & Roe legislation or the Veterans Choice Act and provide your Certificate of Eligibility.DD-214 to the Veterans’ Office. If you are a Dependent or Spouse receiving VA benefits, you also must show proof of benefits (and eligibility) for in-state tuition.

19. Drop for Non-payment deadline:
Only Post 9/11 Ch. 33 students and Ch. 31 Vocational Rehab students can be listed as exempt from the payment deadline. Students will be added to the list for exemption once we have received a request for certification form. Veterans Benefits and Transition Act of 2018 Section 103 protects you from any penalties or denial of facility access due to a late payment or fees before VA releases a payment. Students will continue to receive notices about payment until the VA submits the payment directly to the school. Chapter 33 students not receiving benefits at the 100% level must pay the difference by the end of the term.

All other Chapters are responsible for paying their tuition by deadline since the VA submits money to those students directly.

20. Leave of Absence – greater than a year:
Should you stop attending West Valley College and your absence extends beyond a year’s length you will need to see a Counselor for an updated Ed-Plan before you can be certified. If you attended any other institutions in your absence, you will also need to provide our office with an official transcript to award any transferable credit to you (prior to completing an Ed-Plan with a counselor).
If you have not attended for over three years, we may need certain documents to be resubmitted, such as your DD-214, Statement of Responsibility, or Certificate of Eligibility.

21. Enrollment Certification – per semester:
Your School Certifying Officials (SCOs) will not automatically certify your enrollment. You must submit a Request for Certification form to the SCOs every semester for your enrollment to be certified for VA benefits.
You can submit your request online at https://www.westvalley.edu/services/veterans/benefits-request.html or by email/in-person by completing the attached Request for Certification form (page 11).
Chapter 33 Post 9/11 GI Bill®:
Depending on the student's situation, chapter 33 benefits can include payment of tuition and fees, a monthly housing allowance, a stipend for books and supplies. **Tuition and Fees: are paid directly to the school** on behalf of the student when the school's enrollment certification is processed. Please note if you apply for Financial Aid and receive a Fee waiver (BOG) **VA will not pay for your tuition.** You will be responsible for any overpayment to West Valley. To avoid this, inform the school certifying officials at the time you request your VA Benefits if you have applied or intend to apply for Financial Aid.

**Book Stipend and Housing Allowance: Paid directly to the student.** The books and supplies stipend pays 41.67 per unit certified, up to 24 units for the academic year. The maximum stipend is $1000.00 per academic year.

The monthly housing allowance is paid to the student at the beginning of each month for the previous month. The housing allowance is prorated by the student's length of service percentage. The monthly housing allowance paid equals to the Department of Defense's Basic Allowance for Housing (BAH) for an “E-5 with dependents” and the zip code of the school. The BAH rates are at [http://www.defensetravel.dod.mil/perdiem/bah.html](http://www.defensetravel.dod.mil/perdiem/bah.html).

Housing allowance is paid if the student's enrollment is more than 50%, i.e. at least (7) units. To receive full BAH you must be training at least 12.0 units, to find your rate of pursuit, divide how many units you are enrolled in by 12.

Verification of enrollment

Effective August 1st, 2021, to receive benefits, Section 1010 of the Isakson and Roe requires students to **verify their enrollment at school on a monthly basis** in order to continue receiving their Post-9/11 GI Bill® monthly housing allowance (MHA). Students who **fail to verify** their enrollment status for two consecutive months, VA **will withhold MHA payments** until the student has verified their enrollment. Students must notify the VA on the last day of each month or within the 1st week after to verify your enrollment. You can verify your enrollment status in one or two ways. Going online [https://www.ebenefits.va.gov/ebenefits/manage/status](https://www.ebenefits.va.gov/ebenefits/manage/status) and select:

3. **Text Messaging.** students who select VA’s “Opt-In” feature will receive a text message each month prompting them to verify their enrollment status.
   Or
4. **By phone.** students may call the Education Call Center (ECC) at **888-442-4551** to verify their enrollment status

**Distance Learning:** Students whose enrollment is exclusively distance learning (online classes) are now eligible for the monthly housing allowance at the **half time rate.** Go to the GI Bill® website for detailed information.
If a student's enrollment is both distance learning (online classes) and resident training (standard classroom instruction) and pursuit is more than 50%, then the monthly housing allowance can be paid at **full rate**.

**BREAK PAY:** VA no longer pays for break pay.

The GI Bill® is quite complex, for important questions such as eligibility issues, payment information it is best to contact VA Muskogee OK at 1-888-442-4551. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at [https://www.benefits.va.gov/gibill](https://www.benefits.va.gov/gibill).
West Valley College

Veterans Statement of Responsibility Agreement

Name_____________________________________________ SSN# ______________________

Address_________________________________ City _______________ ZIP ______________

Telephone_____________________________ Email____________________________________

If you are a dependent of a Veteran, please list your VA file #______________________________

I, the undersigned, do hereby affirm that I have received, understand and will comply with the “VA Benefits Guidelines & Responsibilities”. I further affirm that I understand I will be liable for any overpayment caused by my failure to adhere to the “VA Benefits Guidelines & Responsibilities” and will notify the West Valley College Certifying Officials of any changes in my enrollment.

Signature_________________________________ Date __________________

Submit this form to the School Certifying Official in Financial Aid but keep the VA Benefits Guidelines for your reference.
Petition for Credit for Military Service

I request that the following credit be given for my Military Service:

Military Science: 2 Units
Health Education 1: 4 Units

Name of Veteran _____________________________
Signature of Veteran _________________________
Date _______________________________________

For Office Use Only.

Date: _______________________
Units Att: ____________________
Units Earned: _________________
Grade Pts: _________________
Semester Units: ______________
# Veteran Educational Benefits

## Request for Certification

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- **Have you received VA Benefits at West Valley before?**
  - [ ] Yes
  - [ ] No

- **Are you Currently Enrolled at another college?**
  - [ ] Yes
  - [ ] No

- **Have you/Will you apply for Financial Aid?**
  - [ ] Yes
  - [ ] No

- **Are you the dependent of a Veteran, receiving transferred benefits?**
  - [ ] Yes
  - [ ] No

**Type of VA Educational Benefits**

- [ ] Chapter 30 Montgomery GI BILL®
- [ ] Chapter 31 Vocational Rehabilitation
- [ ] Chapter 33 POST 9/11 GI BILL®
- [ ] Chapter 35 Survivors and Dependents
- [ ] Chap. 1606 Montgomery Reservists
- [ ] OTHER (specify) ________________

**Please initial each statement and sign below:**

- I hereby state that I am or will plan to enroll in ________ units for the above semester.
- I am requesting educational benefits and I understand that I will only receive benefits for the courses listed on my Veteran’s Ed-Plan.
- Further, I will notify the Financial Aid Office of any changes (i.e. unit’s courses, Failing grades, phone number etc.) that may affect my educational benefits. **Failure to do so may jeopardize my receipt of benefits and/or create an over payment to the Veterans Affairs.**

**Signature** ________________  **Date** ________________

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*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at [https://www.benefits.va.gov/gibill](https://www.benefits.va.gov/gibill).*

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**Office use only**

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**Total Units:** __________  **Total Cost:** __________

**Enrollment Report Checks**

Date: ____________________________
Changes: _________________________
Units: ____________________________
Initials: _________________________

**SCO’s Certifications**

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**Comments:** ____________________________________________________________________
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