

CHULA VISTA ADULT SCHOOL VETERAN EDUCATION PROGRAM

SPRING 2018 NEWSLETTER

Open Enrollment Will Begin Wednesday December 13th

Veteran Program Office will be closed December 18th – January 5th for Winter Break. Our office will reopen on Monday January 8th, 2018 at 8:00am.

Veteran Program Contact Information

Athena Matos, VA Program Office Clerk

619-796-7015 cvaveteran@sweetwaterschools.net

Wes Braddock, VA Program Administrator

619-796-7000 wesley.braddock@sweetwaterschools.org

Monday – Thursday 8:00am-12:30pm / 2:30pm-4:30pm / Friday CLOSED (can be reached by email)

Registration Information:

- Open Enrollment will begin on Wednesday December 13th, 2017. All enrollments will be done in person at each of our 4 Adult School locations.
- Enrollment is offered on a first come, first serve basis.
- Students are responsible to verify their eligibility for enrollment in classes BEFORE enrollment day. School site office staff is not responsible for verifying student course history.
- Enrolling in a previously completed class will result in non-certification for the semester. There are no exceptions.

Changes to course listing for Spring 2018 **EFFECTIVE JANUARY 1, 2018**

The following courses will not be available for VA Benefit due to suspension by Department of Veteran Affairs and/or CA State Approving Agency for Veteran Education (CSAAVE). These courses have been suspended due to violation of 85/15 Ratio and lack of job obtainment data. Attendance in these courses will not be certified for benefit.

- Multimedia Design
- Cisco Certified Network Technician (CCNT)
- Early Childhood Development
- Medical Assistant – Administrative
- Medical Assistant – Clinical

Spring 2018 courses eligible for VA Certification and Benefit

* Approval does not guarantee availability of courses.

Culinary Arts – Professional Cooking (2 semester course)	Certified Nurse Assistant – Schedules vary. Please contact CTE Office for information regarding enrollment and application process.
Administrative Professional (1 semester course)	Culinary Arts Breads, Pastries, Desserts, and Cakes (1 semester)
Computer Applications Microsoft Office Multilevel (2 semester course)	Culinary Arts Cake Designs, Chocolate, and High End Decoration Techniques – (1 semester)
Floral Design (2 semester course) Weekly Floral Fees required. Not available for Open Enrollment for Spring 2018 Open Enrollment will resume in Fall 2018	Building Maintenance and Repair (2 semester course) Not available for Open Enrollment for Spring 2018 Open Enrollment will resume in Fall 2018

* CTE Reading Assessment Test and Healthcare Essentials are **REQUIRED** prerequisites for CNA course and must be completed before enrollment in CNA course.

Certification Processing:

Due to the Winter Break office closure, all open enrollment certification processing will begin on **Monday January 8th, 2018**. Please allow **up to 6 weeks** from date of submission (not including the 3 week Winter Break) for certification processing to be completed.

Returning student paperwork submission will begin Thursday Dec 7, available via email, fax or walk in.

Walk in schedule for returning student paperwork submission: December 7th - December 12th: 9am-12pm and 2:30pm-4:30pm.

Open Enrollment Email Submissions: Paperwork can be submitted via email beginning Wednesday December 13th. Due to the high volume of emails received daily, please allow up to 24 hours for confirmation of receipt. Once confirmed, you will receive an email of confirmation. If you do not receive a confirmation of receipt within 24 hours, please contact me. Do not send a duplicate unless instructed to do so. Duplicate submissions will slow down the processing time.

Open Enrollment Walk in Submissions: December 14th 9am-12pm and 2:30pm-4:30pm. Office will be closed for 3 week Winter Break. Walk in submissions will resume on Monday January 8th, 2018.

**** If you are new to our Veteran Education Program,** it is suggested that you walk in your information. If you choose to send via email, I will need a copy of your COE or DD214 and also full SSN for processing.

**** If you are submitting your enrollment information via email, PLEASE DO NOT SEND PHOTOS OF FORMS.** I will not accept pictures of your forms. All emails must contain actual scanned copies of the forms. Emails sent with photos of the forms will be returned and not processed for certification. If you are unable to scan and email, you may walk in the information during the times listed above or you may also send information to me via fax: 619-425-5447 Attn: Athena Matos VA Processing

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IMPORTANT DATES TO REMEMBER

12/13/17	CTE OPEN ENROLLMENT BEGINS AT ALL SITES
01/10/18	FIRST DAY OF SCHOOL
01/15/18	LEGAL HOLIDAY – Dr Martin Luther King Jr Day
02/16/18	LEGAL HOLIDAY – Lincoln Day
02/19/18	LEGAL HOLIDAY – Washington Day
03/19/18-04/02/18	SPRING BREAK – NO SCHOOL
05/28/18	LEGAL HOLIDAY – Memorial Day
06/06/18	LAST DAY OF SCHOOL

RESOURCES

- DVA Health Resource Center 1-877-222-8387
- DVA Hotline/DVA San Diego 1-800-827-1000
- DVA Regional Processing Office, Muskogee, OK 1-888-442-4551
- San Diego Vocational Rehabilitation Office (619) 400-5471
- Attendance Verification: <https://www.gibill.va.gov/wave/index.do>