



**VANCE**



**FLIGHT SCHOOLS**





## *Welcome to VA-ONCE*

What is VA-ONCE? VA-ONCE is a new, enhanced alternative for submitting VA Forms 22-1999, 22-1999b, and 22-6553c. It is a completely Internet based application. A team of schools and RPO representatives helped to develop the requirements used to build the application.

What is needed to run VA-ONCE? To use VA-ONCE, you must be using a recent version of either the Microsoft Internet Explorer (IE 5.5 SP2 or higher) or Netscape Navigator (NN v6.02 or higher) browsers.

What is needed to submit forms using VA-ONCE? Your school must submit a Memorandum of Understanding (MOU). If you do not already have an MOU, please contact the [VA-ONCE VBA Representative](#) to acquire one. After submission and review, your Education Liaison Representative (ELR) will be contacting you with the appropriate login information. Otherwise, please click below to start VA-ONCE.

### Start VA-ONCE

Start VA-ONCE using text only mode (This only applies to the login screen. If you would like to set text-only mode as your default way of using VA-ONCE, you can find an option for it in user preferences)

Click on “**Start VA-ONCE**” to get to Login page

# VA-ONCE

## Links

[How do I sign up for VA-ONCE?](#)

[What is my login name?](#)

[How long does the password have to be?](#)

[What if I do not remember my password?](#)

[Why doesn't the password I was sent work?](#)

[What web browser should I use?](#)

[When was the latest update?](#)

[What changes were made in the last version update?](#)

[Keyboard Shortcuts](#)

Please type in your Login Name and Password

Login Name:

Password:

**LOGIN**

[E-mail me my password?](#)

[Show me my password hint?](#)

### News Flash

If you have any suggestions for enhancements or changes to this website, please contact your Education Liaison Representative (ELR). You can locate your ELR using the following link: <http://www.gibill.va.gov/education/elr.htm> Suggestions will be evaluated, and incorporated into future version updates, if possible.

[Education Liaison Representatives](#)

[Education Home Page](#)

[Scheduled Events and Conferences](#)

[Web Automated Reference Materials System](#)

## Documents

[VA Education Manual for School Officials \(AACRAO Manual\)](#)

[Education Forms](#)

[Memorandum of Understanding](#)

Enter your Login Name and Password then click **Login**



10susanhensley  
2-5-2573-10

Student School Detail

Print

## Select Student

Search by

Search Type Search Range Search Text

<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="316"/>
<small>Status and</small>	<small>Facility Code and</small>	<small>Chapter and</small>	<small>Training Type and</small>	<small>Program and</small>	<small>RPO</small>
<input type="text" value=""/>	to <input type="text" value=""/>	<input type="text" value="ALL"/>	<input type="text" value="All"/>	<input type="text" value="ALL"/>	<input type="text" value="ALL"/>
<small>Date Range or</small>	<small>Days until Cert End or</small>	<small>Training Time</small>	<small>Prior Credit</small>	<small>Active Duty</small>	<input type="button" value="Filter"/>
					<input type="button" value="Reset"/>

0 records found

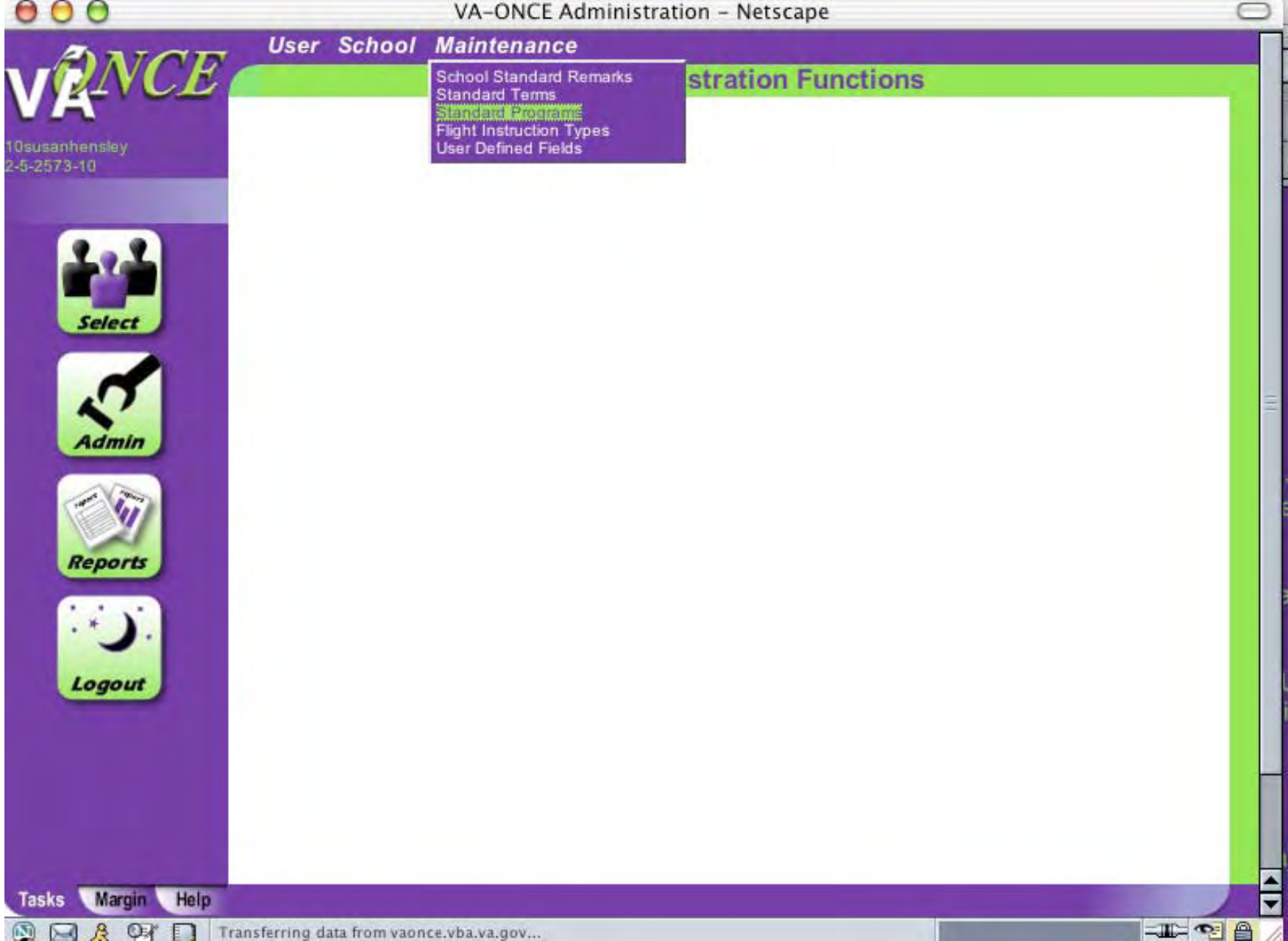
	SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code	
No Students found for this combination of filters										



Tasks Margin Help

Connected to vaonce.vba.va.gov...

This is the main page: click on **Admin** in the left hand column to begin entering Flight Training information



Click on **Maintenance**, scroll down and click on **Standard Programs**

10/susan@hensley  
2-5-2573-10

Select



Admin



Reports



Logout

## Standard Programs

Abbreviation	Program	Facility Code	Deact	Order #
Inst	Instrument Rating	25257310		1

## Edit Program

Save

Cancel

INST.

Program Abbreviation

25257310 (REGIONAL AIRLIN

Facility Code

INSTRUMENT RATING

Program Name

Deactivate

1

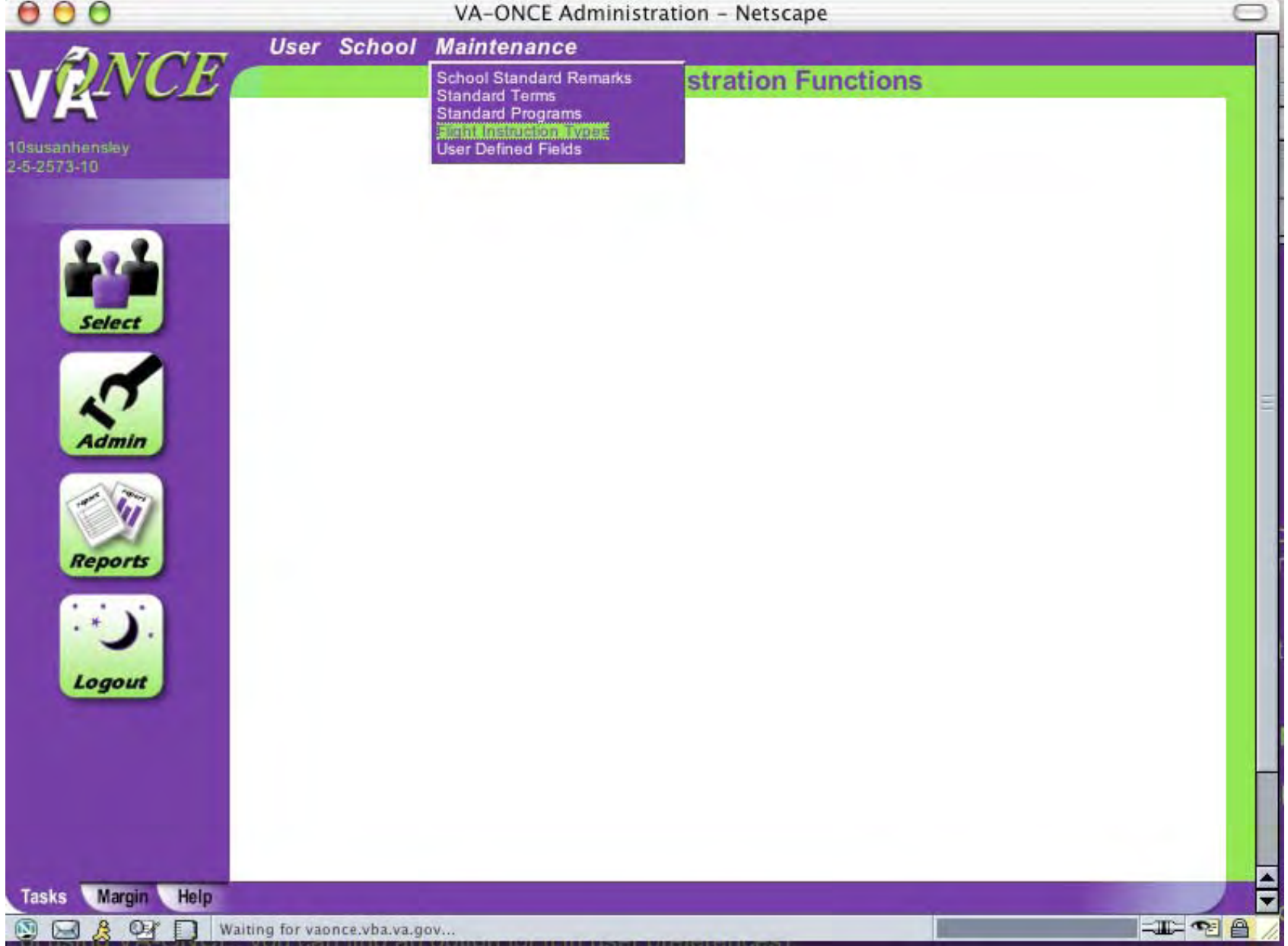
Order Number

Tasks

Margin

Help

Enter all Programs offered, name needs to match OLAF. If you have more than one Facility Code, click on arrow to choose. Click **Save**



Click on **Admin** in left column then click on **Maintenance**, scroll down and click **Flight Instruction Types**

Add Delete

Print

 105058788  
 2-5-2573-10


## Flight Instruction Types

Instruction Type	Category	Horsepower	Rate	Facility Code	Deact	Order #

In 'Instruction Type' enter the aircraft used for flight training and D or S to indicate dual or solo. If the aircraft is used for both Dual and Solo then you need to enter it twice, once with the dual rate, and once with the solo rate.

## New Flight Instruction Type

Save

Cancel

Pa-28-161-D

1

Instruction Type\*

Order Number

25257310 (REGIONAL AIRLINE ACAD

Facility Code

Dual

Dual

Solo

Pre/Post Flight

Ground

Other

Then, click on '**Category**' and scroll down to choose the desired type training. Dual, Solo, Pre & Post, Ground, or Other.



## Flight Instruction Types

Instruction Type	Category	Horsepower	Rate	Facility Code	Deact	Order #

Enter the horsepower,  
enter 0 if not applicable

## New Flight Instruction Type

Save Cancel

PA-28-161

Instruction Type\*

1

Order Number

25257310 (REGIONAL AIRLINE ACADEMY)

Facility Code

Dual

Category\*

160

Horsepower\*

138.45

Rate\*

Deactivate

Enter the hourly rate. The price for  
aircraft should be wet.

**VA-ONCE**  
1000 Main Highway  
2-5-2573-10

**Add Delete** **Print**

### Flight Instruction Types

Instruction Type	Category	Horsepower	Rate	Facility Code	Deact	Order #
PA-28-161	DUAL	160	138.45	25257310		1

**Edit Flight Instruction Type** **Save** **Cancel**

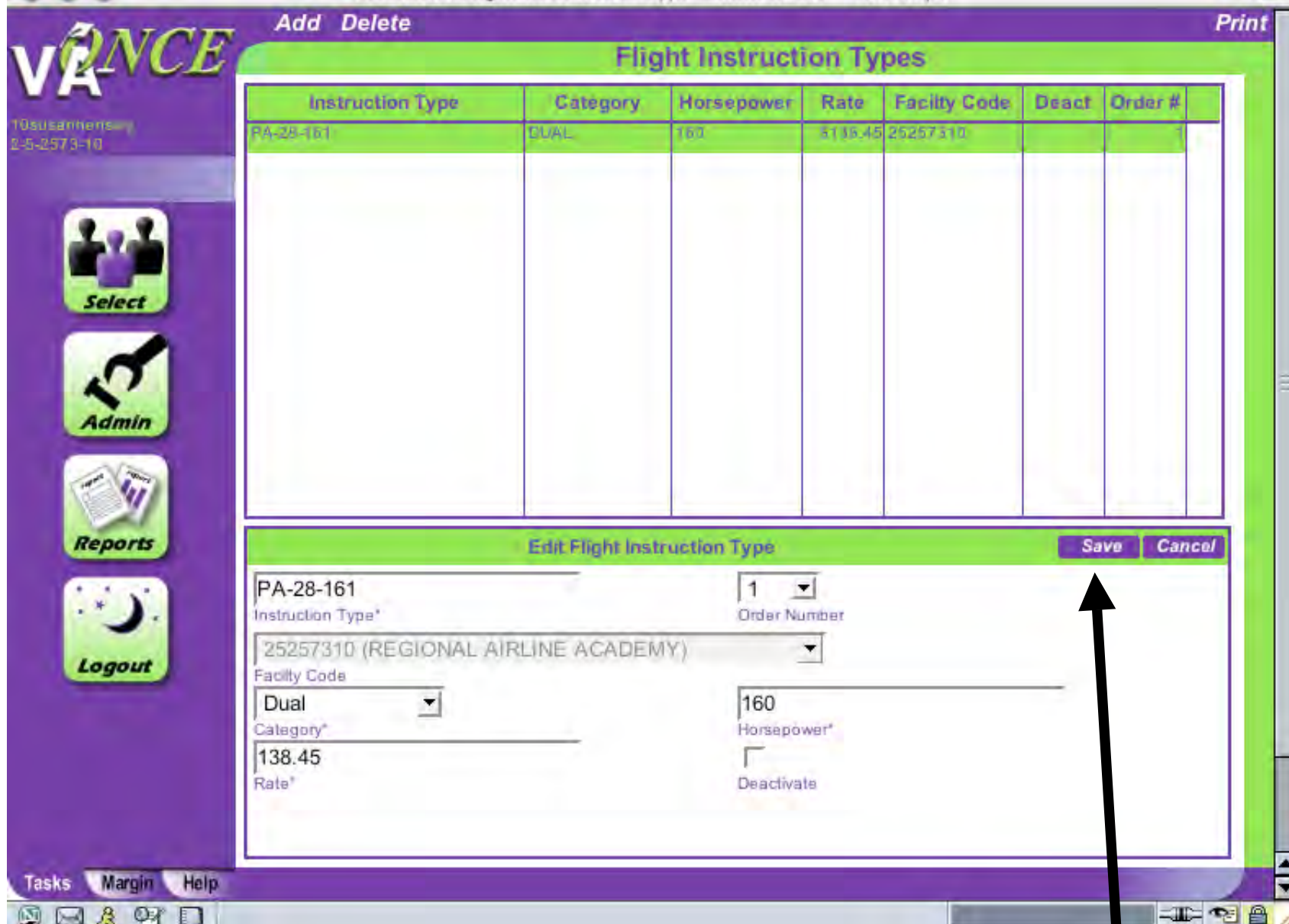
PA-28-161  
Instruction Type\* 1  
Order Number

25257310 (REGIONAL AIRLINE ACADEMY)  
Facility Code

Dual  
Category\* 160  
Horsepower\*

138.45  
Rate\*   
Deactivate

Tasks Margin Help



Click **Save**, information will be listed above



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2-5-2573-10

Add Delete

Print

### Flight Instruction Types

Instruction	Order #
PA-28-161	1

Enter Ground School information  
 Click on **Category**, scroll down  
 and click on **Ground**. If ground  
 school charge is the same for all  
 programs, you only need to enter  
 it once.



### Edit Flight Instruction Type

Save Cancel

Instrument GS  
Instruction Type\*

1  
Order Number

25257310 (REGIONAL AIRLINE ACADEMY)  
Facility Code

- Ground
- Dual
- Solo
- Pre/Post Flight
- Ground
- Other

Horsepower\*  
Deactivate

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2-5-2573-10

## Flight Instruction Types

Instruction Type	Category	Horsepower	Rate	Facility Code	Deact	Order #
PA-28-161	DUAL	160	\$138.45	25257310		1

## Edit Flight Instruction Type

Save

Cancel

Instrument GS

Instruction Type\*

1

Order Number

25257310 (REGIONAL AIRLINE ACADEMY)

Facility Code

Ground

Category\*

18.52

Rate\*

0

Horsepower\*

Deactivate

Enter the price for that Ground School.  
Price is taken from OLAF. Click **Save**

VA-ONCE Flight Instruction Type Maintenance - Netscape

**VA-ONCE** Add Delete Print

10susanhensley  
2-5-2573-10

Select  
Admin  
Reports  
Logout

### Flight Instruction Types

Instruction Type	Category	Horsepower	Rate	Facility Code	Deact	Order #
Instrument GS	GRND	0	\$18.52	25257310		2
PA-28-181	DUAL	180	\$138.45	25257310		1

#### Edit Flight Instruction Type

Save Cancel

Briefing  Order Number

Instruction Type\*

25257310 (REGIONAL AIRLINE ACADEMY) Facility Code

Horsepower\*

Deactivate

Dual  
 Solo  
**Pre/Post Flight**  
 Ground  
 Other

Tasks Margin Help

Connecting to vaonce.yba.va.gov...

Enter the pre/post briefing. Click **Category** then scroll down and click **Pre/Post Flight**.



Add Delete

Print

10susanhensey  
2-5-2573-10

Select



Admin



Reports



Logout

## Flight Instruction Types

Instruction Type	Category	Horsepower	Rate	Facility Code	Deact	Order #
Briefing	PREPOST	0	\$35.00	25257310		3
Instrument GS	GRND	0	\$18.52	25257310		2
PA-28-161	DUAL	160	\$138.45	25257310		1

## Edit Flight Instruction Type

Save

Cancel

Briefing

3

Instruction Type\*

Order Number

25257310 (REGIONAL AIRLINE ACADEMY)

Facility Code

Pre/Post Flight

0

Category\*

Horsepower\*

35

Rate\*

Deactivate

Tasks

Margin

Help

Enter hourly rate from OLAF. Click **Save**. When all Instruction Types have been entered, click **Select** to return to student page.



10susanhensley  
2-5-2573-10



Student School Detail

Print

### Select Student

**Adopt**

- Adopt
- Access
- Delete
- Undelete
- Activate
- Deactivate
- Change SSN

Starts With

**Search**

**Clear**

Search Range Search Text

All

All

All

Status and

Facility Code and

Chapter and

Training Type and

Program and

RPO

to

ALL

All

ALL

ALL

**Filter**

Date Range or

Days until Cert

Training Time

Prior Credit

Active Duty

**Reset**

End or

0 records found

SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code
-----	--------	-------	-----------	------------	-------	---------	-----------	---------------

No Students found for this combination of filters

To enter a student, start from the **Select** screen then click on **Student**, scroll down and click **Adopt**.



## Adopt a Student

Enter the following information for the student

VETERAN	
Last Name*	
RAA (2-5-2573-10)	
Facility Code*	
012-34-5678	<input type="checkbox"/> Student Has No SSN
SSN*	
<b>OK</b>	<b>Cancel</b>

Enter student name and SSN #. Choose Facility Code then click **OK**





Name: VETERAN,  
SSN: 654-32-1789  
File/Payee: 00 000 000/

## Bio Data

Program:  
Chapter:  
Training Type: Flight

1

Bio

Certs

VA Data

Log

History



Salutation	IAM	Middle Name	A	Last Name*	VETERAN	Suffix	
SSN*	654-32-1789	Student ID		Address*		Location	Domestic
File Number*	654-32-1789	Payee#	00 (Vet)	City*		State*	FL
Training Type*	FLIGHT	30	31	Zip*		Zip Suffix	
School Short Name	RAA	Facility Code	2-5-2573-	Phone		Extension	
Program*		1606	901	Email		Notes	
<b>Flight Information</b>							
<input type="checkbox"/> Guest Student <input type="checkbox"/> Active Duty							
Primary School Name							
User Def 1	User Def 2	User Def 3	User Def 4				

Fill in the remainder of the student information. Click on the arrow for Chapter then scroll down and click on appropriate choice.

## Bio Data

Name: VETERAN,  
SSN: 654-32-1789  
File/Payee: 00 000 000/

Program:  
Chapter:  
Training Type: Flight

1



Bio

Certs

VA Data

Log

History



IAM	A	VETERAN	
Salutation	First Name*	Middle Name	Last Name*
654-32-1789		Address*	
SSN*	Student ID	Location Domestic	
654-32-1789	00 (Vet)	30	
File Number*	Payee#	Chapter*	
FLIGHT			FL
Training Type*		City*	State*
RAA	2-5-2573-1	Zip*	Zip Suffix
School Short Name	Facility Code	Extension	

- Certified Flight Instructor-Airplane
- Certified Flight Instructor-Airplane Add On
- Certified Flight Instructor-Instrument
- Certified Flight Instructor Instrument Original
- Multi Engine Land Rating
- Commercial Pilot-ASEL
- Commercial Pilot-ASEL & AMEL
- Instrument Rating
- Certified Flight Instructor-MEL
- Certified Flight Instructor MEL Original
- commercial multi 141

Click on arrow next to the Program box then scroll down and choose a course

Name: VETERAN, IAM A  
SSN: 654-32-1789  
File/Payee: 654-32-1789/00

Program: INST.  
Chapter: 30  
Training Type: Flight

2



Bio Certs VA Data Log History



Salutation: IAM | First Name: A | Middle Name: VETERAN | Last Name: Suffix: Location: Domestic

SSN\*: 654-32-1789

File Number: 0 | 0 | 0 | State: FL

Training Type: FLIGHT | Dual | Solo | Ground School

RAA: Private | Add

Instrument: | Remove

Program\*: Flight | OK | Cancel

Primary School: | User Def 4

Click on **Flight Information**. A pop up window will appear. Enter prior training credit if any then enter each certificate or rating held by student individually. Click **Add** after each certificate or rating. Then, click on OK to save and close window

## Bio Data

Name: VETERAN,  
SSN: 654-32-1789  
File/Payee: 00 000 000/

Program:  
Chapter:  
Training Type: Flight

1



**Bio**   **Certs**   **VA Data**   **Log**   **History**



Salutation	IAM	Middle Name	A	Last Name*	VETERAN	Suffix	
SSN*	654-32-1789	Student ID		Address*	1234 MILITARY LANE	Location	Domestic
File Number*	654-32-1789	Payee#	00 (Vet)	Chapter*	30	City*	HURRICANE
Training Type*	FLIGHT	School Short Name	RAA	Facility Code	2-5-2573-1	State*	FL
Instrument Rating		Phone	(432)876-9845	Zip*	54365	Zip Suffix	
Program*	Flight Information		Notes				
	<input type="checkbox"/> Guest Student	<input type="checkbox"/> Active Duty	Primary School Name				
User Def 1	User Def 2	User Def 3	User Def 4				

Enter the remaining student information.

Click **Certs** to enroll a student or create a monthly certification.

To adopt another student, click **Select** then **Student** for student screen.

VA-ONCE Flight Certs - Netscape

**VA-ONCE** Cert Complete Submit Print Student

New Enrollment  
New Certification  
Replace  
Delete  
Change to Status 2

Certs  
Program: INST.  
Chapter: 30  
Training Type: Flight

10susanhensley  
2-5-2573-10

Bio Certs VA Data Log History

All All All to Filter  
Course Name Status Facility Code Begin Date Range End Date Range

Course Name	Type	Begin Date	End Date	Dual	Solo	Grd	pre/post	Other	Total Charges	Facility Code	Cert ID
No Records Found											

Select  
Admin  
Reports  
Logout

Taskbar: Waiting for vaonce.vba.va.gov... Non-Flight Flight

Once you've come to the Certs screen, to enroll a student in a course, click **Cert** then scroll down and click **New Enrollment**



10susanhensley  
2-5-2573-10

Name: VETERAN, IAM A  
SSN: 654-32-1789  
File/Payee: 654-32-1789/00

Program: INST.  
Chapter: 30  
Training Type: Flight

2



Bio

Certs

VA Data

Log

History



All  All  All  to

Course Name Status Facility Code Begin Date Range End Date Range

	Course Name	Type	Begin Date	End Date	Dual	Solo	Grd	pre/post	Other	Total Charges	Facility Code	Cert ID
2	INST.	ENROLL									25257310	

Edit Enrollment (1999)

Save Cancel

INST.

Course Name Course Began Date\*

Medical Certificate\* Last Exam Date\*

Dual\* Solo\* Ground School\* Pre/Post Flight\* Other Total Charges\*

Remarks

An enrollment (1999) window will appear





10susanhensley  
2-5-2573-10

Cert Complete Submit

Print Student

## Certs

Name: VETERAN, IAM A  
SSN: 654-32-1789  
File/Payee: 654-32-1789/00

Program: INST.  
Chapter: 30  
Training Type: Flight

2



Bio

Certs

VA Data

Log

History

All All All to Filter  
Course Name Status Facility Code Begin Date Range End Date Range

	Course Name	Type	Begin Date	End Date	Dual	Solo	Grd	pre/post	Other	Total Charges	Facility Code	Cert ID
2	INST.	ENROLL									25257310	

### Edit Enrollment (1999)

Save Cancel

INST. 08/01/2005  
Course Name Course Began Date\*

07/25/2005  
Medical Certificate\* Last Exam Date\*

39.5 0 40.5 9.85 0 6500.00  
Dual\* Solo\* Ground School\* Pre/Post Flight\* Other Total Charges\*

Fill in the medical exam date. Then fill in the approved program hours minus any prior credit. 'Total Charges' are taken from OLAF and reduced by the amount of prior credit given.





10susanhensley  
2-5-2573-10

Cert Complete Submit

Print Student

## Certs

Name: VETERAN, IAM A  
SSN: 654-32-1789  
File/Payee: 654-32-1789/00

Program: INST.  
Chapter: 30  
Training Type: Flight

2



Bio

Certs

VA Data

Log

History

All All All to Filter  
Course Name Status Facility Code Begin Date Range End Date Range

	Course Name	Type	Begin Date	End Date	Dual	Solo	Grd	pre/post	Other	Total Charges	Facility Code	Cert ID
2	INST.	ENROLL	08/01/2005		39	0	40	9	0	\$6,500.00	25257310	

### Edit Enrollment (1999)

Save Cancel

INST. 08/01/2005  
Course Name Course Began Date\*

07/25/2005  
Medical Certificate\* Last Exam Date\*

39.5 0 40.5 9.85 0 6500.00  
Dual\* Solo\* Ground School\* Pre/Post Flight\* Other\* Total Charges\*

Tasks Margin Help

Non-Flight

Flight

Click **Save** and the information will move to the top of the screen

VA-ONCE Flight Certs - Netscape

**VA-ONCE** Cert Complete Submit Print Student

Name: VETERAN, IAM A Program: INST.  
 SSN: 654-32-1789 Chapter: 30  
 File/Payee: 654-32-1789/00 Training Type: Flight

10susanhensley  
2-5-2573-10

**3**

Bio Certs VA Data Log History

All All All to Filter

Course Name Status Facility Code Begin Date Range End Date Range

	Course Name	Type	Begin Date	End Date	Dual	Solo	Grd	pre/post	Other	Total Charges	Facility Code	Cert ID
3	INST.	ENROLL	08/01/2005		39	0	40	9	0	\$6,500.00	25257310	

**Title** Save Cancel

INST. 08/01/2005  
 Course Name Course Began Date\*

Medical Certificate\* 07/25/2005  
 Last Exam Date\*

39.5 0 40 9.85 0 6500.00  
 Dual\* Solo\* Ground School\* Pre/Post Flight\* Other Total Charges\*

Remarks

Tasks Margin Help Non-Flight Flight

Click **Complete** at the top of the page, the number near the Course name changes to 3. Click on Submit, number changes to 4.



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2-5-2573-10

[Cert](#) [Complete](#) [Submit](#)

[Print](#) [Student](#)

## Certs

[Cert List](#)  
[Selected Cert](#)

Name: VETERAN, IAM A  
SSN: 654-32-1789  
File/Payee: 654-32-1789/00

Program: INST.  
Chapter: 30  
Training Type: Flight

2



[Bio](#)

[Certs](#)

[VA Data](#)

[Log](#)

[History](#)

All  All  All  to  [Filter](#)

Course Name Status Facility Code Begin Date Range End Date Range

	Course Name	Type	Begin Date	End Date	Dual	Solo	Grd	pre/post	Other	Total Charges	Facility Code	Cert ID
3	INST.	ENROLL	08/01/2005		39	0	40	9	0	\$6,500.00	25257310	

### Title

[Save](#) [Cancel](#)

INST. 08/01/2005  
Course Name Course Began Date\*

| 07/25/2005  
Medical Certificate\* Last Exam Date\*

39.5 0 40.5 9.85 0 6500.00  
Dual\* Solo\* Ground School\* Pre/Post Flight\* Other Total Charges\*

Remarks



To Print Enrollment, click on **Print**  
Scroll down and click on **Selected Cert**

DRAFT  
 Flight Enrollment Certification VA-ONCE ver.P016 - Chapter 30  
 (Under Chapters 30, 32, or 35, Title 38, U.S.C., Chapters 1606 or 1607,  
 Title 10, U.S.C.; and Sections 901 and 903 of Public Law 96-342)

VA File No.  
 654321789-

Student Information  
**VETERAN, IAM A**  
**1234 MILITARY LANE**  
**HURRICANE, FL 54365**

Type of Training  
**Flight**

Name of Program  
**INSTRUMENT RATING**

Vocational Flight Training (Chapters 30, 32, 1606, and 1607)  
 Credit Allowed for Previous Education and Training

Dual                  Solo                  Ground

Certificates and Ratings  
**Private**

Beginning	Dual	Solo	Ground	P/P Flight	Other	Charges
08/01/2005	39.5	0	40.5	9.85	0	\$6,500.00

Remarks

Student Medical Certificate  
**I**

Date of Last Examination  
**07/25/2005**

Change-Of-Address requested by School Certifying Official

CERTIFICATIONS: All Provisions on VA Form 22-1999 Are Certified.

Date Signed                  School Information  
**DRAFT**                      **EC SUSAN HENSLEY**

On the toolbar, go to **File**, scroll down and click on **Print**



10susanhensley  
2-5-2573-10

Cert Complete Submit

Print Student

New Enrollment  
New Certification  
Replace  
Delete  
Change to Status 2

## Certs

Program: INST.  
Chapter: 30  
Training Type: Flight

3



Bio

Certs

VA Data

Log

History

All All All to Filter  
Course Name Status Facility Code Begin Date Range End Date Range

	Course Name	Type	Begin Date	End Date	Dual	Solo	Grd	pre/post	Other	Total Charges	Facility Code	Cert ID
3	INST.	ENROLL	08/01/2005		39	0	40	9	0	\$6,500.00	25257310	

Title

Save Cancel

INST. 08/01/2005  
Course Name Course Began Date\*  
07/25/2005  
Medical Certificate\* Last Exam Date\*  
39.5 0 40 9.85 0 6500.00  
Dual\* Solo\* Ground School\* Pre/Post Flight\* Other Total Charges\*

Remarks

Tasks Margin Help

Non-Flight

Flight

To certify a student, click **Cert** then scroll down and click **New Certification**. A certification screen will pop up.

VA-ONCE Flight Certs - Netscape

**VA-ONCE** Cert Complete Submit Print Student

Name: VETERAN, IAM A Program: INST.  
 SSN: 654-32-1789 Chapter: 30  
 File/Payee: 654-32-1789/00 Training Type: Flight 2

10susanhensley  
2-5-2573-10

**Bio** **Certs** **VA Data** **Log** **History**

All All All to Filter

Course Name Status Facility Code Begin Date Range End Date Range

	Course Name	Type	Begin Date	End Date	Dual	Solo	Grd	pre/post	Other	Total Charges	Facility Code	Cert ID
▼ 3	INST.	ENROLL	08/01/2005		39	0	40	9	0	\$6,500.00	25257310	
└ 2	INST.	CERT									25257310	

**Flight Instruction** **Edit Certification (6553c)** Save Cancel

INST. 08/01/2005 08/31/2005  Signature on File

Course Name Reporting Period Begin Reporting Period End

This Period

Dual	Solo	Ground School	Pre/Post Flight	Other	Total Charges

State and Local Sales Tax 0.00 Reporting Period Cost 0.00

Cumulative

Dual	Solo	Ground School	Pre/Post Flight	Other	Total Charges

Remarks

Status

Tasks Margin Help Non-Flight Flight

Waiting for vaonce.vba.va.gov...

The program name is automatically entered. Enter the beginning and ending dates then click on signature on file. Click **Flight Instruction**.

Add Remove

## Flight Instruction

Done Print Student

Instruction Date	Instruction Type	Instruction Category	Horsepower	Rate	Hours	Total Cost

## New Flight Instruction

Save Cancel

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Instruction Date	Instruction Type	Category	Horsepower	Rate	Hours	Total Cost

Filter

Cert ID

Save Cancel

Reports



Logout

Course Name	Reporting Period Begin	Reporting Period End	Signature on File			
This Period	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Dual	Solo	Ground School	Pre/Post Flight	Other	Total Charges
				State and Local Sales Tax	Reporting Period Cost	0.00
Cumulative	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
	Dual	Solo	Ground School	Pre/Post Flight	Other	Total Charges
			Remarks			
Status	<input type="text"/>					

Tasks Margin Help

Non-Flight Flight

A flight instruction window will pop up. Click **Add** and New Flight Instruction will appear. You can now enter the training information.

VA-ONCE Flight Instructions - Netscape

**Flight Instruction** [Add] [Remove] [Done] [Student]

Instruction Date	Instruction Type	Instruction Category	Horsepower	Rate	Hours	Total Cost

**New Flight Instruction** [Save] [Cancel]

08/05/2005 [Instruction Date] [Type] [Category] [Horsepower] [Rate] [Hours] [Total Cost]

PA-34-200-D  
 Cessna 150-D  
 AST Hawk SEL  
 PA-28-161  
 AST Hawk MEL  
 Cessna-150-S  
 Briefing  
 Instrument Ground  
 Commercial-asel Ground  
 Commercial-amel Ground  
 CFI-A Ground  
 CFI-I Ground  
 MEI Ground  
 Commercial-asel & Amel Grou  
 Ground School  
 CFI-I Initial Ground  
 CFI MEL Initial Ground  
 Commercial Amel Grnd School  
 Advanced Briefing

Reporting Period Begin: [ ] Reporting Period End: [ ] Signature on File: [ ]  
 Solo: [ ] Ground School: [ ] Pre/Post Flight: [ ] Other: [ ] Total Charges: [ ]  
 State and Local Sales Tax: [ 0.00 ] Reporting Period Cost: [ 0.00 ]  
 Solo: [ ] Ground School: [ ] Pre/Post Flight: [ ] Other: [ ] Total Charges: [ 0 ]  
 Remarks: [ ]

[Reports] [Logout] [Tasks] [Margin] [Non-Flight] [Flight]

Enter the date of training. Click arrow in Instruction Type box then scroll down and click on the instruction type.




**Flight Instruction** Done [Print](#) [Student](#)

Instruction Date	Instruction Type	Instruction Category	Horsepower	Rate	Hours	Total Cost

**New Flight Instruction** Save Cancel

08/05/2005	PA-28-161-D	DUAL	160	138.45		
Instruction Date	Instruction Type	Category	Horsepower	Rate	Hours	Total Cost

**Reports**

 **Logout**

Course Name	Reporting Period Begin	Reporting Period End	Signature on File			
This Period						
	Dual	Solo	Ground School	Pre/Post Flight	Other	Total Charges
			State and Local Sales Tax	0.00	Reporting Period Cost	0.00
Cumulative						0
	Dual	Solo	Ground School	Pre/Post Flight	Other	Total Charges
Status			Remarks			

Tasks [Margin](#) [Help](#) [Non-Flight](#) [Flight](#)

The category, horsepower and rate for that Instruction Type will be entered automatically.

**Flight Instruction** Done

Instruction Date	Instruction Type	Instruction Category	Horsepower	Rate	Hours	Total Cost

**New Flight Instruction**

08/05/2005	PA-28-161-D	DUAL	160	138.45	3	
Instruction Date	Instruction Type	Category	Horsepower	Rate	Hours	Total Cost

**Reports** Signature on File

Course Name	Reporting Period Begin	Reporting Period End				Total Charges		
This Period			Dual	Solo	Ground School	Pre/Post Flight	Other	Total Charges
						State and Local Sales Tax	Reporting Period Cost	0.00
Cumulative			Dual	Solo	Ground School	Pre/Post Flight	Other	Total Charges
								0

Status  Remarks

**Logout** Non-Flight

Tasks Margin Help Done

Enter the number of hours of training for that instruction type, then hit enter.

VA-ONCE Flight Instructions - Netscape

**Flight Instruction** [Add] [Remove] [Done] [Print] [Student]

Instruction Date	Instruction Type	Instruction Category	Horsepower	Rate	Hours	Total Cost
8/5/2005	Pa-28-161-D	DUAL	160	\$138.45	3	\$415.35

**Edit Flight Instruction** [Save] [Cancel]

8/5/2005 Pa-28-161-D [v] DUAL 160 138.45 3 415.35

Instruction Date Instruction Type Category Horsepower Rate Hours Total Cost

**Reports**

Course Name Reporting Period Begin Reporting Period End

This Period	3	0	0	0	0	415.35
	Dual	Solo	Ground School	Pre/Post Flight	Other	Total Charges
					State and Local Sales Tax	0.00
					Reporting Period Cost	415.35
Cumulative	3	0	0	0	0	415.35
	Dual	Solo	Ground School	Pre/Post Flight	Other	Total Charges

Remarks

Status

Tasks Margin Help [Non-Flight] [Flight]

The price will be calculated automatically.  
 Click **Save** and the information will move to the top of the page.

**Flight Instruction** Done [Print](#) [Student](#)

Instruction Date	Instruction Type	Instruction Category	Horsepower	Rate	Hours	Total Cost
8/5/2005	Pa-28-161-D	DUAL	160	\$138.45	3	\$415.35

**New Flight Instruction** [Save](#) [Cancel](#)

8/5/2005

Instruction Date      Instruction Type      Category      Horsepower      Rate      Hours      Total Cost

---

**Reports**

[Logout](#)

Course Name	Reporting Period Begin	Reporting Period End					
This Period	<input type="text" value="3"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	415.35
	Dual	Solo	Ground School	Pre/Post Flight	Other		Total Charges
	State and Local Sales Tax					<input type="text" value="0.00"/>	Reporting Period Cost
							415.35
Cumulative	<input type="text" value="3"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	415.35
	Dual	Solo	Ground School	Pre/Post Flight	Other		Total Charges
	<input type="text" value=""/>						Remarks
	<input type="text" value=""/>						Status

Tasks [Margin](#) [Help](#) [Non-Flight](#) [Flight](#)

Click **Add** for a new New Flight Instruction window.  
Enter the Pre/Post data.

Add Remove

## Flight Instruction

Done Print Student

Instruction Date	Instruction Type	Instruction Category	Horsepower	Rate	Hours	Total Cost
8/5/2005	Pa-28-161-D	DUAL	160	\$138.45	3	\$415.35

**New Flight Instruction**
Save Cancel

8/5/2005	Briefing	PREPOST	0	35	.75	
<small>Instruction Date</small>	<small>Instruction Type</small>	<small>Category</small>	<small>Horsepower</small>	<small>Rate</small>	<small>Hours</small>	<small>Total Cost</small>

Reports
Logout

Course Name	Reporting Period Begin	Reporting Period End					
This Period	3	0	0	0	0	415.35	
<small>Dual</small>	<small>Solo</small>	<small>Ground School</small>	<small>Pre/Post Flight</small>	<small>Other</small>	<small>State and Local Sales Tax</small>	<small>Reporting Period Cost</small>	
					0.00	415.35	
Cumulative	3	0	0	0	0	415.35	
<small>Dual</small>	<small>Solo</small>	<small>Ground School</small>	<small>Pre/Post Flight</small>	<small>Other</small>		<small>Total Charges</small>	

Status
Remarks

Tasks Margin Help
Non-Flight Flight

Enter the number of Pre/Post hours.

Add Remove

### Flight Instruction

Done Print Student

Instruction Date	Instruction Type	Instruction Category	Horsepower	Rate	Hours	Total Cost
8/5/2005	Pa-28-161-D	DUAL	160	\$138.45	3	\$415.35
8/5/2005	Briefing	PREPOST	0	\$35.00	0.75	\$26.25

#### Edit Flight Instruction

Save Cancel

8/5/2005	Briefing	PREPOST	0	35	0.75	26.25
<small>Instruction Date</small>	<small>Instruction Type</small>	<small>Category</small>	<small>Horsepower</small>	<small>Rate</small>	<small>Hours</small>	<small>Total Cost</small>

Reports
Logout

Course Name	Reporting Period Begin	Reporting Period End					
This Period	3	0	0	0.75	0	441.6	
<small>Dual</small>	<small>Solo</small>	<small>Ground School</small>	<small>Pre/Post Flight</small>	<small>Other</small>	<small>State and Local Sales Tax</small>	<small>Reporting Period Cost</small>	
					0.00	441.60	
Cumulative	3	0	0	0.75	0	441.6	
<small>Dual</small>	<small>Solo</small>	<small>Ground School</small>	<small>Pre/Post Flight</small>	<small>Other</small>		<small>Total Charges</small>	

<input type="text" value="Status"/>	<input type="text" value="Remarks"/>
-------------------------------------	--------------------------------------

Tasks Margin Help

Non-Flight
Flight

Hit enter and the price will be calculated

VA-ONCE Flight Instructions - Netscape

**Flight Instruction** [Add] [Remove] [Done] [Print] [Student]

Instruction Date	Instruction Type	Instruction Category	Horsepower	Rate	Hours	Total Cost
8/5/2005	Pa-28-161-D	DUAL	160	\$138.45	3	\$415.35
8/5/2005	Briefing	PREPOST	0	\$35.00	0.75	\$26.25

**New Flight Instruction** [Save] [Cancel]

08/31/2005 | Instrument GS | GRND | 0 | 18.52 | 40.8 |

Instruction Date | Instruction Type | Category | Horsepower | Rate | Hours | Total Cost

**Reports** [Logout]

Course Name	Reporting Period Begin	Reporting Period End					
This Period	3	0	0	0.75	0	441.6	
	Dual	Solo	Ground School	Pre/Post Flight	Other	Total Charges	
	State and Local Sales Tax					0.00	Reporting Period Cost
						441.60	
Cumulative	3	0	0	0.75	0	441.6	
	Dual	Solo	Ground School	Pre/Post Flight	Other	Total Charges	

Status [v] Remarks

Tasks [Margin] [Help] [Non-Flight] [Flight]

Click **Add** then enter the information for the Ground School.

VA-ONCE Flight Instructions - Netscape

**Flight Instruction** Done Print Student

Instruction Date	Instruction Type	Instruction Category	Horsepower	Rate	Hours	Total Cost
8/5/2005	Pa-28-161-D	DUAL	160	\$138.45	3	\$415.35
8/5/2005	Briefing	PREPOST	0	\$35.00	0.75	\$26.25
8/31/2005	Instrument GS	GRND	0	\$18.52	40.5	\$750.06

**Edit Flight Instruction** Save Cancel

8/31/2005 | Instrument GS | GRND | 0 | 18.52 | 40.5 | 750.06

Instruction Date | Instruction Type | Category | Horsepower | Rate | Hours | Total Cost

---

**Reports**

Course Name | Reporting Period Begin | Reporting Period End

This Period	3	0	40.5	0.75	0	1191.66
Dual	Solo	Ground School	Pre/Post Flight	Other	Total Charges	
State and Local Sales Tax					0.00	Reporting Period Cost
						1191.66
Cumulative	3	0	40.5	0.75	0	1191.66
Dual	Solo	Ground School	Pre/Post Flight	Other	Total Charges	

Status | Remarks

Tasks Margin Help Non-Flight Flight

The price will be calculated when you hit enter. Click **Save**.  
When all Instruction Type has been entered, click on **Done**.





10susanhensley  
2-5-2573-10

Cert Complete Submit

Print Student

Certs

Name: VETERAN, IAM A  
SSN: 654-32-1789  
File/Payee: 654-32-1789/00

Program: INST.  
Chapter: 30  
Training Type: Flight

3



Bio

Certs

VA Data

Log

History

All Course Name All Status All Facility Code to Begin Date Range End Date Range **Filter**

	Course Name	Type	Begin Date	End Date	Dual	Solo	Grd	pre/post	Other	Total Charges	Facility Code	Cert ID
3	INST.	ENROLL	08/01/2005		39	0	40	9	0	\$6,500.00	25257310	
2	INST.	CERT	08/01/2005	08/31/2005	3	0	40	0	0	\$1,191.66	25257310	

Flight Instruction

Edit Certification (6553c)

Save Cancel

INST. 08/01/2005 08/31/2005  Signature on File

Course Name Reporting Period Begin Reporting Period End

This Period	Dual: 3	Solo: 0	Ground School: 40.5	Pre/Post Flight: 0.75	Other: 0	Total Charges: 1191.66
State and Local Sales Tax: 0.00					Reporting Period Cost: 1191.66	
Cumulative	Dual: 3	Solo: 0	Ground School: 40.5	Pre/Post Flight: 0.75	Other: 0	Total Charges: 1191.66

Remarks

Status



Tasks Margin Help

Non-Flight Flight

VA-ONCE will calculate the amount of training done in this period and the cumulative amount for the course.



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2-5-2573-10

Cert Complete Submit

Print Student

## Certs

Name: VETERAN, IAM A  
SSN: 654-32-1789  
File/Payee: 654-32-1789/00

Program: INST.  
Chapter: 30  
Training Type: Flight

3



Bio

Certs

VA Data

Log

History

All All All to Filter  
Course Name Status Facility Code Begin Date Range End Date Range

	Course Name	Type	Begin Date	End Date	Dual	Solo	Grd	pre/post	Other	Total Charges	Facility Code	Cert ID
3	INST.	ENROLL	08/01/2005		39	0	40	9	0	\$6,500.00	25257310	
3	INST.	CERT	08/01/2005	08/31/2005	3	0	40	0	0	\$1,191.66	25257310	

Flight Instruction

Title

Save

Cancel

INST. 08/01/2005 08/31/2005  Signature on File

Course Name Reporting Period Begin Reporting Period End

This Period	Dual	Solo	Ground School	Pre/Post Flight	Other	Total Charges
3	0	40.5	0.75	0	1191.66	
State and Local Sales Tax					0.00	Reporting Period Cost
						1191.66
Cumulative	Dual	Solo	Ground School	Pre/Post Flight	Other	Total Charges
3	0	40.5	0.75	0	1191.66	

Status

Remarks

Tasks Margin Help

Non-Flight

Flight

Click **Complete** and the 2 will turn into a 3. Verify all information is accurate then click on **Submit**. Number changes to 4.



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[Cert Complete](#) [Submit](#)

[Print](#) [Student](#)

## Certs

Cert List:  
[Selected Cert](#)

Name: VETERAN, IAM A  
SSN: 654-32-1789  
File/Payee: 654-32-1789/00

Program: INST.  
Chapter: 30  
Training Type: Flight

3



[Bio](#)

**[Certs](#)**

[VA Data](#)

[Log](#)

[History](#)

All  All  All  to  [Filter](#)  
Course Name Status Facility Code Begin Date Range End Date Range

	Course Name	Type	Begin Date	End Date	Dual	Solo	Grd	pre/post	Other	Total Charges	Facility Code	Cert ID
▼ 3	INST.	ENROLL	08/01/2005		39	0	40	9	0	\$6,500.00	25257310	
L 3	INST.	CERT	08/01/2005	08/31/2005	3	0	40	0	0	\$1,191.66	25257310	

[Flight Instruction](#)

**Title**

[Save](#)

[Cancel](#)

INST. 08/01/2005 08/31/2005  Signature on File  
Course Name Reporting Period Begin Reporting Period End

This Period	3	0	40.5	0.75	0	1191.66
Dual	Solo	Ground School	Pre/Post Flight	Other	Total Charges	
State and Local Sales Tax					0.00	Reporting Period Cost
					1191.66	
Cumulative	3	0	40.5	0.75	0	1191.66
Dual	Solo	Ground School	Pre/Post Flight	Other	Total Charges	

Remarks

Status



To print Certification, highlight the Cert you want to print then click **Print**. Scroll down and click **Selected Cert**.





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2-5-2573-10

Cert Complete Submit

Print Student

## Certs

Name: VETERAN, IAM A  
SSN: 654-32-1789  
File/Payee: 654-32-1789/00

Program: INST.  
Chapter: 30  
Training Type: Flight

2



Bio

Certs

VA Data

Log

History

All All All to Filter  
Course Name Status Facility Code Begin Date Range End Date Range

	Course Name	Type	Begin Date	End Date	Dual	Solo	Grd	pre/post	Other	Total Charges	Facility Code	Cert ID
▼	2 INST.	ENROLL	08/01/2005		39	0	40	9	0	\$6,500.00	25257310	
▼	L 2 INST.	CERT	08/01/2005	08/31/2005	3	0	40	0	0	\$1,191.66	25257310	

Flight Instruction

Edit Certification (6553c)

Save Cancel

INST.	08/01/2005	08/31/2005	<input checked="" type="checkbox"/> Signature on File			
Course Name	Reporting Period Begin	Reporting Period End				
This Period	3	0	40.5	0.75	0	1191.66
Dual	Solo	Ground School	Pre/Post Flight	Other	Total Charges	
State and Local Sales Tax				0.00	Reporting Period Cost	1191.66
Cumulative	3	0	40.5	0.75	0	1191.66
Dual	Solo	Ground School	Pre/Post Flight	Other	Total Charges	

Tasks Margin Help

Non-Flight

Flight

To complete or terminate a student, click on the arrow next to the status box then scroll down and click **Complete** or **Terminate**.



10susanhensley  
2-5-2573-10

Cert Complete Submit

Print Student

## Certs

Name: VETERAN, IAM A  
SSN: 654-32-1789  
File/Payee: 654-32-1789/00

Program: INST.  
Chapter: 30  
Training Type: Flight

2



Bio

Certs

VA Data

Log

History

All All All to **Filter**

Course Name Status Facility Code Begin Date Range End Date Range

	Course Name	Type	Begin Date	End Date	Dual	Solo	Grd	pre/post	Other	Total Charges	Facility Code	Cert ID
2	INST.	ENROLL	08/01/2005		39	0	40	9	0	\$6,500.00	25257310	
2	INST.	CERT	08/01/2005	08/31/2005	3	0	40	0	0	\$1,191.66	25257310	

Flight Instruction

Edit Certification (6553c)

Save

Cancel

INST. 08/01/2005 08/31/2005  Signature on File

Course Name Reporting Period Begin Reporting Period End

This Period	3	0	40.5	0.75	0	1191.66
Dual	Solo	Ground School	Pre/Post Flight	Other	Total Charges	
State and Local Sales Tax				0.00	Reporting Period Cost	1191.66
Cumulative	3	0	40.5	0.75	0	1191.66
Dual	Solo	Ground School	Pre/Post Flight	Other	Total Charges	

Terminate 08/31/2005

Status Termination Date

Remarks

Tasks Margin Help

Non-Flight

Flight

Enter the completed or termination date. Remarks can be added in the remarks box on the bottom right (limit 50 characters).





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2-5-2573-10



## Select Student


Search by

Search Type Search Range Search Text

Status and Facility Code and Chapter and Training Type and Program and RPO

Date Range or Days until Cert End or Training Time Prior Credit Active Duty

Showing 1-1 of 1 records

	SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code	
3	654-32-1789	654-32-1789	00	VETERAN	IAM	30	INST.		25257310	

Tasks Margin Help

To print a group of Certs click on **Reports**



**VA-ONCE**  
10susanhensley  
2-5-2573-10

**Select**  
**Admin**  
**Reports**  
**Logout**

### Select Cert for Printing

All Facility Code and Chapter Type and All  
9/24/2005 to 9/24/2005 Date Range  
**Filter** **Reset**

0 records found

SSN	File	Chapt	Cert Id	Submtd Dt	Cert Type
No Certs found for this combination of filters					

Tasks Margin Help

Select Cert type by clicking on the arrow in the Cert Type box then scroll down and click on Flight Cert.

## Select Cert for Printing

All    
 Facility Code and ALL Cert Type and  
 9/24/2005 to 9/24/2005 Date Range

- 30
- 31
- 32
- 35
- 1606
- 901
- 903
- All

0 records found

<input type="checkbox"/>	SSN	File #	Last Name	First Name	Submtd Dt	Cert Type
--------------------------	-----	--------	-----------	------------	-----------	-----------

No Certs found for this combination of filters



Click on the Chapter you wish to filter



10susanhensley  
2-5-2573-10



Tasks Margin Help

## Select Cert for Printing

Facility Code and  
 Cert Type and  
 Chapter Type and

to   
 Date Range

0 records found

<input type="checkbox"/>	SSN	File #	Last Name	First Name	Chapt	Cert Id	Submtd Dt	Cert Type
--------------------------	-----	--------	-----------	------------	-------	---------	-----------	-----------

No Certs found for this combination of filters



Enter the date range for the submitted Certs. Cannot be more than 5 days.  
Click **Filter**. To Print, click on box near the certs then click **Print**.



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2-5-2573-10



## Select Cert for Printing

Facility Code and Cert Type and

to

Date Range

- 30
- 31
- 32
- 35
- 1606
- 901
- 903
- All

0 records found


<input type="checkbox"/>	SSN	File #	Last Name	First Name	C	Submtd Dt	Cert Type
--------------------------	-----	--------	-----------	------------	---	-----------	-----------

No Certs found for this combination of filters


Tasks Margin Help

To batch print submitted enrollments, follow the same process

**VA-ONCE**  
10susanhensley  
2-5-2573-10

**Student School Detail** Print 

**Select Student**

Se  Adopt  
Access  
Delete  
Undelete  
Activate  
**Deactivate**  
Change SSN



Starts With

Search Range Search Text

Status and Facility Code and Chapter and Training Type and Program and RPO

to  ALL  All  ALL  ALL   
Date Range or Days until Cert Training Time Prior Credit Active Duty

Showing 1-1 of 1 records

	SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code	
3	654-32-1789	654-32-1789	00	VETERAN	IAM	30	INST.		25257310	

Tasks Margin Help

https://vaonce.vba.va.gov/vaonce\_student/student\_select.asp#

To Deactivate a student, highlight the student, click **Student** then scroll down and click **Deactivate**.



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2-5-2573-10

Student School Detail

Print

## Select Student

Search by

Search Type Search Range Search Text

<input type="text" value="Inactive"/>	<input type="text" value="RAA (2-5-2573-10)"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="316"/>
<small>Status and</small>	<small>Facility Code and</small>	<small>Chapter and</small>	<small>Training Type and</small>	<small>Program and</small>	<small>RPO</small>
<input type="text"/>	to <input type="text"/>	<input type="text" value="ALL"/>	<input type="text" value="All"/>	<input type="text" value="ALL"/>	<input type="text" value="ALL"/>
<small>Date Range or</small>	<small>Days until Cert End or</small>	<small>Training Time</small>	<small>Prior Credit</small>	<small>Active Duty</small>	<input type="button" value="Filter"/>
					<input type="button" value="Reset"/>

0 records found

SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code	
-----	--------	-------	-----------	------------	-------	---------	-----------	---------------	--

No Students found for this combination of filters



Tasks Margin Help

Done

To Activate a student, enter student's name and status then click **Filter**



10susanhensley  
2-6-2573-10



Select



Admin



Reports



Logout

## Student School Detail

Print

Adopt  
Access  
Delete  
Undelete  
**Activate**  
Deactivate  
Change SSN

## Select Student

Search Range Search Text

Starts With

Status and Facility Code and Chapter and Training Type and Program and RPO

Date Range or Days until Cert End or Training Time Prior Credit Active Duty

ALL ALL ALL ALL

Showing 1-1 of 1 records

	SSN	File #	Pay #	Last Name	First Name	Chapt	Program	Last Cert	Facility Code	
3	654-32-1789	654-32-1789	00	VETERAN	IAM	30	INST.		25257310	

Tasks Margin Help

Highlight the student name, click on **Student** then scroll down and click **Activate**.

## Bio Data

Name: VETERAN,  
SSN: 654-32-1789  
File/Payee: 00 000 000/

Program:  
Chapter:  
Training Type: Flight

1



Bio

Certs

VA Data

Log

History



Salutation	First Name*	Middle Name	Last Name*	Suffix
	IAM	A	VETERAN	
SSN*	Student ID	Address*		
654-32-1789		1234 MILITARY LANE		
File Number*	Payee#	Chapter*	Location Domestic	
654-32-1789	00 (Vet)	30		
Training Type*	City*		State*	
FLIGHT	HURRICANE		FL	
School Short Name	Facility Code	Zip*	Zip Suffix	
RAA	2-5-2573-1	54365		
Instrument Rating	Phone		Extension	
Program*	(432)876-9845			
<b>Flight Information</b>	Email			
<input type="checkbox"/> Guest Student	<input type="checkbox"/> Active Duty		Notes	
Primary School Name				
User Def 1	User Def 2	User Def 3	User Def 4 <input type="checkbox"/>	

Click on History to view all activity on VA-ONCE for a student