

Chapter 31 Vocational Rehabilitation Application Process

1. Service Connected Disability

If you are interested in receiving Chapter 31 Vocational Rehabilitation benefits, you must be considered by the VA to be at least 10-20% disabled as a result of a service connected disability.

2. VA Form 28-1900

You are required to fill out VA form 28-1900. This form can be obtained online via the e-benefits website or at Tripler Army Hospital.

3. Orientation

You are required to attend an orientation session at Tripler Hospital to meet with a Vocational Rehab counselor to determine if you are eligible to receive vocational rehabilitation benefits. Part of what the Vocational Rehab counselor is trying to determine is whether or not your handicap has had a negative effect on your current employment which would require new employment.

4. Field Research

Since Vocational Rehab is all about getting you into a job, applicants will be required to research your chosen field to determine if there are adequate future employment opportunities. Applicants will also be required to research which schools offer the needed education in your chosen field. This will be done with your Vocational Rehab counselor.

5. Individualized Written Rehab Plan (IWRP)

An IWRP (i.e. a contract) will be written up between you and your Vocational Rehab counselor to include requirements that you will need to fulfill such as a minimum grade point average.

6. VA Form 28-1905

Your Vocational Rehab counselor will issue you a VA form 28-1905 either every semester or every other year (depending on your Vocational Rehab counselor). This form is needed to pay for classes, books, graduation, bus passes, parking, etc. **YOU NEED TO PROVIDE A COPY OF THIS FORM TO THE SCHOOL CERTIFYING OFFICIAL AT HONOLULU COMMUNITY COLLEGE.** (Note: A VA form 1905E is needed to pay for such things as computers).

7. Apply to Honolulu Community College

Please see instructions on how to apply on our website at: <http://www.honolulu.hawaii.edu/admissions>.

8. Registration

Please contact your Vocational Rehab counselor at Tripler for specific details concerning registration such as how many credits you can register for. If you need help registering, please make an appointment with a counselor.

9. Certification

Once you have completed the registration process you are required to meet with a Honolulu Community College counselor who will certify your classes by filling out an Academic Counselor Review Form and indicating on the form that your classes are **pertinent to your degree**. You will also need to complete the Tuition & Fees Benefit Agreement and the green responsibility statement at this time. Please remember that the certification process must be completed every time you add/drop a course(s).

10. School Certifying Official

The certification form is then given to the School Certifying Official at the Records Office to process. Once the form is processed an email will be sent to you notifying you that the information has been transmitted to VA Muskogee.

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11. VA Muskogee

Should you want to know the status of your certification or when you will be paid or how much you will be paid, you can contact VA Muskogee (1-888-442-4551) 5 days after receiving your confirmation email. VA Muskogee can provide you with the amount of BAH and book stipend you will be receiving. The amount of money you receive often depends on how many credits you are taking.

12. Changing Your Major

If at any point you want to change your major you will need to:

- a) Speak with your Vocational Rehab counselor first to make sure the change of major is approved.
- b) Then complete a Change of Major Form for Enrolled Students which can be found on our website at: <http://www.honolulu.hawaii.edu/records> or a hard copy can be provided at the Records office. You will need to make an appointment with a Honolulu Community College counselor to complete this form. Please turn in the completed form to the Records Office.
- c) Complete VA form 22-1995 (Request for Change of Program or Place of Training) and submit it via the VA website at www.gibill.va.gov or you can turn it in to the School Certifying Official at the Records Office.

13. Transferring to a Different Institution

If at any point you want to transfer to another institution you will need to:

- a) Speak with your Vocational Rehab counselor first to make sure the change of institution is approved.
- b) If you are transferring to another University of Hawaii System School, then complete a Change of Home Institution Form for Enrolled Students which can be found on our website at: <http://www.honolulu.hawaii.edu/records> or a hard copy can be acquired from the Admissions Office.
- c) Complete VA form 22-1995 (Request for Change of Program or Place of Training) and submit it via the VA website at www.gibill.va.gov or you can turn it in to the School Certifying Official at the Records Office.