

Chapter 31 Vocational Rehab 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 and 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.

_____ 5. **IWRP**

A contract called IWRP (Individualized Written Rehab Plan) 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 year (depending on your Vocational Rehab counselor). The VA Certifying Official at HonCC should also receive a copy. Please make sure that he does. The form is needed to pay for classes, books, graduation, bus passes, parking, etc. In fact, you should always have it on hand when going to the Book Store or the Cashier's Office etc. A VA form 1905E is needed to pay for such things as a computer.

_____ 7. **Registration**

Please contact your Vocational Rehab counselor at Tripler for specific details concerning registration such as how many credits you should register for.

_____ 8. **Certification**

Once you have completed the registration process you are required to meet with a counselor who will certify your classes by filling out a yellow form and indicating on the form that your classes are pertinent to your degree. The certification process must be completed every time a student adds/drops a course.

_____ 9. **School Certifying Official**

The certification form is then given to the School Certifying Official at HonCC's 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 both VA Muskogee and Tripler. The certifying official will also ask you to fill out a green responsibility statement form at this time.