



Montana State University Billings Practical Training Letter

Request to utilize clock hours for VA benefits certification instead of credit hours

Background

When it is of benefit to the student, the VA allows School Certifying Officials to use clock hours instead of credit hours for benefit certifications. This allowance applies to practical training that exceeds a weekly rate of 18 hours when the student is enrolled at less than full time attendance. This policy is IAW M22-4, Part IV, Paragraph 1.17 and the VA School Certifying Official Handbook.

To the Military and Veterans Success Center at MSUB,

_____ is currently seeking a degree within the _____ program, which requires students to take courses outside of the classroom environment. These courses sometimes exceed typical semester credit hours. In the case of the _____ course, students are required to attend _____ hours a week in a _____ setting. Please be advised that _____ is currently attending the _____ course for the _____ semester.

Sincerely,