

**Instructions for Accreditation
via The American Legion (TAL)
Department of New York
January 2019**

Note: These instructions are provided to ensure consistency and transparency throughout the Department of New York for accreditation of only *well-trained Service Officers* within the Department.

Service Officers are either appointed or hired by their respective county or city governments. The following instructions will be followed by all county or city entities that wish to accredit their Veterans Service Agency Veterans Service Officers at the U.S. Department of Veterans Affairs through the American Legion.

Step 1: Submit your request for accreditation to the Chair, Veterans Services Committee (VSC) via the Department of New York Adjutant. This request shall include: Post, County, and District endorsements, VA Form 21, Copy of Current American Legion Membership Card, and Copy of the nominees DD214.

Step 2: The Department Adjutant will endorse and forward to the VSC Chair.

Step 3: The VSC Chair will notify the Department Service Officer Training Committee of prospective VSO.

Step 4: The Training Committee Chair will log in the prospective VSO and invite him/her to enter the on-line training website at www.nylegionclassroom.com to complete assigned modules. The Training Committee Chair will also enact access for the prospective VSO to the modular training programs.

Step 5: The Training Committee website moderators will facilitate the training and monitor the assigned training to ensure completion.

Step 6: The Training Committee Chair will also notify the prospective VSO in writing, of the scheduled in-classroom Basic training and require return of the registration and appropriate fees, for said training. The registration will be submitted to the Department Office for recording and other appropriate actions.

NOTE: The Department Headquarters Office will maintain all requests and make Training reservations as appropriate for both the Basic and Advanced In-classroom Training. All registration fees will be collected and registered by the Department Headquarters staff.

Step 7: Once the on-line modules are completed, the Department Training Committee Chair will notify and recommend the Department VSC Chair forward the prospective VSOs Accreditation Package to: The American Legion Veterans Affairs and Rehabilitation Division, Washington D.C. for transmittal to the US Department of Veterans Affairs General Council for immediate Accreditation.

Step 8: The newly accredited VSO attends the next scheduled in-classroom Basic Training.

NOTE: Failure to attend the next scheduled (in-classroom) Basic Training will result in suspension/revocation of TAL accreditation.