



HR Academy Boot Camp Program FAQs

Application Process

Q: As an intern, am I allowed to apply for HR Academy Boot Camp?

A: Yes, interns may submit applications.

Q: I have been a VA HR employee for five (5) weeks. May I apply for HR Academy Boot Camp?

A: You may submit an application; however, please understand that we are currently targeting individuals with six months to three years of VA HR experience.

Q: I'm not in HR but I would like to apply. Do I have to be a 201 or 203 to apply?

A: No, you may apply with supervisor approval.

Q: I have five (5) days of annual leave scheduled during one of the instructional weeks. May I still submit an application?

A: Individuals who will be required to miss more than eight (8) hours of HR Academy Boot Camp should not apply. Please see additional information regarding attendance in the Program Logistics section below.

Q: Will I receive a confirmation email once I have submitted my application?

A: No, you will not receive a confirmation email. Once you have clicked "Submit Application" you will be taken to the [HR Academy Boot Camp web page](#).

Program Logistics

Q: Is travel required for any part of HR Academy Boot Camp? And is there any cost associated for my participation?

A: No travel is required – all components of HR Academy Boot Camp are virtual. All costs associated with HR Academy Boot Camp are covered by HR Academy.



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- Q: What happens if I am selected for HR Academy Boot Camp and find that I can no longer participate?**
- A: HR Academy requires a **10 calendar day notice of withdrawal from the HR Academy Boot Camp prior to the start of Opening Day** of this 4 month intensive program. Any withdrawal received after the 10 day time frame may require the VA employee's duty station to reimburse the HR Academy for VA employee's enrollment and training cost associated with this program.
- Q: What happens if I have a scheduling conflict (i.e., a doctor's appointment) during one of the instructional sessions?**
- A: VA employees may be granted up to eight (8) hours of excused **pre-approved** absence for the duration of the HR Academy Boot Camp program. Pre-approved absences must be requested via email to vacohracademy@va.gov with a cc to the HR Academy Boot Camp program manager at samia.wiley@va.gov a minimum of three days in advance.
- Please note that **unplanned absences** due to illness, family emergency, etc. will be handled on a case-by-case basis.
- Q: How many weeks of instruction are part of HR Academy Boot Camp?**
- A: There will be four (4) weeklong instructional sessions, in addition to one (1) week of final presentation delivery.
- Q: Are the case study work period assignments completed as part of the weeklong sessions or by the cohort group on their own time?**
- A: The case study work period assignments are completed by the cohort group during mutually agreed upon times in the weeks between instructional periods.
- Q: What are the hours during which instructional sessions will take place?**
- A: Instructional sessions will take place between the hours of 10:00 AM – 5:00 PM/EST. **Those individuals on an alternate work schedule will need to speak to their supervisor about adjusting their duty hours accordingly during instructional weeks.**
- Q: How many hours per day is each instructional session?**
- A: Typically, courses will be approximately seven (7) hours for each day of the instructional week, which includes one (1) hour for lunch. Participants will be provided with the exact schedule at the beginning of the program. It is best to budget at least seven (7) hours per day for attendance.



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Q: If a participant has already attended training on one of the subjects, are they required to attend the training again?

A: Yes, participants must attend all sessions due to the fact that 1) the version of the course presented in HR Academy Boot Camp may be different than the version of the course one has previously attended and 2) participants will be doing in-class work that will contribute to case study assignments completed with the cohort group.

Q: Will HR Academy Boot Camp courses be taped for viewing via webinar?

A: No, courses will not be taped.



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