



LeRoy Collins, Jr.  
*Executive Director*

June 24, 2007

State of Florida  
**Department of Veterans' Affairs**  
**Division of Veterans' Benefits and Assistance**  
**Bureau of State Approving for Veterans' Training**  
P.O. Box 31003  
St. Petersburg, FL 33731  
(727) 319-7401 / FAX: (727) 319-7781  
[www.floridavets.org](http://www.floridavets.org)

**Charlie Crist**  
*Governor*  
**Bill McCollum**  
*Attorney General*  
**Alex Sink**  
*Chief Financial Officer*  
**Charles Bronson**  
*Commissioner of Agriculture*

The Bureau of State Approving Agency for Veterans Training (SAA), a part of the Florida Department of Veterans' Affairs (FDVA), is a state agency which approves On-the-Job and Apprenticeship programs for veterans and other eligible dependents in Florida.

Enclosed is an application package which includes information and a number of forms which are part of the approval process. If upon review of the material you are interested, please complete and return the enclosed forms to our office.

Upon receipt of this information, we will proceed with the approval process. Thank you for your support of veterans and their dependents.

If you have any questions or concerns, feel welcome to contact us at (727) 319-7402.

Sincerely,

**S. J. Turbee**  
Bureau Chief

Enclosures: SAA Form 8865, VA Form 22-8794, Federal Regulations,  
Frequently Asked Questions, Sample Training Plan, Brochure



**FLORIDA DEPARTMENT OF VETERANS' AFFAIRS**  
**Bureau of State Approving For Veterans' Training**  
**P. O. Box 31003**  
**St. Petersburg, FL 33731**  
**(727) 319-7402; Fax (727) 319-7781**

FACILITY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CONTACT PERSON & TITLE: \_\_\_\_\_

**REQUIREMENTS FOR NEW ON-THE-JOB TRAINING OR NON-REGISTERED  
APPRENTICESHIP TRAINING FACILITY APPROVAL**

1. Complete the "Employer's Application to Provide Job Training" (SAA Form 8865).
2. Provide verification of Federal Employer Identification Number.
3. Complete the "Designation of Certifying Official(s) Form" (VA Form 22-8794). This form should be completed by the person(s) that will be completing the VA paperwork on behalf of the veteran.
4. Furnish a copy of current occupational license if you are a business. (This is not applicable to government entities.)

Completed application and forms are to be forwarded to:

**BUREAU OF STATE APPROVING FOR VETERANS TRAINING**  
**FLORIDA DEPARTMENT OF VETERANS' AFFAIRS**  
**P.O. Box 31003**  
**St. Petersburg, FL 33731**



**FLORIDA DEPARTMENT OF VETERANS' AFFAIRS**  
**Bureau of State Approving For Veterans' Training**  
**P. O. Box 31003**  
**St. Petersburg, FL 33731**  
**(727) 319-7402; Fax (727) 319-7781**

**EMPLOYER'S APPLICATION TO PROVIDE JOB TRAINING**  
**(UNDER TITLE 38 U.S. CODE SECTION 3677 OR 3678)**

<b>Name of Training Establishment:</b>	<b>Phone:</b>
<b>Address:</b>	<b>FAX:</b>
<b>City, State, Zip:</b>	<b>Email:</b>
<b>Attention:</b>	<b>Title:</b>

Please provide the following information:

**General Information**

1. Furnish a copy of the current occupational license, if applicable.
2. Provide verification of the federal employer identification number.
3. Complete the enclosed Certifying Official VA Form 22-8794.
4. Complete the Training Agreement Information on page 3.
5. Sign and date the Certification Agreement on page 4.

**Training Establishment Information - answer the following:**

1. Type of business/primary activity of the establishment. \_\_\_\_\_
2. Type of ownership: (Check **each** appropriate item)  
 Profit    Non-Profit (provide proof of Non-Profit status)    Government Entity  
 Individual Ownership    Partnership    Corporation
3. Total number of personnel employed by this establishment. \_\_\_\_\_
4. Name/Title of person(s) directly in charge of the training program. Please complete the attached Personal Data Form. \_\_\_\_\_
5. Name/Title of person who will maintain progress records of trainee. Please complete the attached Data Form. \_\_\_\_\_
6. Briefly describe the training establishment, i.e., space, equipment. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Is the facility in compliance with local, state and federal codes? \_\_\_\_\_

**TRAINING AGREEMENT INFORMATION**

**Description of Training Program – answer the following:** (If more than one program, provide the following information for each program.)

1. Program Name: Title and description of the specific job objective for which the veteran or eligible person is to be trained. \_\_\_\_\_
  
2. Number of fully qualified employees available as instructors for each trainee. \_\_\_\_\_
  
3. Number of fully trained personnel (journeymen) that have completed this training program. \_\_\_\_\_
  
4. Number of trainees currently in this program: \_\_\_\_\_  
Maximum number of trainees that may be trained at any one time: \_\_\_\_\_
  
5. Ratio of apprentices to journeymen: \_\_\_\_\_
  
6. Work hours in a standard work week: \_\_\_\_\_
  
7. Length of probationary period, if any: \_\_\_\_\_
  
8. Is related training required for the job? \_\_\_\_\_  
If yes, average number of hours required annually: \_\_\_\_\_  
If training is offered at an outside facility, provide name and location \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
9. Describe the minimum qualifications to enter the training program and provide a copy of the application for employment or the training agreement.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
10. Describe the method used to evaluate the trainee's performance and provide an example of the evaluation form.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Describe the method used to verify the number of hours worked monthly and provide an example such as a time card, if available \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

12. Provide a copy of the Certificate of Completion that is given to the trainee when the trainee completes the training program or identify how the completion is documented \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Wage Information**

1. Beginning wage for trainees (must be at least 50% of ending trainee wage):  
 \_\_\_\_\_ per \_\_\_\_\_

2. Ending wage of fully trained journeyworker : \_\_\_\_\_ per \_\_\_\_\_

3. Provide the wage progression during training on the following table:

PERIOD	NUMBER OF MONTHS	WAGE LEVEL
1 <sup>ST</sup>		\$ PER
2 <sup>ND</sup>		\$ PER
3 <sup>RD</sup>		\$ PER
4 <sup>TH</sup>		\$ PER
5 <sup>TH</sup>		\$ PER
6 <sup>th</sup>		\$ PER
7 <sup>TH</sup>		\$ PER
8 <sup>TH</sup>		\$ PER
9 <sup>TH</sup>		\$ PER
10 <sup>TH</sup>		\$ PER



**CERTIFICATION AGREEMENT  
CONDITIONS TO BE MET BY EMPLOYER**

I UNDERSTAND AND AGREE THAT THE FOLLOWING CONDITIONS MUST BE MET IF THIS TRAINING PROGRAM IS APPROVED FOR VA TRAINING BENEFITS:

1. Close supervision by qualified journeyworkers will be provided throughout the training program.
2. Records for each trainee will be maintained to include: Job Description/Training Program Summary, notice of change of job status (promotion, termination, etc.), verification of rate(s) of pay, veteran's training progress record with the hours of training given monthly in each process and overall evaluations made at least each 3 months, and the appropriate VA forms.
3. Credit will be given for previous training and experience and the length of the training program will be reduced proportionately. Trainees who are granted credit for previous training and experience will be placed into the appropriate step of the wage progression scale.
4. If required for approval of a training program, the trainee will be advanced to the full journeyworker wage immediately upon completion of the training program.
5. A veteran or eligible person who is already qualified for the position because of prior training or experience will not be enrolled in a training program for VA benefits.
6. A copy of an approved training agreement will be provided to the trainee and to the Department of Veterans Affairs.
7. The wages paid to trainees under this VA program will not be less than wages paid to trainees who are not eligible for VA benefits. The beginning wage must take into account prior training and experience. The beginning wage will be at least 50% of the wage for a fully trained employee.
8. By the last month of OJT/Apprenticeship, the wage must be at least 85% of the wage for a fully trained employee. Government OJT/Apprenticeship programs do not have to meet the 85% requirement.
9. There is a reasonable certainty that the job for which training is provided will be available to the trainee after training has been completed.
10. Immediately upon completion of OJT/Apprenticeship, the wage must be at least equal to the wage for a fully trained employee.

**I hereby certify that the information on this application is true and correct.**

<b>SIGNATURE</b>	<b>TITLE</b>	<b>DATE SIGNED</b>
------------------	--------------	--------------------

FLORIDA DEPARTMENT OF VETERANS' AFFAIRS  
 DIVISION OF VETERANS' BENEFITS AND ASSISTANCE  
**BUREAU OF STATE APPROVING FOR VETERANS' TRAINING**

**PERSONAL DATA FORM FOR TRAINING PERSONNEL**  
 (Should be completed by all instructors and supervisors)

NAME:	
NAME AND ADDRESS OF TRAINING ESTABLISHMENT:	DATE OF BIRTH:
	DATE EMPLOYED:
TRAINING RESPONSIBILITIES:	POSITION HELD:

**POSTSECONDARY EDUCATION**

UNIVERSITIES, COLLEGES, TECHNICAL AND TRADE SCHOOLS

NAME OF SCHOOL	ADDRESS	DEGREE	MAJOR	FROM	TO

**RELATED TRAINING EXPERIENCE**

NAME OF SCHOOL	ADDRESS	SUBJECTS	FROM	TO

**RELATED WORK EXPERIENCE**

NAME OF EMPLOYER	ADDRESS	POSITION	REASON FOR LEAVING	FROM	TO

**Have you ever been convicted of a felony or first degree misdemeanor? Yes \_\_\_ No \_\_\_**  
 If yes, use reverse side to provide (1) Date, (2) Offense, (3) Court and (4) Deposition of case.

**Have you ever been dismissed from any position for immoral or unprofessional conduct? Yes \_\_\_ No \_\_\_**  
 If yes, use reverse side to provide (1) Date and (2) Reason.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

<b>Department of Veterans Affairs</b>	<b>DESIGNATION OF CERTIFYING OFFICIAL(S)</b>
---------------------------------------	--

**PRIVACY ACT INFORMATION:** We'll use the information on this form to identify you as the certifying official for your school or job training establishment when reporting pursuit of training for veterans or other eligible persons. We cannot take any further action on your claim for recognition as the certifying official until we receive the completed form (38 U.S.C. 3684). Your responses are confidential (38 U.S.C. 5701). They may be given outside VA only if authorized under the Privacy Act, including the routine uses identified in the VA system of records, 58VA21/22/28. Compensation, Pension, Education, and Rehabilitation Records – VA, published in the Federal Register.

**RESPONDENT BURDEN:** You don't have to complete this form and VA can't require you to respond unless the form's OMB control number, 2900-0262, is valid. The OMB Internet Home Page ([www.whitehouse.gov/OMB/index.html](http://www.whitehouse.gov/OMB/index.html)) shows the OMB Control Numbers for approved VA forms. However, we can't take any further action on you being recognized as the certifying official for your school or job training establishment unless you send the information requested on this form. Payments to veterans and other eligible persons may be delayed or stopped without this information. We estimate you'll need about 10 minutes to review the instructions and complete this form. Call 1-888-GIBILL1 (1-888-442-4551) if you have comments regarding this 10 minute estimate or any other aspect of this collection of information.

**PURPOSE:** This form is used to provide the names and signatures of those individuals who are authorized to certify enrollment information to the Department of Veterans Affairs.

1. NAME AND ADDRESS OF SCHOOL OR TRAINING ESTABLISHMENT <i>(Include ZIP Code)</i>	<b>FOR VA USE ONLY</b>

2. TELEPHONE NUMBER(S) OF CERTIFYING OFFICIAL(S) <i>(Include Area Code)</i>	3. FAX NUMBER OF CERTIFYING OFFICIAL(S) <i>(Include Area Code)</i>

4. E-MAIL ADDRESS OF CERTIFYING OFFICIAL(S)

**5. THE FOLLOWING ARE DESIGNATED AS CERTIFYING OFFICIALS OF THIS SCHOOL OR TRAINING ESTABLISHMENT**

A. OFFICIALS DESIGNATED TO SIGN VA ENROLLMENT CERTIFICATIONS, CERTIFICATIONS OF CHANGE IN STUDENT STATUS, CERTIFICATIONS OF DELIVERY OF ADVANCE PAYMENTS, CERTIFICATIONS OF PURSUIT, ATTENDANCE, FLIGHT TRAINING, ON-THE-JOB OR APPRENTICESHIP TRAINING (AS APPLICABLE), OTHER CERTIFICATIONS OF ENROLLMENT ARE:

NO.	NAME	TITLE	SIGNATURE
(1)			
(2)			
(3)			
(4)			

B. THE USE OF THE FOLLOWING FACSIMILE (e.g., rubber stamp) SIGNATURES FOR THE OFFICIALS LISTED IN ITEM 5A ABOVE ARE AUTHORIZED.

(1)	(2)
(3)	(4)

C. FOR POSTSECONDARY EDUCATIONAL INSTITUTIONS ONLY – OFFICIALS DESIGNATED TO SIGN THE SCHOOL PORTION OF VA FORM 22-1990T, APPLICATION AND ENROLLMENT CERTIFICATION FOR INDIVIDUALIZED TUTORIAL ASSISTANCE ARE:

NO.	NAME	TITLE	SIGNATURE
(1)			
(2)			
(3)			

6. REMARKS

It is hereby certified that the Department of Veterans Affairs will be notified of any changes in the designations shown on this form as they occur.

7. SIGNATURE AND TITLE OF DESIGNATING OFFICIAL	8. DATE

**PENALTY**–The law provides that whoever makes any statement of a material fact knowing it to be false shall be punished by fine or imprisonment or both.

## **GENERAL INSTRUCTIONS**

1. This form **MUST ONLY** be completed by a responsible official with the authority to designate certifying officials for the school or training establishment.
2. This form must be completed whenever there is a change in any of the information. Include the names, titles, and signatures of all certifying officials, not just the changed information.

## **SPECIFIC INSTRUCTIONS**

1. Item 1: Enter the complete name and address of the school or training establishment.
2. Item 2: Enter the certifying official's telephone number.
3. Item 3: Enter the certifying official's fax number.
4. Item 4: Enter the certifying official's e-mail address. As an alternative, you may enter the e-mail address for the office where the certifying official works.
5. Item 5A: Enter the complete name and title for each designated certifying official. Have each person sign the form on the same line as his or her name and title. If any of the certifying officials have limited jurisdiction, note such limitations in Item 6, "Remarks". Use space below if needed.
6. Item 5B: If facsimile (e.g., rubber stamp) signatures will be used for any certifying officials, enter a sample in the appropriate block. In addition, have the individual initial next to the sample.
7. Item 5C: If veterans and other eligible persons will be claiming individualized tutorial assistance, complete these blocks.
8. Items 7 and 8: Sign and date the form. The person signing the form must be a person of significant authority, i.e., registrar, academic dean, or higher.

## U.S. Code of Federal Regulations, Title 38, Part 21

### § 21.4262 Other training on-the-job courses.

(a) *General.* An “other training on-the-job” course is any training on the job which does not qualify as an apprentice course, as defined in §21.4261, but which otherwise meets the requirements of paragraph (c) of this section.

(b) *Application.* Any training establishment desiring to furnish a course of other training on-the-job will submit to the appropriate State approving agency a written application setting forth the following:

(1) Title and description of the specific job objective for which the veteran or eligible person is to be trained;

(2) The length of the training period;

(3) A schedule listing various operations for major kinds of work or tasks to be learned and showing for each job operations or work, tasks to be performed, and the approximate length of time to be spent on each operation or task;

(4) The number of hours of supplemental related instruction required;

(5) The entrance wage or salary paid by the training establishment to employees already trained in the kind of work for which the veteran or eligible person is to be trained;

(6) A certification that the wages to be paid the veteran or eligible person upon entrance into training are not less than wages paid nonveterans in the same training position and are at least 50 percent of the wages paid for the job for which he or she is to be trained, and will be increased in regular periodic increments until, not later than the last full month of the scheduled training period they will be at least 85 percent of the wages paid for the job for which the veteran or eligible person is being trained;

(7) A certification that there is reasonable certainty that the job for which the veteran or eligible person is to be trained will be available to him or her at the end of the training period; and

(8) Any additional information required by the State approving agency.

(c) *Approval criteria.* The appropriate State approving agency may approve the application submitted under paragraph (b) of this section, when the training establishment and its courses are found upon investigation to have met the criteria outlined in this paragraph. Approval will not be granted for training in occupations which require a relatively short period of experience for a trainee to obtain and hold employment at the market wage in the occupation. This includes occupations such as automobile service station attendant or manager, soda fountain attendant, food service worker, salesman, window washer, building custodian or other unskilled or common labor positions as well

as clerical positions for which on-the-job training is not the normal method of procuring qualified personnel.

(1) The job which is the objective of the training is one in which progression and appointment to the next higher classification are based upon skills learned through organized and supervised training on-the-job and not on such factors as length of service and normal turnover;

(2) The training content of the course is adequate to qualify the veteran or eligible person for appointment to the job for which he or she is to be trained;

(3) The job customarily requires a period of training of not less than 6 months and not more than 2 years of full-time training;

(4) The length of the training period is not longer than that customarily required by the training establishments in the community to provide the veteran or eligible person with the required skills, arrange for the acquiring of job knowledge, technical information, and other facts which the veteran or eligible person will need to learn in order to become competent on the job for which he or she is being trained;

(5) Provision is made for related instruction for the individual veteran or eligible person who may need it;

(6) There is in the training establishment adequate space, equipment, instructional material, and instructor personnel to provide satisfactory training on-the-job;

(7) Adequate records are kept to show the progress made by each veteran or eligible person toward his or her job objective;

(8) The veteran or eligible person is not already qualified by training and experience for the job;

(9) The requirements of paragraphs (b)(6) and (7) of this section are met;

(10) A signed copy of the training agreement for each veteran or eligible person, including the training program and wage schedule as approved by the State approving agency, is provided to the veteran or eligible person and the Department of Veterans Affairs and the State approving agency by the employer; and

(11) The course meets such other reasonable criteria as may be established by the State approving agency.

(Authority: 38 U.S.C. 3677)

(d) *Promotion.* As funding permits, Department of Veterans Affairs employees will promote the development of on-the-job training courses. They will:

(1) Visit employers,

(2) Coordinate their efforts with activities of any State approving agencies that may choose to promote the development of on-the-job training courses, and

(3) Avoid duplicating the efforts of others by coordinating their promotional efforts with similar activities of the Department of Labor and State employment security agencies as provided by written agreements covering these activities, including utilization of disabled veterans' outreach program specialists.

(Authority: 38 U.S.C. 3672(d))

[32 FR 13405, Sept. 23, 1967, as amended at 33 FR 9546, June 29, 1968; 35 FR 9817, June 16, 1970; 38 FR 14939, June 7, 1973; 45 FR 51778, Aug. 5, 1980; 47 FR 42731, Sept. 29, 1982; 60 FR 32272, June 21, 1995]

# STANDARDS OF APPRENTICESHIP

## as required by the

### U.S. DEPARTMENT OF LABOR

### MANPOWER ADMINISTRATION

**BASIC STANDARDS** for good apprenticeship programs are those requirements necessary to assure uniform and effective training to develop the skills required of journeymen. Minimum training and administrative standards are identified and must be incorporated in programs submitted for registration by recognized State Apprenticeship Councils or the Bureau of Apprenticeship and Training.

#### **TRAINING STANDARDS**

1. **Work Processes:** An outline of work processes in which the apprentice will receive supervised work experience and training on the job and the allocation of the approximate time to be spend in each major process of division of the trade.
2. **Planned Related Instruction:** Provision for organized related and supplemental instruction necessary to provide apprentices with knowledge in technical subjects related to the trade. This may include supervised correspondence or self-study courses, as approved by applicable law or by policy of the registration agency. A minimum of 144 hours each year of apprenticeship is recommended.
3. **Progress Evaluation & Records:** The periodic review and evaluation of the apprentice's progress, both in job performance and related instruction, and the maintenance of appropriate progress records.
4. **Number of Apprentices to Be Employed:** A ratio of apprentices to journeymen consistent with proper supervision, training and continuity of employment.
5. **Equal Opportunity in Apprenticeship:** Equal opportunity in recruitment, selection, and all phases of employment and training, in compliance with Title 29, Code of Federal Regulations, Part 30, as amended, and with State Equal Opportunity Plans filed and approved pursuant to this regulation. All programs must be conducted and operated in a nondiscriminatory manner in all aspects of apprenticeship without regard to race, religion, color, sex, or national origin.
6. **Term of Apprenticeship:** A term of apprenticeship consistent with training requirements as established by industry practice, but in no case less than 1 year or 2,000 hours.
7. **Probationary Period:** A probationary period reasonable in relation to the apprenticeship term, with full credit for such time toward completion of apprenticeship.
8. **Safety Training:** Safety training for apprentices on the job and in related instruction.

#### **ADMINISTRATIVE STANDARDS**

1. **Union-Management Cooperation:** Union-management approval of the program where a collective bargaining agreement exists. Approval may be demonstrated by one or more of the following:
  - a. Appropriate provisions in the bargaining agreement.
  - b. Signature to the standards.
  - c. Letters indicating agreement to the program.
  - d. Establishment of a joint apprenticeship committee.

2. **Wages:** A progressively increasing schedule of wages for apprentices. The entry wage must be at least equal to the Fair Labor Standards Act minimum where applicable, unless a higher wage is required by State Law or regulation.
3. **Recognition for Completion of Apprenticeship:** Recognition for successful completion acknowledged by an appropriate certificate.
4. **Qualifications for Apprenticeship:** Specific qualifications for apprenticeship, apply equally to all applicants.
5. **Minimum Age:** The starting age of an apprentice to be not less than 16 years.
6. **Apprenticeship Agreement:** Placement of apprentices under an apprenticeship agreement, pursuant to State apprenticeship laws and regulations, or Bureau of Apprenticeship and Training policy where no such State laws or regulations exist.
7. **Credit for Previous Experience:** Credit toward completion of apprenticeship for applicable work experience, training, or demonstrated proficiency, with commensurate wages.

### **APPRENTICEABLE OCCUPATIONS**

An occupation recognized as apprenticeable by the Bureau of Apprenticeship and Training is one which:

1. Is learned through experience and training on the job, supplemented by related technical instructions.
2. Involves manual, mechanical, or technical skills and knowledge, requiring a minimum of 2,000 hours of work experience including related instruction.
3. Is not part of an apprenticeable occupation recognized by the Bureau of Apprenticeship and Training, unless it is practiced industry-wide as an identifiable and distinct trade.
4. Involves the development of skills broad enough to be applicable throughout an industry.
5. Does not fall primarily into any one of the following categories:
  - a. selling
  - b. managerial
  - c. clerical
  - d. professional (professional, scientific and learned fields requiring specialized, advanced knowledge and academic degrees)



## **FREQUENTLY ASKED QUESTIONS ON VA TRAINING PROGRAMS**

- 1. Are there any programs which may not be approved? *YES. Part-time employment of less than 30 hours per week and OJT programs **where commissions are customarily paid** may not be approved.***
- 2. Is an employer obligated to keep a veteran in a training program? *NO. The veteran must be terminated from the program when progress is unsatisfactory. The veteran is treated the same as a non-veteran trainee.***
- 3. Must the employer pay the veteran according to a six-month wage scale to correspond with the six months reduction of VA benefits? *NO. The employer may pay a wage that meets requirements of the law.***
- 4. Can a trainee receive education benefits for job and school training at the same time? *NO. Education benefits can be paid for only one type of training at a time.***
- 5. Can the employer qualify for other types of assistance or participate in other benefit programs based upon the employment of the veteran in a job training program? *This depends on the eligibility requirements for the other programs. It is the trainee who receives education benefits, not the employer.***
- 6. Is the employer obligated to hire veteran trainees? *NO, but since veterans make good employees, we encourage that you do hire them.***
- 7. Are VA education benefits affected by the trainee's starting wage? *NO. The Veterans Administration determines the appropriate rate for the veteran while in training. Benefits start at the rate appropriate for the first six months of training.***
- 8. Does receipt of job training benefits prevent or defer the veteran from obtaining other VA benefits such as medical, disability, or home loan guaranty? *NO.***
- 9. Must the trainee be unemployed for any time in order to be eligible to receive education benefits for job training? *NO.***
- 10. Does the employer have to increase the veteran's wages at the same intervals as the GI Bill payments decrease? *NO. Although the employer is expected to increase the veteran's wages at the same rate as he does for his other trainees (as they gain experience and become more productive), there is no direct correlation between the GI Bill payments and the employer's wage payments.***
- 11. Why should veterans receive GI Bill payments while they are employed full time in a training program? *The GI Bill payments they receive are intended to help veterans get by during the period when their employer is paying a trainee's wage. Most veterans are older and have many family and other obligations which make it difficult for them to live on a trainee's wage. This is one way our nation can try to help out those who volunteered to stand watch over us by serving in our country's armed forces.***

# SAMPLE

## TRAINING PLAN

TRAINING ESTABLISHMENT XYZ Loan Company

ADDRESS 1234 Street, Anywhere, FL 33333

TRAINING PROGRAM Assistant Manager DOT CODE 186.117-038

### SCHEDULE OF WORK PROCESSES

PROCESS	TRAINING OUTLINE	APPROXIMATE HOURS
<b>Introduction</b>	Company background; personnel information;	48
<b>Public Relations</b>	Meeting and handling the public	378
<b>Collections I</b>	Minor collection work involving the sending of form letters, notices and telephone calls	450
<b>Lending I</b>	Taking applications for the various types of loans; processing applications; and explanation of cost	450
<b>Sales Finance</b>	Dealer sales and merchant solicitation	378
<b>Clerical I</b>	Payment posting; sub-drawer balancing, minor bookkeeping and record keeping	400
<b>Collections II</b>	Legal action including judgment and attachment; Civil Service collections; skip tracing; utilization of outside collection agencies and attorneys; bankruptcy; familiarization with state laws	500
<b>Lending II</b>	Loan judgment; loans involving real estate or unusual security; preparation of legal papers on all types of loans; state loan regulations	500
<b>Clerical II</b>	Handling of head drawer; balancing of entire office; major bookkeeping including payment of bills, audits, profit and loss statements	475
<b>Personnel</b>	Employment interviews; personnel testing and evaluation; business community relations; administration of training program for new trainees	421
	<b>TOTAL NUMBER OF TRAINING HOURS</b>	<b>4000</b>

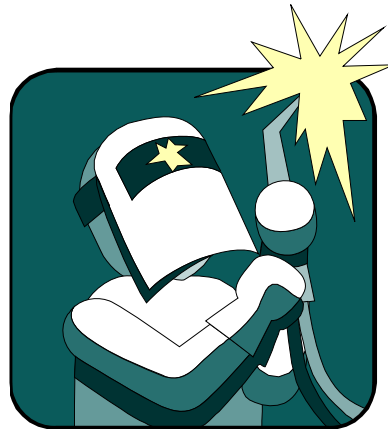
## STATE APPROVING AGENCY

The State Approving Agency originated when the G. I. Bill of Rights was signed into law in 1944 by President Franklin D. Roosevelt. Congress recognized that each state has the right and responsibility for the education and training of its residents. The State Approving Agency together with the federal government manages veterans' education and job training programs.

The State Approving Agency's (SAA) role is to approve and supervise the apprenticeship and on-the-job training programs for eligible veterans, dependents, National Guard members and Reservists. The Florida SAA operates within the Florida Department of Veterans' Affairs.

The SAA must specifically approve each training program in which a veteran or eligible person wishes to use G. I. Bill benefits.

**The Florida SAA currently has approved over 200 training establishments with more than 75 on-the-job training or apprenticeship programs.**



## APPRENTICESHIP TRAINING

- ❖ A skilled occupation learned through a structured, systematic program of supervised on-the-job training to learn necessary manual, mechanical or technical skills.
- ❖ May include theoretical related instruction.
- ❖ Normally two to five years in length.
- ❖ Occupation clearly identified and commonly recognized throughout an industry.

## ON-THE JOB TRAINING

- ❖ A skilled occupation is learned under the supervision of a skilled worker in a practical, hands-on way.
- ❖ Six months to two years in length.

## BENEFITS TO EMPLOYERS

**Veterans who have worked in technically oriented military occupations are better prepared for civilian technical training.**

**Veterans have demonstrated the aptitude to be trained in a structured environment.**

**Veterans have developed a work ethic that enables them to report for work on time and in the proper frame of mind.**

**Veterans tend to be more mature, self-confident, and drug-free employees.**

**Veterans who receive G. I. Bill assistance will work toward a training objective and make satisfactory progress to receive continued benefits.**

**Veterans possess higher education and training achievements.**

**Veterans receive the same prevailing wage as other employees in the same position. Scheduled pay increases develop employee loyalty.**

**Veterans possess work traits, such as adapting to physical demands, following safety guidelines, working under pressure, and setting priorities.**

**Employer record-keeping is minimal.**

## HOW TO BEGIN

- ❖ Determine the occupations within your company that may be trained by apprenticeship or on-the-job training programs.
- ❖ Determine whether veterans, eligible dependents, National Guardsmen, or Reservists are currently employed in any of those positions. \*
- ❖ Contact the Florida State Approving Agency (SAA) to determine if those programs can be approved.
- ❖ Schedule a visit from an SAA specialist to complete the required forms, and enroll the individual(s).

\*Time Limit: - As a general rule, veterans have ten (10) years after their separation or eligibility to use their benefits.

Contact the **Florida State Approving Agency** below with questions concerning program approval.

Florida Department of Veterans' Affairs  
State Approving Agency  
P. O. Box 31003  
St. Petersburg, FL 33731  
**(727) 319-7402**

## Currently Approved Programs

- Acoustical Carpenter
- Auto Mechanic
- Boilermaker
- Brick Layer
- Bridge Inspector
- Cabinet Maker
- Carpenter
- Cement Mason
- Chef
- Commercial Diver
- Corrections Officer
- Data Base Communications
- Drywall Applicator
- Electrician
- Electrical Line Worker
- Firefighter
- HVAC Installer
- Iron Worker
- Lather
- Lineman
- Machine Operator
- Machinist
- Metallurgical Tester
- Millwright
- Pipe Fitter
- Plumber
- Police Officer
- Reactor Control Operator
- Refrigeration Mechanic
- Senior Nuclear Plant Operator
- Sheet Metal Worker
- Sprinkler Fitter
- Surveyor
- Telecommunications Technician
- Welder

This is only a partial list of programs that can be approved for apprenticeship and on-the-job training

(SAA/OJT-APP APPROVAL PACKET/Employers Brochure  
Rev. 07/07/04



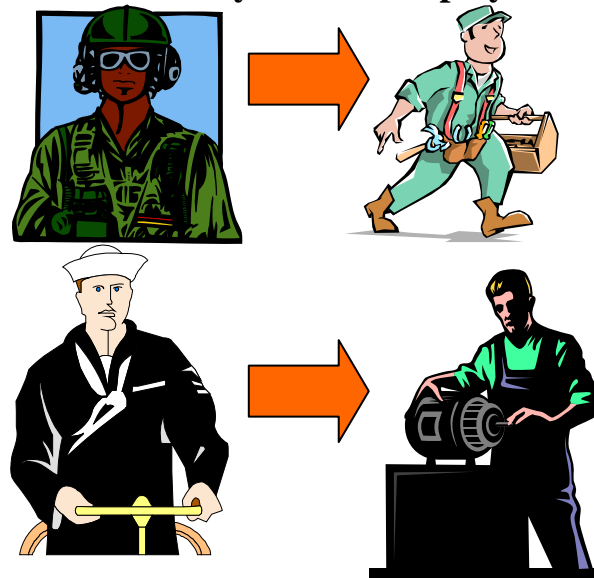
**Veterans**

**Dependents**

**National Guard Members**

**Reservists**

**can be your best employees.**



**Charlie Crist, Governor**

**State of Florida**

**LeRoy Collins, Jr.**

**Florida Department of Veterans' Affairs**