



ON-THE-JOB TRAINING AND APPRENTICESHIP PROGRAMS

Handbook

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Introduction

On June 22, 1944, President Franklin Delano Roosevelt signed into law one of the most significant pieces of legislation ever produced by the United States government: The Servicemembers' Readjustment Act of 1944, commonly known as the GI Bill of Rights.



**President Franklin D. Roosevelt's Statement
on Signing the G.I. Bill**

June 22, 1944

In 1984, former Mississippi Congressman Gillespie V. "Sonny" Montgomery revamped the GI Bill, which has been known as the "Montgomery GI Bill" ever since, assuring that the legacy of the original GI Bill lives on, as VA home loan guaranty and education programs continue to work for our newest generation of combat veterans.

It has been heralded as one of the most significant pieces of legislation ever produced by the federal government—one that impacted the United States socially, economically and politically.

January/February 2006 issue of VAnguard magazine

<http://www.gibill.va.gov>

Florida Department of Veterans' Affairs, Bureau of State Approving

The State Approving Agency is under contract with the U.S. Department of Veterans' Affairs to provide evaluation and approval services, oversight and monitoring of training programs and technical assistance.

<http://www.floridavets.org/saa/>

We thank our veterans and their dependents for serving our country!

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Section 1

GENERAL INFORMATION

GENERAL INFORMATION

Your facility has been approved to offer training to veterans and other eligible persons. The requirements that you met in order to receive approval must be maintained. The following information is provided to assist you in managing the VA training process.

PAYMENTS

The VA educational benefit the trainee receives monthly is determined by the number of hours in training and the type of military service. In order to receive the full monthly payment, the trainee must work **at least 120 hours per month**. Benefits will be reduced in proportionately if the trainee works less than 120 hours a month.

Usually once each month the VA "Monthly Certification of Hours Worked" Form (VA Form 22-6553) is sent to the trainee. The form must be completed and returned to the Atlanta Records Processing Office with both the trainee and the Certifying Official of the training establishment signing the form. Once the Records Processing Office receives and processes the form, the veteran's monthly check will be sent or directly deposited to the veteran's bank account.

If the trainee does not receive the VA Form 22-6553 from the Atlanta Records Processing Office, then the Certifying Official should submit verification of hours worked. A sample letter is provided in this Handbook. Both the Certifying Official and the trainee must sign the letter verifying number of hours worked.

The trainee may receive VA educational benefits up to the maximum number of approved training hours on the Training Plan. Hours must always be verified by an authorized representative of the training establishment.

RELATED TRAINING

All apprenticeship programs require related training. The training may be given at the company or a school. When given at a school, the school should provide periodic progress reports to be kept in the trainee's file which reflect attendance and academic/skill achievement.

WAGE SCHEDULE

The wage schedule provided as part of the approval submission must be followed. If a general wage increase or a change in the wage schedule is authorized by the company, the change must be reported to the State Approving Agency for approval. The State Approving Agency will issue a letter amending the approval for the new wage schedule.

TRAINEE RECORD

The company will need to maintain records of employment data, hours worked, progress, wages paid, training given and VA paperwork. The records **must be retained for at least seven years** following the trainee's completion of the training program.

Progress records (evaluation of job performance) must be maintained at the company during the training.

****Be sure that any forms sent to the SAA Office or the Records Processing Office contain the veteran's claim number** being used by the Records Processing Office to pay benefits.

The Certifying Official is responsible for managing the VA paperwork of the trainee.

SUPERVISORY VISITS AND COMPLIANCE SURVEYS

The State Approving Agency (SAA) and the United States Department of Veterans' Affairs (USDVA) will periodically visit the company to monitor the records of the trainees. The purpose of the visit is to provide assistance to the company on veterans' educational benefits issues as well as to ensure compliance with the regulations governing on-the-job training and apprenticeship programs.

The SAA and the USDVA will contact the company to schedule a meeting at a date and time that are convenient for the company and the agency. Both agencies have the authorization to review the records of the trainees.

CHANGES IN TRAINING PROGRAM

If there are changes to the training program, the Certifying Official(s) must request approval of the changes. Examples include a change in the number of total training hours, a change in the training plan that has been approved by the SAA, a change of address of the training establishment and/or a change in the Certifying Official(s).

Section 2

GETTING STARTED

Getting Started

When a veteran wants to enroll in an **on-the-job training or a non-registered apprenticeship**, here are the steps to follow in order for the veteran to receive VA educational benefits while in training:

1. **Veteran completes application:** The veteran should complete the VA Form 22-1990 “Application for Benefits” either by doing a paper application or by going online to <http://www.gibill.va.gov/> to the “Electronic Application Form.” The company should save a copy of the Application in the veteran’s file.
 - a. If veteran has used educational benefits within the last six months at a different training facility or in a different program, he/she would complete the **VA Form 22-1995** “Request for Change of Program or Place of Training” instead of the “Application for Benefits.”

2. **Company completes forms:** the Certifying Official of the company is responsible for completing the following forms:
 - a. **VA Form 22-1999 “Enrollment Certification”** – see page 13 for a sample. Attach the “Monthly Verification of Hours Worked” letter (page 14)
 - b. **VA Form 22-8864 “Other On-the-Job Training and Apprenticeship Training Agreement and Standards”** – see page 17 for a sample. The SAA or the USDVA must sign on the back of this form.
 - c. **Monthly Verification of Hours Worked** – using the sample letter on page 14, please identify the number of hours worked for each month from the date the veteran started the training. You may use one letter to report hours worked for several months. Once the veteran gets his/her first benefits check, the VA should send him a VA Form 22-6553 to complete on a monthly basis. The Certifying Official and the trainee must sign the form on a monthly basis. If the veteran does not receive the form, then use the sample letter to report hours worked.
 - d. **DD 214** – get a member 4 copy of the veteran’s DD 214 which shows his/her release date from active duty and the discharge type.

3. **Send all of the above completed data to the State Approving Agency**, P. O. Box 31003, St. Petersburg, FL 33731. Keep a copy of all of the above in the veteran’s file. The SAA will obtain the required signature from the USDVA on the VA Form 22-8864 and forward all the completed forms to the Atlanta Regional Processing Office.

If you have any questions, please contact your Program Specialist at the SAA. (See page 60 for contact information.)

Thank you for your support of veterans!

Getting Started

When a veteran wants to enroll in a **registered apprenticeship**, here are the steps to follow in order for the veteran to receive VA educational benefits while in training:

1. **Veteran completes application:** The veteran should complete the VA Form 22-1990 "Application for Benefits" either by doing a paper application or by going online to <http://www.gibill.va.gov/> to the "Electronic Application Form." The company should save a copy of the application in the veteran's file.
 - a. If veteran has used educational benefits within the last six months at a different training facility or in a different program, he/she would complete the VA Form 22-1995 "Request for Change of Program or Place of Training" instead of the "Application for Benefits."

2. **Company completes forms:** the Certifying Official of the company is responsible for completing the following forms:
 - b. **VA Form 22-1999 "Enrollment Certification"** – see page 13 for a sample. Attach the "Monthly Verification of Hours Worked" letter (page 14)
 - c. **DWD Form APPR – 200 "Apprenticeship Agreement"** – provide the Department of Education (DOE) completed gold copy of the Form. If the DOE information cannot be read, provide a copy of the Form that can be read. If you have not received the completed Form from the Department of Education, send the uncompleted form. The VA will not start the veteran's benefits until they receive a completed Form.
 - d. **Monthly Verification of Hours Worked** – using the sample letter on page 14, please identify the number of hours worked for each month from the date the veteran started the training. You may use one letter to report hours worked for several months. Once the veteran gets his/her first benefits check, the VA should send him a VA Form 22-6553 to complete on a monthly basis. The Certifying Official and the trainee must sign the form on a monthly basis. If the veteran does not receive the form, then use the sample letter to report hours worked.
 - e. **DD 214** – get a member 4 copy of the veteran's DD 214 which shows his/her release date from active duty and the discharge type.

3. **Send all of the above completed data to the State Approving Agency**, P. O. Box 31003, St. Petersburg, FL 33731. Keep a copy of all of the above in the veteran's file. The SAA will forward all the completed forms to the Atlanta Regional Processing Office.

If you have any questions, please contact your Program Specialist at the SAA. (See page 60 for contact information.)

Thank you for your support of veterans!

Section 3

VA FORMS COMPLETION CHART

**On-the-Job and Apprenticeship Training
VA FORMS COMPLETION CHART**

WHO COMPLETES	FORM	REASON
EMPLOYER (ONLY Non-registered apprenticeships, On-the-Job Training)	VA Form 22-8864: Other On-the-Job Training and Apprenticeship Training Agreement and Standards (REQUIRED)	Veteran has been identified for job training and VA must be informed. Employer and veteran sign. Submit to SAA for VA signature.
EMPLOYER	VA Form 22-1999: Enrollment Certification (REQUIRED)	Employer must inform VA that veteran/dependent has started the training program.
EMPLOYER/Veteran	VA Form 22-6553: Monthly Verification of Hours Worked (Monthly hours must be verified with this form or on company letterhead) (REQUIRED, if veteran)	VA mails to veteran. Veteran gives to employer to verify number of hours worked by veteran . Keep a copy in veteran's file.
EMPLOYER/Dependent	VA Form 22-6553d: Monthly Verification of Hours Worked (REQUIRED, if dependent)	VA mails to dependent. Dependent gives to employer to verify number of hours worked by dependent . Keep a copy in dependent's file.
VETERAN	VA Form 22-1990: Application for VA Education Benefits. Veteran to send Member 4 copy of the DD Form 214 along with this Application. (If applicable)	Veteran wants to use educational benefits for the first time. (Veteran keeps copy and gives copy to employer.)
VETERAN	VA Form 22-1995: Request for Change of Program or Place of Training (If applicable)	Veteran has used educational benefits in the last six months at different training facility or in different program and must inform VA of change in program or place of training. (Veteran keeps copy and gives one to employer.)
DEPENDENT of veteran	VA Form 22-5490: Application for Survivors' and Dependents' Educational Assistance (If applicable)	Dependent wants to use educational benefits for the first time. (Dependent keeps copy and gives a copy to employer.)
DEPENDENT of veteran	VA Form 22-5495: Request for Change of Program or Place of Training Survivors' and Dependents' Education Assistance (If applicable)	Dependent has used educational benefits before at different training facility or in a different program and must inform VA of change in program or place of training. (Dependent keeps copy and gives one to employer.)

*Mailing instructions: see pages 7 and 8, number 3.

Section 4

VA FORM COMPLETION: Form 22-1999, “Enrollment Certification”

(Complete for every veteran/dependent in training
that wants to use the VA educational benefits)

(Sample form provided)

****Secure form – do not give to veteran to complete****

VA FORMS COMPLETION
Enrollment Certification: VA Form 22-1999

When a veteran is ready to start training, complete this form along with the verification of hours worked. Complete only the following blocks:

BLOCK NAME	GENERAL INFORMATION
Name of Student	Veteran or dependent's name
VA File No.	If a veteran , use his/her VA file number which is usually the social security number. If a dependent , use the veteran's social security number if the file number is not available.
Current Address of Student	Current Address of Student
Social Security Number of Student	Use this block for the dependent's social security number.
Type of Training	Check "Apprenticeship or Other on-the-job"
Name of Program	Put the name of the OJT or Apprenticeship exactly as listed on the SAA approval. Ex: Painter, electrician, plumber, correctional officer, etc.
Credit for Previous Training	If the veteran/dependent has had training in the OJT/apprenticeship field, the credit must be evaluated. The company chooses whether or not to award credit. There must be a response in this block. If there is <u>no prior training</u> and no credit awarded, then <u>put "None."</u> If <u>credit is awarded</u> , then <u>put the number of clock hours</u> that the veteran/dependent is given.
	APPRENTICESHIP/OTHER ON-THE-JOB TRAINING
Must be submitted with this form.	<ul style="list-style-type: none"> • <u>For OJTs and non-registered apprenticeships</u>, include copy of signed Training Agreement (VA Form 22-8864) with training program and wage scale. • <u>For registered apprenticeships</u>, include DWD Form APPR 200 signed by the Department of Education, the company representative and the apprentice. • Include monthly number of hours worked to date either in Item 14 under "Remarks" or as an attachment. If an attachment, should be on letterhead and signed by company representative.
Training Dates	Put the start and end dates. Put the full length of the training, e.g. 6/1/04 (start date) to 6/1/07 (end date).
Type of Training	Check the type of training
Number of Hours Trainee is Employed Per Week	Number of hours per week
Number of Hours in Standard work week	Number of hours in standard work week
Certifications	Signature and Training Facility Information: Complete each block.

Keep a copy of VA Form 22-1999 and the accompanying information in the trainee's file.

NOTE: Tear off and read the Instruction and Certification Sheet before completing the form.

VA Department of Veterans Affairs

ENROLLMENT CERTIFICATION FOR APPRENTICESHIP OR OTHER ON-THE-JOB, FLIGHT, OR CORRESPONDENCE TRAINING
(Under Chapters 30, 32, or 35, Title 38 U.S.C.; Chapter 1606, Title 10, U.S.C.; or Sections 901 or 903 of Public Law 96-342)

**Side
B**

IMPORTANT - COMPLETE ONLY ONE SIDE OF THIS FORM.
Complete this side **ONLY** if you are certifying Apprenticeship, Other On-The-Job, Flight or Correspondence training as shown in Item 5. (Use the reverse side for other types of training.)
Pull out carbon and reverse before completing this side of the form. Ensure that VA Copy 1 is on top.

1. NAME OF STUDENT (First, Middle, Last) John V. Veteran		2. VA FILE NO. (For chapter 35, include suffix. For chapter 30 transferability cases, enter the veteran's social security number) 123-45-6789	
3. CURRENT ADDRESS OF STUDENT 123 Any Street Anytown, FL 33333		4. SOCIAL SECURITY NUMBER OF STUDENT (If not entered in Item 2 above.)	
5. TYPE OF TRAINING <input type="checkbox"/> FLIGHT TRAINING <input type="checkbox"/> CORRESPONDENCE <input checked="" type="checkbox"/> APPRENTICESHIP OR OTHER ON-THE-JOB		6. NAME OF PROGRAM JOB TITLE (Ex: Police Officer)	
		7. CREDIT FOR PREVIOUS TRAINING (Not Flight) None	

VOCATIONAL FLIGHT TRAINING (Chapters 30, 32, and 1606) (See Instructions)

8A. CREDIT ALLOWED FOR PREVIOUS EDUCATION AND TRAINING				8B. DATE TRAINING BEGAN IN CURRENT COURSE	
DUAL	SOLO	GROUND SCHOOL	CERTIFICATES AND RATINGS		
8C. NUMBER OF HOURS/UNITS OF INSTRUCTION IN CURRENT COURSE				8D. TOTAL CHARGES	
DUAL	SOLO	GROUND SCHOOL	PRE- AND POST FLIGHT	OTHER	
					\$

CORRESPONDENCE TRAINING (Chapters 30, 32, 35 (Spouses and Surviving Spouses) and 1606)

IMPORTANT – A signed VA Form 22-1999c, Certificate of Affirmation of Enrollment Agreement, MUST be signed by this student and accompany this certification form before payment may be authorized by VA for a correspondence course.

9A. DATE FIRST LESSON SENT TO STUDENT	9B. NUMBER OF LESSONS FOR WHICH STUDENT IS ENROLLED	9C. CHARGE PER LESSON TO STUDENT	9D. WERE ANY LESSONS SERVICED BEFORE THE DATE ENTERED IN ITEM 9A? <input type="checkbox"/> YES <input type="checkbox"/> NO (If "Yes," show lesson number and date serviced in Item 11. "Remarks")
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APPRENTICESHIP AND OTHER ON-THE-JOB TRAINING

10A. TRAINING DATES (Month, Day, Year)		10B. TYPE OF TRAINING <input type="checkbox"/> APPRENTICESHIP <input type="checkbox"/> OTHER ON-THE-JOB	10C. NUMBER OF HOURS TRAINEE IS EMPLOYED PER WEEK IN TRAINING PROGRAM 40 HRS.	10D. NUMBER OF HOURS IN STANDARD WORK WEEK PROGRAM 40 HRS.
BEGINNING	ENDING			
8/1/06	8/1/09			

11. REMARKS
Attach "Monthly Verification of Hours" letter

NOTE: READ THE CERTIFICATIONS SECTION ON ATTACHED SHEET BEFORE COMPLETING ITEMS 12A THROUGH 12E BELOW.

CERTIFICATIONS - The provisions described in paragraphs (1) through (13) on the attached sheet are certified.

12A. SIGNATURE OF CERTIFYING OFFICIAL John Smith, Training Director		12B. SCHOOL NAME AND ADDRESS Anywhere Apprenticeship Training Program 1234 Summer Street, Anytown, FL 33333		
12C. TELEPHONE NUMBER OF CERTIFYING OFFICIAL (305)123-4567		12D. DATE SIGNED 8/1/06		12E. FACILITY CODE 0-0-0000-00

Sample

Monthly Verification of Hours Worked

Date

Company Name
Address
City, State, Zip
Facility Code:

VA Regional Office
P. O. Box 100027
Attn: Hard Copy
Decatur, GA 30031-7027

RE: Name of veteran or dependent
VA Claim Number
Address of veteran or dependent

Dear Sir:

Please accept this letter as the monthly certification of _____ (on-the-job or apprenticeship) training.

I hereby certify that the following statements are true and correct to the best of my knowledge and belief.

Trainee, _____ (trainee's name), worked a total of _____ (number of hours) during the month of _____ (month).

The trainee was enrolled in and pursuing the approved program for the month indicated. The wage is in accordance with the training agreement.

If you have any questions, please contact me at _____.

Sincerely,

Signature of Certifying Official

Signature of Trainee

Date Signed

Date Signed

Section 5

VA FORM COMPLETION: Form 22-8864, “Other On-the-Job Training Training and Apprenticeship Training Agreement and Standards”

(Complete ONLY for On-the-Job Training and
Non-registered Apprenticeships)

(Sample form provided)

****Secure form – do not give to veteran to complete****

VA FORMS COMPLETION

VA Form 22-8864: Other On-the-Job Training and Apprenticeship Training Agreement and Standards

ONLY for On-the-Job Trainings and Non-Registered Apprenticeships.

When a veteran is ready to start training, complete only the following blocks:

Name and address of establishment	This should be same address as the one supplied to the SAA.
Name and Address of Trainee	Current information on trainee
Trainee's SSN	Trainee Social Security Number
Trainee's VA File No.	If a veteran , use his/her VA file number which is usually the social security number. If a dependent , use the veteran's social security number if the file number is not available.
Date of Birth	Date of birth
Trainee's Job Title or Trade	Trainee's job title or trade as approved by the SAA
Length of Program	TOTAL length of training program
Credit for Previous Training/Experience	<ul style="list-style-type: none"> • If the veteran/dependent has had training in the OJT/apprenticeship field, the credit must be evaluated. The company chooses whether or not to award credit. • If there is <u>no prior training</u>, put "None." • If <u>credit is awarded</u>, then <u>put the number of clock hours</u> that the veteran/dependent is given.
Date Training Begins	Date the training starts
Length of Time Remaining to be Completed	Length of time remaining to be completed. If veteran/dependent is starting training program, then this number will match block 7.
Length of Probationary Period	Length
Specific qualifications for trainee	Specific qualifications for trainee
Number of trainees per instructor	Trainees to instructor ratio
Wage Progression toward the Journeyworker Wage	Use the same wage progression information that was approved by the VA.
Work Processes and Number of Hours	Use the training plan information that was approved by the VA. You may attach the approved training plan and state "See Attachment" if you prefer.
Course Curriculum Units and Location	If no outside training is required, state "none" in 18A and "not applicable" in 18B.
Signature of Trainee	Trainee signs
Signature and Title of Establishment Designee	Signature and Title of Establishment Designee

- Each time a new veteran/dependent starts an approved training program, this form must be completed by the Certifying Official on each person.
- Send this form along with the additional information identified on the "Getting Started" page 7 to the State Approving Agency. The USDVA must sign the back of this form.

Keep copy 3 for your records and give copy 4 to the trainee.

**OTHER ON-THE-JOB TRAINING AND APPRENTICESHIP TRAINING AGREEMENT AND STANDARDS
(TRAINING PROGRAMS OFFERED UNDER 38 U.S.C. 3677 AND 3678)**

PRIVACY ACT INFORMATION - No training assistance may be paid under this program unless a training agreement, as approved by the Department of Veterans Affairs (VA), is signed by the employer and the trainee. The information you submit is considered confidential (38 U.S.C. 5701) and may be disclosed outside VA only if the disclosure is authorized under the Privacy Act, including the routine uses identified in the VA system of records, 58VA21/22, Compensation, Pension, Education and Rehabilitation Records- VA, published in the Federal Register.

RESPONDENT BURDEN - VA may not conduct or sponsor, and respondent is not required to respond to this collection of information unless it displays a valid OMB Control Number. Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have comments regarding this burden estimate or any other aspect of this collection of information, call 1-800-827-1000 for mailing information on where to send your comments.

INSTRUCTIONS TO ESTABLISHMENT - This form has been furnished to you because you have expressed interest in providing training to veterans and their eligible dependents. If you desire, a VA education benefits specialist will provide assistance with the proper completion of this form. To obtain desired assistance, contact the VA regional office. The telephone number is listed in your local telephone directory under "U.S. Government", or "Department of Veterans Affairs." After this form has been signed by you and the trainee, submit copies 1 and 2 to the VA regional office. Copy 3 is for your records. Copy 4 should be given to the trainee.

1. NAME AND ADDRESS OF ESTABLISHMENT ENTERING INTO TRAINING AGREEMENT Anywhere Apprenticeship Training Program 1234 Summer Street, Anytown, FL 33333	2. NAME AND ADDRESS OF TRAINEE ENTERING INTO TRAINING AGREEMENT John V. Veteran 123 Any Street, Anytown, FL 33333
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3. TRAINEE'S SOCIAL SECURITY NUMBER 123-45-6789	4. TRAINEE'S VA FILE NUMBER 123-45-6789	5. DATE OF BIRTH 8/1/74	6. TRAINEE'S JOB TITLE OR TRADE Ex: Police Officer
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7. LENGTH OF PROGRAM 4 years	8. CREDIT FOR PREVIOUS TRAINING/EXPERIENCE None	9. DATE TRAINING BEGINS 8/1/06
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10. LENGTH OF TIME REMAINING TO BE COMPLETED 4 years	11. LENGTH OF PROBATIONARY PERIOD 1 year	FOR VA USE ONLY ▶	12. FACILITY CODE	13. DOT CODE
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14. SPECIFIC QUALIFICATIONS FOR TRAINEES Example: Must be able to lift 50 lbs.	15. NUMBER OF TRAINEES PER INSTRUCTOR OR NUMBER OF APPRENTICES TO JOURNEYWORKERS (Ratio) 5:1
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A. Period	B. Number of Months	C. WAGE	A. Period	B. Number of Months	C. WAGE LEVEL
1ST	6	\$ 9.00 PER Hour	6TH		\$ PER
2ND	6	\$ 9.25 PER Hour	7TH		\$ PER
3RD		\$ PER	8TH		\$ PER
4TH		\$ PER	9TH		\$ PER
5TH		\$ PER	10TH		\$ PER

D. PRESENT FULLY TRAINED WAGE RATE OR JOURNEYWORKER WAGE RATE
 \$ _____ PER _____

17A. WORK PROCESSES IN WHICH TRAINEE WILL RECEIVE INSTRUCTION OR WILL BE TRAINED <i>(List the various operations or tasks to be learned with a brief narrative description and the length of time devoted to each. If additional space is required, please continue on a separate sheet)</i> See Attached Training Plan	17B. NUMBER OF HOURS OF TRAINING 8,000
TOTAL ▶	

18A. COURSE CURRICULUM UNITS, OR TRAINING OUTSIDE THE JOB NECESSARY FOR THIS TRADE <i>(If required)</i> 144 hours per year	18B. LOCATION OF RELATED TRAINING/INSTRUCTION Training done on site
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The Establishment and the Trainee enter into this agreement in conformity with the Training Standards shown on the reverse side of this form which have been approved by the Department of Veterans Affairs. Carefully read these standards before signing below.

19. SIGNATURE OF TRAINEE John V. Veteran	20. SIGNATURE AND TITLE OF ESTABLISHMENT DESIGNEE John Smith, Training Director
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The signing of this agreement binds the parties to compliance with the Agreement and Training/Apprenticeship Standards

OTHER ON-THE-JOB TRAINING STANDARDS

- I. **HOURS AND SUPERVISION** - The trainee shall work the same hours as the instructor and shall work under the supervision of the instructor at all times.
- II. **SAFETY AND HEALTH TRAINING** - The trainee will receive instruction on the job as to safe and healthful work practices. Such instruction shall include training regarding safety regulations, reporting of accidents, and availability of first aid medical facilities. The establishment shall also ensure that the trainee is trained in facilities and other environments that are safe and healthful.
- III. **ADMINISTRATIVE PROCEDURES** - The following shall be the responsibility of the participating establishment:
- A. To see that all trainees are covered by written agreement.
 - B. To notify the VA Regional Office in writing of any interruption or termination of training.
 - C. To maintain a record of each trainee showing his/her experience and progress in learning the occupation until 3 years after completion of the training program.
- IV. **COMPLIANCE WITH TITLE VI, CIVIL RIGHTS ACT OF 1964** - The establishment agrees to comply with the provisions of Title VI, Civil Rights Acts of 1964.
- V. **COMPLIANCE WITH TRAINING STANDARDS** - These standards, as approved by the Department of Veterans Affairs, are made a part of the Training Agreement applying hereto. The signing of the Agreement in Items 19 and 20 on the reverse, binds the parties to compliance with these standards:
- Every trainee entering into an Other On-The-Job Training Agreement will be given a copy of the Agreement with these Standards. Two copies will be forwarded to the Department of Veterans Affairs.
- The terms of this training agreement are in conformance with the requirements of section 21.4262, Title 38, Code of Federal Regulations.

APPRENTICESHIP TRAINING STANDARDS

- I. **DEFINITION AND TERM OF APPRENTICESHIP** – The term “apprentice” shall mean a person at least _____ years of age who is employed to learn a skilled trade pursuant to the terms of a written Apprenticeship Agreement with the establishment. The Agreement will provide for (a) not less than _____ years of reasonably continuous employment, (b) participation of the apprentice in an approved schedule of work experience through employment, and (c) at least 144 hours per year of supplemental instruction in subjects related to the trade.
- II. **QUALIFICATIONS OF APPRENTICESHIP APPLICANTS** – Apprenticeship applicants for this trade shall be between the ages of _____ and _____ and should be, if possible, high school graduates or the equivalent and be able to meet the requirements of the trade.
- III. **PROBATIONARY PERIOD** – All apprentices employed in accordance with these standards shall be subject to a probationary period not exceeding the first _____ of the term of apprenticeship. During this period, the Apprenticeship Agreement may be terminated at the request of either party to the Agreement.
- IV. **HOURS AND SUPERVISION** – The apprentice shall work the same hours as the journeyworker and shall work under the supervision of the journeyworker at all times.
- V. **WAGE PROGRESSION** - This standard must include a uniform, progressive schedule of wages.
- VI. **RELATED SCHOOL INSTRUCTION**
- A. Each apprentice shall enroll in and attend classes in subjects related to this trade for not less than 144 hours per year during the term of apprenticeship. Apprentice related training should be arranged through local education agencies, the Community College system, or the private vocational school system. If institutional training is not available locally, a correspondence course applicable to the trade, or an individualized instruction program of classroom training in the training establishment will be substituted.
 - B. Failure on the part of the apprentice to regularly attend classes and/or progress satisfactorily in approved related training will be deemed sufficient cause to drop the apprentice from the entire training program.
 - C. Trade journals, manuals, books, publications, etc., applicable to the trade may be used in supervised training.
 - D. The minimum of 144 related training hours per year are not classified as hours of employment unless given during regular working hours for which wages are paid.
 - E. Curriculum Content is described in Items 18A and 18B of the Apprenticeship Agreement.
- VII. **SAFETY AND HEALTH TRAINING** - The apprentice shall receive instruction on the job as to safe and healthful work practices. Such instruction shall include training regarding safety regulations, reporting of accidents, and availability of first aid medical facilities. The apprenticeship sponsor shall also ensure that the apprentice showing his/her experience and progress in learning the occupation until 3 years after completion of the training program.
- VIII. **ADMINISTRATIVE PROCEDURES** - The following shall be the responsibility of the participating establishment:
- A. To see that all apprentices are covered by a written agreement.
 - B. To notify the VA Regional Office in writing of any interruption or termination of training.
 - C. To maintain a record of each apprentice showing his/her experience and progress in learning the occupation until 3 years after completion of the training program.
- IX. **GRANTING CERTIFICATE OF COMPLETION OF APPRENTICESHIP** - After satisfactory completion of apprenticeship under these standards, each apprentice shall be furnished with a Certificate of Completion of Apprenticeship.
- X. **COMPLIANCE WITH TITLE VI, CIVIL RIGHTS ACT OF 1964** - The establishment agrees to comply with the provisions of Title VI, Civil Rights Act of 1964.
- XI. **COMPLIANCE WITH APPRENTICESHIP STANDARDS** - These standards, as approved by the Department of Veterans Affairs, are made a part of the apprenticeship Agreement applying hereto. The signing of the Agreement in Items 19 and 20 on the reverse, binds the parties to compliance with these standards:
- Every apprentice entering into an Apprenticeship Training Agreement will be given a copy of these standards. Two copies will be forwarded to the Department of Veterans Affairs. The terms of this training agreement are in conformance with the requirements of section 21.4261, Title 38, Code of Federal Regulations.

****USDVA must sign this form****

Education Liaison Representative

Date Signed

Section 6

VA FORM COMPLETION: Form 22-8794, “Designation of Certifying Official(s)”

(Complete for a change of Certifying Officials)

VA FORMS COMPLETION
Designation of Certifying Officials: VA Form 22-8794

Block number	General information
Blocks 1 through 4	Provide requested information
Block 5A	Provide name, title and signature for those persons who will be signing the VA documents (It is suggested that at least two persons are identified in this block.)
Block 5B	Provide if will use a facsimile signature
Block 5C	Leave blank
Blocks 7 and 8	Provide requested information

NOTE: Include the information for each person who will be signing the VA paperwork even if indicated on a previous form.

Department of Veterans Affairs

DESIGNATION OF CERTIFYING OFFICIAL(S)

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) 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>	FOR VA USE ONLY

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.

Section 7

PAY RATES

Note: Changes to pay rates are usually effective October 1st. To view the most current information, go to Education Benefits then Payment Rates at the following web site:

<http://www.qibill.va.gov/>

**MONTGOMERY GI BILL
(CHAPTER 30)
Rates effective October 1, 2006**

Educational Assistance Allowance for veterans who have served on active duty and are enrolled in on-the-job training or an apprenticeship program.

The following rates apply to those completing an enlistment of three years or more:

Apprenticeship and On-Job Training	
Training Period	Monthly rate
First six months of training	\$913.75
Second six months of training	\$698.75
Remaining pursuit of training	\$483.75

The following rates apply to those completing an enlistment of less than three years:

Apprenticeship and On-Job Training	
Training Period	Monthly rate
First six months of training	\$742.05
Second six months of training	\$567.45
Remaining pursuit of training	\$392.85

(Ch. 30 of Title 38 United States Code)

**MONTGOMERY GI BILL
UNDER CHAPTER 1606
Rates effective October 1, 2006**

Educational Assistance Allowance for veterans who have served in the Selected Reserve and are enrolled in On-the-Job Training or an apprenticeship program.

MONTHLY RATES FOR PERSONS TRAINING UNDER THE MONTGOMERY GI BILL – SELECTED RESERVE	
Apprenticeship and On-the-Job Training	
Training Period	Monthly rate
First six months of training	\$262.65
Second six months of training	\$200.85
Remaining pursuit of training	\$139.05

(Ch. 1606 of Title 10, United States Code)

**EDUCATIONAL ASSISTANCE ALLOWANCE
UNDER CHAPTER 35
Rates effective October 1, 2006**

Educational Assistance Allowance for survivors and dependents of disabled (100%) or deceased veterans who are enrolled in an on-the-job training or an apprenticeship program under the Survivors' and Dependents' Educational Assistance Program.

MONTHLY RATES FOR PERSONS TRAINING UNDER THE SURVIVORS' AND DEPENDENTS' ASSISTANCE PROGRAM	
Apprenticeship and On-the-Job Training	
Training Period	Monthly rate
First six months of training	\$676.00
Second six months of training	\$527.00
Third six months of training	\$380.00
Remaining pursuit of training	\$157.00

(Ch. 35 of Title 38, United States Code)

Section 8

DIRECT DEPOSIT INFORMATION



DIRECT DEPOSIT INFORMATION

QUESTION: How does the veteran set up direct deposit on educational benefits?

ANSWER: Direct deposit is **available** for MGIB- Active Duty, Selected Reserve and REAP benefits. Direct Deposit is not available for the Dependents & Survivors Educational Benefits-DEA (CH35) and VEAP.

The veteran may contact the direct deposit center at **1-877-838-2778 (toll free)** or speak with an Education Case Manager at **1-888-GIBILL1 (1-888-442-4551) (toll free)**.

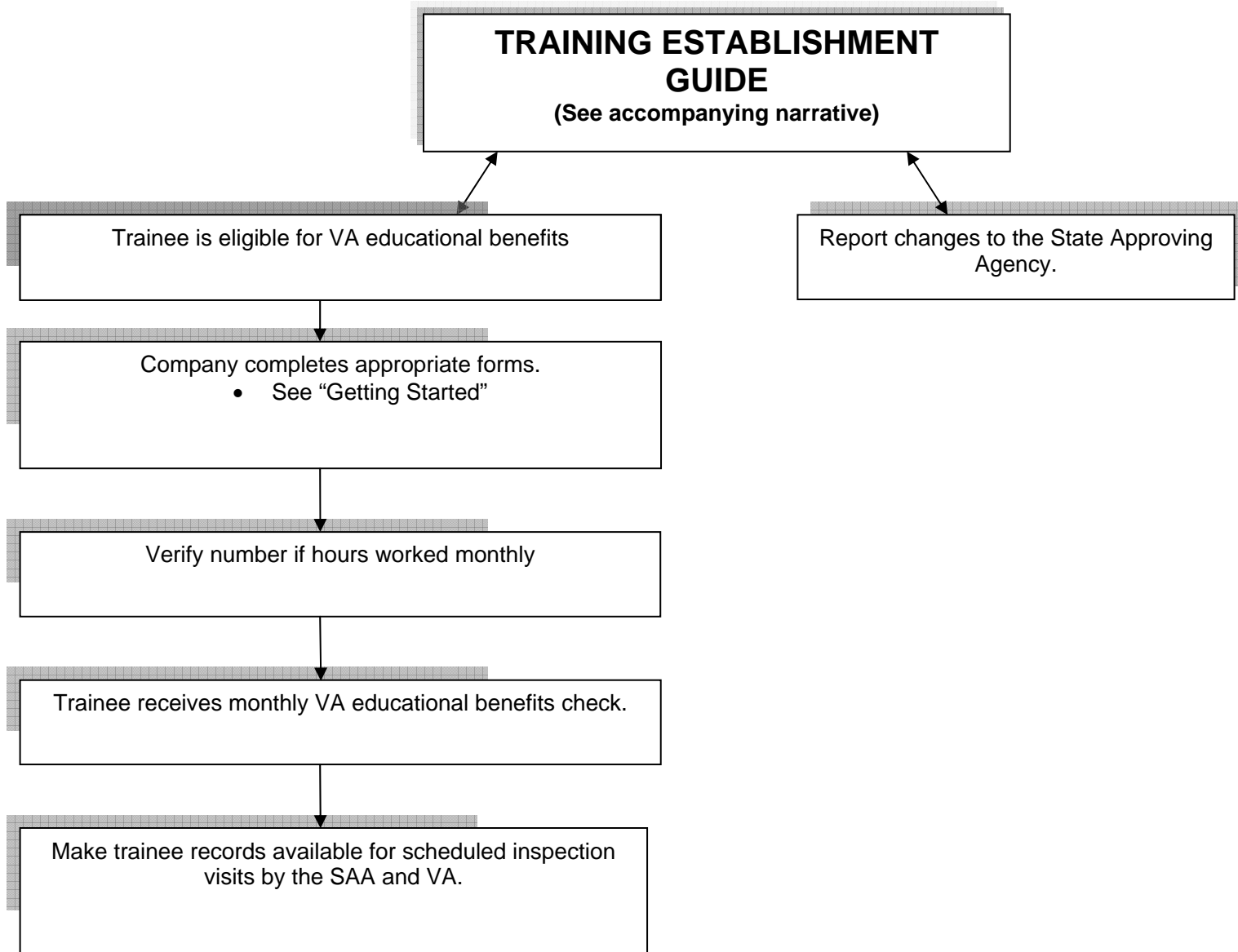
The veteran may also visit the WAVE application to sign up for direct deposit using our direct deposit form. The **WAVE application** is available at <https://www.gibill.va.gov/wave/default.cfm>.

Reference: M22-4, Education Procedures, U. S. Department of Veterans' Affairs, Part I, Change 10

<http://www.gibill.va.gov/>

Section 9

FLOW CHARTS



Training Establishment Guide

Trainee application for VA educational benefits

Ask if the veteran has applied for VA educational benefits.

- If the veteran **has applied**, he/she should have received a VA letter informing him/her of eligibility for benefits (“Certificate of Eligibility”)
- If the veteran **has not applied**, instruct the veteran to do so. Use the Flow Chart for veterans as a guide for the appropriate form for the trainee to submit. It usually takes approximately two months to get a response from the VA.

Trainee is eligible for VA educational benefits

The company designated Certifying Official completes the appropriate VA paperwork.

Monthly verification of hours worked

The Certifying Official verifies hours worked each month.

- Use the “**Monthly Verification of Hours Worked**” Form (VA Form 22-6553) that the veteran usually receives each month. Verify the regular hours (not including overtime hours), sign and date.
- **If form is not provided** to trainee by VA, on company letterhead list the hours worked per week for the month. The authorized Certifying Official and the trainee should sign the letter verifying number of hours worked.
- **If the trainee stops training or is discharged**, then the trainee will receive payment for the hours worked based on the “Monthly Verification of Hours Worked” form. No further payments will be made since the trainee is not working and the VA will consider the training terminated.
- Send this form to the Atlanta Records Processing Office so the trainee will be paid.

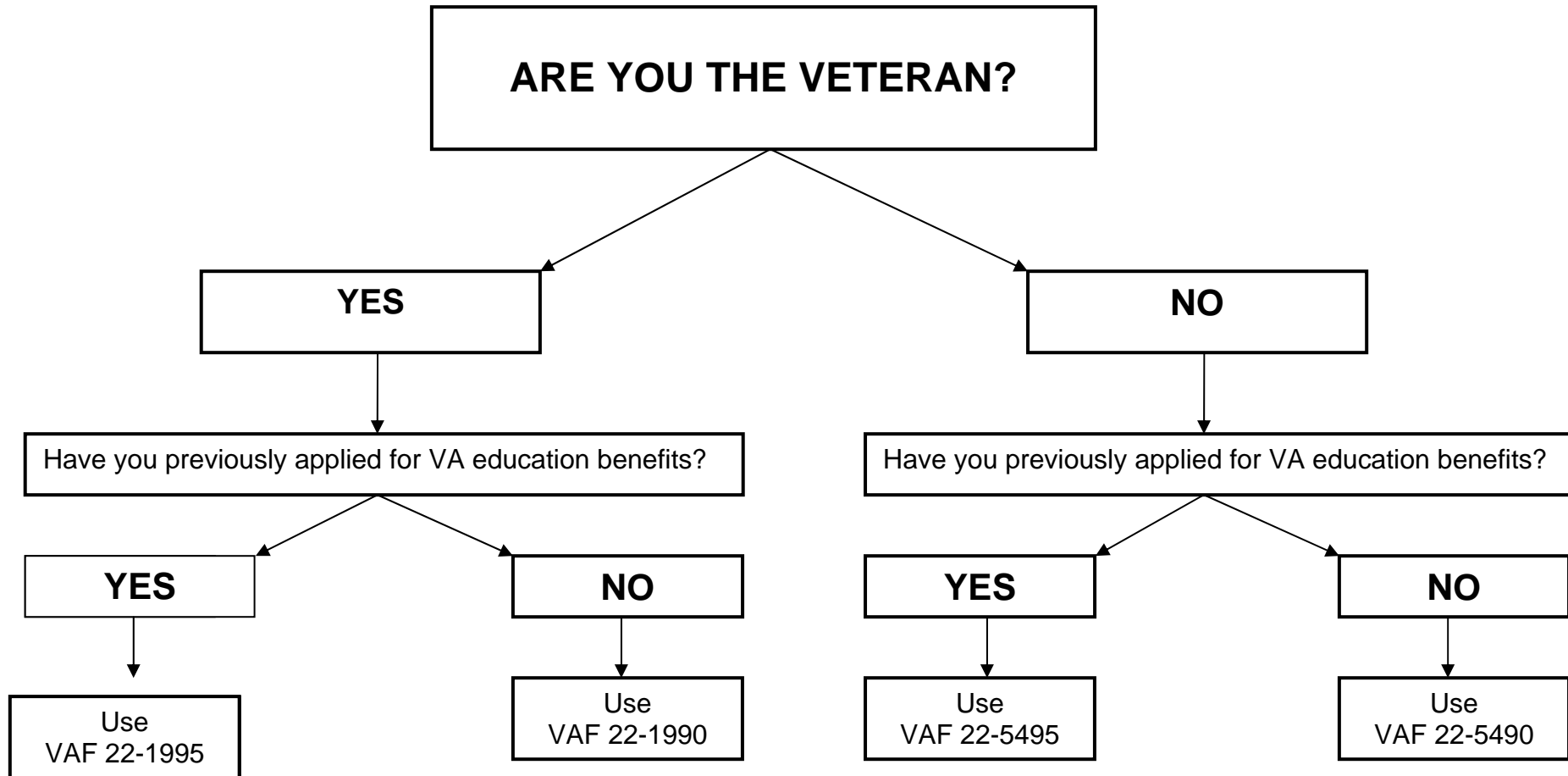
Report changes to State Approving Agency

The Certifying Official should inform the State Approving Agency in writing of the following changes, if applicable:

- Company information to include address, phone, fax, e-mail
- Certifying Official
- Training Plan adjustments to include training hours, wages, training areas

(SAA/OJT-APP Handbook/Training Establishment Guide)
Rev. 8/06

WHAT FORM DOES THE VETERAN/DEPENDENT COMPLETE?



*VA Form 22-1990: Application for VA Education Benefits

*VA Form 22-5490: Application for Survivors' and Dependents' Educational Assistance

*VA Form 22-1995: Request for Change of Program or Place of Training

*VA Form 22-5495: Request for Change of Program or Place of Training Survivors' and Dependents' Education Assistance

WEB SITE: <http://www.gibill.va.gov/>

TOLL FREE NUMBER: 1-888-442-4551

Section 10

SUPERVISORY VISIT/FILE CHECKLIST FOR TRAINEE

(What should be in the trainee's File)

CHECKLIST FOR FILE OF VETERAN/DEPENDENT

Name of Trainee: _____

SSN: _____ VA Chapter: _____

Job Title: _____

TRAINING DATA	
	Application for Employment (copy acceptable)
	Prior training: record documenting prior training and experience along with credit awarded in clock hours, if any
	Training plan: include work processes and time elements for each component to include those completed
	Evaluation of trainee's work: progress records of trainee
	Hours worked and wages paid: payroll record is acceptable
	Documentation of related instruction , if required
	Standards: Department of Education approved standards (Registered Apprenticeship <u>ONLY</u>) Should be made available for review
VA DATA	
	VA Form 22-1999: "Enrollment Certification"
	VA Form 22-8864 "Other On-the-job Training and Apprenticeship Training Agreement Standards" (OJT and non-registered apprenticeships <u>ONLY</u>)
	VA Form 22-6553: Monthly Certification of Hours Worked
	VA Form 22-1990 or VA Form 22-5490: Application for VA Educational Benefits (if applicable)
	VA Form 22-1995 or 5495: Change of Program of Place (if applicable)
	VA Form 22-1999b: Notice of Change in Student Status Forms (if applicable)
	DD 214, Member Copy 4 (if available)

Section 11

SUPERVISORY VISIT CHECKLIST Training Establishment

(Information the company provides)



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) 319-7402 FAX: (727) 319-7781
 www.floridavets.org

TRAINING ESTABLISHMENT SUPERVISORY VISIT CHECKLIST
 PLEASE PROVIDE THE FOLLOWING INFORMATION FOR REVIEW:

NAME OF COMPANY: _____

ADDRESS: _____ WEB SITE: _____

CITY/STATE/ZIP: _____

CONTACT PERSON: _____ TITLE: _____

PHONE: _____ FAX: _____ EMAIL: _____

FACILITY CODE: _____ FEIN: _____

TYPE OF TRAINING: _____ On-the-Job Training
 _____ Registered Apprenticeship
 _____ Non-registered Apprenticeship

	SCHOOL/PROGRAM DATA	Comments
<input type="checkbox"/>	Have there been any changes to the currently approved training program?	
<input type="checkbox"/>	Please provide copy of current occupational licensure(s).	
<input type="checkbox"/>	Current Employees: _____ Veterans/Dependents _____ Non Veterans	
<input type="checkbox"/>	Please explain the evaluation method used for the veteran trainee. _____ How often is the trainee evaluated? _____	
<input type="checkbox"/>	Does the training establishment have adequate tools, equipment, physical facilities and promote job safety?	
<input type="checkbox"/>	Where is the related instruction provided, if applicable? _____	

Equal Opportunity Employer

"Serving Florida's Veterans"

Affirmative Action Employer

Section 12

CERTIFICATION AGREEMENT

(Conditions to be met by Employer)

**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.

SIGNATURE	TITLE	DATE SIGNED
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(SAA/OJT-APP Handbook/Certification Agreement)
Rev. 1/07

Section 13

MILITARY RECORDS REQUEST

How can a veteran/dependent obtain military records?

The individual military departments do NOT maintain files or records pertaining to individuals no longer on active duty. When an individual is separated from military service (because of retirement, discharge from active duty, or death) his/her Field Personnel File (containing all military and health records) is forwarded for storage to the National Personnel Records Center (Military), 9700 Page Boulevard, St. Louis, MO 63172. The Records Center is under the jurisdiction of the National Archives and Records Administration (NARA) of the U.S. Government. Their web site is <http://www.archives.gov/veterans/index.html>.

An individual's complete service record is available to the former service member or, if deceased, to his/her next of kin (parents, spouse, or children). Limited information (such as dates of service, awards, and training) is available to anyone. Not available to the general public is information which would invade an individual's privacy, such as medical records, Social Security number, or present address.

The St. Louis Center receives many thousands of requests for service records each week, so please be aware that there may be a lengthy delay. The St. Louis Center will process requests with greater speed and accuracy if the requester uses a Standard Form 180, "Request Pertaining to Military Records." The form is available as a Portable Document File (PDF) (Please click here.). If you do not have the reader software, it is available free of charge from the company which produces it, Adobe, (Please click here.).

Also, the National Personnel Records Center is working to make it easier for veterans with computers and Internet access to obtain copies of documents from their military files.

Military veterans and the next of kin of deceased former military members may now use a new online military personnel records system to request documents. Other individuals with a need for documents must still complete the Standard Form 180 that can be downloaded from the online web site.

The new web-based application was designed to provide better service on these requests by eliminating the records center's mailroom processing time. Also, because the requester will be asked to supply all information essential for NPRC to process the request, delays that normally occur when NPRC has to ask veterans for additional information will be minimized.

Veterans and next of kin may access this application at <http://vetrecs.archives.gov>.

If you are having trouble downloading the form, you may request one from our office by submitting a question on this system. If you want us to send you the form, please include your name and postal address.

Standard Form 180, which contains instructions, is also available from most veterans organizations or by writing to the National Personnel Records Center. If requesting the records of a relative, a requester should mention the relationship to the former member (brother, uncle, or other). There is no charge for this service to former service members or their next of kin. For others, a nominal fee is charged for research and reproduction costs. (In this regard, files at the Records Center are maintained as historical records only and are not updated to reflect current data on the former service member.)

Notes:

1) Contrary to published accounts, the Department has not published a "booklet on military records," but we hope the above information will be useful.

2) Of incidental interest for individuals compiling family histories: the National Archives and Records Administration (NARA), 700 Pennsylvania Avenue, NW, Washington, DC 20408, (telephone: 202-501-5400) provides assistance to those interested in genealogy. NARA normally charges a nominal fee for research and reproduction costs.

<http://www.defenselink.mil/faq/pis/PC03MLTR.html>

Section 14
FEDERAL REGULATIONS

Electronic Code of Federal Regulations (e-CFR): <http://ecfr.gpoaccess.gov>

E-CFR Data is current as of August 14, 2006

Title 38: Pensions, Bonuses, and Veterans' Relief

PART 21—VOCATIONAL REHABILITATION AND EDUCATION

Subpart D—Administration of Educational Assistance Programs Courses

§21.4261 Apprentice courses.

(a) *General.* An apprentice course is any training on-the-job course which has been established as an apprentice course by a training establishment as defined in §21.4200(c) and which has been approved as an apprentice course by the State approving agency.

(b) *Application.* Any training establishment desiring to furnish a course of apprentice training will submit a written application to the appropriate State approving agency 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; and

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

(c) *Approval criteria.* The appropriate State approving agency may approve a course of apprentice training when the training establishment and its apprentice courses are found upon investigation to have met the following criteria:

(1) The standards of apprenticeship published by the Secretary of Labor pursuant to 29 U.S.C. 50a;

(2) A signed copy of the training agreement for each veteran or eligible person, making reference to 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

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

(Authority: 38 U.S.C. 3687)

(d) *Promotion.* As funding permits, Department of Veterans Affairs employees will promote the development of apprenticeships. They will:

(1) Visit employers and joint apprenticeship committees,

(2) Coordinate their efforts with activities of any State approving agencies that may choose to promote the development of apprenticeships, 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; 38 FR 14938, June 7, 1973; 47 FR 42731, Sept. 29, 1982]

§ 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]

§ 21.4209 Examination of records.

(a) Availability of records. Notwithstanding any other provision of law, educational institutions must make the following records and accounts available to authorized Government representatives:

(1) Records and accounts pertaining to veterans or eligible persons who received educational assistance under Chapter 1606 of Title 10 U.S.C. or Chapters 30, 32, 34, 35 or 36 of Title 38 U.S.C.

(2) Other students' records necessary for the Department of Veterans Affairs to ascertain institutional compliance with the requirements of these chapters.

(Authority: 10 U.S.C. 16136; 38 U.S.C. 3034, 3244, 3690)

(b) Type of records. Each school will upon request of duly authorized representatives of the Government make available for examination all appropriate records and accounts, including but not limited to:

(1) Records and accounts which are evidence of tuition and fees charged to and received from or on behalf of all veterans and eligible persons and from other students similarly circumstanced.

(2) Records of previous education or training of veterans and eligible persons at the time of admission as students and records of advance credit, if any, granted by the school at the time of admission.

(3) Records of the veteran's or eligible person's grades and progress.

(4) Records of all advertising, sales or enrollment materials as required by §21.4252(h) and section 3696(b), title 38 U.S.C.

(5) Records and computations showing compliance with the requirements of §21.4201 regarding the 85–15 percent ratio of students for each course.

(6) Records necessary to demonstrate compliance with the requirements of §21.4252(e) pertaining to the time necessary to complete a correspondence course.

(7) Records necessary to demonstrate compliance with the requirements of §21.4252(g) pertaining to employment of graduates of the course.

(c) Noncollege degree, apprenticeship, and other on-the-job. The school having veterans, servicemembers, reservists, and/or eligible persons enrolled in a course that does not lead to a standard college degree will make available, in addition to the records and accounts required in paragraph (b) of this section, the records of leave, absences, class cuts, makeup work, and tardiness. Each training establishment that has

enrolled veterans under 38 U.S.C. chapter 30 or 32, reservists under 10 U.S.C. chapter 1606, or eligible persons under 38 U.S.C. chapter 35 will also make available payroll records.

(Authority: 10 U.S.C. 16136; 38 U.S.C. 3034, 3241, 3690(c))

(d) *Nonaccredited courses.* The school having veterans or eligible persons enrolled in nonaccredited courses will make available, in addition to the records and accounts required in paragraphs (b) and (c) of this section the following:

(1) Records of interruptions for unsatisfactory conduct or attendance.

(2) Records of refunds of tuition, fees and other charges made to a veteran or eligible person who fails to enter the course or withdraws or is discontinued prior to completion of the course.

(e) *Nonavailability.* Failure to make such records available as provided in this section will be grounds for discontinuing the payment of educational assistance allowance or special training allowance.

(f) *Retention of records.* The records and accounts, including those pertaining to students not receiving benefits from the Department of Veterans Affairs, as described in this section, pertaining to each period of enrollment of a veteran or eligible person, will be kept intact and in good condition at the school for at least 3 years following the termination of such enrollment period. Longer retention will not be required unless a written request is received from the General Accounting Office or the Department of Veterans Affairs not later than 30 days prior to the end of the 3-year period.

[31 FR 6774, May 6, 1966, as amended at 38 FR 14936, June 7, 1973; 43 FR 35300, Aug. 9, 1978; 48 FR 37988, Aug. 22, 1983; 51 FR 16317, May 2, 1986; 61 FR 20728, May 8, 1996; 61 FR 26114, May 24, 1996]

Section 15

FREQUENTLY ASKED QUESTIONS



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.*

Section 16

GLOSSARY OF TERMS AND DEFINITIONS

Active Duty

Full-time duty in the Armed Forces. This also includes full-time duty performed by commissioned officers of the Public Health Service and National Oceanic and Atmospheric Administration (not including active duty for training).

Active Duty for Training (ACDUTRA)

Active duty for training in the Reserves or National Guard. This includes reservists on full-time duty for training purposes in the Armed Forces; members of the National Guard or Air National Guard of any state, performing full-time training duty under title 32, U.S. Code, sections 316, 502, 503, 504, or 505.

Armed Forces

This includes the United States Army, Navy, Marine Corps, Air Force, and Coast Guard, including the reserve components thereof.

Award Letter

The official written notice from the Department of Veterans Affairs to a student of his or her monthly rate of payment, the inclusive dates of payment, and remaining entitlement at the end of the award period.

Basic Educational Assistance

As used under the Montgomery GI Bill - Active Duty, "basic educational assistance" means a monetary benefit payable to all individuals who meet basic requirements for eligibility under Chapter 30, title 38, U.S. Code, for pursuit of a program of education.

BDN

Benefits Delivery Network. The BDN system is composed of various components. It is VA's main processing system for all award and related actions. This system generates the payment information that is sent to Treasury for producing the benefits checks. The BDN system also contains the master record files for veterans and beneficiaries.

BIRLS

Beneficiary Identification and Records Locator Subsystem. This is a computerized record system directly accessed by regional offices by means of computer terminals. It contains basic identifying information on a VA claimant including the current location of the claimant's folder and service information.

Break in Service

The term "break in service" means a period of more than 90 days between the date when an individual is released from active duty or otherwise receives a complete separation from active duty service and the date he or she reenters on active duty.

Calendar Month

A complete month (e.g., the complete month of June). This should not be confused with a 30-day period. The most common application of "calendar month" is to the interval

between school terms, regarding entitlement to payment for an interval (38 U.S.C. 21.4138(f)).

Certificate of Eligibility (C/E)

A Form 22-1993a which is issued to an applicant showing approval to pursue a stated program of education at a particular institution, the remaining entitlement of the student, and the ending date of the student's eligibility.

Certifying Official

The person at an institution who has been delegated authority to sign enrollment certifications, other certification documents and reports relating to VA benefits.

Change of Program

A change of program consists of a change in the educational, professional, or vocational objective for which the veteran or eligible person entered training and a like change in the type of courses required to attain a new objective.

Change of Training Facility

There is no limit or restriction on change of training facilities for continued pursuit of the same course or program provided the veteran or eligible person is making satisfactory progress and there is no material loss of credit.

Character of Discharge

All VA benefits (with the exceptions of some insurance programs and certain medical benefits) payable to veterans or their dependents require that the particular period of service upon which entitlement is based be terminated under conditions **other than dishonorable**. However, a veteran must obtain an "**Honorable**" discharge to receive educational benefits under the Montgomery GI Bill, not "**under honorable conditions**" or "**general**," which will disqualify the individual for those benefits. Service personnel who complete six months or less of active military service are issued "**uncharacterized**" discharges. If an "uncharacterized" discharge is used for reasons of service-connected disability or hardship, they are considered to be "Honorable" for Montgomery GI Bill purposes.

Claimant

An individual in the process of claiming VA benefits who is potentially eligible for benefits but who has not completed all the necessary steps which will permit VA to determine individual eligibility and entitlement.

Confirmed Enrollment

An enrollment certification which is dated and signed by the school's certifying official on or after the first day of a certified enrollment period.

Continuous Active Duty

The term "continuous active duty" means active duty served without interruption. A complete separation from active duty service will interrupt the continuity of active duty service. Time lost while on active duty will not interrupt the continuity of service.

Course

As used in this manual, "course" means a specific class or subject of instruction (e.g., English 110, vocational courses).

DD Form 214

The Certificate of Release or Discharge from Active Duty which is prepared at the time an individual completes a period of active duty in one of the Armed Forces. Former members of the Public Health Service (PHS) and of the National Oceanic and Atmospheric Administration (NOAA) do not receive a DD Form 214, but they do receive comparable documents that provide necessary information concerning their active duty service. Veterans should be advised to submit copy number 4 of their DD Form 214 with a claim for VA benefits. A certified copy may also be submitted.

Delimiting Date

The expiration date for education benefits. It is the first day after a claimant's period of eligibility expires. Benefits are not payable on or after the delimiting date. Generally, the **delimiting date is ten years** and one day from the veteran's last release from active duty date (RAD). The expiration date for those under Chapters 35 and 1606 is computed differently.

Dependents' Educational Assistance (DEA)

The benefits payable to eligible dependents or survivors of veterans. It is often abbreviated simply as DEA (Chapter 35).

DOD Record

The Department of Veterans Affairs accesses the Department of Defense's manpower data base through a computer interface between the Defense Manpower Data Center (DMDC) in Monterey, California and the BDN system. This record contains information from the serviceperson's/veteran's military records which VA may use to determine eligibility for Chapters 30 and 1606.

Dual Eligibility

Entitlement to education benefits under two or more programs administered by VA. If an individual qualifies for educational assistance under two or more such programs, the total assistance available may not exceed an aggregate total of 48 months, or the equivalent in part-time benefits. A person having dual eligibility may not receive such benefits concurrently.

Education Liaison Representative (ELR)

The person at the VA regional office responsible for the education liaison and program approval functions. The ELR is responsible for promptly informing state approving agencies, schools, and training establishments of changes in policies and procedures.

Education Services Officer (ESO)

This includes civilian education services officers, military career counselors, and other employees of the military education offices who are assigned responsibility for advising servicepersons of the educational opportunities available to active duty personnel.

Educational Assistance

This term is generally used interchangeably with the term "education benefits." However, under the Montgomery GI Bill - Active Duty, the term "educational assistance" means basic educational assistance, supplemental educational assistance, and all additional amounts payable, commonly called "kickers."

Eligible Person

A child, spouse, or surviving spouse of a veteran who served on active duty and who died of a service-connected disability, or who has a total disability permanent in nature resulting from a service-connected disability, or who died from any cause while a total and permanent service-connected disability was in existence. Also includes a child or a spouse of a person who is on active duty as a member of the Armed Forces and who now is, and, for a period of more than 90 days, has been, listed by the Secretary concerned as missing in action, captured in line of duty by a hostile force, or forcibly detained or interned in line of duty by a foreign government or power.

Enrollment Period

This term means an interval of time during which a veteran or eligible person is enrolled in a training program and is pursuing his or her program of training.

Entitlement

The number of months the student will be eligible for VA education benefits. This is usually expressed in the numbers of months and days the student will be eligible for full-time benefits, or the equivalent in part-time training, but also may be expressed in a dollar amount. Entitlement will vary depending on the education program the individual qualifies under. In no event will entitlement exceed 48 months under any combination of laws.

Facility Code

The numerical code assigned by VA to an institution specifically identifying it or one of its subdivisions.

File Number

A seven-, eight- or nine-digit number assigned by VA to identify a claimant's records. Most veterans have their Social Security numbers assigned as their VA file number.

Dependents or survivors of veterans eligible for chapter 35 benefits are assigned a letter suffix (e.g., "A," "B," "W) *to the file number of the veteran.*

G.E.D.

An official General Educational Development certificate issued by a state-level department of education. The credentials issued by state-level departments of education are official documents that are acceptable as the equivalent of high school graduation diplomas. In addition, Department of Defense certificates of G.E.D. equivalency are acceptable evidence of completion of high school educational requirements.

Kickers

The Department of Defense may contribute amounts as deemed appropriate to an education fund on behalf of participants to encourage enlistment or retention in the Armed Forces. These amounts are added to any other education benefits to which the person may be entitled. Generally, kickers are applicable only to Chapters 30, 32 and Section 903.

M.G.I.B.

Refers to either the Montgomery GI Bill - Active Duty (Chapter 30 of title 38, U.S. Code) or the Montgomery G.I. Bill - Selected Reserve (Chapter 1606 of title 10, U.S. Code).

Mitigating Circumstances

Unanticipated and unavoidable events beyond a student's control which are responsible for the student's inability to complete a training program. Generally, a student will be required to submit corroborative evidence to substantiate his or her reasons for being unable to complete the training.

NOBE

This is a DD Form 2384, Selected Reserve Educational Assistance Program **Notice of Basic Eligibility**, which the Selected Reserve member obtains from his or her National Guard or Reserve component unit stating his or her eligibility for the Montgomery GI Bill - Selected Reserve. If available, this form should accompany the reservist's application for benefits.

Objective

The final educational, professional, or vocational goal of a veteran, serviceperson, or eligible person (e.g., degree, diploma, certificate, occupation). A professional or vocational objective is one that leads to an occupation. It may include educational courses essential to prepare for the chosen occupation.

Program of Education

A combination of subjects, unit courses, or training activities pursued at a training establishment which is generally accepted as necessary to meet requirements for a predetermined professional or vocational objective (e.g., occupation). An "approved program" is a course of study or program of training which the appropriate state

approving agency has determined meets the legal requirements for payment of VA educational assistance benefits to veterans and other eligible persons.

Reporting Fee

VA pays annually to each training establishment furnishing training under the various VA education programs a reporting fee for required reports or certifications. This fee is intended to help defray the costs of processing various reports and certifications required to be submitted to VA and is in lieu of any other compensation or reimbursement. The annual fee is computed based on the number of VA beneficiaries enrolled at the training establishment in October of each year. The reporting fee is paid as soon as possible after the end of the calendar year.

Selected Reserve

The term means, with respect to the Armed Forces, the Army Reserve, the Naval Reserve, the Marine Corps Reserve, the Air Force Reserve, the Coast Guard Reserve, the Army National Guard of the United States, and the Air National Guard of the United States. The Public Health Service and the National Oceanic and Atmospheric Administration do not have Selected Reserve units.

Serviceperson

An individual who is currently serving on active duty. Same as "servicemember."

State Approving Agency (SAA)

An agency appointed by the Chief Executive of a state to approve institutional programs of education and training for payment of benefits under the various laws administered by VA.

Survivors' and Dependents' Educational Assistance

The benefits payable to eligible dependents or survivors of veterans. It is often abbreviated simply as DEA (Chapter 35).

(SAA/OJT-APP Handbook/Glossary of Terms and Abbreviations) Rev. 1/07

Section 17
CONTACT INFORMATION

CONTACT INFORMATION

State Approving Agency (SAA)

Florida Department of Veterans' Affairs (FDVA)

Mailing Address: P. O. Box 31003, St. Petersburg, FL 33731

Physical Address: 9500 Bay Pines Boulevard, Room 214, Bay Pines, FL 33744

(727) 319-7402

(727) 319-7781 (FAX)

Personnel: See attached map

Web site: <http://www.floridavets.org/saa/>

The State Approving Agency works directly with training establishments to approve training programs for veterans and eligible dependents. **For any questions, contact the Program Specialist for your area.**

Federal Education Services Office, Florida

VA Regional Office (ELR)

P. O. Box 1437, St. Petersburg, FL 33731

(727) 319-5973

Education Liaison Representative: Mr. Ron Scoggins

Web site: <http://www.va.gov/>

The Florida Education Liaison Representative is employed by the U.S. Department of Veterans' Affairs. His office works directly with the Atlanta Regional Processing Office to ensure veterans' and eligible dependents' benefits are paid properly.

U.S. Department of Veterans' Affairs

Atlanta Records Processing Office (RPO)

P. O. Box 100027

Attn: Hard Copy

Decatur, GA 30031-7027

1-888-442-4551 (toll free number to inquire about educational benefits)

The Atlanta Records Processing Office processes the claims for educational benefits for veterans and eligible dependents. The SAA sends the VA forms to the Atlanta address. The payments of educational benefits are sent from Atlanta to the veteran/dependent.

GI Bill Web Site

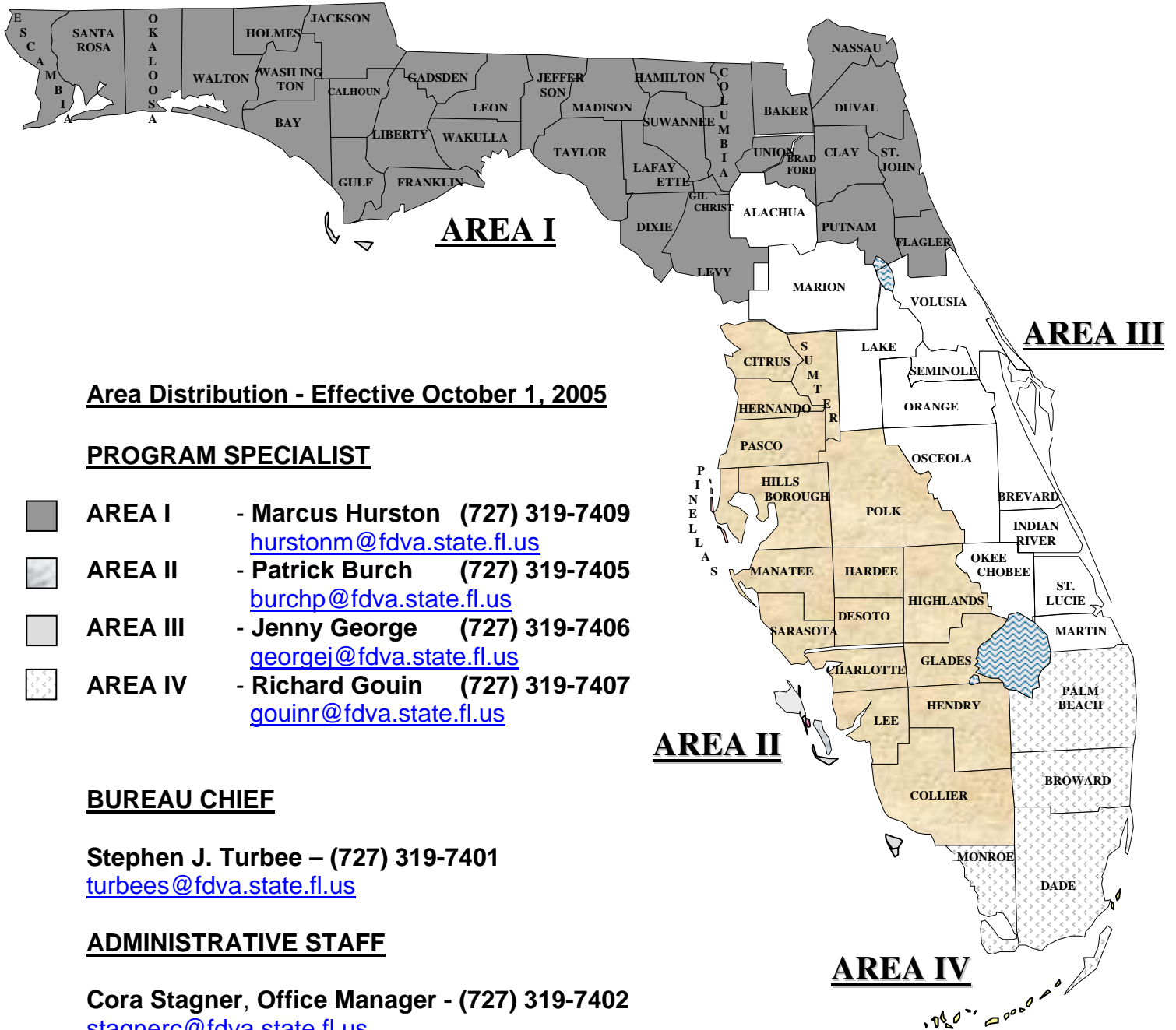
Veterans Benefits and Services, Education Benefits

<http://www.gibill.va.gov/>

This is the web site for veterans and dependents to use for any questions on getting the education benefits started. It's an excellent resource for veterans, dependents and training establishment representatives.

(SAA/OJT-APP Handbook/Contact Information)
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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





Health Care

Benefits

Burial & Memorials

VA Jobs

Board of Veterans' Appeals

Public Affairs

Congressional Affairs

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Veteran Data

KIDS Page

IN THE NEWS



For information on veterans' health care or other benefits, select from the links on this page. For the latest news on Department of Veterans Affairs issues and activities, [click](#) here or on the links below.

[Click here for information on the Veterans Affairs data security issue](#)

[news releases »](#) | [hot topics »](#)

FEATURE STORY: OPENING THEIR HEARTS

VA medical facilities across the country have developed programs to honor their patients' military service and allow employees to renew their commitment to caring for veterans. Whether delivering flowers to patients and their family members, presenting military-style awards or simply listening to veterans' stories, "Affirming the Commitment" helps VA employees better understand and show their appreciation for veterans and their military service. ([more »](#)) [more featured stories »](#)



[Returning Veterans](#) - This web site is dedicated to providing benefits information and assistance for returning Active Duty, National Guard and Reserve service members who have participated in Operations Enduring Freedom and Iraqi Freedom. In addition to the wide range of benefits VA offers for returning veterans, this site also includes links to other federal agencies and organizations that offer related benefits and services.

[Survivor Benefits](#) - This web site is dedicated to providing information on benefits and services available to surviving spouses and dependents of military personnel who died while in active military service and to the survivors of veterans who died after active service. This site also contains links to information from other federal agencies and organizations that offer related benefits and services to survivors and dependents.

[Special Programs](#)

- [Disabled Veterans](#)
- [Homeless Veterans](#)
- [Military Services](#)
- [Minority Veterans](#)
- [Women Veterans](#)
- [Veterans in](#)

- [Business](#)
- [Section 508](#)
- [Accessibility](#)

- [Veterans Benefits Booklet](#)
- [FY 2007 Budget Summary](#)
- [IT Realignment](#)

[Español](#) | [VA Forms](#) | [Facilities Locator](#) | [Contact the VA](#) | [Frequently Asked Questions](#) | [Privacy Policy](#) | [Web Policies & Important Links](#) | [Annual Performance and Accountability Report](#) | [Freedom of Information Act](#) | [Small Business Contacts](#) | [Site Map](#) | [Directives](#) | [FirstGov](#) | [White House](#) | [USA Freedom Corps](#) | [ExpectMore](#) | [GovBenefits](#)

Reviewed/Updated Date: August 14, 2006



Education Benefits

- Apprenticeship or On-the-Job Training
- Certificate or diploma program
- College degree
- Reimbursement for licensing and certification tests

Application Process

- Identify a training program of interest
- Contact the VA representative at the training site
- Complete the VA "Application for Benefits"

Questions??

- VA Education Benefits web site: <http://www.gibill.va.gov/>
- State Approving Agency: <http://www.floridavets.org/saa/>
- Toll Free Number: 1-888-442-4551

Veterans Benefits and Services

The *Federal Benefits for Veterans and Dependents Handbook* may be downloaded at <http://www.va.gov/opa/feature/>.

Thank you for serving and protecting our country!