Virginia Department of Veterans Services
Veterans Education Transition and Employment
State Approving Agency

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EMPLOYERS GUIDE TO APPLICATION PROCESS & RECORDKEEPING

FOR FACILITIES OFFERING TRAINING TO VETERANS VIA APPRENTICESHIP OR OTHER ON-THE-JOB TRAINING

Guideline to forms and records necessary for enrolling and certifying those eligible to collect GI Bill® benefits while employed in training programs

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at http://www.benefits.va.gov/bill."

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Introduction to GI Bill for Apprenticeship & OJT

How does apprenticeship or OJT relate to the GI Bill?

Veterans are in the driver's seat when it comes to using their GI Bill® benefits. Veterans who have existing benefits under the GI Bill®, including the Post-9/11 GI Bill®, who are in approved apprenticeships, may qualify for:

- A monthly stipend in addition to wages, to help meet expenses during their apprenticeship; and
- Up to 12 months of retroactive GI Bill® benefits

For Registered Apprenticeship sponsors, your program is qualified to be **"Approved for the GI Bill® ", even without a current veteran employee.**

This handbook applies to Registered Apprenticeship, non-registered and OJT programs. Contact your SAA office for additional information on types of programs.

Apprenticeship and OJT programs allow individuals to learn a trade or skill through structured training provided primarily on the job rather than attending traditional college. After formal training for a specified period, the individual gains job certification or journeyworker status.

APPRENTICESHIP TRAINING – Training given while on the job (80-90%) and in the classroom (10-20%) by a sponsor who has been registered by the U.S. Department of Labor (DOL) Office of Apprenticeship to offer the progressive attainment of manual, mechanical or technical skills & knowledge in accordance with industry standards for an occupation that meets apprenticeable criteria. Average length of Apprenticeship training is four years.

OJT (ON-THE-JOB TRAINING) - Training given while on the job by an employer who agrees to retain the trainee in employment may be considered a program of education for VA benefits. The structured training must be six months to two years in duration.

Apprenticeship and OJT also include a reduced starting wage that is gradually increased commensurate with skill/ability attainment during training.

Veterans in an approved program can use receive their GI Bill® educational benefit (a tax-free stipend) during the training. Veterans can find benefit information at www.gibill.va.gov.

Who is generally eligible?

The GI Bill® is for any veteran who has established eligibility under Chapter 30, Chapter 32 – Section 903, Chapter 33, Chapter 1606, or Chapter 1607 and any spouse or child who is eligible under Chapter 35 benefits. The benefit is generally not available to a veteran with no active duty in the past 10 years or a person on active duty. **Only the VA can determine specific eligibility.**

How do I become approved as GI Bill Training Facility?

1. **Develop your training program**. See page 22 for program requirements and criteria.
2. **Identify your veterans.** An application to become a GI Bill® Training Facility will not receive initial approval unless a veteran or eligible person is actively enrolling in your training, with the exception of a DOL Registered Apprentice site, which can be approved regardless if there is currently a veteran enrolled for training.
3. **Apply for program approval.** Submit a full application to your SAA, which is comprised of the following (forms are available from your SAA):
    - **VA Form 22-8865** Application To Provide Job Training (see page 13)
    - **VA Form 22-8794** Designation of Certifying Official (see page 14)
    - **Sponsor's Apprenticeship Standards**, as approved by US DOL, or **Employer's Training Outline**, specifying skills and tasks to be taught over the program length.
    - **Onsite Program Evaluation:**
        - **Registered Apprenticeship programs are pre-approved** for the requirements of the GI Bill® and do not require an onsite program evaluation.
        - **OJT and non-registered programs must be evaluated** by the SAA, who makes an onsite visit to review or provide technical assistance in development of the training outline and determine if sufficient staff resources, equipment and capacity exist to train the veteran. The OJT program must meet criteria outlined in the application. Approval is not granted in occupations requiring a relatively short period of experience for a trainee to obtain and hold employment at the market wage or jobs where on-the-job training is not the normal way of procuring personnel.
4. **Receive written approval notice** from the Virginia State Approving Agency, which establishes your GI Bill® facility number.
5. **Begin enrolling vets** and marketing your training program as "Approved for the GI Bill® ".
    - **Completed enrollment packet for each veteran electing to enroll**, consisting of:
        - VA Form 22-1999 (Side B) VA Enrollment Certification (see page 16)
        - Copy of the Veteran's Certificate of Eligibility (from the veteran)
        - Copy of the signed apprentice contract or signed OJT training agreement

How Do I Use the "Approved for the GI Bill®" trademark?

Upon approval, you can advertise job openings that the positions are "**Approved for the GI Bill®** to inform Veterans about their eligibility for benefits as an apprentice with your organization. Please also include the trademark disclaimer "GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at http://www.benefits.va.gov/gibill."

What's the Benefit to Hiring Veterans?

Many employers want to help veterans for patriotic and civic reasons, especially those veterans who have returned from active duty. Hiring a veteran is also a wise business decision:

- **Holding Power**: GI Bill® benefits help offset your veteran's cost of accepting a training position with you when returning to civilian employment, building loyalty and retention.

- **Recruitment Tool:** An employer or sponsor who is "Approved for the GI Bill®" can use this status as a recruiting tool by using wages + stipend to attract quality Veteran candidates.
- **Maturity and Experience**: When you hire a veteran, you are likely getting an employee who has maturity born of experience and discipline instilled by military service.
- **An Employee Who Plans for the Future**: Today's GI Bill® benefits are available because the veteran elected to have a portion of monthly wage deducted from the first year's military pay. Your eligible veteran planned for the future by choosing to participate in the GI Bill®.
- **Prior Training**: Your veteran employee likely has solid communication skills, good work habits and a "take charge" attitude – high demand attributes in today's workforce.
- **Sought-after Traits**: What other traits are typically instilled during military training? Leadership. Teamwork. Respect for authority and procedures. Determination. Confidence.

Key People

Who are the key people involved in seeing that eligible veterans and their dependents receive VA education benefits? This table will introduce you to those key players and their responsibilities.

Certifying Official	The Certifying Official is your employee who is authorized and responsible for completing paperwork necessary to certify the enrollment, work hours and changes for your enrolled veterans and other eligible persons.
State Approving Agency (SAA) Consultant	A Virginia SAA representative, who evaluates, approves and monitors GI Bill® Training Facilities for Apprenticeship and OJT, in addition to providing related technical assistance to employers, sponsors and veterans.
US Department of Veteran Affairs (USDVA)	The U.S. Department of Veterans Affairs (VA) is solely responsible for determining eligibility for VA education benefits and for authorizing benefit payments. You may come in contact with VA staff in these positions: • Education Liaison Representative (ELR) • Education Compliance Survey Specialist (ECSS) The ELR is responsible for reviewing approvals completed by your SAA consultant and is your VA liaison. The ELR and/or the ECSS will conduct compliance visits at your facility to ensure that GI Bill® benefits have been properly awarded.
Veteran or Eligible Dependent	Those eligible to receive VA education benefits may be in one of the following categories and are herein referred to as a "veteran": • Active Selected Reserve or National Guard member • Veteran (discharged or separated service person) • Veteran's dependent (spouse, surviving spouse, or child) • Disabled veteran

EMPLOYERS GUIDE TO RECORDKEEPING

Once your facility has been approved as a GI Bill® Training Facility, you can certify eligible veterans in GI Bill® education benefits for your approved training program(s). This guide will help you maintain your approval as GI Bill® Training Facility and carry out these tasks:

1	2	3	4	5	6	7
Designate Certifying Official(s)	Maintain Quality Training	Enroll Vets In Your Training	Certify Monthly Training Hrs.	Report Training Changes	Maintain Training Records	Participate in Compliance Visits

1. Designate Certifying Official(s)

As part of the approval process, you must designate one or more person(s) as the Certifying Official(s) who will be the liaison between your training facility, SAA and the VA.

- Only an authorized Certifying Official may sign, and thus certify, GI Bill® paperwork to verify a veteran's enrollment, monthly work/training hours, change in status, and any other circumstances that affect the amount or duration of GI Bill® educational benefits.
- The Certifying Official must have access to the training file, including payroll records.
- The Designating Official must also be listed as a Certifying Official to sign GI Bill® paperwork.
- The facility must complete a Memorandum of Understanding to submit electronic certifications to the VA: https://www.benefits.va.gov/GIBILL/resources/education_resources/mou.html
- Any changes in Certifying Official(s) must be entered on VA Form 22-8794 (page 14) and submitted to your SAA for processing.
- Must complete VA's annual training by July 31st of each year (if you have 20 or more trainees per year)

The VA's official record of your currently approved Certifying Official(s) and training program(s) can be viewed at any time, online through **WEAMS**: http://inquiry.vba.va.gov/weamspub

2. Maintain a Quality Training Program

A GI Bill® Training Facility must provide training outlined in the training agreement. This includes having adequate space, equipment, instructional material, and qualified personnel to provide satisfactory training. For apprenticeship programs, the sponsor must adhere to the established Apprenticeship Standards and the Apprentice Contract(s). For OJT, the employer must adhere to the established OJT Training Outline and OJT Agreement(s). Remember that a veteran has chosen to use GI Bill® education benefits within your training program in lieu of college or other options.

The Certifying Official does not counsel on GI Bill eligibility or selection of benefits (e.g., which Chapter). If the veteran desires assistance, the VA provides eligibility assistance and a benefits comparison tool at www.gibill.va.gov and phone assistance at (888) 442-4551.

3. Enroll Eligible Veteran in Your Training Program

Your SAA can provide guidance to you and the veterans in this process.

A. **ELIGIBILITY** - Before a veteran can be enrolled in your approved training program, the veteran **must provide you with a Certificate of Eligibility (COE)** from VA.

- If the veteran **has applied for benefits**, the veteran provides you a copy of the COE for the employee file. Then, proceed to 3.B., below.
- If the veteran **has not applied for benefits**, direct the veteran to apply online using VA's VONAPP website www.vabenefits.vba.va.gov to secure a COE.
  - Get a copy of the COE from the veteran. Proceed to 3.B., below.
    - Use of VONAPP online application by the veteran is strongly encouraged.
  - If the veteran is not able to use VONAPP, a manual application form can be downloaded at www.va.gov/vaforms or requested from the SAA. See page 10 for instructions on the manual process a veteran might use to apply to VA.
    - Retain a copy of the application form in the employee folder until the veteran provides the COE from the VA.

B. **ENROLLMENT** - When you have obtained the veteran's COE you can proceed with enrollment. The Certifying Official will:

- Ensure that the veteran has received a copy of the Apprentice Contract or OJT Agreement.
- Complete VA Form 22-1999 Enrollment Certification, which can be obtained from your SAA. **This is a controlled form and should not be given to the veteran.** See page 16 for instructions and a sample form. Note that Side A is not completed for Apprenticeship or OJT. This is a printable or fillable PDF form for ease of use.
- The 22-1999 should include any monthly hours that have already been worked by the veteran, per the form instructions, in item 11. Remarks. If hours are included, have the veteran sign or initial the hours, as entered.
- Submit your completed VA Form 22-1999 electronically thru VA-Once and email the Training Agreement via Submit a Question. Do not send this form directly to the SAA. Instructions for "Submit a Question" is located on page

- ✓ You may only submit one enrollment packet per Submit a Question (includes Training Agreement and VA Form 22-1999) at one time.
- ✓ It is not advisable to enroll a vet who has not provided a Certificate of Eligibility, but you may.
- ✓ Keep a copy of all training forms and correspondence in the employee file.

C. **APPROVAL** - When the VA approves the enrollment, the veteran will receive written confirmation from VA, along with a VA Form 22-6553d-1 Monthly Hours Worked (see page 18) used by the Certifying Official to report training hours to VA so that a benefit check can be issued to the veteran. Note that, if the submitted enrollment form 22-1999 reported hours already worked, the approval will likely also include the first benefit check - for those hours.

4. Certify Monthly Training Hours

To receive a full monthly payment, the veteran must work **at least 116 hours in the month.** The veteran's monthly benefit, which differs from veteran to veteran based on eligibility, will be reduced proportionately if the veteran works less than 116 hours a month. GI Bill® benefits are based on the monthly hours submitted by the Certifying Official, up to the maximum number of approved training hours on the Apprentice Contract or Training Agreement, less any credit granted. Thus, monthly hours must be verified by the Certifying Official as being hours worked in accordance with successful performance of the training agreement.

1. Certify Monthly Hours on Form 22-6553d-1

Usually once a month, VA sends veteran the Monthly Certification of Hours (VA Form 22-6553d).

- The form must be completed on or after the last work day of the month and signed by the veteran, then given to the Certifying Official for verification and signature.
- Vacation and other paid leave hours do not count as work hours and must not be included.
- Paid related instruction hours are counted if instruction occurs during work hours.
- Unpaid related instruction hours are not counted as work hours.
- **Once signed by the Certifying Official, the form becomes a controlled form that must not be given to the veteran.**

If the trainee does not receive the VA Form 22-6553d-1 from the VA by the end of the month, the veteran should request the certifying official to submit verification of hours worked on company letterhead. * The SAA office can provide an electronic sample copy of the form. The certifying official must sign the letter verifying number of hours worked. The facility's VA Facility Code must be shown on the letter, along with the veteran's social security number.

2. Fax Certified Monthly Hours to VA (After Enrollment has been processed and awarded)

- The Certifying Official faxes the completed form to the Appropriate VA REGIONAL PROCESSING OFFICE Regional Processing Office, where it will be processed and the veteran's monthly check will be sent or directly deposited to the veteran's bank account. A copy is retained in the employee file.
- Monthly hours should be **faxed to the appropriate VA REGIONAL PROCESSING OFFICE (see page 24 for fax number).**
- A copy of each VA Form 22-6553d-1 or letterhead must be maintained in the veteran's file.

5. Report Changes in Training Program

If there are changes to the training program, the Certifying Official must notify the SAA who will determine if the program continues to meet approval criteria.

Change in Certifying Official

Submit VA Form 22-8794 to your SAA. Notify your SAA of changes in Certifying Official using VA Form 22-8794 to report changes in personnel, contacts or company address. The 22-8794 should always list all authorized Certifying Officials, even those already approved. In addition, the Designating Official must also be listed as a Certifying Official in order to sign GI Bill® paperwork.

Change in Wage Schedule, Journeyman Wage Rate, or Training Content

Notify the SAA in writing (mail, fax or email) of changes in the training program, including changes in stated wage schedule, journeyworker rate, or training structure. Notify the SAA if you wish to add new occupations within your training program, or if you no longer train in one or more approved occupations. The SAA will work closely with you and/or your training coordinator on reporting each of these training program changes to the ELR in Roanoke, Virginia.

Call to Military Service, Interruption due to Furlough, etc.

Notify your SAA immediately. For apprenticeship, the contract may remain active in the USDOL RAPIDS system, but may be terminated for VA educational benefits. When the training of a GI Bill® enrollee is interrupted due to call to active duty, or other leave of absence, the Certifying Official ensures educational benefits are properly stopped.

Submit VA Form 22-1999b to the VA REGIONAL PROCESSING OFFICE.

- Certifying Official completes VA form **22-1999b Notice of Change in Status**, retains copy in employee file, then faxes or mails completed form to the VA REGIONAL PROCESSING OFFICE in Appropriate VA REGIONAL PROCESSING OFFICE.

Return from Active Duty

Submit VA Form 22-1999 to the VA. When active duty tour is completed and veteran returns to the same employment in an unfinished training program with you, GI Bill® enrollment can resume.

- Upon notice of a return to a training program, the Certifying Official completes VA enrollment form **22-1999**, retains a copy, then faxes or mails to the SAA. If the 22-1999 includes hours worked, have the veteran sign or initial it.
- Dates & Credit:
  - Box 7: Enter the number of contract training hours (or months) that the veteran has already completed for this training contract or agreement.
  - Box 10A start date is the date on which the veteran physically returned to work within the training contract or agreement.
  - Box 10A end date is the date on which the veteran is now expected to complete the training program. This is projected based on the term (e.g., 8,000 hours) less the hours of credit multiplied by a standard year (e.g., 2080 hours). Your SAA can assist you with this determination.

Completion or Cancellation of Contract or Agreement

When a training agreement or contract has been completed or cancelled, the Certifying Official must ensure that educational benefits are properly stopped:

- The VA must be notified immediately with the date of completion or request for cancellation and any related information regarding the contract fulfillment.
- The sponsor (employer) will complete VA form **22-1999b Notice of Change in Status**. This form is signed by the certifying official and forwarded directly to the VA by the sponsor, using the termination date stated in the official notice. A copy must be kept in the employee's file, with original faxed or mailed to the VA REGIONAL PROCESSING OFFICE.

6. Maintain Proper Training Records

The GI Bill® Training Facility's Certifying Official must maintain records that allow VA and SAA to confirm that training provided meets GI Bill® requirements and that benefits were properly paid:

- A copy of the training file, including Apprentice Contract or OJT Agreement, and
- Hours worked (not including vacation or sick) each month and official wage records, and
- Work and training evaluations, including grades from related instruction, and
- A copy of all GI Bill® -related forms and letters, including the VA Certificate of Eligibility.
- All veteran records **must be retained for at least three years** following the veteran's completion or cancellation of the training program.

The Certifying Official will ensure that any forms sent to the SAA office or the VA will **contain the veteran's claim number/SSN,** which is the control number used by the VA to pay benefits.

7. Participate in Compliance Visits

The State Approving Agency (SAA), and/or the U.S. Department of Veterans Affairs (VA) will periodically visit the sponsor to monitor the records of the apprentices/trainees to ensure that GI Bill® benefits are being properly paid. This visit generally occurs annually and is designed to provide technical assistance and ensure that GI Bill® benefits were paid properly.

Required records are subject to onsite inspection by authorized representatives of the Dept. of Veteran Affairs (VA) and the SAA. A standardized form is used to guide the compliance visit and is provided to the Training Facility. The following program components will be reviewed:

- Training progress, wages and hours worked are being maintained for the veteran. Official payroll records or check stubs to reflect the actual wage paid must be available for review.
- The employee file contains a current training contract or agreement for the veteran.
- Related instruction being provided to the veteran is documented by progress reports.
- Records are on file to support any credit for prior training or experience awarded, and documentation is available to confirm the VA was properly notified of the credit.
- Copies of VA forms and correspondence have been properly submitted and are on file.

What kinds of records will be reviewed?

- Timecards / Payroll Records / Time & Leave Records / Employer Records, so that the person conducting the compliance survey can verify:
    - That the begin date certified was the actual first date of training.
    - That the hours certified to VA each month match the payroll or time/leave records of the employee's hours worked. Hours certified must not include vacation, medical leave, layoffs or other paid leave. Hours certified could include <u>paid</u> related instruction hours.
    - That wages paid during the training meet the contract/agreement requirements.
- Training Progress Records so that the person conducting the survey can verify:
    - Actual progress toward the training objective, which is journeyworker status.
    - That a progress record is maintained and is current.

- That the individual is being properly training as specified in the contract, in both training areas: on-the-job and related instruction.

- Employment application and/or apprenticeship application (if used and mandatory),
- Proof of Related Instruction participation
- Apprentice Contract or OJT Agreement
- Copies of all VA forms, including 1999 Enrollment and 22-6553d Monthly Certifications

Veteran's Application for GI Bill Benefits

Items Needed to Begin

Before beginning the application, the veteran should prepare by taking these actions:

- **Gather banking information** (name of bank, routing/transit #, account #).
- **Obtain copy of the DD-214** Report of Separation. The DD-214 is generally issued when a service member performs active duty or at least 90 consecutive days of active duty training. It contains information to verify military service regarding eligibility for educational benefits. To obtain a copy, the veteran may use the eVetRecs Request System: http://www.archives.gov/veterans/military-service-records/
- **Explore GI Bill® benefit chapters** to determine appropriate chapter.
    - Call VA student hotline or visit VA's GI Bill website (see page 24 for contact info)
    - GI Bill® comparison tool: http://www.benefits.va.gov/gibill/comparison_tool.asp

Online Application Process: (Instructions are for veteran)

1) Get hired into a Registered Apprenticeship or OJT training program.
2) Apply for GI Bill® benefits online using VETS.GOV https://www.vets.gov/
    - Use 22-1990 (Application) unless transferring, then use 22-1995 (Change of Training).
    - Type of Training: check "Apprenticeship or On-the-Job".
    - Name & Address of school: Identify your Apprenticeship or OJT employer. **Do not enter a Technical College** as the school for apprenticeship or OJT.
    - Career Objective: E.g., Journeyman Plumber (apprenticeship) or Tattoo Artist (OJT)
    - Submit DD-214, whenever possible, to expedite benefits.
    - Print a copy of the submitted application, which will print your confirmation number.
3) Work and train normally while awaiting your Certificate of Eligibility (COE) from the VA:
    - Give your Certifying Official a copy of the Certificate of Eligibility. (Highly Recommended)
    - Give your Certifying Official a copy of the DD-214 or NOBE. (Can proceed without.)
4) Your Certifying Official will certify your training enrollment using 22-1999 Side B and submit it to the SAA, along with your COE (if available) and Training Agreement.
5) SAA will review for quality, attach contract/agreement documents, scan packet to retain a digital copy and fax the application packet to the VA at the Appropriate VA REGIONAL PROCESSING OFFICE.

Manual Application Process: (Instructions are for veteran) CAUTION: Use ONLINE instead of manual process to expedite benefit processing!

If a veteran is not able to use VETS.GOV, paper forms needed for Step 2, above, can be submitted and are available from the SAA or http://www.benefits.va.gov/gibill/handouts_forms.asp

- Veterans **who previously applied** for the GI Bill® use VA Form 22-1995.
    - Survivor/Dependents who previously applied use VA Form 22-5495.
- Veterans who **have never applied** for the GI Bill® use VA Form 22-1990.
    - Survivor/Dependents who have never applied use VA Form 22-5490

Complete the form using the instructions and as described in Step 2, above, then mail the form and your DD-214 or NOBE, to: Appropriate VA REGIONAL PROCESSING OFFICE, City, State, and Zip. You are then at Step 3, above.

FAQs - Frequently Asked Questions

1. **Are there training 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 to either the veteran of the skilled worker may not be approved.

2. **Is a sponsor obligated to keep a veteran in a training program?** NO. A veteran may be terminated from the program when progress is unsatisfactory.

3. **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.

4. **Are VA education benefits affected by the trainee's starting wage?** NO. The benefits start at the rate appropriate for the first six months of training for each GI Bill® Chapter.

5. **Does the sponsor have to increase the veteran's wages at the same intervals as the GI Bill® payments decrease?** NO. Although the sponsor is expected to increase the veteran's wages at the same rate as, he does for his other trainees, as described in the training agreement.

6. **During a compliance visit, can the sponsor make records available electronically instead of hard copy?** Yes, so long as the compliance officer is able to fully review, evaluate and confirm the necessary information via the electronic access provided.

Forms

Form Used by Certifying Officials	Where to get this form?	Sample?
22-8865 Employer's Application to Provide Job Training is used to apply to VA to determine if your training program meets the statutory requirements to be Approved for the GI Bill® ®.	Your SAA can provide a copy of this form. Or find online at: https://www.vba.va.gov/pubs/forms/VBA-22-8865-ARE.pdf	Page 13
22-8794 Designation of Certifying Official This form is used to add or change the training establishment's certifying official(s). The submission of a new designation of certifying official(s) will supersede previous school officials.	SAA can provide a copy of this form.	Page 14
22-1999 Certification of Enrollment This form is used by the certifying official to tell the VA about the enrollment. It includes the dates of enrollment, credit or clock hours, prior credit, type of training, and name of program.	Your SAA can provide a copy of this form.	Page 16
22-1999b Change in Student Status This form is used to notify VA of any change in enrollment, including breaks in employment. All changes should be reported within 30 days of change.	Your SAA can provide a copy of this form.	Page 17
22-6553d Monthly Certification of Training This form is used by the veteran and the Certifying Official to report monthly training hours, certified by the Certifying Official, to the VA as the basis for the benefits issuance.	This form is typically mailed by VA to the veteran with the monthly benefit. It can also be downloaded online at Forms: http://www.va.gov/vaforms/	Page 20
22-8864 Training Agreement This form is used to explain details of the training program, such as wage scale, to accompany 22-1999 to certify enrollment. *must also have veterans signature.	Your SAA can provide a copy of this form. Or find online at: https://www.vba.va.gov/pubs/forms/VBA-22-8864-ARE.pdf	Page 18
22-1995 Change of Program	Used by veteran to change programs. Online application is recommended www.vets.gov Forms: http://www.va.gov/vaforms/	No
22-1990 Application for Benefits	Used by veteran to apply for benefits. Online application is recommended www.vets.gov Forms: http://www.va.gov/vaforms/	No

22-8865 Employer's Application to Provide Job Training

OMB Control No. 2900-0542
Respondent Burden: 90 minutes

Department of Veterans Affairs

EMPLOYER'S APPLICATION TO PROVIDE JOB TRAINING
(UNDER TITLE 38 U.S. CODE SECTION 3677 OR 3687)

INSTRUCTIONS: All items should be completed. Information requested in Section II applies to the particular trade, craft or occupation for which you propose to provide training to veterans and their eligible dependents. Please read Section III carefully before signing the application. The completed application form may be submitted directly to the VA office serving the area where your establishment is located.

SECTION I - EMPLOYER IDENTIFICATION

1. NAME OF ESTABLISHMENT	2. NAME AND TITLE OF PERSON TO CONTACT *(Include e-mail address)*	3. TELEPHONE NO. *(Include Area Code)*
ACME, INC	SUSAN SMITH, PRESIDENT	123-555-5555

4. LOCATION OF ESTABLISHMENT *(Street No., City, State, Zip Code)*	5. MAILING ADDRESS *(If different than in Item 4)*
123 ANYPLACE ST, NEWCITY, NY 5555	SAME

SECTION II - DESCRIPTION OF TRAINING PROGRAM

6. JOB TITLE *(Position for which training will be provided)*: JOURNEYMAN IRONWORKER

7. JOB DESCRIPTION *(Please keep brief)*: RESPONSIBLE FOR LAYING OUT AND FABRICATING STRUCTURAL STEEL AND SHEET METAL IN ORDER TO BUILD METAL STRUCTURES, WELDS AND CUTS STEEL, INTERPRETS BLUEPRINTS, AND WORKS WITH CONCRETE REINFORCING STEEL BARS

8. LENGTH OF PROGRAM *(Indicate hours or months)*	9. HOURS IN STANDARD WORK WEEK
48 MONTHS	40

10. HOURS OF RELATED TRAINING OUTSIDE OF JOB REQUIRED EACH YEAR *(If none, write "None")*	11. NUMBER OF FULLY QUALIFIED EMPLOYEES AVAILABLE AS INSTRUCTORS FOR EACH TRAINEE
140	2

12. MAXIMUM NUMBER OF TRAINEES THAT CAN BE TRAINED AT ANY ONE TIME: 6

SECTION III - WAGE PROGRESSION SCALE

13. BEGINNING WAGE FOR TRAINEES	14. PRESENT JOURNEYWORKER WAGE
$23.18	$27.18

15. WAGE PROGRESSION DURING TRAINING

A. PERIOD	B. NO. OF MONTHS	C. WAGE LEVEL	A. PERIOD	B. NO. OF MONTHS	C. WAGE LEVEL
1ST	6	$ 20.38 PER HR	6TH	6	$ 23.78 PER HR
2ND	6	$ 21.06 PER HR	7TH	6	$ 24.46 PER HR
3RD	6	$ 21.74 PER HR	8TH	6	$ 25.82 PER HR
4TH	6	$ 22.42 PER HR	9TH		$ PER
5TH	6	$ 23.10 PER HR	10TH		$ PER

SECTION IV - CONDITIONS TO BE MET

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

A. Close supervision by qualified journey workers will be provided throughout the training program.

B. Records will be maintained for each trainee. At a minimum, the records will include the following: job assignments, promotions, demotions, lay-off terminations, rates of pay, progress in training as outlined in the work processes, hours of training given monthly in each process and overall progress evaluations made at least each 3 months.

C. 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.

D. If required for approval of a training program, the trainee will be advanced to the full journey worker wage immediately upon completion of the training program.

E. An Enrollment Certification will not be submitted for a veteran or eligible person who is already qualified for the position because of prior training or experience.

F. A copy of an approved training agreement will be provided to the trainee and to the Department of Veterans Affairs (VA).

G. Immediately notify VA of any wage increase (or decrease) paid any trainee not in accordance with his or her training agreement.

IN ADDITION, FOR ON-THE-JOB TRAINING OTHER THAN APPRENTICESHIP PROGRAMS, I HEREBY CERTIFY THAT:

H. 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 will be at least 50% of the wage for a fully trained employee.

I. Unless the training establishment is operated by a Federal, State or local government, periodic wage increases will be granted and by the last full month of training the wage will be at least 85% of the wage for a fully trained employee.

J. There is a reasonable certainty that the job for which training is provided will be available to the trainee after training has been completed.

16. SIGNATURE	17. TITLE	18. DATE SIGNED
	SUSAN SMITH, PRESIDENT	

VA FORM DEC 2010 **22-8865** EXISTING STOCKS OF VA FORM 22-8865, NOV 2007, WILL BE USED

22-8794 Designation of Certifying Official(s)

OMB Approved No. 2900-0262
Respondent Burden: 10 Minutes

Department of Veterans Affairs | **DESIGNATION OF CERTIFYING OFFICIAL(S)**

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.

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 *(Include ZIP Code)*
Smith Tool & Die, LLC
3434 Shady Lane
Any Town, WI 67890

FOR VA USE ONLY

2. TELEPHONE NUMBER(S) OF CERTIFYING OFFICIAL(S) *(Include Area Code)*
(608) 555-1234

3. FAX NUMBER OF CERTIFYING OFFICIAL(S) *(Include Area Code)*
(608) 555-1235

4. E-MAIL ADDRESS OF CERTIFYING OFFICIAL(S)
None

Include all individuals you wish to designate as approved to sign GI Bill paperwork as a "Certifying Official" for your company.

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)	Edward Smith	Owner/President	
(2)	Milded Smith	Owner/Human Relations	
(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)	

VA FORM MAY 2011 **22-8794** EXISTING STOCKS OF VA FORM 22-8794, JAN 2007, WILL NOT BE USED. *(See Reverse)*

22-8794 Designation of Certifying Official(s), continued

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

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

If the Designated Official will also serve as a Certifying Official, s/he must also be listed and sign in Box 5 of the 22-8794.

It is acknowledged that each of the individuals designated as certifying officials must successfully complete online training for new certifying officials prior to being granted access to VA's certification system. **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
Edward Smith	March 1, 2013

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.

PRIVACY ACT NOTICE: VA will not disclose information collected on this form to any source other than what has been authorized under the Privacy Act of 1974 or Title 38, Code of Federal Regulations 1.576 for routine uses as identified in the VA system of records, 58VA21/22/28, Compensation, Pension, Education, Vocational Rehabilitation and Employment Records - VA, and published in the Federal Register. An example of a routine use (e.g., VA sends educational forms or letters with a veteran's identifying information to the veteran's school or training establishment to (1) assist the veteran in the completion of claims forms or (2) for VA to obtain further information as may be necessary from the school for VA to properly process the veteran's education claim or to monitor his or her progress during training). Your obligation to respond is required to obtain or retain education benefits. VA cannot recognize you as the proper certifying official unless the information is furnished as required by existing law (38 U.S.C. 3680(g)). The responses you submit are considered confidential (38 U.S.C. 5701). Any information provided by applicants, recipients, and others is subject to verification through computer matching programs with other agencies.

RESPONDENT BURDEN: We need this information to identify you as the certifying official for your school or job training establishment when reporting pursuit of training for veterans and other eligible persons (38 U.S.C. 3684). Title 38, United States Code, allows us to ask for this information. We estimate that you will need an average of 10 minutes to review the instructions, find the information, and complete this form. VA cannot conduct or sponsor a collection of information unless a valid OMB control number is displayed. You are not required to respond to a collection of information if this number is not displayed. Valid OMB control numbers can be located on the OMB Internet Page at www.reginfo.gov/public/do/PRAMain. If desired, you can call 1-888-GI-BILL-1 (1-888-442-4551) to get information on where to send comments or suggestions about this form.

VA FORM 22-8794, MAY 2011

22-1999 VA Enrollment Certification

NOTE: Tear off the Instructions and Certifications sheet before completing the form.

OMB Control No. 2900-0073
Respondent Burden: 10 minutes

Department of Veterans Affairs

Side B

VA ENROLLMENT CERTIFICATION

IMPORTANT: Side B is for flight, correspondence, and apprenticeship or on-the-job training programs.

1. NAME OF STUDENT *(First, Middle, Last)* Bill Smith	2. VA FILE NO. *(For chapter 35, include suffix. For transferability cases, enter the veteran's social security number)* 123-45-6789
3. CURRENT ADDRESS OF STUDENT 234 Long Street Anytown, WI 67890	4. SOCIAL SECURITY NUMBER OF STUDENT *(If not entered in Item 2)* 123-45-6789
	5. NAME OF PROGRAM Tool & Die Maker
6. TYPE OF TRAINING ☐ FLIGHT TRAINING ☐ CORRESPONDENCE ☒ APPRENTICESHIP OR OTHER ON-THE-JOB	7. CREDIT FOR PREVIOUS TRAINING *(Not Flight)*

Use exact name from apprentice contract!

Box 7: Enter # training hours credited in the contract plus any hours worked in a previous enrollment with you, for this same training contract.

VOCATIONAL FLIGHT T

8A. CREDIT ALLOWED FOR PREVIOUS EDUCATION AND TRAINING

DUAL	SOLO	GROUND SCHOOL	CERTIFICATES AND RATINGS	8B. DATE TRAINING BEGAN IN CURRENT COURSE

8C. NUMBER OF HOURS/UNITS OF INSTRUCTION IN CURRENT COURSE

DUAL	SOLO	GROUND SCHOOL	PRE- AND POST FLIGHT	OTHER	8D. TOTAL CHARGES
					$

CORRESPONDENCE TRAINING

IMPORTANT: A VA Form 22-1999c, Certificate of Affirmation of Enrollment Agreement, MUST be signed by this student and accompany this certification form before VA can authorize payment for this 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? ☐ YES ☐ NO *(If "Yes," show lesson number and date serviced in Item 11, "Remarks.")*

APPRENTICESHIP AND OTHER ON-THE-JOB TRAINING

IMPORTANT: A signed copy of the training agreement outlining the training program and wage scale as approved by the State Approving agency or VA, or for apprentices, any document signed by the trainee incorporating this agreement by reference must be attached to this form. (Show monthly number of hours worked to date in Item 11, "Remarks.")

10A. TRAINING DATES *(Month, Day, Year)* BEGINNING	ENDING	10B. TYPE OF TRAINING	10C. NUMBER OF HOURS TRAINEE IS EMPLOYED PER WEEK IN TRAINING PROGRAM	10D. NUMBER OF HOURS IN STANDARD WORK WEEK
March 7, 2013	March 7, 2018	☒ APPRENTICESHIP	40 HRS.	40 HRS.
			HRS.	HRS.
		☐ OTHER-ON-THE-JOB		

10A. Begin date is when vet physically began or returned to work in the training program. End date is when vet is expected to complete training program. Ask your ATR if you are unsure of these dates.

11. REMARKS

11. If veteran has already worked hours under this apprenticeship contract, enter hours worked, by month. Do not include paid leave, only include hours worked and paid related instruction hours as hours worked.
Example: March, 2013 - 209 hours worked
April, 2013 - 225 hours worked

CERTIFICATIONS - The provisions described in paragraphs (1) through (14) on the attached sheet are

12A. FACILITY CODE 12345678	12B. SCHOOL NAME AND ADDRESS Smith Tool & Die, Co, 3434 New Lane, Anytown, WI 67890 608-123-4567	
12C. TELEPHONE NUMBER OF CERTIFYING OFFICIAL 608-123-4567	12D. SIGNATURE OF CERTIFYING OFFICIAL Mary Green	12E. DATE May 1, 2013

Enter your approved facility name, not technical college.

VA FORM JUN 2011 **22-1999** SUPERSEDES VA FORM 22-1999, MAR 2009, WHICH WILL NOT BE USED.

22-1999b Notice of Change in Student Status

Respondent Burden: 10 Minutes

Department of Veterans Affairs

NOTICE OF CHANGE IN STUDENT STATUS

1. NAME OF STUDENT *(First, Middle, Last)*

2. VA FILE NO. *(For chapter 35, include suffix. For transferability cases, enter the veteran's Social Security Number)*

3. CURRENT ADDRESS OF STUDENT

4. SOCIAL SECURITY NO. OF APPLICANT *(If not entered on Item 2 above)*

5. DATES OF TERM AFFECTED

A. BEGIN DATE

B. END DATE

indicate originally scheduled end date, based on original enrollment certification in this block

5. TERMINATION *(Complete Items A and B, and C if applicable)*

A. LAST DATE OF ATTENDANCE

B. REASON FOR TERMINATION

- ☐ WITHDRAWAL BEFORE BEGINNING OF TERM
- ☐ WITHDRAWAL DURING DROP PERIOD
- ☐ WITHDRAWAL AFTER DROP PERIOD - NONPUNITIVE GRADES ASSIGNED *(If checked, complete Item 9 & 11)*
- ☐ WITHDRAWAL AFTER DROP PERIOD - PUNITIVE GRADES ASSIGNED
- ☐ END OF TERM OR COURSE
- ☐ UNSATISFACTORY ATTENDANCE, CONDUCT, OR PROGRESS
- ☐ GRADUATION
- ☐ WITHDRAWAL OR INTERRUPT *not on term basis- see Instructions)*
- ☐ OTHER *(Explain in Item 12, Remarks)*

FOR OJT/APP PROGRAMS, USE 'OTHER', make remarks in Block #12

C. LAST DATE CREDIT ACCRUED *(For non-college degree courses only)*

7. ADJUSTMENT OF CREDIT OR CLOCK HOURS *(Complete Items A, B, and C thru H as applicable)*

A. DATE ADJUSTMENT IS EFFECTIVE

B. TYPE OF ADJUSTMENT

- ☐ INCREASE
- ☐ INCREASE ON FIRST DAY OF TERM
- ☐ REDUCTION ON FIRST DAY OF TERM
- ☐ REDUCTION DURING DROP PERIOD
- ☐ REDUCTION AFTER DROP PERIOD - NONPUNITIVE GRADES ASSIGNED *(If checked, complete Item 9 & 11)*
- ☐ REDUCTION AFTER DROP PERIOD - PUNITIVE GRADES ASSIGNED
- ☐ STUDENT COMPLETED TERM, BUT NONPUNITIVE GRADES ASSIGNED FOR ONE OR MORE COURSE
- ☐ REDUCTION *(Noncollege Degree*
- ☐ OTHER *(Explain in Item 9, Remarks)*

C. CREDIT HOURS BEFORE ADJUSTMENT

D. CREDIT HOURS AFTER ADJUSTMENT

E. TRAINING TIME AFTER ADJUSTMENT *(For graduate and advanced professional)*

☐ FULL TIME ☐ 3/4 TIME ☐ 1/2 TIME ☐ LESS THAN 1/2 TIME ☐ 1/4 TIME OR LESS

F. CLOCK HOURS OR HIGH SCHOOL UNITS BEFORE ADJUSTMENT

G. CLOCK HOURS OR HIGH SCHOOL UNITS AFTER ADJUSTMENT

H. REVISED ENDING DATE

8. CHARGES FOR PERIOD OF ENROLLMENT *(Complete this item for in-service students, student's whose training load after adjustment is less than 1/2 time and all chapter 33 students that have a change in status. List the charges for the adjusted load by school year, term, or other period. This item does not apply to students receiving chapter 32 or 1606 benefits).*

A. TUITION $

B. FEES $

C. YELLOW RIBBON (Chapter 33 only) $

9. DO PREVIOUS CERTIFICATIONS FOR SUBSEQUENT TERMS REMAIN UNCHANGED?

☐ YES ☐ NO

10. CALLUP TO ACTIVE DUTY *(Complete if student called to active duty- see Instructions)*

- ☐ STUDENT CALLED UP - No Credit Granted
- ☐ STUDENT CALLED UP - Credit Granted

MITIGATING CIRCUMSTANCES *(Complete only if indicated by Item 6 or 7)*

11. DOES THE STUDENT CLAIM THAT TERMINATION OR ADJUSTMENT ACTIONS INVOLVED MITIGATING CIRCUMSTANCES?

☐ YES ☐ NO ☐ UNKNOWN *(If "Yes," attach student's statement together with the student's supporting evidence)*

12. REMARKS

INDICATE "Reason for Termination" (i.e. Veteran called to Active Duty, Failed to progress Satisfactorily, etc.)

IT IS HEREBY CERTIFIED THAT the student's status changed on the date indicated and in accordance with the facts shown above.

13A. DATE

13B. SIGNATURE AND TITLE OF CERTIFYING OFFICIAL

13C. NAME AND ADDRESS OF SCHOOL OR TRAINING ESTABLISHMENT *(Include Facility Code)*

VA FORM NOV 2008 **22-1999b** SUPERSEDES VA FORM 22-1999b, AUG 2005, WHICH WILL NOT BE USED. **VA Copy 1**

22-8864 VA Training Agreement

OMB Approved No. 2900-0342
Respondent Burden: 30 minutes

Department of Veterans Affairs

OTHER ON-THE-JOB TRAINING AND APPRENTICESHIP TRAINING AGREEMENT AND STANDARDS
(TRAINING PROGRAMS OFFERED UNDER 38 U.S.C. 3677 AND 3687)

PART I - GENERAL INFORMATION

1. NAME AND ADDRESS OF ESTABLISHMENT ENTERING INTO TRAINING AGREEMENT	2. NAME AND ADDRESS OF TRAINEE ENTERING INTO TRAINING AGREEMENT		
3. TRAINEE'S SOCIAL SECURITY NUMBER	4. TRAINEE'S VA FILE NUMBER	5. DATE OF BIRTH	6.TRAINEE'S JOB TITLE OR TRADE
7. LENGTH OF PROGRAM	8. CREDIT FOR PREVIOUS TRAINING/EXPERIENCE	9. LENGTH OF TIME REMAINING TO BE COMPLETED	
10. DATE TRAINING BEGINS	11. LENGTH OF PROBATIONARY PERIOD	FOR VA USE ONLY ▶	12. FACILITY CODE / 13. DOT CODE

PART II - TRAINING AGREEMENT

14. SPECIFIC QUALIFICATIONS FOR TRAINEES	15. NUMBER OF TRAINEES PER INSTRUCTOR OR NUMBER OF APPRENTICES TO JOURNEYWORKERS *(Ratio)*
INDICATE # OF HOURS/MONTHS BEING GRANTED IN BLOCK #8; INDICATE BALANCE OF TRAINING TO BE COMPLETED AFTER APPLYING PRIOR CREDIT IN BLOCK #9	

16. WAGE PROGRESSION TOWARD THE JOURNEYWORKER WAGE

NOTE: Trainees who receive credit for previous experience shall be paid the wage rate of the period to which such credit advances them.

A. PERIOD	B. NUMBER OF MONTHS	C. WAGE LEVEL	A. PERIOD	B. NUMBER OF MONTHS	C. WAGE LEVEL
1ST		$ PER	6TH		$ PER
2ND		$ PER	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 *(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)*	17B. NUMBER OF HOURS OF TRAINING
TOTAL ▶	

18A. COURSE CURRICULUM UNITS, OR TRAINING OUTSIDE THE JOB NECESSARY FOR THIS TRADE *(If required)*	18B. LOCATION OF RELATED TRAINING/INSTRUCTION
IF APPLICABLE	

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	20. SIGNATURE AND TITLE OF ESTABLISHMENT DESIGNEE

The signing of this agreement binds the parties to compliance with the Agreement and Training/Apprenticeship Standards.

VA FORM MAR 2004 **22-8864** SUPERSEDES VA FORM 22-8864, AUG 1998, WHICH WILL NOT BE USED. COPY 1

SAMPLE TRAINING RECORD

APPRENTICE MONTHLY WORK RECORD

NAME:	ADDRESS:	TELEPHONE:	REPORT FOR MONTH OF:
EMPLOYER:	ADDRESS:	TELEPHONE:	Month / Year
HOMETOWN POLICE DEPARTMENT			

TO THE APPRENTICE	SUPERVISOR'S REPORT	CHECK ONE	SUPERVISOR'S
1. Keep your record daily.		EXCELLENT	REMARKS:
2. Make neat and legible entries.		VERY GOOD	
3. Attend related instruction regularly.		GOOD	
4. The kind of journeyworker you become depends		FAIR	
on what you put into your program.		POOR	
		UNSAT	
	SIGNED B'		

WORK PROCESSES SCHEDULE	DAYS OF THE MONTH																															TOTAL THIS MONTH	TOTALS LAST MONTH	TOTALS CARRIED FORWARD
(Indicate Hours Daily)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
A. Custody and Control Procedures																																		
B. Firearms Training																																		
C. Patrol - Operations/Tactics/paperwork																																		
D. Traff. Control/Stops/Acc. Investigation																																		
E. Criminal Investigation / report writing																																		
F. Courtroom procedures																																		
G. Crime Prevention																																		
H. Interview & Interrogation																																		
I. NCIC familiarization																																		
J. State & City Laws/Criminal & Court sys																																		
K. Field Training																																		
L. Public relations																																		
M. Active Shooter																																		
N. Crime scence mngt & preservation																																		
O. Non-Lethal Weapons / Use of Force																																		
P. First Responder training																																		
Q. MDT/CAD Familiarization																																		
R. Outside Agencies familiarization																																		
S. Radar Familiarization																																		
TOTAL ALL COLUMNS																																		

Apprentice signature:

22-6553d-1 Monthly Certification of Training **Appropriate VA REGIONAL PROCESSING OFFICE VA Regional Processing Office (REGIONAL PROCESSING OFFICE):**

Use this contact information to submit the 22-6553d or other forms of certification (e.g., letterhead) for Monthly Hours, **Email to VA using Submit a Question**

Expiration Date: 3/31/2018

REGIONAL PROCESSING OFFICE (RPO) NAME AND ADDRESS OR FAX NUMBER
(See RPO listing on reverse)

VA Regional Office
PO Box 4616
Buffalo, NY 14240-4616

Department of Veteran s Affairs

MONTHLY CERTIFICATION OF ON-THE-JOB AND APPRENTICESHIP TRAINING

VA FILE NUMBER	PAYEE
123-45-6789	00

TRAINEE'S NAME AND ADDRESS

Bill Smith
234 Long Street
Anytown, VA 99999

IMPORTANT: Read the instructions carefully. You and the employer should complete, date, and sign this form on or after the last day of the last month shown in Item 1. Call 1-888-GI-BILL-1 (1-888-442-4551), if you have questions. If you use the Telecommunications Device for the Deaf (TDD) call the Federal Relay number is 711.

INSTRUCTIONS TO TRAINEE

ITEMS 1 AND 2 - Enter the number of hours worked for each month/year shown (include any hours of related training given during working hours).

ITEM 3 - Check the appropriate box, and if training has been terminated, complete Items 4 and 5. If you have attained the complete job skills for your job (a "journeyman" knowledge and skills), show this information in Item 5.

ITEMS 6A, 6B, AND 6C - Check the appropriate box. If you received a wage increase (or decrease) not in accordance with your training agreement, show your new wage rate and the effective date of that wage rate (when you first received this wage rate).

ITEM 7 - Use Item 7, Remarks, to show any additional information concerning your wage rate. Also, if you are receiving additional educational allowance for dependents use this item to report any change in the number of your dependents.

ITEMS 8A and 8B - Sign and date the form. After signing and dating the form give it to your employer/certifying official or an authorized official of your training establishment for verification.

CHANGE OF ADDRESS - If you are changing your address permanently, neatly line out the preprinted address shown above. Then, print or type your new address in the remaining space. Be sure to include your ZIP Code.

INSTRUCTIONS TO EMPLOYER/CERTIFYING OFFICIAL

Please verify the number of hours worked and other information reported by the trainee in Items 1 through 6 with the payroll and training records. Please report any differences in Items 6 and/or 7.

Also use Item 7 if the trainee's conduct or progress is unsatisfactory or if the trainee has attained the complete job skills for the job (a "journeyman" knowledge and skills).

ITEMS 9A and 9B - Sign and date the form and return it to the VA office shown above.

If you have any questions, call VA toll-free at 1-888-GI Bill (1-888-442-4551).

1. MONTH(S)/YEAR TO BE CERTIFIED	2. NUMBER OF HOURS WORKED FOR EACH MONTH SHOWN IN ITEM 1	3. WAS TRAINEE ENROLLED IN AND PURSUING THE APPROVED PROGRAM FOR THE MONTH(S) SHOWN IN ITEM 1?	4. DATE TERMINATED (Month, day, year)
January 2013	128	☒ YES	
February 2013	137	☐ NO (If "No," complete Items 4 and 5)	
March 2013	106	5. REASON FOR TERMINATION	
April 2013	144		
		6A. IS WAGE RATE IN ACCORDANCE WITH TRAINING AGREEMENT? ☒ YES ☐ NO (If "No," complete Items 6B and 6C)	6B. RATE: 0.00 / 6C. EFFECTIVE DATE: 01/01/2012

6B & C: Only if 6A = "No"

7. REMARKS
IF THE TRAINING HAS ENDED FOR ANY REASON, THAT INFORMATION CAN BE INCLUDED HERE

☐ I CERTIFY THAT the previous statements are true and correct to the best of my knowledge and belief.

PENALTY - Willful false reports concerning benefits payable by VA may result in fines or imprisonment or both.

8A. SIGNATURE OF TRAINEE (Please sign in ink)		8B. DATE SIGNED
		05/01/2013
9A. SIGNATURE AND TITLE OF CERTIFYING OFFICIAL (Please sign in ink)	9B. FACILITY CODE	9C. DATE SIGNED
Tramaine Payne	1-2-3456-78	05/02/2013

Trainee not required to sign.

VA FORM JUL 2016 **22-6553d-1** SUPERSEDES VA FORM 22-6553d-1, MAR 2015, WHICH WILL NOT BE USED. Page 1

VA Compliance Survey Notice (Sample)

A compliance review will be conducted onsite or remotely on a schedule of approximately once every three years. The review will be conducted by your SAA or by a representative from the US Department of Veterans Affairs. You will be notified by letter, approximately one month prior to the review. A follow-up call will allow for scheduling adjustments.

July 30, 2013

JOE JONES, PRESIDENT
ACME INC.
123 ANYWHERE LANE
ACITY, WY 55555

Dear Joe Jones, President:

Thank you for scheduling time to meet with me on August 15, 2013 at 10:00 AM so that I can conduct a GI Bill Educational Benefits Compliance Review of training records relating to your registered veteran apprentice, Mary Main. This review will cover the time period of certified GI Bill training enrollment from July 29, 2010 through October 11, 2012.

I anticipate this compliance review will take 2 to 3 hours.

As we discussed, certain records will need to be available to me at the time of the review, along with sufficient space to review the records comfortably. These records include:

1. Training progress records for both on-the-job training and required related instruction
2. Verification of Mary Main's employment termination date
3. Any laid off dates and re-start dates during this apprenticeship
4. The Monthly Certification forms submitted to the VA reporting the monthly work hours
5. Verification that the monthly forms do not include vacation time, sick time, military training, jury duty or other non paid hours (paid related instruction may be included as work hours)
6. Actual wages paid
7. A copy of the most recent (the last) pay record provided to the VA

If you have any questions, please contact me by telephone at (123) 456-7890.

Sincerely,

SAA

VA-ONCE CERTIFICATION PROCESS

1. **How to certify using VA-ONCE:** The Education Liaison Representative (ELR) must have a VA form 22-8794 and Memorandum of Understanding on file to set up a username and password for the Certifying Official to use VA-ONCE. Once this is completed and received, the ELR will send via email your username and password to access VA-ONCE. Passwords must be updated regularly to avoid access issues. Once in the site, follow the steps outlined below.

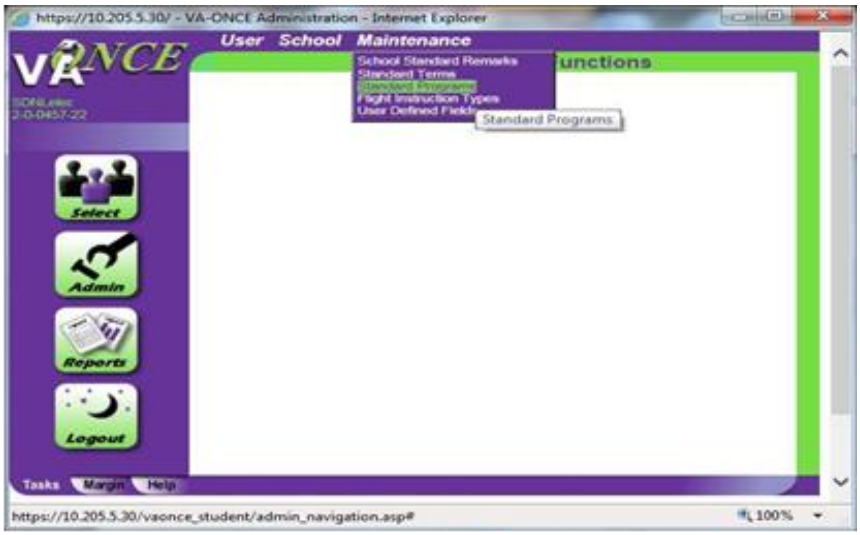
Version P048 of VA-ONCE updates the application, giving Apprenticeship (APP) and On-the-Job-Training (OJT) training facilities the ability to submit Enrollment Certifications (VA Form 22-1999).

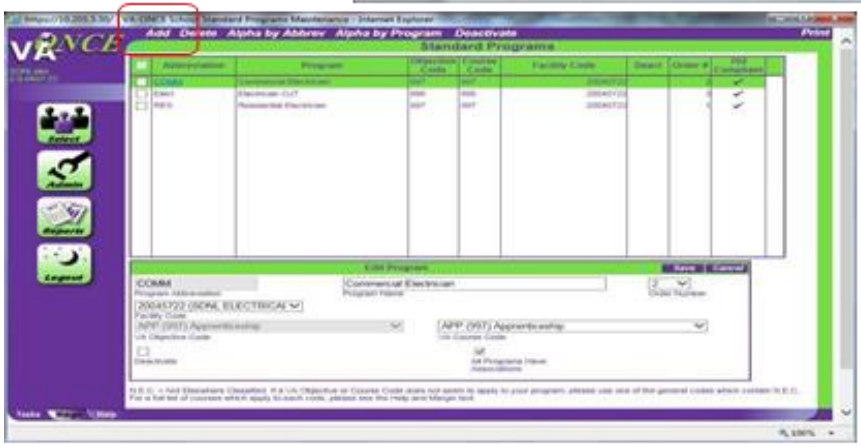
2. **Adding a Program to an OJT or APP facility**

Log in and select Admin/ Maintenance/

Standard Programs.

Once on the Standard Programs page, enter all

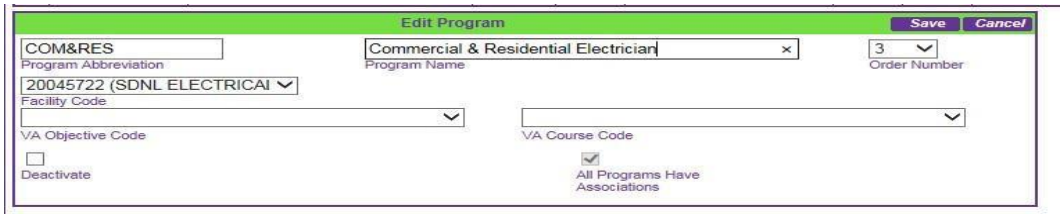




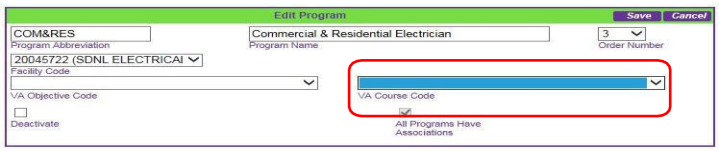
To add a Program,

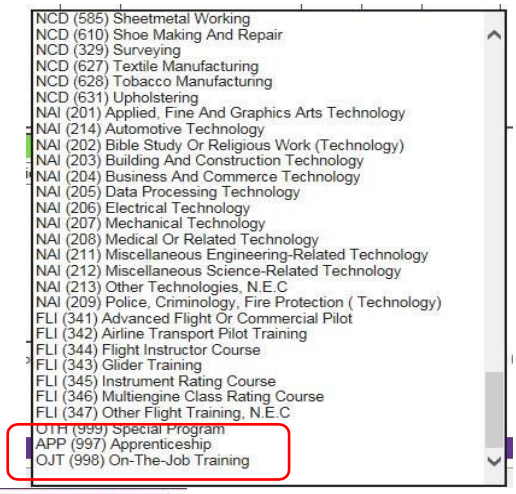
click "Add" at the top of the page. The "Edit Program" section at the bottom of the screen will become enabled and a program can be added.

3. **Complete the Program Abbreviation and the Program Name.**



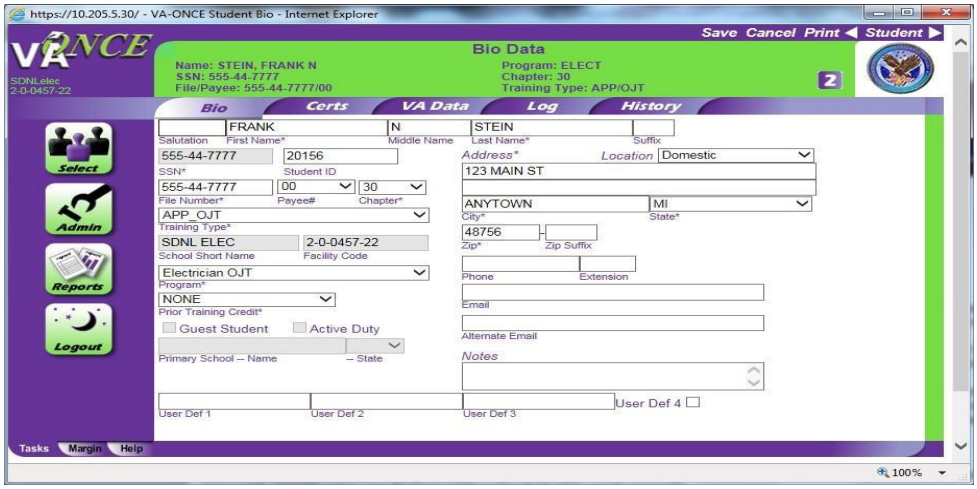
4. **After entering the Program Abbreviation and Program Name, go to the VA Course Code. Scroll to the bottom of the list and select either APP (997) Apprenticeship, or OJT (998) On-the-Job-Training.**





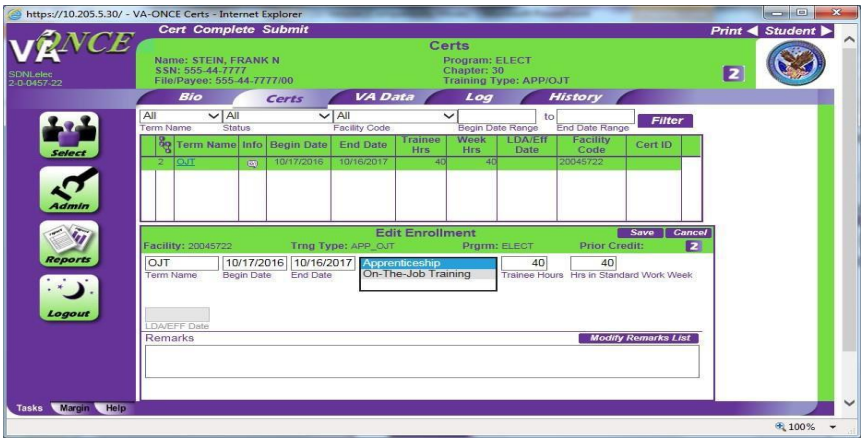
The VA Objective Code will automatically fill in the same abbreviation, code, and description. Click Save and the program is added.

5. **Completing and submitting an Enrollment Certification:** The SCO should add the student and complete the Bio page. On the Bio page, the Training Type will be APP_OJT.



5

6. **To start a certification, click Cert at the top of the page and select "New". The "Edit Enrollment" area at the bottom of the screen will become enabled. All fields should be completed as on the paper form. The Term Name field is optional, and is not sent to VA. The SCO should select whether the Type of Training is Apprenticeship or On-The- Job-Training. Click "Submit" at the top of the page.**



7. **The print of the Enrollment Certification will look like the picture below. This is very similar to what the claims examiner will see.**

Enrollment Certification VA-ONCE ver. P048 - Chapter 33

VA File No.
555664444-

Student Information
TAYLOR, TIM

Type of Training
Apprenticeship

Name of Program
RESIDENTIAL ELECTRICIAN;997;997

Credit for Prior Training
NONE

Training Dates Begin	End	Hrs Employed Per Week	Number of Hrs Standard Work Week
10/10/16	10/08/18	35.00	35.00

Remarks

CERTIFICATION: All Provisions on VA Form 22-1999 Are Certified.

Date Signed
09/26/2016

School Information
EC NATHAN LEONARD
SDNL ELECTRICAL
123 TEST ST
DETROIT, MI 48755
Phone #313-211-3111
Facility Code 20045722

Electronically Received by VA: 09/29/2016

VA Form 22-1999
Mar 2009 OMB Control No. 2900-0073

CertID: 34100090
TransId: 130677

Process to Submit Documents Electronically to the VA

1. Go to https://gibill.custhelp.com/app/utils/login_form/
2. Click Sign up to setup a username and password.
3. Once in the site, select the tab at the top "Ask a Question".
4. Fill in all the required fields:
   - Subject line: RE: veteran's name (only one veteran per question)
   - Question: (e.g., please upload documents for payment).
   - Attach document: (monthly certification form)
   - Product: select "GI Bill" and then "OK".
5. Select "Continue", attach all documentation, and select "Finish Submitting Question".
6. Note: Only one veteran's information per email.

Apprenticeship & OJT Program Requirements

Registered Apprenticeship

No apprentice contract can be approved for apprenticeship unless the occupation involved has been approved by the SAA as an apprenticeable occupation. In order for a new occupation to be approved by the SAA as apprenticeable, the occupation must involve the progressive attainment of manual, mechanical or technical skills and knowledge which meets industry standard for that occupation and would require at least 2,000 hours of on-the-job learning to attain; must customarily be learned in a practical way through a structured, systematic program of on-the-job supervised learning; must require that there be related instruction to supplement the on-the-job learning; and is clearly identified and recognized throughout an industry.

SAA will recognize and approve apprenticeship programs registered with the U.S. Department of Labor that are in conformance with <insert State> Rules and Regulations. In order to train apprentices in <insert State>, all programs must have an approved set of Standards. Standards are defined as an organized, written plan representing the terms and conditions of employment, training, and supervision of one or more apprentices. The standards of apprenticeship ensure that apprentices receive uniform training, in so far as possible, and that graduating apprentices develop comparable skills.

OJT (non-apprenticeable)

1. The job is one in which progression and appointment to the next higher classification are based upon skills learned through organized training on the job, and not on length of service and normal turn-over.
2. The training content will qualify the veteran for appointment to the job for which s/he is to be trained.
3. The job customarily requires a training period not less than 6 months and not more than 2 years, fulltime.
4. The length of the training is no longer than customarily required by the training establishment and other training establishments in the community to provide the required skills, arrange for acquiring of job knowledge, technical information, and other facts which the veteran needs in order to become competent on the job being trained.
5. There is adequate space, equipment, instructional material, and instructor personnel to provide satisfactory training on the job and provision is made for related instruction for the individual veteran who may need it.
6. Adequate records consisting of payroll, conduct, and progress on the job, and time spent on the job are kept and made available to the State Approving Agency and the Veterans Administration to review.
7. The veteran is not already qualified by training and experience for the job.
8. Wages to be paid the veteran upon entrance into training are not less than wages paid to non-veterans in the same training position and are at least 50% of the wages paid for the job for which s/he 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% of the wages paid for the job for which the veteran is being trained.
9. It is reasonably certain the job for which the veteran is to be trained will be available to the veteran when trained.
10. The OJT training agreement and wage schedule described in and attached to this application is in conformity to State and Federal Standards for other On-the-job Training and is to the best of employer's knowledge and belief, an accurate and complete plan of what the employer will follow. The wage schedule of this agreement does not supersede or abrogate the provisions of the Fair Labor Standards Act or other Federal and State Statutes.
11. A signed copy of the OJT agreement, including training program and wage scale as approved by the State Approving Agency is provided to the veteran, to VA and to the State Approving Agency by the employer.
12. Adequate records showing the progress, grades (if applicable) and wages of the Veteran, along with a copy of the OJT Agreement and all VA forms, will be maintained in the employer record and made available to the State Approving Agency and Veterans Administration for review and inspection at any time.
13. An authorized employee will act as the Certifying Official for GI Bill® Training and to inform VA and the State Approving Agency via Form 22-8794, Designation of Certifying Official, if a new employee is selected.
14. Any enrollment, interruption or termination of training will be reported to VA and SAA within 30 days of event.

GLOSSARY OF TERMS AND DEFINITIONS

Apprenticeship Director: An employee of the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship who administers, oversees, regulates and provides technical assistance on apprenticeship programs at local level.

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.

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 (COE): A VA Form 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.

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.

COE: See Certificate of Eligibility.

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

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). For Chapter 33 (Post 9/11 GI Bill®) the **delimiting date is 15 years.** 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).

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.

ELR: See Education Liaison Representative.

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 educational or training 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.

Mitigating Circumstances: Unanticipated and unavoidable events beyond a student's control that 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.

OA: U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship

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.

Post 9/11 G.I. Bill: Refers to the Chapter 33 GI Bill® that went into effect on August 1, 2009 and included apprenticeship & OJT effective October 1, 2011.

Program of Education: A combination of subjects, unit courses or training activities pursued a training establishment that 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.

RAPIDS: Registered Apprenticeship Partners Information Data System; used to track DOL Registered Apprentices

Serviceperson: An individual who is currently serving on active duty. Same as "service member."

Sponsor: Any sponsor, organization of employees, association of sponsors, committee or other persons operating an apprenticeship or on-the-job training program and in whose name the program is approved by the approval agency.

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 the VA for Virginia.

Survivors' and Dependents' Educational Assistance: The benefits payable to eligible dependents or survivors of veterans. It is often abbreviated simply as DEA (Chapter 35).

Helpful Contact Information

Your Local SAA	Your SAA can help with GI Bill® paperwork and put you in touch with other agencies and resources (i.e. Department of Labor and Industry) to answer questions you or your veteran may have.

Virginia State Approving Agency

Contact Information:	Virginia State Approving Agency 101 N. 14th St. 17th Floor Richmond, Virginia 804-225-2298 SAA@DVS.VIRGINIA.GOV	
Annie Walker, Deputy Commissioner	804-225-2720	annie.walker@dvs.virginia.gov
Martina Murray, Director of Education Programs	804-225-2721	martina.murray@dvs.virginia.gov
Tramaine Carroll-Payne, Deputy Director of Education Programs	804-482-8481	tramaine.carroll-payne@dvs.virginia.gov
Bobbie Blakely, Veterans Training Manager	804-310-0609	bobbie.blakely@dvs.virginia.gov
Chris Link. Veterans Education Manager	804-489-1039	christopher.link@dvs.virginia.gov
Tish Rothenbach, Veterans Education Manager	804-489-0552	latisha.rothenbach@dvs.virginia.gov
Elita Robinson, Veterans Education Manager	804-389-3562	elita.robinson@dvs.virginia.gov
Aaron Martin, Veterans Education Manager	804-366-5547	aaron.martin@dvs.virginia.gov
Michael Mullins, Education Support Specialist	804-482-8497	michael.mullins@dvs.virginia.gov

Other Helpful Numbers and Addresses

VA toll-free hotline	1-888-442-4551 or 1-888-GIBILL1	
Hearing Impaired	1-800-829-4833	
VA GI Bill® Website	www.benefits.va.gov/gibill	
BUFFALO VA REGIONAL PROCESSING OFFICE	VA Regional Processing Office PO Box 4616 Buffalo, NY 14240-4616	Fax: 716-551-3241(Add veteran SSN to each page when faxing)
Virginia Department of Labor and Industries	Main Street Centre 600 East Main Street, Suite 207 Richmond, Virginia 23219	Phone: 804.371.2327 Fax: 804.371.6524