

# YOUR TRAINING PROGRAM MAY QUALIFY TO BE APPROVED for the GI BILL®

**#1 Develop Your Program(s)**  
Determine occupations in your company that fit Apprenticeship or OJT.  
Structured training is the key. 900+ occupations are named by US Department of Labor as apprenticeable!

**#2 Identify Your Veterans.**  
Seek out or hire veterans, nat'l eligible dependents, nat'l guardsmen or reservists in your eligible occupations.  
Generally, veterans have 10-15 years after their separation or eligibility to use benefits.

**#3 Secure Program Approval.**  
Apply for approval of each OJT or Apprenticeship in which you want to hire a veteran or eligible person.  
Registered apprenticeship programs are deemed already approved & fast-tracked.

**#4 Enroll Eligible Employees.**  
Certify the enrollment & wage/hour forms & report changes in training status.  
The veteran receives a monthly GI Bill benefit check for each month in approved training.

## How Will My Training Program Benefit?

As an approved GI Bill Training Establishment, you can help Veterans transition into a good career with you while you more effectively attract & retain these desired workers.

Veterans possess experience, maturity, discipline, savvy, technical knowledge, work ethic, and more!

Once your training program is approved, you can market and advertise as "Approved for the GI Bill®" when recruiting.

## How Does Approval Work?

Your local State Approving Agency (SAA), under contract to the U.S. Dept of Veterans Affairs (VA), evaluates, approves and monitors apprenticeship and OJT training programs and provides technical assistance to approved facilities.

- You contact the SAA for the 22-8865 application, which you complete with assistance from your SAA representative
- We evaluate your training and submit approved applications and training documentation to the VA
- The VA confirms approval using a "Notice of Approval" and VA Form 22-1998, which provides your facility number
- Upon confirmation, you can complete the 22-8864 and VA form 22-1999

Upon receipt of our letter of approval, you can advertise that you are "Approved for the GI Bill®" and you may then begin certifying the enrollment of Veterans and eligible dependents.

## What Comes After Approval?

During the application process, you designate a "Certifying Official", who is authorized to access wage and work reports and to submit (certify) VA forms for your Veterans.

When the Veteran gives you a Certificate of Eligibility (COE) from the VA, you may certify the Veteran's enrollment in your training program using VA form 22-1999. You send the enrollment, along with training agreement to the SAA, who will add required documents. You keep a copy on file.

The VA will send your apprentice a VA form 22-6553d. Your Certifying Official certifies the training hours and wages for the month, reports any changes and sends the form to the VA for processing.

You must maintain the following records at your approved facility:

- Apprentice application or employment application
- Apprentice Contract or Training Agreement
- Time cards, payroll/time/leave records, HR records
- Training progress reports, including theoretical instruction
- Copies of all VA forms submitted and received

You agree to allow the SAA and the VA to conduct periodic on-site reviews of training and records. These reviews help VA ensure that VA benefits are being paid in accordance with regulations. The Veteran is responsible for re-payment of any benefits received in error.





## Apprenticeship, OJT & the GI Bill®.

Most employers know that Veterans can receive GI Bill benefits while at college or university. But, did you know that Veterans can use their GI Bill benefits for Apprenticeship and OJT? It's a great way to use earned education benefits while learning on the job in the skilled trades. Contact your state's State Approving Agency (SAA) for more information:

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 is Apprenticeship?

Apprenticeship is an effective training method in which a skilled worker oversees an apprentice's progressive attainment of manual, mechanical or technical skills & knowledge in accordance with industry standards for occupations which:

- Require at least 2,000 hours of on-the-job learning. Typically two to five years.
- Are customarily learned on-the-job.
- Require at least 144 hours of related theoretical (classroom) instruction per year.
- Are recognized by industry as a bona-fide occupation.

## What is OJT?

If you offer a structured, workplace training program that is between 6 and 24 months in length, but does not meet apprenticeship criteria, it may qualify as an OJT program. OJT programs typically do not need to include theoretical instruction.

**Contact your SAA today** to learn  
how to become approved for the  
GI Bill®

[http://www.nasaa-  
vetseducation.com/Contacts.aspx](http://www.nasaa-vetseducation.com/Contacts.aspx)



Approved for the GI Bill®  
**WHAT EVERY  
EMPLOYER  
SHOULD KNOW**

