

Approved for the GI Bill®
for Registered Apprenticeship & OJT



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Approved for the GI Bill®

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>.

Important information for handy reference:

My Apprenticeship Training Representative (ATR) is:

My Facility Code is:

My Facility Name (School Name) is approved as:

St. Louis Regional Processing Office (RPO):

Use this contact information to submit the 22-6553d or other forms of certification (e.g., letterhead) for Monthly Hours:

Fax: 1-314-552-9707 (SSN must be on every page faxed.)

VA Regional Office

P.O. Box 66869

St. Louis, MO 63166-6869

This handbook applies only to

**GI Bill Educational Benefits
for
Registered Apprenticeship and OJT programs.**

For assistance and information regarding
academic institutions, schools, or
(non-Apprenticeship/OJT) programs, please visit
Wisconsin Dept. of Veterans Affairs:
<http://saa.dva.state.wi.us/>.

Table of Contents

Introduction to GI Bill for Apprenticeship & OJT	1
Key People	3
Responsibilities of the GI Bill Training Facility.....	4
1. Designate Certifying Official(s)	4
2. Maintain a Quality Training Program.....	4
3. Enroll Eligible Veteran in Your Training Program	5
4. Certify Monthly Training Hours.....	6
5. Report Changes in Training Program.....	7
6. Maintain Proper Training Records	9
7. Participate in Compliance Visits	10
Using the Certifying Official Hotline.....	11
Using the online VA Inquiry System	11
Responsibilities of the Veteran.....	12
1. Apply for Benefits.....	12
2. Complete Monthly Certification of Hours 22-6553d	13
3. Manage GI Bill Eligibility and Benefits Selection.....	13
4. Use GI Bill Tools & Resources	13
FAQs - Frequently Asked Questions	14
Forms	15
22-8865 Employer's Application to Provide Job Training.....	16
22-8794 Designation of Certifying Official(s)	17
22-8794 Designation of Certifying Official(s), continued.....	18
Wisconsin Recommendation Transmittal	19
22-1999 VA Enrollment Certification	20
22-1999b Notice of Change in Student Status	21
22-6553d-1 Monthly Certification of Training.....	22
Alternate Monthly Certification of Training - Sample.....	23
VA Compliance Survey Notice (Sample).....	24
22-1934 VA Compliance Survey Report.....	25
Apprenticeship & OJT Program Requirements.....	27
GLOSSARY OF TERMS AND DEFINITIONS	29

Introduction to GI Bill for Apprenticeship & OJT

How does apprenticeship or OJT relate to the GI Bill?

As a Registered Apprenticeship sponsor, your program is qualified to be "**Approved for 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.

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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 WI Bureau of Apprenticeship Standards (BAS) 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 that isn't apprenticeable, but is 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 benefit purposes. Training must meet established criteria.

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 choose to use 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 with established eligibility for 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. This handbook uses "Veteran" to refer to all eligible persons.

How do I become approved as GI Bill Training Establishment?

1. Develop your training program.

This is all about quality training! Without a quality training program that meets very specific criteria, you will not be approved as a GI Bill Training Establishment. See page 27 for program requirements and criteria relating to both Registered Apprenticeship and non-apprenticeable On-the-Job-Training (OJT) programs. **If you already offer an approved Registered Apprenticeship program, you can go right to Step 3, below.**

2. Identify your veterans.

An application to become a GI Bill Training Facility for a non-apprenticeable OJT will not receive initial approval unless a veteran or eligible person is actively enrolling in your training.

3. Apply for program approval.

Submit a full application to your BAS ATR, which is comprised of the following (forms are available from your ATR):

- **VA Form 22-8865** Application To Provide Job Training (see page 16)
- **VA Form 22-8794** Designation of Certifying Official (see page 17)
- **Sponsor's Apprenticeship Standards**, as approved by Wisconsin BAS; or **Employer's OJT Training Outline**, specifying skills and tasks to be taught over the program length.
- **Enrollment packet for each veteran (not required for Registered Apprenticeship):**
 - VA Form 22-1999 (Side B) VA Enrollment Certification (see page 20)
 - Copy of the Veteran's Certificate of Eligibility (from the veteran)
 - Copy of the signed apprentice contract or signed OJT training agreement
- **Onsite Program Evaluation:**
 - **Registered Apprenticeship programs are pre-approved** for the requirements of the GI Bill and do not require an onsite program evaluation (38 CFR 21.4261).
 - **OJT programs must be evaluated** by a BAS ATR, 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 (38 CFR 21.4262). Approval is not granted in occupations requiring a relatively short period of experience to obtain and hold employment at the market wage or where OJT is not the normal way of training personnel.

4. Receive written approval notice from USDVA and/or Wisconsin Bureau of Apprenticeship Standards, which establishes your GI Bill facility number.

5. Begin enrolling vets and marketing your training program as "Approved for the GI Bill®".

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

Upon approval, you are encouraged to include in your apprenticeship 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>."

Responsibilities of the GI Bill Training Facility

Once you have been approved as a GI Bill Training Facility, you can certify the enrollment of eligible veterans in 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	Certify the Veteran's Enrollment	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 designated one or more person(s) as the Certifying Official(s) who will be the liaison between your training facility, BAS 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.
- Any changes in Certifying Official(s) must be entered on VA Form 22-8794 (page 17) and submitted to your BAS ATR for processing.

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 BAS ATR 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, assistance is available for the veteran through the County Veteran's Service Office (CVSO) or a manual application form can be downloaded at www.va.gov/vaforms or requested from the BAS ATR. See page 13 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 BAS ATR. **This is a controlled form and should not be given to the veteran.** See page 20 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.
 - Fax or mail your completed VA Form 22-1999 and a copy of the COE **to your BAS ATR** for processing, using the contact information on the inside cover of this guide. Do not send this form directly to the VA. Your BAS ATR will review the enrollment submission and work with you, if needed, to correct or gather necessary information. The ATR will then bundle the form with a copy of the Apprentice Contract or OJT Agreement, submitting it to VA Regional Processing Office.

- ✓ You may submit multiple 22-1999 enrollment forms, with COE, to your ATR at one time.
- ✓ Do not enroll a veteran who has not provided a Certificate of Eligibility.
- ✓ 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 Monthly Hours Worked (see page 22) 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).

- Must include veteran's current name and address, must be completed on or after last work day of month, signed by veteran, then certified & signed & faxed to VA by Certifying Official.
- Vacation and other paid leave hours do not count as work hours and must not be included.
- Paid related instruction hours are counted as 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 back to the veteran.** The Certifying Official, not the veteran, faxes to VA.

If the trainee does not receive a new VA Form 22-6553d-1 from the VA by the end of the month, the veteran should request that the certifying official submit verification of hours worked on company letterhead. See page 23 for a sample letter. Both the certifying official and the veteran 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.

If the trainee does not have any training hours in a month, do not submit the 22-6553d.

2. Fax Certified Monthly Hours to VA

The Certifying Official faxes the completed form to the St. Louis Regional Processing Office (see inside cover of this guide), 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 of the 22-6553d, along with all GI Bill paperwork, must be maintained in your file.

5. Report Changes in Training Program

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

Change in Certifying Official

Submit VA Form 22-8794 to your ATR. Notify your ATR 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, Journeyworker Rate, or Training Content

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

Call To Active Duty

Notify your ATR immediately. For apprenticeship, the contract will remain active, but temporarily unassigned, during active duty. Upon return to the training, the end date will be extended.

Submit VA Form 22-1999b to the VA RPO. When the training of a GI Bill enrollee is interrupted due to call to active duty, the Certifying Official ensures educational benefits are properly stopped.

- 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 RPO in St. Louis, MO.

Return From Active Duty

Notify your ATR immediately. For apprenticeship, the contract will be re-activated. Upon return to training the end date of the contract or agreement will be extended based on active duty period.

Submit VA Form 22-1999 to your ATR. 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 from your ATR that the contract or agreement is again in active status, the Certifying Official completes VA enrollment form **22-1999**, retains a copy, then faxes or mails to the ATR. If the 22-1999 includes hours worked, have the Vet sign or initial it.
 - Dates & Credit: Box 7: Enter the number of contract training hours the veteran has already completed for this training contract or agreement.
 - Box 10A start date is when the vet physically returned to work in the training agreement (OJT) and is the official reassignment date (apprenticeship).
 - Box 10A end date is when vet is now expected to end training. Projected on term (e.g., 8,000 hrs) less hours of credit X a standard year (e.g., 2080 hours).
- The ATR will perform a quality review, then fax the enrollment to VA RPO in St. Louis.

Temporary Unassignment of an Apprentice Contract (applies only to apprenticeship)

Notify your ATR immediately. When apprenticeship is interrupted due to layoff or other reasons leading to a temporary unassignment, the training relationship remains active. The Certifying Official notifies ATR immediately with details to place contract in unassigned status.

For unassignment of 4 months or less: No forms are submitted to VA, except the 22-6553d for the last month in which veteran had training work hours. When work hours resume, the veteran may not have a 22-6553d from VA, in which case Certifying Official submits monthly hours to VA RPO in St. Louis on letterhead to restart benefits. The veteran may be notified that a new enrollment is required, in which case Certifying Official completes VA form **22-1999 Enrollment Certification**, retains copy in employee file, then faxes or mails completed form to the ATR.

- Dates & Credit: Box 7: Enter the number of contract training hours 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. For an apprentice, this is the date provided in the official apprentice Reassignment Notice from your ATR.
- Box 10A end date is when the veteran is expected to complete the training program. It is projected based on term (e.g., 8,000 hours) less hours of credit multiplied by a standard year (e.g., 2080 hours). Your ATR can assist you with this determination.

For unassignment exceeding 4 months: 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 RPO in St. Louis, MO. The 22-1999b should be submitted at the outset, if the duration is known. Upon reassignment, the Certifying Official or training coordinator notifies the ATR, then completes VA form **22-1999 Enrollment Certification**, retains a copy, then faxes/mails form to the ATR.

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 local ATR must be notified immediately with the date of completion or request for cancellation and any related information regarding the contract fulfillment.
- The local ATR will take contract action, issuing official completion/cancellation documents.
 - For apprenticeship (not OJT agreements), the BAS cancellation process follows a legal route that typically includes a 20-day objection period and appeal rights.
- Upon receiving a copy of the Notice of Completion or Cancellation from the ATR, the sponsor 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 RPO.

Veteran Benefits are Exhausted, Ended or Changed

The Veteran, not the Certifying Official or the ATR, is responsible for the proper selection and application for benefits. There may be times during an active training enrollment when those benefits change due to eligibility issues or the veteran's choice. Those changes may require a new enrollment or other paperwork to be submitted. In nearly all cases, **the VA instructs the veteran** which forms to submit or process. Your role, as Certifying Official, is to respond to guidance from the VA (directly or through the veteran's documents) or your ATR. You are not expected to be an expert in VA benefits, forms or procedures.

Veteran Has Questions on Benefits or Process

Refer the veteran to the VA experts. Do not answer questions that are the purview of VA.

Benefits: 1-888-442-4551 or GI Bill comparison tool:

http://www.benefits.va.gov/gibill/comparison_tool.asp

Process or Forms: Ask to see any instructional written notices the veteran has received. If that doesn't describe the needed process or form, contact your ATR for guidance.

No Response After VONAPP application: Suggest vet logon to confirm submission. It is common for Vet to complete the online application and fail to click the "submit" button. An application that is initiated, but not submitted, will sit in unfinished status for six months.

6. Maintain Proper Training Records

The GI Bill Training Facility's Certifying Official must maintain records that allow VA and BAS 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 BAS 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

BAS, as 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 paid were paid properly.

Required records are subject to onsite inspection by authorized representatives of the Dept of Veteran Affairs (VA) and the BAS. 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 (construction) 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 can include paid 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
- Proof of Related Instruction participation
- Apprentice Contract or OJT Agreement
- Copies of all VA forms, including 1999 Enrollment and 22-6553d Monthly Certifications.

Using the Certifying Official Hotline

If you have an urgent issue relating to your role as a Certifying Official, you may use a hotline that has been established **for the Certifying Official**. Do not provide hotline number to the veteran.

Certifying Official Hotline: 855-225-1159. Identify yourself as a Certifying Official, including your facility name and assigned facility number. Do not provide this hotline number to veterans.

Using the online VA Inquiry System

The Education Service's FAQs web site provides a safe, secure and fast way to correspond with the VA Regional Processing Offices. The site uses 128 bit data encryption to insure that personal questions and their answers will always remain confidential. There are two different types of accounts, one for Certifying Officials and another for the general public, which a vet may use. The following steps explain a straightforward and simple registration process.

1. Navigate to www.gibill.va.gov, click on Question and Answers on the left side of the page, at the top you will see a tab, "Ask a Question".
2. Complete the page, providing the following information:
 - E-mail address -- Self explanatory
 - Subject – "School Certifying Official" – This is important to include and is used to route your inquiry to the proper person who can set-up your account.
 - Question -- Name of your approved facility and your assigned VA Facility Code.
 - Product – Select "GI Bill" from the drop-down menu.
 - Category – Select "VA-ONCE School Officials ONLY" from drop-down menu.

Entering accurate information here is important, because it is used to establish your account as a school official, and can establish priority routing for your inquiry within the system.

Note: If you already have an account set-up, you are done at this point. Please access your account information to confirm that it is current.

3. Next, complete the final form, which has several items requiring your entry.
 - Password: Create a strong password- something you can remember but not too easy.
 - Verify Password: Type your password again to make sure you have it right.
 - First Name: Your first name
 - Last Name: Your last name
 - State: The State where your approval is located. This is important because your questions are routed initially to the appropriate RPO based on this field.
 - Soc Sec / Claim Number: Leave this field blank. Alternatively, you can enter your school's facility code.
 - Suffix: Leave this field blank.
 - Phone Number: Provide a phone number where you can be reached.
4. Finally, Click on the "Create Account" button and you are done.

Responsibilities of the Veteran

1. Apply for 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.
 - Your County Veterans Service Officer (See page 13 for URL) can assist you.
 - GI Bill comparison tool: http://www.benefits.va.gov/gibill/comparison_tool.asp

Online Application Process: (Instructions are for veteran. CVSO is a helpful resource.)

Step 1. Get hired into a Registered Apprenticeship or OJT training program.

Step 2. Apply for GI Bill benefits online using VONAPP at <http://vabenefits.vba.va.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 (Certifying Official) Apprenticeship JAC or 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 or NOBE via VONAPP, whenever possible, to expedite benefits.
- Print a copy of the submitted application, which will print your confirmation number.
- Confirm that you clicked the "submit" button at the bottom of the VONAPP application page! This is a common error that delays benefits. An application that is initiated, but not submitted, will sit in unfinished status for six months.

Step 3. Work & train normally while awaiting your Certificate of Eligibility (COE) from VA:

- Give your Certifying Official a copy of the Certificate of Eligibility. (Required)
- Give your Certifying Official a copy of the DD-214 or NOBE. (Can proceed without.)

Step 4. Your Certifying Official will certify your training enrollment using 22-1999 Side B and submit it to your ATR, along with COE (required) and DD-214/NOBE (if available).

Step 5. ATR 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 St. Louis RPO.

Use the online VONAPP. It will expedite your benefit processing!

Manual Application Process: (Instructions are for veteran. CVSO is a helpful resource.)**CAUTION: Use VONAPP instead of manual process to expedite benefit processing!**

If you are not able to use VONAPP, paper forms can be submitted and are available to you from the ATR, CVSO 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

The Veteran completes the form using the data in Step 2, then mails form and DD-214 or NOBE, to: VA Regional Office, PO Box 66830, St. Louis, MO 63166-6830. Vet is now at Step 3, above.

2. Complete Monthly Certification of Hours 22-6553d

The veteran is responsible for presenting the monthly form 22-6553d to the Certifying Official or requesting submission of monthly hours on letterhead, if no form was sent by the VA to the veteran. Instructions for entry of training hours can be found on page 6.

3. Manage GI Bill Eligibility and Benefits Selection

The veteran is responsible for using the resources and tools provided by the VA to make informed GI Bill benefits decisions at the onset and during enrollment in the training program. In some cases, it is to the veteran's advantage to change benefits during the enrollment. These are decisions that must be made carefully by the veteran with guidance from experts at the VA.

4. Use GI Bill Tools & Resources

GI Bill Benefits Counselor at U.S. DVA	1-888-442-4551 or 1-888-GIBILL1 <i>Tell the counselor this is Registered Apprenticeship (or OJT)!</i>
GI Bill Comparison Tool Online	http://www.benefits.va.gov/gibill/comparison_tool.asp
VA Hearing Impaired Line	1-800-829-4833
VA GI Bill Website	www.benefits.va.gov/gibill
Refer veterans to appropriate helping services available in your area:	<ul style="list-style-type: none"> • County Veterans Service Officer www.wicvso.org • LVER or DVOP at WI Job Center https://dwd.wisconsin.gov/veterans/vetreps.htm

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 or 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. However, cancellation of the Apprenticeship Contract must be performed by BAS under current regulation and rule.
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.
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®.	This is a controlled form. Your ATR can provide a digital copy of this form.	Page 16
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.	This is a controlled form. Your ATR can provide a digital copy of this form.	Page 17
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.	This is a controlled form. Your ATR can provide a digital copy of this form.	Page 20
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.	This is a controlled form. Your ATR can provide a digital copy of this form.	Page 21
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/ Your ATR can provide a digital copy, but please note: VA normally sends to Vet, with the upper portion completed. Be sure to complete this upper part fully or benefits will be delayed.	Page 22
22-1990 Application for Benefits	Used by veteran to apply for benefits. Application via VONAPP is recommended www.vabenefits.vba.va.gov/ Forms: http://www.va.gov/vaforms/	No
22-1995 Change of Program	Used by veteran to change programs. Change via VONAPP is recommended www.vabenefits.vba.va.gov/ Forms: http://www.va.gov/vaforms/	No

**Don't have a form that you need?
Contact your ATR using the contact information on inside cover of this handbook!**

22-8865 Employer's Application to Provide Job Training

SAMPLE


OMB Approved No. 2900-0342
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)			
<p>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.</p>					
SECTION I - EMPLOYER IDENTIFICATION					
1. NAME OF ESTABLISHMENT ACME, INC.		2. NAME AND TITLE OF PERSON TO CONTACT (Include e-mail address) Susan Smith, President	3. TELEPHONE NO. (Include Area Code) 608-555-5555		
4. LOCATION OF ESTABLISHMENT (Street No., city, State, Zip Code) 123 Anyplace Street, Newcity, WI 55555		5. MAILING ADDRESS (If different than in Item 4) SAME			
SECTION II - DESCRIPTION OF TRAINING PROGRAM					
6. JOB TITLE (Position for which training will be provided)		7. JOB DESCRIPTION (Please keep brief)			
8. LENGTH OF PROGRAM (Indicate hours or months)	9. HOURS IN STANDARD WORK WEEK	<div style="border: 2px solid black; padding: 5px;"> <p>Sections II and III are not completed. Instead, the Program Standards or Training Outline is attached by your ATR to fully describe your training program.</p> </div>			
10. HOURS OF RELATED TRAINING (Indicate hours or months)	11. NUMBER OF FULLY QUALIFIED EMPLOYEES AVAILABLE AS INSTRUCTORS (Indicate number for each trade or occupation)				
12. MAXIMUM NUMBER OF TRAINEES THAT CAN BE TRAINED AT ANY ONE TIME	13. BEGINNING WAGE FOR TRAINEES				
SECTION III - WAGE PROGRESSION SCALE					
14. PRESENT JOURNEY WORKER WAGE		15. WAGE PROGRESSION SCALE DURING TRAINING			
A. PERIOD	B. NO. OF MONTHS	C. WAGE LEVEL	A. PERIOD	B. NO. 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
SECTION IV - CONDITIONS TO BE MET					
<p>I UNDERSTAND AND AGREE THAT THE FOLLOWING CONDITIONS MUST BE MET IF THIS TRAINING PROGRAM IS APPROVED FOR VA TRAINING BENEFITS:</p> <p>A. Close supervision by qualified journeymen will be provided throughout the training program.</p> <p>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.</p> <p>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.</p> <p>D. If required for approval of a training program, the trainee will be advanced to the full journeyman wage immediately upon completion of the training program.</p> <p>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.</p> <p>F. A copy of an approved training agreement will be provided to the trainee and to the Department of Veterans Affairs (VA).</p> <p>G. Immediately notify VA of any wage increase (or decrease) paid any trainee not in accordance with his or her training agreement.</p> <p>IN ADDITION, FOR ON-THE-JOB TRAINING OTHER THAN APPRENTICESHIP PROGRAMS, I HEREBY CERTIFY THAT:</p> <p>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.</p> <p>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.</p> <p>J. There is a reasonable certainty that the job for which training is provided will be available to the trainee after training has been</p>					
16. SIGNATURE <i>Sue Smith</i>		17. TITLE President		18. DATE SIGNED 01/01/2014	

22-8794 Designation of Certifying Official(s)

SAMPLE

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

 Department of Veterans Affairs	DESIGNATION OF CERTIFYING OFFICIAL(S)		
GENERAL INSTRUCTIONS			
<p>1. This form MUST ONLY be completed by a responsible official with the authority to designate certifying officials for the school or training establishment.</p> <p>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.</p>			
SPECIFIC INSTRUCTIONS			
<p>1. Item 1: Enter the complete name and address of the school or training establishment.</p> <p>2. Item 2: Enter the certifying official's telephone number.</p> <p>3. Item 3: Enter the certifying official's fax number.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>7. Item 5C: If veterans and other eligible persons will be claiming individualized tutorial assistance, complete these blocks.</p> <p>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.</p>			
<p>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.</p>			
<p>1. NAME AND ADDRESS OF SCHOOL OR TRAINING ESTABLISHMENT <i>(Include ZIP Code)</i></p> <p>Smith Tool & Die, LLC 3434 Shady Lane Any Town, WI 67890</p>	<div style="border: 1px solid black; padding: 5px; background-color: #cccccc;"> FOR VA USE ONLY </div>		
<p>2. TELEPHONE NUMBER(S) OF CERTIFYING OFFICIAL(S) <i>(Include Area Code)</i></p> <p>(608) 555-1234</p>	<p>3. FAX NUMBER OF CERTIFYING OFFICIAL(S) <i>(Include Area Code)</i></p> <p>(608) 555-1235</p>		
<p>4. E-MAIL ADDRESS OF CERTIFYING OFFICIAL(S)</p> <p>None</p>			
<p>5. THE FOLLOWING ARE DESIGNATED AS CERTIFYING OFFICIALS OF THIS SCHOOL OR TRAINING ESTABLISHMENT</p>			
<p>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:</p>			
NO.	NAME	TITLE	SIGNATURE
(1)	Edward Smith	Owner/President	
(2)	Milded Smith	Owner/Human Relations	
(3)			
(4)			
<p>B. THE USE OF THE FOLLOWING FACSIMILE (e.g., rubber stamp) SIGNATURES FOR THE OFFICIALS LISTED IN ITEM 5A ABOVE ARE AUTHORIZED.</p>			
(1)		(2)	
(3)		(4)	

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

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

SAMPLE

5. THE FOLLOWING ARE DESIGNATED AS CERTIFYING OFFICIALS OF THIS SCHOOL OR TRAINING ESTABLISHMENT <i>(Continued)</i>			
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			
<div style="border: 2px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <p>No access will be granted to VA's certification systems because the Apprenticeship and OJT process is still manual. Thus, no online training is required or available for Apprenticeship or OJT.</p> </div>			
<p>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.</p>			
7. SIGNATURE AND TITLE OF DESIGNATING OFFICIAL			8. DATE
Edward Smith			March 1, 2013
<p>PRIVACY ACT NOTICE: VA will not disclose information collected under the Privacy Act of 1974 or Title 38, Code of Federal Regulations, 561.501-561.505, Compensation, Pension, Education, Vocational Rehabilitation and Training, except as necessary for a routine use (e.g., VA sends educational forms or letters with a copy to (1) assist the veteran in the completion of claims forms or (2) for VA to properly process the veteran's education claim or to monitor his or her progress 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.</p>			
<p>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.</p>			

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.

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.

Wisconsin Recommendation Transmittal

SAMPLE

Department of Workforce Development
 Employment and Training Division
 Bureau of Apprenticeship Standards
 201 E. Washington Ave., Room E100
 P.O. Box 7972
 Madison, WI 53707-7972
 Telephone: (608) 266-3332
 Fax: (608) 266-0766
 Email: DWDEDET@dwd.wisconsin.gov



Scott Walker, Governor
 Reginald J. Newson, Secretary
 Scott Jansen, Division Administrator

Wisconsin SAA for GI Bill Apprenticeship & OJT Benefits LETTER OF TRANSMITTAL

Date Mailed:

REGARDING:	<i>Training Facility Name & Number (if exists)</i>	<i>Training Facility Address</i>
PURPOSE & AUTHORITY	1. <input type="checkbox"/> New Approval (CFR 21.4261) Conditions for approval have been reviewed and signed by the authorizing official on the application attached to this transmittal, which is accompanied by signed & approved Apprenticeship Standards or written OJT training structure. The application packet was received by the SAA on _____ . Requested effective date of approval: _____ Based upon review of this facility's training facilities, resources and application, I <input type="checkbox"/> do <input type="checkbox"/> do not recommend approval as a GI Bill Training Facility.	
	2. <input type="checkbox"/> Revision (CFR 21.4261) Program revisions are described in remarks, below. Revisions required new Apprenticeship Standards? <input type="checkbox"/> Yes (attached) <input type="checkbox"/> No Revisions required new Facility Application form?..... <input type="checkbox"/> Yes (attached) <input type="checkbox"/> No Revisions required new 22-8794 Certifying Official Designation?..... <input type="checkbox"/> Yes (attached) <input type="checkbox"/> No New location or contact information is included in revision? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	3. <input type="checkbox"/> Suspension (CFR 21.4259(A)) Duration is _____ days. Effective date: _____. Reason(s) for suspension: _____	
	4. <input type="checkbox"/> Withdrawal of Approval (Title 38, USC, Section 3679). Effective date: _____. Reason(s) for withdrawal: _____	
REMARKS:		
ENCLOSURES:	<input type="checkbox"/> Apprenticeship Facility Application <input type="checkbox"/> Apprenticeship Standards <input type="checkbox"/> OJT Facility Application <input type="checkbox"/> OJT Written Training Structure	<input type="checkbox"/> VA Form 22-8794 <input type="checkbox"/> Other (Describe)

Signature, Kathy Wellington
 Chief of Field Operations, Bureau of Apprenticeship Standards
 WI State Approving Agency for Apprenticeship & OJT

22-1999 VA Enrollment Certification

SAMPLE

NOTE: Tear off the Instructions and Certifications sheet before completing the form. OMB Control No. 2900-0073
Respondent Burden: 17 minutes

Side B

Department of Veterans Affairs

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 Anystreet Lane Newtown, WI 67890	4. SOCIAL SECURITY NUMBER OF STUDENT (If not entered in Item 2) 123-45-6789
6. TYPE OF TRAINING <input type="checkbox"/> FLIGHT TRAINING <input type="checkbox"/> CORRESPONDENCE <input checked="" type="checkbox"/> APPRENTICESHIP OR OTHER ON-THE-JOB	5. NAME OF PROGRAM Tool & Die Maker
7. CREDIT FOR PREVIOUS TRAINING (Not Flight) 260 hours	

Use exact trade name from contract.

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

VOCATIONAL FLIGHT TRAINING (See Instructions)

8A. CREDIT ALLOWED FOR PREVIOUS EDUCATION AND TRAINING				
DUAL	SOLO	GROUND SCHOOL	CERTIFICATES AND RATINGS	
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 SERVED 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.")

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)		10B. TYPE OF TRAINING	10C. NUMBER OF HOURS TRAINEE IS EMPLOYED PER WEEK IN TRAINING PROGRAM	10D. NUMBER OF HOURS IN STANDARD WORK WEEK
BEGINNING	ENDING	<input checked="" type="checkbox"/> APPRENTICESHIP	40 HRS.	40 HRS.
03/07/2013	07/07/2018	<input type="checkbox"/> OTHER-ON-THE-JOB	HRS.	HRS.

Box 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 dates.

Box 11: If vet has already worked hours in this contract, enter hours worked, by month. Do not include paid leave, only hours worked, which includes paid related instruction.
 Example: March, 2013 - 209 hours worked
 April, 2013 - 225 hours worked

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

12A. FACILITY CODE 12345678	12B. SCHOOL NAME AND ADDRESS Smith Tool & Die, 3434 Newlane, Anytown
12C. TELEPHONE NUMBER OF CERTIFYING OFFICIAL 608-123-4567	12D. SIGNATURE OF CERTIFYING OFFICIAL Bob Jones, HR Dir. & Certifying OFL.
12E. DATE SIGNED May 1, 2013	


Box 12B: Enter your approved facility name. Do not enter the Technical College!

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

22-1999b Notice of Change in Student Status

SAMPLE

OMB Approved No. 2900-0156
Respondent Burden: 10 Minutes

 Department of Veterans Affairs		
NOTICE OF CHANGE IN STUDENT STATUS		
1. NAME OF STUDENT <i>(First, Middle, Last)</i> Gary Green		2. VA FILE NO. <i>(For chapter 35, include suffix. For transferability cases, enter the veteran's Social Security Number)</i> 1234567890
3. CURRENT ADDRESS OF STUDENT 123 NewLane Hwy GoodCity, WI 55555		4. SOCIAL SECURITY NO. OF APPLICANT <i>(If not entered on Item 2 above)</i>
5. DATES OF TERM AFFECTED		
A. BEGIN DATE Leave Blank		B. END DATE Leave Blank
5. TERMINATION <i>(Complete Items A and B, and C if applicable)</i>		
A. LAST DATE OF ATTENDANCE 07/19/2012	B. REASON FOR TERMINATION <input type="checkbox"/> WITHDRAWAL BEFORE BEGINNING OF TERM <input type="checkbox"/> WITHDRAWAL DURING DROP PERIOD <input type="checkbox"/> WITHDRAWAL AFTER DROP PERIOD - NONPUNITIVE GRADES ASSIGNED <i>(If checked, complete Item 9 & 11)</i> <input type="checkbox"/> WITHDRAWAL AFTER DROP PERIOD - PUNITIVE GRADES ASSIGNED <input type="checkbox"/> END OF TERM OR COURSE <input type="checkbox"/> UNSATISFACTORY ATTENDANCE, CONDUCT, OR PROGRESS <input type="checkbox"/> GRADUATION <input type="checkbox"/> WITHDRAWAL OR INTERRUPTION <i>(Noncollege Degree Programs not on term basis- see Instructions)</i> <input checked="" type="checkbox"/> OTHER <i>(Explain in Item 12, Remarks)</i>	
C. LAST DATE CREDIT ACCRUED <i>(For non-college degree courses only)</i>		
7. ADJUSTMENT OF CREDIT OR CLOCK HOURS <i>(Complete Items A, B, and C thru H as applicable)</i>		
A. DATE ADJUSTMENT IS EFFECTIVE	B. TYPE OF ADJUSTMENT <input type="checkbox"/> INCREASE <input type="checkbox"/> INCREASE ON FIRST DAY OF TERM <input type="checkbox"/> REDUCTION ON FIRST DAY OF TERM <input type="checkbox"/> REDUCTION DURING DROP PERIOD <input type="checkbox"/> REDUCTION AFTER DROP PERIOD - NONPUNITIVE GRADES ASSIGNED <i>(If checked, complete Item 9 & 11)</i> <input type="checkbox"/> REDUCTION AFTER DROP PERIOD - PUNITIVE GRADES ASSIGNED <input type="checkbox"/> REDUCTION AFTER DROP PERIOD - PUNITIVE GRADES ASSIGNED <input type="checkbox"/> STUDENT COMPLETED TERM, BUT NONPUNITIVE GRADES ASSIGNED FOR ONE OR MORE COURSES <i>(If checked, complete Item 8)</i> <input type="checkbox"/> REDUCTION <i>(Noncollege Degree Programs not on term basis- see Instructions)</i> <input type="checkbox"/> OTHER <i>(Explain in Item 9, Remarks)</i>	
C. CREDIT HOURS BEFORE ADJUSTMENT	D. CREDIT HOURS AFTER ADJUSTMENT	E. TRAINING TIME AFTER ADJUSTMENT <i>(For graduate and advanced professional)</i> <input type="checkbox"/> FULL TIME <input type="checkbox"/> 3/4 TIME <input type="checkbox"/> 1/2 TIME <input type="checkbox"/> LESS THAN 1/2 TIME <input type="checkbox"/> 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 <i>(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).</i>		A. TUITION \$ B. FEES \$ C. YELLOW RIBBON <i>(Chapter 33 only)</i> \$
9. DO PREVIOUS CERTIFICATIONS FOR SUBSEQUENT TERMS REMAIN UNCHANGED? <input type="checkbox"/> YES <input type="checkbox"/> NO		10. CALLUP TO ACTIVE DUTY <i>(Complete if student called to active duty- see Instructions)</i> <input type="checkbox"/> STUDENT CALLED UP - No Credit Granted <input type="checkbox"/> STUDENT CALLED UP - Credit Granted
MITIGATING CIRCUMSTANCES <i>(Complete only if indicated by Item 6 or 7)</i>		
11. DOES THE STUDENT CLAIM THAT TERMINATION OR ADJUSTMENT ACTIONS INVOLVED MITIGATING CIRCUMSTANCES? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <i>(If "Yes," attach student's statement together with the student's supporting evidence)</i>		
12. REMARKS Mr. Green was laid off due to lack of work and is not expected to be recalled to work within the next four months		
IT IS HEREBY CERTIFIED THAT the student's status changed on the date indicated and in accordance with the facts shown above.		
13A. DATE 08/01/2012	13B. SIGNATURE AND TITLE OF CERTIFYING OFFICIAL Signed....President	13C. NAME AND ADDRESS OF SCHOOL OR TRAINING ESTABLISHMENT <i>(Include Facility Code)</i> ACME Inc., 321 Toplane St., Somecity, WI 55555

22-6553d-1 Monthly Certification of Training

SAMPLE

OMB Approved No. 2900-0178
 Respondent Burden: 10 Minutes

VARPO
 PO Box 66869
 St. Louis, MO 63166-6869

Trainee Name and Mailing Address:

Bill Smith
 234 Long Street
 Anytown, WI 55555

Department of Veterans Affairs

MONTHLY CERTIFICATION OF ON-THE-JOB AND APPRENTICESHIP TRAINING

FOR VA USE ONLY

VA FILE NUMBER	PAYEE
123,456,789	00
FACILITY CODE	TYPE TRAINING
123456789	Apprenticeship

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 1-800-GI-BILL-1 (1-888-442-4551), if you have questions. Call 711, Federal Relay, if you use the Telecommunications Device for the Deaf (TDD.)

INSTRUCTIONS TO TRAINEE

ITEMS 1 AND 2 - Enter the number of hours worked for each month shown. (Include any hours of related training 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. If you are receiving additional educational allowance for dependents, also use this item to report any change in the number of your dependents.

ITEMS 8A AND 8B - Sign and date the form. Then, give the form to your employer 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 your new address in the remaining space. Be sure to include your ZIP Code.

INSTRUCTIONS TO EMPLOYER

NOTE - If an OJT trainee is receiving the journeyman wage, the trainee is no longer entitled to VA educational benefits. You must immediately notify VA. An apprenticeship trainee is not normally entitled to receive educational benefits after reaching the journeyman wage. However, there are some exceptions, such as training on a Davis-Bacon job, or a job in a geographic location that has a different wage scale. If you have any questions, call VA toll-free at 1-888-GI-BILL (1-888-442-4551). If you use the Telecommunications Device for the Deaf (TDD), the Federal Relay number is 711.

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. Then, return it to the VA office shown above.

1. MONTH(S) TO BE CERTIFIED	2. NO. 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? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (If "No," complete Items 4 and 5)	4. DATE TERMINATED (Mo., day, yr.)
January, 2013	128	5. REASON FOR TERMINATION	
February, 2013	137		
March, 2013	106		
April, 2013	144		
		6A. IS WAGE RATE IN ACCORDANCE WITH TRAINING AGREEMENT? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (If "No," complete Items 6B and 6C)	6B. RATE
			6C. EFFECTIVE DATE
7. REMARKS If the training has ended for any reason, that information can be included here, in remarks, including dates & details.			
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		8B. DATE SIGNED 05/01/2013	
9A. SIGNATURE AND TITLE OF CERTIFYING OFFICIAL		9B. DATE SIGNED 05/02/2013	

VA FORM 22-6553d-1 JUL 2012

EXISTING STOCKS OF VA FORM 22-6553d-1, JAN 2009, WILL NOT BE USED.

PAYEE: When using blank form, always enter "OO" as Payee, unless trainee is not the veteran (e.g., dependent).

Box 4 & 5: Complete only if the vet is no longer active in the training.

Box 6B & 6C: complete if you enter "No" in 6A.

Box 6A: Yes, if wage meets or exceeds agreement.

Alternate Monthly Certification of Training - Sample

To be used if the veteran is still within the active training program, but does not receive a 22-6553d from the VA for the month.

Smith Tool & Die, LLC
3434 Shady Lane
Any Town, WI 67890

June 10, 2013

Monthly Certification of Hours for:

Bill Smith, SSN:123-45-6789

VA Facility Code: 12345678

Month:	March 2013	125 hours
	April 2013	165 hours
	May 2013	189 hours

I certify these hours to be correct. The apprentice was sponsored by us as an apprentice Tool & Die Maker during the months shown. His wage rate was in accordance with the Apprentice Contract.

Bill Smith
Bill Smith, Apprentice

Bob Jones
Bob Jones, HR Director & Certifying Official

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 ATR or by a representative from the US Department of Veterans Affairs. You will be notified by letter, approximately two 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, WI 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 (608) 235-5705.

Sincerely,

ATR

22-1934 VA Compliance Survey Report

SAMPLE

Department of Veterans Affairs		COMPLIANCE SURVEY REPORT					
(Under chapters 30, 32, 33, 35, and 36, Title 38, U.S.C.; Chapter 31, 1606 and 1607, Title 10, U.S.C.; and Section 901 and 903 of Public Law 95-342)							
1. NAME AND ADDRESS OF SCHOOL OR TRAINING ESTABLISHMENT (Include ZIP Code)					FACILITY CODE		
ACME INC 123 Anywhere Lane Acity, WI 55555					00A000000		
					IDENTIFICATION NO. (VA use only)		
PRIOR SURVEY							
PERIOD COVERED THROUGH		DATES OF SURVEY		PERIOD COVERED		RO NO.	
9/27/2000		FROM	THROUGH	FROM	THROUGH		
		08/13/2014		06/03/2012	07/01/2014		
PRIOR SURVEY COMPLETED:		CURRENT SURVEY COMPLETED:		REASON FOR SURVEY			
<input type="checkbox"/> ON SITE <input type="checkbox"/> REMOTE		<input checked="" type="checkbox"/> ON SITE <input type="checkbox"/> REMOTE		<input checked="" type="checkbox"/> ROUTINE <input type="checkbox"/> FOLLOW-UP <input type="checkbox"/> 100% AUDIT <input type="checkbox"/> OTHER (Specify)			
SCHOOLS ONLY							
COURSES OFFERED (Check one)		PROFIT STATUS: (Check one)		CHAPTER	STUDENTS ENROLLED	RECORDS REVIEWED	
<input type="checkbox"/> STANDARD COLLEGE DEGREE		<input type="checkbox"/> PUBLIC		30	1	1	
<input type="checkbox"/> NON DEGREE		<input type="checkbox"/> PROPRIETARY NONPROFIT		31			
<input type="checkbox"/> CORRESPONDENCE		<input type="checkbox"/> PROPRIETARY PROFIT		32/S.901/S.903			
<input type="checkbox"/> FLIGHT				33/NCS	2	2	
				35			
				1606			
				1607			
				NON-VA			
				TOTAL	3	3	
APPROVAL STATUS:				NAME AND TITLE OF OFFICIAL(S) CONTACTED			
<input type="checkbox"/> ACCREDITED (38 CFR 21.4253)		<input type="checkbox"/> NONACCREDITED (38 CFR 21.4254)		Bob Brown, Technical Training Coordinator			
TRAINING ESTABLISHMENTS ONLY							
<input checked="" type="checkbox"/> APPRENTICE (38 CFR 21.4261) <input type="checkbox"/> OTHER OJT (38 CFR 21.4262)							
LINE NO.	AREAS OF REVIEW					FINDINGS	
	GENERAL					YES	NO
1	THE FACILITY PROVIDED THE RECORDS AND ACCOUNTS OF VA BENEFICIARIES AND OTHER STUDENTS FOR EXAMINATION (38 CFR 21.4209, 21.7307, 21.9770)					X	
2	VA BENEFICIARIES COMMENCED THE COURSE ON THE DATE CERTIFIED (38 CFR 21.4131, 21.4203, 21.5810, 21.5831, 21.7131, 21.7152, 21.7631, 21.7652, 21.9720)					X	
3	VA BENEFICIARIES ARE ENROLLED IN AND PURSUING THE APPROVED PROGRAM AS CERTIFIED (38 CFR 21.3030, 21.5131, 21.7130, 21.7630, 21.9710)					X	
4	THE FACILITY MAINTAINS A RECORD OF PREVIOUS EDUCATION AND TRAINING OF VA BENEFICIARIES, HAS GRANTED APPROPRIATE CREDIT AND HAS REPORTED THE GRANT TO THE BENEFICIARIES (38 CFR 21.4253, 21.4254, 21.4263)					X	
5	THE FACILITY MAINTAINS ACCURATE, CURRENT AND COMPLETE RECORDS OF ENROLLMENT, CORRESPONDENCE LESSONS SERVICED, FLIGHT TRAINING HOURS OR APP/OJT HOURS (38 CFR 21.4253, 21.4254)					X	
6	THE FACILITY ACCURATELY AND PROMPTLY REPORTED ENROLLMENT, TUITION AND FEES, LESSONS SERVICED, FLIGHT TRAINING HOURS OR APP/OJT HOURS (38 CFR 21.4203(e)(f)(g), 21.4204, 21.7156, 21.9735)					X	
7	THE FACILITY PROMPTLY NOTIFIED VA WHEN BENEFICIARIES TERMINATED OR INTERRUPTED TRAINING (38 CFR 21.4203, 21.7156, 21.9735)					X	
8	THE FACILITY MAINTAINS ACCURATE, CURRENT AND COMPLETE RECORDS OF PROGRESS OR GRADES FOR VA BENEFICIARIES (38 CFR 21.4253, 21.4254, 21.4262, 21.4263)					X	
9	THE FACILITY PROMPTLY NOTIFIED VA WHEN BENEFICIARIES DID NOT PROGRESS SATISFACTORILY ACCORDING TO APPROVED STANDARDS AND PRACTICES OF THE FACILITY (38 CFR 21.4203(d), 21.4277)					X	
ALL EXCEPT TRAINING ESTABLISHMENTS							
10	CHARGES TO VA BENEFICIARIES FOR TUITION AND FEES WERE THE SAME OR LESS THAN THE CHARGES TO OTHER SIMILARLY CIRCUMSTANCED STUDENTS (38 CFR 21.4210(d), 21.9600, 38 U.S.C. 3690(a))						
11	CERTIFICATION OF THE 85 PERCENT ENROLLMENT LIMITATION WAS VERIFIED (38 CFR 21.4201)						
ALL EXCEPT FLIGHT SCHOOLS AND TRAINING ESTABLISHMENTS							
12	THE FACILITY PROMPTLY NOTIFIED VA OF ANY CHANGES IN CREDIT OR CLOCK HOURS, OR TUITION & FEES, THAT WOULD AFFECT THE AMOUNT OF PAYMENT TO BENEFICIARIES (38 CFR 21.4203, 21.7156(b), 21.9735)						

Compliance Survey Report, continued

LINE NO.	AREAS OF REVIEW (Continued)		FINDINGS		
	NONACCREDITED COURSES ONLY (Unless part of the approval criteria for an accredited course)		YES	NO	
13	STUDENTS WERE FURNISHED A COPY OF THE COURSE OUTLINE, SCHEDULE OF TUITION AND FEES AND OTHER CHARGES, AND REGULATIONS PERTAINING TO ATTENDANCE, GRADING POLICY, CONDUCT AND RULES OF OPERATION (38 CFR 21.4254(c))				
14	ENROLLMENTS WERE WITHIN THE LIMITATION ESTABLISHED BY THE STATE APPROVING AGENCY (38 CFR 21.4254(c))				
15	THE SCHOOL'S REFUND POLICY MEETS THE REQUIREMENTS OF VA REGULATIONS (38 CFR 21.4254(c), 21.4255, 21.4256)				
CORRESPONDENCE SCHOOLS ONLY					
16	STUDENTS AFFIRMED THE ENROLLMENT AGREEMENT AFTER THE EXPIRATION OF 10 FULL DAYS AFTER THE DAY ON WHICH THE AGREEMENT WAS SIGNED (38 CFR 21.4256)				
17	SUPPLIES, IF PART OF THE APPROVED COURSE, WERE FURNISHED TO STUDENTS (38 CFR 21.4254, 21.4255)				
18	SCHOOL RECORDS SHOW THAT VA BENEFICIARIES ARE PAYING THEIR SHARE OF THE APPROVED CHARGES AND THAT NON-VA STUDENTS ARE PAYING 100 PERCENT OF THE ESTABLISHED CHARGES (38 CFR 21.4210(d))				
19	NORMAL COMPLETION TIME FOR THE APPROVED COURSES IS AT LEAST SIX-MONTHS (38 CFR 21.4256)				
FLIGHT SCHOOLS ONLY					
20	SCHOOL RECORDS SHOW THAT BENEFICIARIES HELD AN UNLIMITED PRIVATE PILOT'S LICENSE OR HIGHER RATING BEFORE ENROLLMENT (38 CFR 21.4263)				
21	SCHOOL RECORDS SHOW THAT BENEFICIARIES HELD A CURRENT MEDICAL CERTIFICATE OF THE APPROPRIATE CLASS BEFORE AND DURING ENROLLMENT (38 CFR 21.4263)				
22	SCHOOL RECORDS SHOW THAT VA BENEFICIARIES ARE PAYING THEIR SHARE OF THE COST OF TRAINING RECEIVED AND THAT NON-VA STUDENTS ARE PAYING 100 PERCENT OF THE COST OF TRAINING RECEIVED (38 CFR 21.4263)				
TRAINING ESTABLISHMENTS ONLY					
23	VA BENEFICIARIES WERE FURNISHED A COPY OF THE TRAINING AGREEMENT (38 CFR 21.4261, 21.4262)			X	
24	VA BENEFICIARIES WERE RECEIVING TRAINING IN ACCORDANCE WITH THE APPROVED TRAINING PROGRAM (38 CFR 21.4261, 21.4262)			X	
25	VA BENEFICIARIES WERE RECEIVING WAGES AT THE APPROPRIATE RATE AS SHOWN IN THE APPROVED TRAINING AGREEMENT (38 CFR 21.4261, 21.4262)			X	
LINE NO.	ADDITIONAL AREAS OF REVIEW		FINDINGS		
			YES	NO	NA
26	THE FACILITY HAS CORRECTED AND NOT REPEATED ANY DISCREPANCY FOUND ON THE PRIOR SURVEY, OTHER THAN AN OCCASIONAL CLERICAL ERROR (38 CFR 21.4210(d))				
27	THE FACILITY AND VA BENEFICIARIES HAVE MET AND ARE COMPLYING WITH ALL OTHER APPLICABLE PROVISIONS OF THE LAW INCLUDING THOSE CONCERNING:				
A	ADVERTISING, SALES OR ENROLLMENT PRACTICES OF ANY TYPE (38 CFR 21.4252(b)(h), 21.4254(c))				
B	POWER OF ATTORNEY AND NONASSIGNABILITY OF BENEFITS (38 CFR 21.4146, 21.9680)				
C	INDEPENDENT STUDY (38 CFR 21.4267)				
D	PRACTICAL TRAINING (38 CFR 21.4265)				
E	COOPERATIVE COURSES AND FARM COOPERATIVE COURSES (38 CFR 21.4233, 21.4257, 21.4264)				
F	TWO-YEAR PERIOD OF OPERATION FOR BRANCHES (38 CFR 21.4251)				
G	TUTORIAL ASSISTANCE (38 CFR 21.4236, 21.9685)				
H	OWNER/OFFICER RESTRICTION AND CONFLICTING INTERESTS CERTIFICATION (38 CFR 21.4005, 21.4202(c), 21.5001, 21.7305, 21.7805, 21.9770)				
I	CONTRACTUAL ARRANGEMENTS (38 CFR 21.4233(e))				
J	ADVANCE PAY (38 CFR 21.4203, 21.9715)				
K	NONDUPLICATION OF BENEFITS (38 CFR 21.4020, 21.4022, 21.5022, 21.5023, 21.7143, 21.7642, 21.9690)				
L	YELLOW RIBBON AGREEMENT (38 CFR 21.9700)				
M	OTHER (Specify)				
ATTACHMENTS (Check all appropriate boxes)					
<input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> 22-1936, 22-1936A, OR OTHER WORKSHEETS <input type="checkbox"/> 22-8794, 22-8794A <input type="checkbox"/> 22-1919 <input checked="" type="checkbox"/> WORKING PAPERS					
DATE REPORT SUBMITTED		SIGNATURE OF COMPLIANCE SURVEY SPECIALIST/OR NAME AND TITLE OF OTHER REVIEWER			

Apprenticeship & OJT Program Requirements

Wisconsin Registered Apprenticeship

No apprentice contract can be approved for apprenticeship unless the occupation involved has been approved by the BAS as an apprenticeable occupation.

In order for a new occupation to be approved by the BAS as apprenticeable, the occupation

- must involve the progressive attainment of manual, mechanical or technical skills and knowledge which meets industry standard for that occupation
- must 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
- must be clearly identified and recognized throughout an industry.

BAS will recognize and approve apprenticeship programs registered with the U.S. Department of Labor or a recognized State Apprenticeship Agency, which are in conformance with Wisconsin Rules and Regulations. In order to train apprentices in Wisconsin, all programs must have written Standards of Apprenticeship, approved by BAS. Standards are defined as an organized, written plan representing the terms and conditions of employment, training, and supervision of one or more apprentices. The purpose of standards is to insure that apprentices receive uniform training, in so far as possible, and that graduating apprentices develop comparable skills.

Wisconsin GI Bill OJT (non-apprenticeable)

In Wisconsin, a work-based training program that uses the apprenticeship structure must be registered with the state as an apprenticeship program, per statute. Therefore, any OJT in Wisconsin will be in a non-apprenticeable occupation or structure.

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 mos and not more than 2 years, fulltime.

4. The length of the OJT 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 purposes, 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 Training Representative:** An employee of the Bureau of Apprenticeship Standards who administers, oversees, regulates and provides technical assistance on apprenticeship programs at local level.
- ATR:** See Apprenticeship Training Representative
- 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.
- Bureau of Apprenticeship Standards (BAS):** The agency within the Wisconsin Department of Workforce Development charged with the oversight responsibilities of Wisconsin's registered apprenticeship program.
- 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 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.
- 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 or "out station" location 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.

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.

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. In Wisconsin, the Bureau of Apprenticeship Standards is the SAA for veterans participating in Apprenticeship and OJT programs and for Licensure & Certification benefits. The Wisconsin Department of Veterans Affairs is the SAA for veterans who are students at Institutes of Higher Learning (IHL), Non-College Degree programs (NCD), Correspondence, Flight, Farm Cooperative and Licensure & Certification benefits.

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

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>.



Through contract with the U.S. Department of Veterans Affairs (VA), the Wisconsin Department of Workforce Development's Bureau of Apprenticeship Standards serves as the State Approving Agency for GI Bill Training Establishments when the GI Bill is used for Apprenticeship or OJT.