

# APPROVED FOR THE GI BILL®

for Registered Apprenticeship & OJT

*A Handbook for the Certifying Official*



Wisconsin Department of Veterans Affairs



# 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:

Phone:

Email:

My **Facility Code** is:

My Approved **Facility Name** is:

My **State Approving Agency (SAA) Consultant** is \*:

**Phone:** (608) 261 – 8771

**Fax:** (608) 267 – 0403

**Email:** [SAAMail@dva.wisconsin.gov](mailto:SAAMail@dva.wisconsin.gov)

Wisconsin Department of Veterans Affairs

Attn: SAA

201 W. Washington Ave.

P.O. Box 7843

Madison, WI 53707-7843

\* Do not distribute to families/trainees

My **U.S. Department of Veterans Affairs (VA) Education Liaison Representative (ELR)** is \*\*:

**Phone:** [REDACTED]

**Fax:** [REDACTED]

**Email:** [REDACTED]

\*\* Do not distribute to families/trainees

**St. Louis Regional Processing Office or RPO**

(use to submit the VA Form 22-6553d-1):

**Fax:** (314) 253 – 4140 \*\*\*

**Online:** See page 11 or contact ELR

\*\*\* Write SSN on every page faxed

Department of Veterans Affairs

9700 Page Avenue

Suite 101 – Education

St. Louis, MO 63132-1502

**Certifying Official Hotline:**

**GI Bill Hotline (for apprentice/trainee use):**

(please contact your ELR for the #)

1 – 888 – 442 – 4551 or

<https://gibill.custhelp.com/app/home>.

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-college degrees, please visit the  
Wisconsin Department of Veterans Affairs:

<http://WisVets.com/Pages/educationEmployment/StateApprovingAgency.aspx>

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## Introduction to the GI Bill for Apprenticeship & OJT

### How does apprenticeship or OJT relate to the GI Bill?

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.

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.

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

**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. For questions on registration please visit: <http://dwd.wisconsin.gov/apprenticeship/>.

**OJT (ON-THE-JOB TRAINING)**  
Training that does not meet the criteria for an apprenticeship, 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.

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.

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](http://www.gibill.va.gov).

### Who is generally eligible?

The GI Bill is available for any veteran with established eligibility under Chapter 30, Chapter 32 - Section 903, Chapter 33, Chapter 1606, or Chapter 1607 and any spouse or child who is eligible under Chapter 35. The benefit is generally not available to a veteran with no active duty in the past 10 years or a person currently on active duty. This handbook uses "Veteran" to refer to all eligible persons.

## 10 REASONS TO HIRE A VETERAN

- |                                                                                                                                                                                                                            |                                                                                                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> <li>1. Accelerated Learning Curve</li> <li>2. Leadership</li> <li>3. Teamwork</li> <li>4. Diversity and Inclusion in Action</li> <li>5. Efficient Performance Under Pressure</li> </ol> | <ol style="list-style-type: none"> <li>6. Respect for Procedures</li> <li>7. Technology and Globalization</li> <li>8. Integrity</li> <li>9. Conscious of Health &amp; Safety Standards</li> <li>10. Triumph Over Adversity</li> </ol> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Key People

Several agencies and officials collaborate to help eligible veterans and their dependents receive VA education benefits. This table will introduce you to those key players and their responsibilities.

Apprenticeship Training Representative (ATR)	A regionally-assigned Apprenticeship Training Representative (ATR) from Wisconsin's Bureau of Apprenticeship Standards (BAS) evaluates, approves and monitors all apprenticeships in the State of Wisconsin, in addition to providing related technical assistance to employers and sponsors.
Wisconsin State Approving Agency (SAA) Consultant	Consultants from the Wisconsin State Approving Agency (SAA) in Madison are federal contractors who evaluate and approve apprenticeship programs for access to the GI Bill. After initial approval, consultants may also conduct compliance surveys at your facility. Contact your consultant for initial approval and when you make changes to your training program.
U.S. Department of Veteran Affairs (VA) Education Liaison Representative (ELR)	The U.S. Department of Veterans Affairs (VA) determines eligibility of veterans for VA education benefits, processes benefit payments, and receives approval recommendations from the SAA. You may come in contact with VA staff in these positions: <ul style="list-style-type: none"> <li>Education Liaison Representative (ELR)</li> <li>Education Compliance Survey Specialist (ECSS)</li> </ul> The ELR is your VA liaison. Your ELR will provide Certifying Official training and technical assistance after your facility is granted initial approval. <p>An ECSS may conduct compliance surveys at your facility to inspect records and ensure that your program complies with the regulations.</p>
Regional Processing Office (RPO)	The VA has three RPOs that handle GI Bill claims and process payments. The RPO for Wisconsin is based in St. Louis, Missouri.
Certifying Official (CO)	The Certifying Official is your employee who serves as the point of contact for your veterans. They are responsible for certifying enrollments, monthly work hours, and disenrollments at completion or termination.

The ELR is your contact, but is not the right contact for veterans. Don't give out ELR contact info.



## How do I become approved as a GI Bill Apprenticeship Training Facility?

### 1. Develop and register 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 Facility. See page 30 for registration requirements and criteria. Contact and work with the ATR in your region to register and obtain a copy of local standards for each occupation. Go to <http://dwd.wisconsin.gov/apprenticeship/contacts.htm> to contact your ATR. **If you already offer a Registered Apprenticeship program, or if your ATR determined that your program represents a non-apprenticeable OJT, go to Step 3, below.**

### 2. Identify and register your veterans.

Approval as a GI Bill Training Facility requires enrollment of a veteran in your training. Work with your ATR to sign Apprentice Contracts with each veteran. Evaluate previous experience and/or training and shorten the length of training accordingly. Keep records that support any credit awarded for prior training.

### 3. Apply for GI Bill approval.

Contact and work with a Consultant from the Wisconsin State Approving Agency to apply. Submit a full application, comprised of the following (forms are available from your Consultant):

- **WDVA 2910** Application to Enroll Veterans in Apprenticeship Training (see page 16)
- **VA Form 22-8865** Employer's Application To Provide Job Training (see page 19)
- **VA Form 22-8794** Designation of Certifying Official(s) (see page 20)
- **Sponsor's Apprenticeship Standards**, approved and signed by Wisconsin BAS, or
- **Employer's OJT Training Outline**, specifying skills and tasks to be taught over the program length

### 4. Receive written approval notice from your VA ELR, which establishes your GI Bill facility number.

### 5. Enroll your veterans and market 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>."

\*\*\* Contact your ELR for an "I Hire Veterans" decal to post at your entrance. \*\*\*

## 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 a 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 Hours	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, the SAA and the VA.

- Only an authorized Certifying Official may sign, and thus certify, GI Bill paperwork to verify a veteran's enrollment, monthly work/training hours, change in status, and any other circumstances that affect the amount or duration of GI Bill educational benefits.
- The Certifying Official must have access to the training files and payroll records.
- Any changes in Certifying Official(s) must be entered on VA Form 22-8794 (page 20) and submitted to your SAA Consultant for processing.

The VA's official record of your currently approved Certifying Official(s) and training program(s) can be viewed at any time through **WEAMS** at: <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 providing adequate space, equipment, instructional material, and qualified personnel to provide effective training. For apprenticeship programs, the sponsor must adhere to the established Apprenticeship Standards and the terms of the Apprentice Contract(s). For OJT, the employer must adhere to an established, written 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. Close supervision by a journey-level worker must be provided throughout the training.*

The Certifying Official should not counsel veterans on GI Bill eligibility or selection of benefits (e.g., which Chapter do I select? questions). If the veteran desires assistance, the VA provides eligibility assistance and a benefits comparison tool at [www.gibill.va.gov](http://www.gibill.va.gov) and phone assistance at (888) 442-4551.

Additionally, veterans should contact their County Veterans Service Officer (CVSO) for assistance with application and chapter selection. Locate a CVSO here: <http://wicvso.org/locate-your-cvso/>

### **3. Enroll Eligible Veterans in Your Training Program**

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 the VA – this provides proof that the veteran has benefits available and is eligible for enrollment.

- If the veteran **has applied for benefits**, ask the veteran to provide a copy of the COE for the employee file.
- If the veteran **has not applied for benefits**, direct the veteran to apply online using VA’s VONAPP website [www.vabenefits.vba.va.gov](http://www.vabenefits.vba.va.gov) to secure a COE.
  - Veterans should apply to the VA as soon as they are hired or interested in receiving benefits
  - 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 from the County Veteran's Service Office (CVSO) <http://wicvso.org/locate-your-cvso/> or a manual application form can be downloaded at [www.va.gov/vaforms](http://www.va.gov/vaforms).
- If the veteran is **already qualified** for this occupation, do not enroll the veteran.
- If the veteran has **already received training** for this occupation, credit must be given and the length of the training must be reduced proportionately.

B. **ENROLLMENT** – Upon receipt of the COE, the Certifying Official can proceed with enrollment. Enrollment packets for each veteran must include:

- For Registered Apprenticeship – a copy of the Apprentice Contract signed by the apprentice, sponsor and BAS, or for OJT – a copy of the OJT Agreement signed by the employee and sponsor.
- A copy of the veteran’s COE.
- VA Form 22-1999 (Side B) VA Enrollment Certification. **This is a controlled form and should not be given to the veteran.** See page 22 for instructions and a sample form. Note that Side A is not completed for Apprenticeship or OJT. This is a printable and fillable PDF form for ease of use.
- IF the Apprentice Sponsor on the Apprentice Contract is not the same facility listed on the VA Form 22-1999 (Side B), submit a VA Form 22-8864 with your enrollment packet (typically ABCs will need to use this form - individual employers and JACs typically will not use this form).
- List all the months and the hours worked during those months that have already been worked by the veteran at the apprenticeship or OJT prior to the date of enrollment, per the form instructions, in item 11, “Remarks”. The VA will provide back-pay benefits for certified hours prior to the date of enrollment.
- Fax or mail your packet to the **SAA** for processing, using the contact information on the inside cover of this guide. Do not send these forms directly to the VA. The SAA will review the enrollment submission and work with you, if needed, to correct or gather necessary information. The SAA will then bundle the forms and submitting the packet to the RPO. Processing can take up to 60 days.

- ✓ **Do not email the packet** – use fax or mail – the packet contains private and protected information
- ✓ You may submit multiple enrollment packets for multiple veterans at the same time.
- ✓ Keep a copy of all training forms and correspondence in the employee’s file

- C. **APPROVAL** - When the VA approves the enrollment, the veteran will receive written confirmation from the VA, along with a blank VA Form 22-6553d-1 (see page 25). The veteran should bring this blank form to the Certifying Official to report training hours to the VA going forward. Note that if hours previously worked were reported in the enrollment packet, the veteran should receive back payment around this time.

#### **4. Certify Monthly Training Hours**

To receive a full monthly payment, the veteran must work **at least 116 hours in the month**. The monthly amount differs between veterans based on VA eligibility, time on active duty, etc. The monthly amount will also be reduced proportionately if the veteran works less than 116 hours in a given month. Monthly hours are 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. Hours certified to the VA are hours worked in accordance with the successful performance of the training agreement.

- A. **FILL OUT THE VA FORM 22-6553d-1** - Usually once a month, VA sends the veteran a blank VA Form 22-6553d-1, which can also be found online at <http://www.vba.va.gov/pubs/forms/VBA-22-6553d-1-ARE.pdf>
- Must include the veteran's current name and address, must be completed on or after last work day of month, signed by veteran, then certified and signed by the Certifying Official
  - Paid related instruction hours are counted as work hours
  - Vacation, sick leave, and other paid leave hours are not 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, submits directly to the RPO

**If the trainee does not receive a blank 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 26 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 a VA Form 22-6553d-1. Submit a form the next time hours are worked at the end of the month. If the training is complete or will be interrupted for more than four months, submit a disenrollment using the VA Form 22-1999b.

- B. **SUBMIT TO THE RPO** – the Certifying Official forwards 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. Options to submit include fax, mail, and a secure online process called Submit a Question. See page 11 or contact your ELR for instructions to access the online process. Maintain copies of all forms at your facility for a

minimum of three years after the veteran completes or leaves your program. All records may be reviewed during a future audit (Compliance Survey) described on page ten.

## **5. Report Changes in Training Program**

Changes to the content of your training program should be first approved by BAS through your ATR. After BAS approves any changes, contact your SAA consultant to update your approval for the GI Bill.

### **A. Change in Certifying Official**

Submit VA Form 22-8794 and WDVA 2910 to the SAA. Report changes in personnel, contact information or address. The VA Form 22-8794 should list all authorized Certifying Officials, even those already approved. The Designating Official and Certifying Official are allowed to be the same employee.

### **B. 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, training structure, or to add/remove occupations. The ATR will work closely with you and your training coordinator to revise your standards. Then, report the changes to the SAA using the WDVA 2910 to update your approval status for the GI Bill.

### **C. Call To Active Duty**

Notify your ATR and the SAA immediately. When the training of a GI Bill enrollee is interrupted due to active duty, the Certifying Official ensures educational benefits are properly stopped. 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 SAA and retain a copy in the employee file.

### **D. Return From Active Duty**

Notify your ATR and the SAA immediately. For apprenticeship, the contract will be re-activated. Upon return to the apprenticeship, the end date of the contract or agreement will be extended based on active duty period and GI Bill enrollment can resume. Upon notice from your ATR that the contract or agreement is again in active status, the Certifying Official should submit the VA Form 22-1999 (Side B) along with an updated Apprentice Contract or Training Agreement to the SAA and retains a copy in the employee file. If the VA Form 22-1999 (Side B) includes hours worked but not previously certified for the GI Bill, the veteran should sign or initial next to the hours in the “Remarks” section.

- 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 veteran physically returned to work in the training agreement (OJT) or the official reassignment date (apprenticeship)
- Box 10A end date is when veteran is now expected to end training, projected on term (e.g., 8,000 hrs) less hours of credit for a standard year (e.g., 2080 hours)
- The SAA will review and submit the enrollment to the RPO in St. Louis

### **E. Temporary Unassignment of an Apprentice Contract (applies only to apprenticeship)**

When apprenticeship is interrupted due to circumstances such as illness, injury, return to post-secondary education, discipline, drug test failure, or a layoff lasting longer than 30 days – the training relationship can remain active in “Unassigned” status for up to one year.

#### Responsibilities:

- First, contact your local ATR immediately to officially place the contract in unassigned status.
- Submit a VA Form 22-6553d-1 for the last month in which the veteran had training work hours as described above in 4A.
- Complete the VA Form **22-1999b Notice of Change in Student Status**, retain a copy in the employee’s record, then fax or mail the form to the SAA. The form must be submitted **within 30 days** of official unassignment. See page 24 for an example.
- Upon reassignment, the Certifying Official or training coordinator first notifies the ATR to amend the original contract, and then completes the VA Form **22-1999 (Side B) Enrollment Certification**, retains a copy, and faxes or mails the form to the SAA along with an updated Apprentice Contract.
  - Dates & Credit: Box 7: Enter the number of training hours the veteran previously completed toward the contract.
  - Start Date: Box 10A: the date on which the veteran physically returned to work (the date provided in the official Notice of Reassignment from your ATR).
  - End Date: Box 10A: 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 previously completed multiplied by a standard year (e.g., 2080 hours). Your ATR can assist with determination.
- When work hours resume, the veteran may not have a blank VA Form 22-6553d-1 available, in which case the Certifying Official should submit monthly hours to the RPO on letterhead to restart benefits, using the process described in 4A.

### **F. Completion, Cancellation or Transfer of Apprentice Contract or OJT Agreement**

When a training agreement or contract is completed, cancelled, or the trainee moves to a different approved facility, 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.
- The local ATR will take contract action, issuing official completion or cancellation documents.
- Upon receipt of an official Notice of Completion or Cancellation from your ATR, the sponsor completes the VA Form **22-1999b Notice of Change in Student Status**. This form is signed by the certifying official and forwarded directly to the SAA, using the termination date stated in the official notice. A copy must be kept in the employee’s file. See page 24 for an example.
- The VA Form 22-1999b must be submitted to the SAA **within 30 days** of official completion, cancellation or transfer.

### **G. Veteran Benefits are Exhausted, Ended or Changed**

The veteran, not the Certifying Official or the SAA, 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 ELR and SAA (directly or through the veteran's documents). You are not expected to be an expert in VA benefits, forms or procedures.

#### **H. VA Ends Claim Because Training End Date is Reached**

Apprentices may experience one or more short-term layoffs during apprenticeship, especially in the construction trades. These periods of unassignment extend the initial proposed completion date of the apprenticeship term. In cases where a veteran apprentice is still receiving benefits at the end of the initial apprenticeship period, the VA may end the benefit claim because the training end date has been reached. To remedy, the Certifying Official should submit a VA Form 22-1999b to the SAA, completing items 1-4, 5A & 5B, 7A (enter the original end date of the apprenticeship), 7B (check "other"), 7H (enter the new/extended proposed completion date for the apprenticeship), 12 (enter Remarks, similar to this: "This apprentice has not yet completed this training contract due to period(s) of layoff from MM/DD/YY to MM/DD/YY, during which time no training hours were accrued or reported."), and 13A-C.

#### **I. Veteran Has Questions on Benefits or Encounters Problems**

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

**Benefit Selection Questions:** Direct the veteran to call 1-888-442-4551, use the GI Bill comparison tool [http://www.benefits.va.gov/gibill/comparison\\_tool.asp](http://www.benefits.va.gov/gibill/comparison_tool.asp), and to contact their CVSO.

**Payment Issues or Checking Status of a Claim:** Direct the veteran to use the GI Bill Hotline 1-888-442-4551 or Online Customer Help System <https://gibill.custhelp.com/app/home>. If you wish to contact the VA on the veteran's behalf, use the Certifying Official Hotline (please contact your ELR for the #). Note that this is your resource line and not for apprentice or student use.

**No Response After VONAPP application:** Suggest veteran logon to confirm submission. It is common for a veteran 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 SAA to confirm that training provided meets GI Bill requirements and that benefits were properly paid:

- A copy of the training file, including the Apprentice Contract or OJT Agreement, and
- Hours worked each month and official payroll 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 VA or SAA will **contain the veteran's claim number/SSN**, which is the control number used by the VA to pay benefits.

## **7. Participate in Compliance Visits**

The SAA and the VA will periodically visit the facility to inspect records in order to ensure that GI Bill benefits are supporting a quality training program. This visit generally occurs annually and is designed to provide technical assistance and ensure compliance with the regulations of 38 CFR 21.4261 and VA policy.

Required records are subject to onsite inspection by authorized representatives of the VA and SAA.

A standardized form is used to guide the compliance visit and is provided to the Training Facility. The following program components will be reviewed:

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

### **What kinds of records will be reviewed?**

- Timecards / Payroll Records / Time & Leave Records / Employer Records (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 VA Form 22-1999 (Side B), VA Form 22-1999b, VA Form 22-8864 (if applicable), and VA Form 22-6553d-1
- Records for non-veteran apprentices – this is in order to verify that veteran apprentices are held to the same standards and receive the same benefits as non-veterans



## 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. **Please contact your ELR for the Certifying Official Hotline number.** When calling, identify yourself as a Certifying Official and be prepared to provide your facility name and assigned facility number.

## 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 veteran may use. The following steps explain a straightforward and simple registration process for the Certifying Official:

1. Navigate to [www.gbill.va.gov](http://www.gbill.va.gov), on the right side of the page, under the GI Bill logo find the “FAQS” section and click the “Submit a Question” button
2. Click the “Sign Up” link on the Log In page next to the phrase “Not registered yet?”
3. Next, complete the form, which has several items requiring your entry:
  - Email & Username: Your preferences
  - Password: Create a strong password
  - Verify Password: Type your password again
  - First Name: Your first name
  - Last Name: Your last name
  - State: The State where your approved facility is located (important because your questions are routed to the appropriate Regional Processing Office based on this field)
  - Social Security / Claim #: Leave this field blank or enter your facility code
  - Phone Number: Provide a phone number where you can be reached
3. Click the “Create Account” button
4. To submit a question or transmit a VA Form 22-6553d-1:
  - Log in to your account and select the “Ask a Question” tab
  - You may enter a subject line and remarks/question, then attach the VA Form 22-6553d-1 **VA WILL ONLY ACCEPT PDF FILES SIGNED BY THE CO AND VETERAN TRAINEE**
  - After attaching the form, select “School Officials ONLY” in the category drop-down box – this will route the inquiry to a school queue
  - The veteran’s SSN is not necessary in the bottom field, and may be left as “NA” – please ensure that the veteran’s name and SSN appear on all pages of attached forms
  - When submission is complete, hit “Continue” at the bottom of the page – a pop-up box will appear and attempt to answer your inquiry, please look toward the bottom of the box and click “Finish Submitting Question” – you will receive an automated email with a reference number for your inquiry – please retain this number in case there are issues with receipt (next page)

- If you are submitting for multiple veterans in one inquiry, you will need to **attach each individual VA Form 22-6553d-1 separately – DO NOT mix/combine individuals into one scan**
- **Only VA Form 22-6553d-1 should be submitted using this online system** – continue to submit other VA forms [such as the VA Form 22-8864 and VA Form 22-1999 (Side B)] via fax or mail to the SAA
- Contact your ELR for any questions using the contact info on the inside cover of this handbook

## 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 number and account number)
- **Obtain copy of the DD-214.** 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 can assist you (see page 13 for URL).
  - GI Bill comparison tool: [http://www.benefits.va.gov/gibill/comparison\\_tool.asp](http://www.benefits.va.gov/gibill/comparison_tool.asp)

#### Online Application Process: (Instructions are for veteran - CVSO is a helpful application 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 VA Form 22-1990 unless transferring, then use VA Form 22-1995
  - 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)
- Step 4. Your Certifying Official will certify your training enrollment using VA Form 22-1999 (Side B) and submit it to the SAA, along with COE (required) and Apprentice Contract
- Step 5. SAA will review for quality, attach contract/agreement documents, scan packet to retain a digital copy, and fax the application packet to the VA RPO

**Use the online VONAPP - It will expedite your benefit processing**

**Manual Application Process: (Instructions are for veteran - CVSO is a helpful application 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 your CVSO or [http://www.benefits.va.gov/gibill/handouts\\_forms.asp](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: Department of Veterans Affairs / 9700 Page Avenue / Suite 101 – Education / St. Louis, MO 63132-1502. Veteran is now at Step 3, above.

**2. Complete Monthly Certification of Hours VA Form 22-6553d-1**

The veteran is responsible for presenting this form to the Certifying Official monthly. If a blank VA Form 22-6553d-1 was not sent by the VA to the veteran in a particular month, the veteran should request that the Certifying Official certify hours on company letterhead. 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 and the CVSO.

**4. Use GI Bill Tools & Resources**

GI Bill Benefits VA Counselor	1-888-442-4551 or 1-888-GIBILL1 <i>Tell the counselor this is for Registered Apprenticeship or OJT</i>
GI Bill Comparison Tool Online	<a href="http://www.benefits.va.gov/gibill/comparison_tool.asp">http://www.benefits.va.gov/gibill/comparison_tool.asp</a>
VA Hearing Impaired Line	1-800-829-4833
VA GI Bill Website	<a href="http://www.benefits.va.gov/gibill">www.benefits.va.gov/gibill</a>
VA “Submit a Question” Portal	<a href="https://gibill.custhelp.com/app/utils/login_form/redirect/ask">https://gibill.custhelp.com/app/utils/login_form/redirect/ask</a>
County Veterans Service Officers	<a href="http://www.wicvso.org">www.wicvso.org</a>
Wisconsin Department of Workforce Development	<a href="http://www.wisconsinapprenticeship.org">www.wisconsinapprenticeship.org</a>

## 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, OJT programs where commissions are customarily paid, and programs that are avocational or recreational in nature may not be approved.
2. **Are veterans the only ones eligible to receive education benefits from the VA?** No. Chapter 35 may provide benefits to eligible dependents of veterans. Dependents should call the GI Bill Hotline to determine eligibility.
3. **Can hours from vacation periods or sick leave be certified?** No. Only time spent in actual paid training can be certified.
4. **Can hours spent in related training classes be certified (apprenticeship programs)?** Only if the employee is paying regular wages during those hours. Unpaid related training cannot be certified.
5. **Can overtime hours be certified?** No. These hours are considered utilization of training already learned. Full-time status is reached when a trainee works a minimum of 116 hours per month. Benefits do not increase for hours worked above 116. Since each program is approved for a specific number of hours, if overtime hours are certified, the trainee would reach maximum hours before the program is completed by contract.
6. **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 Apprentice Contract must be performed by the ATR under current regulation and rule.
7. **Can a trainee receive education benefits for job and school training at the same time?** No. Education benefits can typically be paid for only one type of training at a time.
8. **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.
9. **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 according to the Apprentice Contracts.
10. **During a compliance visit, can the sponsor make records available electronically instead of hard copy?** Yes. Provided that the compliance officer is able to fully review, evaluate and confirm the necessary information.

## Where to go for help

**Contact your SAA Consultant when any changes to your training program occur** – such as journeyworker wage rates, length of program, facility point of contact, or if you add or drop a trade.

**Contact your ELR for certification training or the interpretation of VA rules, policies and procedures.**

**Direct individual veterans to the GI Bill Hotline or the Online Customer Help System** when they encounter any issues with eligibility, payment, or to check on the status of a claim – if you want to contact the VA on a veteran's behalf, use the Certifying Official Hotline or the Online VA Inquiry system.

## Forms

Form Used by Certifying Officials	Source/Use/Destination	Sample
<b>WDVA 2910 Application to Enroll Veterans in Apprenticeship Training</b>	SAA / used for initial approval or to communicate change of Certifying Official, facility address, facility name, wages, or to add/drop a trade / <b>submit to the SAA</b>	Page 16
<b>VA Form 22-8865 Employer's Application to Provide Job Training</b>	SAA / used for initial approval / <b>submit to the SAA</b>	Page 19
<b>VA Form 22-8794 Designation of Certifying Official(s)</b>	SAA or ELR / used for initial approval or to add or change COs – the submission of a new form will supersede previous forms / <b>submit to the SAA</b>	Page 20
<b>VA Form 22-1999 (Side B) VA Enrollment Certification</b>	SAA or ELR / used for initial enrollment of a veteran or reenrollment / <b>submit to the SAA</b>	Page 22
<b>VA Form 22-8864 Training Agreement for Apprenticeship and Other On-The-Job Training Programs</b>	SAA or ELR / include as part of an enrollment packet for a veteran IF the sponsor on the Apprentice Contract is not the same as the facility listed on the VA Form 1999 (Side B) – this is typical to ABCs / <b>submit to the SAA</b>	Page 23
<b>VA Form 22-1999b Notice of Change in Student Status</b>	SAA or ELR / used to disenroll a veteran upon completion of training or the end of employment longer than four months - all changes should be reported within 30 days of the change / <b>submit to the SAA</b>	Page 24
<b>VA Form 22-6553d-1 Monthly Certification of On-The-Job and Apprenticeship Training</b>	Typically mailed by the VA to the veteran upon enrollment and then on a monthly basis thereafter - it can also be downloaded online at: <a href="http://www.va.gov/vaforms/">http://www.va.gov/vaforms/</a>  SAA or ELR can provide a digital copy; however, forms mailed to the veteran by the VA are sent with the upper portion pre-filled – if this information is missing, benefits will be delayed  <b>Submit directly to the RPO</b>	Page 25
<b>VA Form 22-1990 Application for Benefits</b>	Used by veteran to apply for benefits Application via VONAPP is recommended: <a href="http://www.vabenefits.vba.va.gov/">www.vabenefits.vba.va.gov/</a> or access hard copy at: <a href="http://www.va.gov/vaforms/">http://www.va.gov/vaforms/</a>	No
<b>VA Form 22-1995 Change of Program</b>	Used by veteran to change programs Change via VONAPP is recommended: <a href="http://www.vabenefits.vba.va.gov/">www.vabenefits.vba.va.gov/</a> or access hard copy at: <a href="http://www.va.gov/vaforms/">http://www.va.gov/vaforms/</a>	No

**Don't have a form that you need?**

**Contact your SAA Consultant using the contact information on inside cover of this handbook**

**WDVA 2910 Application to Enroll Veterans in Apprenticeship Training**  
SAMPLE



Wis. Stat. Chapter 43

STATE OF WISCONSIN, DEPARTMENT OF VETERANS AFFAIRS  
201 West Washington Avenue, P.O. Box 7843, Madison, WI 53707-7843  
(608) 266-1311 1-800-WIS-VETS (947-8387)

**APPLICATION TO ENROLL VETERANS IN APPRENTICESHIP TRAINING**

<b>Purpose:</b> <input type="checkbox"/> Initial Approval for the GI Bill® <input type="checkbox"/> Address Change <input type="checkbox"/> Change in Certifying Official <input type="checkbox"/> Name Change <input type="checkbox"/> Wage Change <input type="checkbox"/> Other (specify)	<b>Type of Facility (choose one):</b> <input type="checkbox"/> Employer <input type="checkbox"/> Joint Apprenticeship Committee (JAC) <input type="checkbox"/> Associated Builders and Contractors (ABC) <input type="checkbox"/> Other (specify)
<b>Effective Date:</b>	<b>Sector &amp; Status (choose one):</b> <input type="checkbox"/> Public <input type="checkbox"/> Private for-profit <input type="checkbox"/> Private non-profit
<b>Facility Name:</b>	
<b>Facility Code (if assigned):</b>	
<b>Enclosures (required for initial approval):</b> <input type="checkbox"/> Apprenticeship Program Standards <input type="checkbox"/> VA FORM 22-8865 EMPLOYER'S APPLICATION TO PROVIDE JOB TRAINING <input type="checkbox"/> VA FORM 22-8794 DESIGNATION OF CERTIFYING OFFICIAL(S) <input type="checkbox"/> Other _____	
<b>Comments (description of changes):</b>	

\*\*\*Scanned Submission Preferred\*\*\*  
[SAAMAIL@DVA.WI.GOV](mailto:SAAMAIL@DVA.WI.GOV)

## APPLICATION TO ENROLL VETERANS IN APPRENTICESHIP TRAINING

### Standards For Approval of Establishments Offering Apprenticeship Training Under 38 U.S.C. 1787

**Pertinent Excerpt from the Act:**

1. "Section 1683 (a) Any eligible veteran may receive the benefits of the chapter while pursuing a full-time program of the apprenticeship approved by a State Approving Agency as meeting the standards of apprenticeship published by the Secretary of Labor pursuant to section 50a of title 29, of United States Code."

**Pertinent Excerpts from the Code of Federal Regulations, 21.4261:**

**(A) General**

An apprenticeship course is any training on-the-job course which has been established as an apprenticeship course by a training establishment as defined in CFR 21.4200(c) and which has been approved as an apprenticeship course by the State Approving Agency.

**(B) Application**

Any training establishment desiring to furnish a course of apprenticeship training will submit a written application to the appropriate State Approving Agency setting forth the following:

- (1) Title and description of the specific job objective for which the veteran is to be trained;
- (2) The length of the training period;
- (3) A schedule listing various operations for major kinds of work or tasks to be learned and showing for each job operations or work tasks to be performed, and the approximate length of time to be spent on each operation or task;
- (4) The number of hours of supplemental related instruction required;
- (5) Certification that the veteran or eligible person will pursue the program on a full-time basis; and
- (6) Any additional information required by the State Approving Agency.

**(C) Approval Criteria**

The appropriate State Approving Agency may approve a course of apprenticeship training when the training establishment and its apprentice courses are found upon investigation to have met the following criteria:

- (1) The standards of apprenticeship published by the Secretary of Labor pursuant to 29 U.S.C. 50a;
- (2) A signed copy of the training agreement for each veteran or eligible person, making reference to the training program and wage schedule as approved by the State Approving Agency, is provided to the veteran or eligible person and the Department of Veterans Affairs and the State Approving Agency by the employer; and
- (3) The course meets such other criteria as may be established by the State Approving Agency.

**\*\*\* Scanned Submission Preferred\*\*\***  
[SAAMAIL@DVA.WI.GOV](mailto:SAAMAIL@DVA.WI.GOV)

**APPLICATION TO ENROLL VETERANS IN APPRENTICESHIP TRAINING**

**CERTIFICATION BY EMPLOYER OR AUTHORIZED OFFICIAL**

I am an officer or official of the facility named in the application, and I make this certification under the authority of the named facility.

The wage schedule and other provisions of this agreement do not supersede or abrogate the provisions of the Fair Labor Standards Act or other federal and state statutes.

I agree that a representative of the Wisconsin State Approving Agency or representatives from the United States Department of Veterans Affairs, Veterans Benefits Administration (USDVA/VBA) shall have access for inspection purposes at any time to the above facility and to the records of the same.

The training program and wage schedule submitted with the application is in conformity to the state and federal Standards for Apprenticeship Training and is, to the best of my knowledge and belief, an accurate and complete plan of what we will follow.

I hereby certify that I have read the foregoing Standards for approval and that I will be responsible for compliance with the regulations and policies enumerated therein.

I understand that failure to comply will result in suspension or disapproval, in accordance with CFR 21.4259 and 38 U.S.C. 3679.

**I agree to the terms and standards listed above:**

**Signature** \_\_\_\_\_

**Name**

**Title**

**Date**

**\*\*\* Scanned Submission Preferred\*\*\***

[SAAMAIL@DVA.WI.GOV](mailto:SAAMAIL@DVA.WI.GOV)



**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><b>INSTRUCTIONS:</b> 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>					
<b>SECTION I - EMPLOYER IDENTIFICATION</b>					
1. NAME OF ESTABLISHMENT <b>ACME, INC.</b>		2. NAME AND TITLE OF PERSON TO CONTACT (Include e-mail address) Susan Smith, President	3. TELEPHONE NO. (Include Area Code) <b>608-555-5555</b>		
4. LOCATION OF ESTABLISHMENT (Street No., city, State, Zip Code) <b>123 Anyplace Street, Newcity, WI 55555</b>		5. MAILING ADDRESS (If different than in Item 4) <b>SAME</b>			
<b>SECTION II - DESCRIPTION OF TRAINING PROGRAM</b>					
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;">                     Sections II and III are not completed. Instead, attach the Local Standards or Training Outline to fully describe your training program.                 </div>			
10. HOURS OF RELATED TRAINING (Indicate hours or months)	11. NUMBER OF FULLY QUALIFIED EMPLOYEES AVAILABLE AS INSTRUCTORS (Indicate number for each trade)				
12. MAXIMUM NUMBER OF TRAINEES THAT CAN BE TRAINED AT ANY ONE TIME	13. BEGINNING WAGE FOR TRAINEES				
<b>SECTION III - WAGE PROGRESSION SCHEDULE</b>					
14. PRESENT JOURNEY WORKER WAGE		15. WAGE PROGRESSION 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
<b>SECTION IV - CONDITIONS TO BE MET</b>					
<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 journeyworker 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 <b>President</b>		18. DATE SIGNED <b>01/01/2014</b>	

VA FORM 22-8865  
 DFC 2010

EXISTING STOCKS OF VA FORM 22-8865, NOV. 2007,  
 WILL BE USFD

**22-8794 Designation of Certifying Official(s)**

SAMPLE

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

<b>Department of Veterans Affairs</b>		<b>DESIGNATION OF CERTIFYING OFFICIAL(S)</b>																			
<b>GENERAL INSTRUCTIONS</b>																					
<p>1. This form <b>MUST ONLY</b> 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>																					
<b>SPECIFIC INSTRUCTIONS</b>																					
<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 &amp; Die, LLC 3434 Shady Lane Any Town, WI 67890</p>		<b>FOR VA USE ONLY</b>																			
<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>Include all individuals you wish to designate as approved to sign GI Bill paperwork as a "Certifying Official" for your company.</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> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">NO.</th> <th style="width: 30%;">NAME</th> <th style="width: 30%;">TITLE</th> <th style="width: 35%;">SIGNATURE</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">(1)</td> <td>Edward Smith</td> <td>Owner/President</td> <td></td> </tr> <tr> <td style="text-align: center;">(2)</td> <td>Milded Smith</td> <td>Owner/Human Relations</td> <td></td> </tr> <tr> <td style="text-align: center;">(3)</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">(4)</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				NO.	NAME	TITLE	SIGNATURE	(1)	Edward Smith	Owner/President		(2)	Milded Smith	Owner/Human Relations		(3)				(4)	
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> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">(1)</td> <td style="width: 25%;"></td> <td style="width: 25%; text-align: center;">(2)</td> <td style="width: 25%;"></td> </tr> <tr> <td style="text-align: center;">(3)</td> <td></td> <td style="text-align: center;">(4)</td> <td></td> </tr> </table>				(1)		(2)		(3)		(4)											
(1)		(2)																			
(3)		(4)																			

**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;">                     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.                 </div>			
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. <b>It is hereby certified that</b> the Department of Veterans Affairs will be notified of any changes in the designations shown on this form as they occur.			
7. SIGNATURE AND TITLE OF DESIGNATING OFFICIAL			8. DATE
Edward Smith			March 1, 2013
PENALTY - The law provides that whoever makes any statement of a material fact which is false or misleading in any particular, with intent to deceive, shall be fined under the provisions of Title 18, United States Code, or imprisoned not more than 5 years, or both.			
PRIVACY ACT NOTICE: VA will not disclose information collected under the Privacy Act of 1974 or Title 38, Code of Federal Regulations, except as authorized by law. An example of 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 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.			
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 <a href="http://www.reginfo.gov/public/do/PRAMain">www.reginfo.gov/public/do/PRAMain</a> . If desired, you can call 1-888-GI-BILL-1 (1-888-442-4551) to get information on where to send comments or suggestions about this form.			

**VA Form 22-1999 (Side B) VA Enrollment Certification**  
**SAMPLE**

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

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

**Department of Veterans Affairs** **Side B**

**VA ENROLLMENT CERTIFICATION**

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

1. NAME OF STUDENT (First, Middle, Last) <b>Bill Smith</b>		2. VA FILE NO. (For chapter 35, include suffix. For transferability cases, enter the veteran's social security number) <b>123-45-6789</b>	
3. CURRENT ADDRESS OF STUDENT <b>234 Anystreet Lane Newtown, WI 67890</b>		4. SOCIAL SECURITY NUMBER OF STUDENT (If not entered in Item 2) <b>123-45-6789</b>	
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 <b>Tool &amp; Die Maker</b>	
		7. CREDIT FOR PREVIOUS TRAINING (Not Flight) <b>260 hours</b>	

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				8D. TOTAL CHARGES	
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	\$

**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 served 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 <input type="checkbox"/> OTHER-ON-THE-JOB		HRS.	HRS.	HRS.	HRS.
<b>03/07/2013</b>	<b>07/07/2018</b>			<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>

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

11. REMARKS

**CERTIFICATIONS - The provisions described in paragraphs (1) through (14) on the attached sheet apply to this certification.**

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

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.


**VA Form 22-8864**  
SAMPLE

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

 <b>Department of Veterans Affairs</b>						
<b>TRAINING AGREEMENT FOR APPRENTICESHIP AND OTHER ON-THE-JOB TRAINING PROGRAMS</b> (Title 38 U.S.C. 3677 and 3687)						
PART I - GENERAL INFORMATION						
1. NAME AND ADDRESS OF ESTABLISHMENT ENTERING INTO TRAINING AGREEMENT <i>(Include e-mail address)</i>			2. NAME AND ADDRESS OF TRAINEE ENTERING INTO TRAINING AGREEMENT			
ACME, INC.			123 Anyplace Street Newcity, WI 55555			
3. TRAINEE'S SOCIAL SECURITY NUMBER	4. TRAINEE'S VA FILE NUMBER	5. DATE OF BIRTH	6. TRAINEE'S JOB TITLE OR TRADE			
123-45-6789	123456789	05/17/1980	Tool & Die Maker			
7. LENGTH OF PROGRAM	8. CREDIT FOR PREVIOUS TRAINING/EXPERIENCE	9. LENGTH OF TIME REMAINING TO BE COMPLETED				
2600 Hours	260 Hours	2340 Hours				
10. DATE TRAINING BEGINS	11. LENGTH OF PROBATIONARY PERIOD	FOR VA USE ONLY	12. FACILITY CODE	13. DOT CODE		
03/07/2013	225 Hours					
PART II - TRAINING AGREEMENT						
14. SPECIFIC QUALIFICATIONS FOR TRAINEES			15. NUMBER OF TRAINEES PER INSTRUCTOR OR NUMBER OF APPRENTICES TO JOURNEY WORKERS <i>(Ratio)</i>			
<p style="text-align: center;">    <b>See attached Apprenticeship Contract as approved by the Wisconsin Registration Agency</b> </p>			<p style="text-align: center;">                     Sections II is not completed. Instead, attach the Apprentices Contract                 </p>			
					NOTE: T	
					edit advances	
					EVEL	
					ER	
					ER	
					ER	
					ER	
					ER	
					RS OF TRAINING	
18A. COURSE CURRICULUM UNITS, OR TRAINING OUTSIDE THE JOB NECESSARY FOR THIS TRADE <i>(if required)</i>			18B. LOCATION OF RELATED TRAINING/INSTRUCTION			
The Establishment and the Trainee enter into this agreement in conformity with the Training Standards shown on the reverse side of this form which have been approved by the Department of Veterans Affairs. Carefully read these standards before signing below.						
19. SIGNATURE OF TRAINEE			20. SIGNATURE AND TITLE OF ESTABLISHMENT DESIGNEE			
Sue Smith			Bob Jones, HR Dir.			
The signing of this agreement binds the parties to compliance with the Agreement and Training/Apprenticeship Standards.						

**VA Form 22-1999b Notice of Change in Student Status**  
 SAMPLE

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

 <b>Department of Veterans Affairs</b>		
<b>NOTICE OF CHANGE IN STUDENT STATUS</b>		
1. NAME OF STUDENT (First, Middle, Last) GARY GREEN		2. VA FILE NO. (For chapter 35, include suffix. For transferability cases, enter the veteran's Social Security Number) 123456789
3. CURRENT ADDRESS OF STUDENT 123 NEWLANE ROAD GOODCITY, WI 55555		4. SOCIAL SECURITY NO. OF APPLICANT (If not entered on Item 2 above)
5. DATES OF TERM AFFECTED		
A. BEGIN DATE 02/06/2017		B. END DATE 02/05/2021
5. TERMINATION (Complete Items A and B, and C if applicable)		
A. LAST DATE OF ATTENDANCE 11/13/2018	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 (If checked, complete Item 9 & 11) <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 (Noncollege Degree Programs not on term basis- see Instructions) <input checked="" type="checkbox"/> OTHER (Explain in Item 12, Remarks)	
C. LAST DATE CREDIT ACCRUED (For non-college degree courses only)		
7. ADJUSTMENT OF CREDIT OR CLOCK HOURS (Complete Items A, B, and C thru H as applicable)		
A. DATE ADJUSTMENT IS EFFECTIVE	B. TYPE OF ADJUSTMENT <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 (If checked, complete Item 9 & 11) <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 (If checked, complete Item 8) <input type="checkbox"/> REDUCTION (Noncollege Degree Programs not on term basis- see Instructions) <input type="checkbox"/> OTHER (Explain in Item 9, Remarks)	
C. CREDIT HOURS BEFORE ADJUSTMENT	D. CREDIT HOURS AFTER ADJUSTMENT	E. TRAINING TIME AFTER ADJUSTMENT (For graduate and advanced professional) <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 (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. Do not make changes for the adjusted load by school year, term, or other period. This item does not apply to students receiving chapter 32 or 1606 benefits).		A. TUITION \$ B. FEES \$ C. YELLOW RIBBON (Chapter 33 only)
9. DO PREVIOUS CERTIFICATIONS FOR SUBSEQUENT TERMS REMAIN UNCHANGED? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		10. CALLUP TO ACTIVE DUTY (Complete if student called to active duty- see Instructions) <input type="checkbox"/> STUDENT CALLED UP - No Credit Granted <input type="checkbox"/> STUDENT CALLED UP - Credit Granted
MITIGATING CIRCUMSTANCES (Complete only if indicated by Item 6 or 7)		
11. DOES THE STUDENT CLAIM THAT TERMINATION OR ADJUSTMENT ACTIONS INVOLVED MITIGATING CIRCUMSTANCES? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> UNKNOWN (If "Yes," attach student's statement together with the student's supporting evidence)		
12. REMARKS MR. GREEN'S CONTRACT WAS PLACED IN OFFICIAL UNASSIGNED STATUS EFFECTIVE 11/13/2018 DUE TO FAMILY MEDICAL LEAVE.		
IT IS HEREBY CERTIFIED THAT the student's status changed on the date indicated and in accordance with the facts shown above.		
13A. DATE 11/20/2018	13B. SIGNATURE AND TITLE OF CERTIFYING OFFICIAL // SIGNED //	13C. NAME AND ADDRESS OF SCHOOL OR TRAINING ESTABLISHMENT (Include Facility Code) ACME INC. 321 TOPLANE ST. SOMECITY, WI 55555

VA FORM JUL 2012

**22-1999b**

SUPERSEDES VA FORM 22-1999b, NOV 2008, WHICH WILL NOT BE USED.

**VA Copy 1**

**VA Form 22-6553d-1 Monthly Certification of On-the-Job and Apprenticeship Training**

SAMPLE

OMB Approved No. 2900-0178  
 Respondent Burden: 10 Minutes  
 Expiration Date: 3/31/2018

REGIONAL PROCESSING OFFICE (RPO) NAME AND ADDRESS OR FAX NUMBER <i>(See RPO listing on reverse)</i>  Department of Veterans Affairs 9700 Page Avenue Suite 101 - Education St. Louis, MO 63132-1502		<b>Department of Veterans Affairs</b>  <b>MONTHLY CERTIFICATION OF ON-THE-JOB AND APPRENTICESHIP TRAINING</b>	
TRAINEE'S NAME AND ADDRESS  Bill Smith 234 Long Street Anytown, WI 53555		VA FILE NUMBER 123-45-6789	PAYEE 00
PAYEE: When using blank form, always enter "OO" as Payee, unless trainee is not the veteran (e.g., dependent).			
<b>INSTRUCTIONS TO TRAINEE</b>			
ITEMS 1 AND 2 - Enter the number of hours worked for each month/year shown (include any hours of related training given during working hours). ITEM 3 - Check the appropriate box, and if training has been terminated, complete Items 4 and 5. If you have attained the complete job skills for your job (a "journeyman" knowledge and skills), show this information in Item 5. ITEMS 6A, 6B, AND 6C - Check the appropriate box. If you received a wage increase (or decrease) not in accordance with your training agreement, show your new wage rate and the effective date of that wage rate (when you first received this wage rate). ITEM 7 - Use Item 7, Remarks, to show any additional information concerning your wage rate. Also, if you are receiving additional educational allowance for dependents use this item to report any change in the number of your dependents. ITEMS 8A and 8B - Sign and date the form. After signing and dating the form give it to your employer/certifying official or an authorized official of your training establishment for verification. CHANGE OF ADDRESS - If you are changing your address permanently, neatly line out the preprinted address shown above. Then, print or type your new address in the remaining space. Be sure to include your ZIP Code.			
<b>INSTRUCTIONS TO EMPLOYER/CERTIFYING OFFICIAL</b>			
Please verify the number of hours worked and other information reported by the trainee in Items 1 through 6 with the payroll and training records. Please report any differences in Items 6 and/or 7.  Also use Item 7 if the trainee's conduct or progress is unsatisfactory or if the trainee has attained the complete job skills for the job (a "journeyman" knowledge and skills). ITEMS 9A and 9B - Sign and date the form and return it to the VA office shown above. If you have any questions, call VA toll-free at 1-888-GI Bill (1-888-442-4551).			
1. MONTH(S)/YEAR TO BE CERTIFIED	2. NUMBER OF HOURS WORKED FOR EACH MONTH SHOWN IN ITEM 1	3. WAS TRAINEE ENROLLED IN AND PURSUING THE APPROVED PROGRAM FOR THE MONTH(S) SHOWN IN ITEM 1?	4. DATE TERMINATED (Month, day, year)
January, 2016	128	<input checked="" type="checkbox"/> YES	Box 4 & 5: Complete only if the vet is no longer active in the training.
February, 2016	137	<input type="checkbox"/> NO <i>(If "No," complete Items 4 and 5)</i>	
March, 2016	108	5. REASON FOR TERMINATION	
April, 2016	144	Box 6B & 6C: Complete if you enter "No" in 6A.	
	Box 6A: Yes, if wage meets or exceeds agreement.	6A. IS WAGE RATE IN ACCORDANCE WITH TRAINING AGREEMENT?	6B. RATE
		<input checked="" type="checkbox"/> YES	6C. EFFECTIVE DATE
		<input type="checkbox"/> NO <i>(If "No," complete Items 6B and 6C)</i>	
7. REMARKS If the training has ended for any reason, that information can be included here, in remarks, including dates & details.			
<input checked="" type="checkbox"/> 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
			05/01/2016
9A. SIGNATURE AND TITLE OF CERTIFYING OFFICIAL			9B. DATE SIGNED
			05/02/2016

FILE NUMBER: 123-45-6789

**Alternate Monthly Certification of Training**

SAMPLE

To be used if the veteran is still within the active training program, but does not receive a blank VA Form 22-6553d-1 from the VA.

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. The review will be conducted by your SAA Consultant or by a representative from the VA. You will be notified by letter, approximately two weeks 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)266-3731.

Sincerely,

SAA Consultant or ECSS

**VA Form 22-1934 Compliance Survey Report**  
 SAMPLE



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)		
<b>PRIOR SURVEY</b>							
PERIOD COVERED THROUGH		DATES OF SURVEY		PERIOD COVERED		RO NO.	
		FROM	THROUGH	FROM	THROUGH		
9/27/2000		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)			
<b>SCHOOLS ONLY</b>							
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		1	
				1606			
				1607			
				NON-VA			
				<b>TOTAL</b>	<b>3</b>	<b>3</b>	
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			
<b>TRAINING ESTABLISHMENTS ONLY</b>							
<input checked="" type="checkbox"/> APPRENTICE (38 CFR 21.4261)		<input type="checkbox"/> OTHER OJT (38 CFR 21.4262)					
<b>AREAS OF REVIEW</b>							
LINE NO.	GENERAL					FINDINGS	
						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	
<b>ALL EXCEPT TRAINING ESTABLISHMENTS</b>							
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)						
<b>ALL EXCEPT FLIGHT SCHOOLS AND TRAINING ESTABLISHMENTS</b>							
12	THE FACILITY PROMPTLY NOTIFIED VA OF ANY CHANGES IN CREDIT OR CLOCK HOURS, OR TUITION & FEES, THAT						

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)				
<b>CORRESPONDENCE SCHOOLS ONLY</b>					
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)				
<b>FLIGHT SCHOOLS ONLY</b>					
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)				
<b>TRAINING ESTABLISHMENTS ONLY</b>					
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 Apprenticeships (Reference Wis. Stats. § 106)**

No apprentice contract can be approved for apprenticeship in the State of Wisconsin 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 OJTs (non-apprenticeable) Reference 38 CFR 21.4262(c)**

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 six months and not more than one year, 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 in the job.

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 (as evaluated by training and experience) for the job.
8. Wages to be paid the veteran upon training entry are not less than wages paid to non-veterans in same training position and are at least 50% of wages paid for job for which s/he is to be trained. Wages will increase in periodic increments until, not later than last full month of scheduled training period they will be at least 85% of wages paid for job for which veteran is being trained (Public & Gov't agencies are exempt from the wage increase requirement.)
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 the 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 programs.

**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 CFR 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 facilities 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 “servicemember”).

**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 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, Apprenticeship, OJT, 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>.

