

# YOU CAN USE YOUR GI BILL® BENEFITS FOR OJT TRAINING OR APPRENTICESHIP



## What Is Apprenticeship & OJT Training?

Apprenticeship is a real job with structured on-the-job training and applied classroom instruction. Wages increase as you gain skills and mastery through workplace training. OJT agreements are used when jobsite training is structured but does not meet apprenticeship's industry requirements.

Many Veterans can collect their GI Bill educational benefits during Registered Apprenticeship or OJT training.

## What Are My Employer's Responsibilities?

Once approved as a GI Bill Training Establishment, your employer provides the training as outlined by a written and approved training outline or a formal Apprentice Contract and Standards of Apprenticeship. These documents describe how you will gain skills, knowledge and ability throughout the training program.

To be approved as a GI Bill Training Establishment, your employer must employ qualified personnel to provide the training and ensure that you receive the instruction outlined in the agreement. Records must be kept to show training and wage progress made by you throughout your approved training program. Your employer assigns a Certifying Official to certify and submit your monthly training hours to the VA.

Your Idaho State Approving Agency (SAA) can provide you and your employer with GI Bill forms, help and any guidance you may need.

## How Do I Use My GI Bill for This Training?

- 1 Step one is to have or get a job with an approved GI Bill Training Establishment or employer willing to sponsor qualified training. For job search assistance, see [www.labor.idaho.gov](http://www.labor.idaho.gov)
- 2 Next, you (or your employer) contact the Idaho SAA for training approval, technical assistance and/or apprentice registration.
- 3 Then, use the online GI Bill Comparison Tool to explore benefit options @ [www.benefits.va.gov/gibill/comparison](http://www.benefits.va.gov/gibill/comparison), and then apply online with the VONAPP @ [www.vabenefits.vba.va.gov](http://www.vabenefits.vba.va.gov). If you have never used GI Bill benefits, select the VA 22-1990 form and upload your DD-214 (certified) and, if Select Reserves, DD-2384 (NOBE).
- 4 When the VA sends you a Certificate of Eligibility (COE), take it to your Certifying Official who can then certify your enrollment.
- 5 After the VA processes your enrollment, you will receive VA form 22-6553d, Monthly Certification of Training so you can record the month's work hours (but not paid leave) for your Certifying Official to certify and fax to the VA as proof of your training hours. Your monthly benefits are based on training hours reported on this form.
- 6 Your Certifying Official tells your SAA about changes in wage, training, journeyworker rate, employer address or certifying official. If you complete or stop the training program, your employer uses VA form 22-1999b to report the change directly to VA. A copy of all forms are kept on file by the employer.

Each year,  
about xxx people train  
through OJT's and apprenticeships  
at over 200 Idaho employers  
in more than 250 different occupations.

To learn more about your own GI Bill eligibility and how to use VA educational benefits, visit or call:

[www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill)  
Helpline: (888) 442-4551



## The GI Bill® for Apprenticeship & OJT

Most Veterans know that they can use their GI Bill benefits while attending a college or university. But, did you know that you can use your GI Bill benefits for Apprenticeship and OJT? It's a great way to receive education benefits while learning a new career, even as you earn a good wage.

You may qualify if you are eligible for the GI Bill under the Active Duty (Veteran) or Reserve GI Bill programs and:

- You are no longer on active duty
- You were recently hired or promoted
- You left active duty less than 10 years ago or
- You are currently a member of the Guard or Reserve
- Any spouse or child eligible under Chapter 35 may also be eligible when in qualified training

Check your eligibility at: [www.vabenefits.vba.va.gov](http://www.vabenefits.vba.va.gov)

GI Bill® is a registered trademark of the U.S. Dept of Veterans Affairs (VA). More information about education benefits offered by the VA is available at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).

When you are enrolled in an approved program:

### Know Your Certifying Official.

Your Certifying Official is employed by your training sponsor as the only person who can submit your training hours and is charged with maintaining a file of your training and wage records for VA GI Bill purposes.

My Certifying Official is:

My Type of Education / Training is:

Apprenticeship or OJT



To contact your Idaho SAA, visit our webpage at:

[www.veterans.idaho.gov](http://www.veterans.idaho.gov)

You can also call 208-780-1334 or email [education@veterans.idaho.gov](mailto:education@veterans.idaho.gov) for more info!

**GI Bill®**  
**BENEFITS**  
are not just for  
**COLLEGE**

