



Instructions for Program Approval

On-the-Job-Training and Apprenticeship Programs

Note: All information submitted with this application is subject to:
Idaho Statute Title 74, Chapter 1 - Public Records Act.

A facility desiring approval of a program must complete the following steps:

1. Complete the ID SAA 22-8865 (Pg. 1)
2. Complete the VA Form 20-8206, Statement of Assurance of Compliance With Equal Opportunity Laws (Pg.2)
3. Complete the VA Form 22-8794, Designation of Certifying Officials (Pgs. 3-4)
4. Complete the facility portion of the sample Training Agreement (Pg. 5)
5. Submit a copy of your complete Standards of Apprenticeship to include Section XXVII - Official Adoption of Apprenticeship Standards showing signatures, date, and registration number.
6. Submit all materials to the Idaho Division of Veterans Services, State Approving Agency (SAA)
7. Schedule a site visit with the SAA

Record-Keeping Requirements:

The following records are to be kept for a period of three years after completion of the training, and available to representatives of the Idaho State Approving Agency:

1. Training progress through all major work processes as identified in the approved training outline.
2. Documented training hours, payroll records, and/or salary being paid must be available for review.
3. Records documenting evaluations provided to the trainee at least every three months. The purpose of these evaluations is to provide the trainee with feedback identifying areas to maintain or improve.
4. The employer has on file a current and properly completed training agreement for the Veteran or eligible beneficiary.
5. If needed, related instruction is being provided to the veteran and is documented by progress reports.
6. Records are on file to support and credit for prior training or experience awarded, and documentation is available to support the DVA was notified.

The following statute and regulations are applicable to approving on-job-training and apprenticeship programs:

[38 US Code § 3672](#) - Approval of Courses

[38 US Code § 3677](#) - Approval of training on the job

[38 CFR 21.4262\(c\)](#) - Other training on-the-job courses

[38 CFR 21.4261\(c\)](#) - Apprentice courses

Send completed applications to:

Mail: Idaho Division of Veterans Services

Fax: 208-780-1301

Attn: Education Department

Email: education@veterans.idaho.gov

351 Collins Road

Boise, ID 83702-4519

**STATEMENT OF ASSURANCE OF COMPLIANCE
WITH EQUAL OPPORTUNITY LAWS**

(hereinafter called the "Signatory")

(Name of Organization, Institution, or Individual)

HEREBY AGREES THAT

it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), and all Federal regulations adopted to carry out such laws. This assurance is directed to the end that no person in the United States shall, on the ground of race, color, national origin (Title VI), handicap (Section 504), sex (Title IX, in education programs and activities only), or age (Age Discrimination Act) be excluded from participation in, to be denied the benefits of, or be subjected to discrimination under any program or activity of the Signatory receiving Federal financial assistance or other benefits under statutes administered by VA (Department of Veterans Affairs), the ED (Department of Education), or any other Federal agency. This assurance applies whether assistance is given directly to the recipient or indirectly through benefits paid to a student, trainee, or other beneficiary because of enrollment or participation in a program of the Signatory.

The Signatory HEREBY GIVES ASSURANCE that it will promptly take measures to effect this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Signatory by VA or ED, this assurance shall obligate the Signatory, or in the case of transfer of such property, any transferee, for the period during which the real property or structure is used for the purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. In all cases, this assurance shall obligate the Signatory for the period during which the Federal financial assistance is extended to any of its programs by VA, ED or any other Federal agency.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining Federal financial assistance, including facilities furnished or payments made under sections 104 and 244(1) of Title 38, U.S.C. Also, sections 1713, 1720, 1720a, 1741-1743, 2408, 5902(a)(2), 8131-8137, 8151-8156 (formerly 613, 620, 620a, 641-643, 1008, 1008, 3402(a)(2), 5031-5037, 5051-5056 respectively) and 38 U.S.C. chapters 30, 31, 32, 35, 36, 82, and 10 U.S.C. chapter 106. Under the terms of an agreement between VA and ED, this assurance also includes Federal financial assistance given by ED through programs administered by that agency. Federal financial assistance is understood to include benefits paid directly to the Signatory and/or benefits paid to a beneficiary contingent upon the beneficiary's enrollment in a program or using services offered by the Signatory.

The Signatory agrees that Federal financial assistance or other benefits will be extended in reliance on the representations and agreements made in this assurance; that VA or ED will withhold financial assistance, facilities, or other benefits to assure compliance with the equal opportunity laws; and that the United States shall have the right to seek judicial enforcement of this assurance.

THIS ASSURANCE is binding on the Signatory, its successors, transferees, and assignees for the period during which assistance is provided. The Signatory assures that all contractors, subcontractors, subgrantees, or others with whom it arranges to provide services or benefits to its students or trainees in connection with the Signatory's programs or services are not discriminating against those students or trainees in violation of the above statutes.

The person who signature appears below is authorized to sign this assurance.

(Date)

(Signature of authorized official)

(Title of authorized official)

(Mailing address)



DESIGNATION OF CERTIFYING OFFICIAL(S)

GENERAL INSTRUCTIONS

1. This form MUST ONLY be completed by a responsible official with the authority to designate certifying officials for the school or training establishment.
2. This form must be completed whenever there is a change in any of the information. Include the names, titles, and signatures of all certifying officials, not just the changed information.

SPECIFIC INSTRUCTIONS

- Item 1: Enter the complete name and address of the school or training establishment.
- Item 2A: 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. Provide individual's direct telephone number, fax number and email address.
- Item 2B: Enter the name of Read-Only School Officials with limited jurisdiction. Use Item 3 (Remarks) if additional space is needed.
- Item 3: Remarks
- Items 4 and 5: Sign and date the form. The person signing the form must be a person of significant authority, i.e., registrar, academic dean, or higher.
- Item 6: Print name
- Item 7 and 8: Provide email address and direct telephone number.

PURPOSE: This form is used to provide the names and signatures of those individuals who are authorized to certify enrollment information to the Department of Veterans Affairs.

1. NAME AND ADDRESS OF SCHOOL OR TRAINING ESTABLISHMENT *(Include ZIP Code)*

Facility Code-Completed by VA Only

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2. THE FOLLOWING ARE DESIGNATED AS CERTIFYING OFFICIALS OF THIS SCHOOL OR TRAINING ESTABLISHMENT

A. OFFICIALS DESIGNATED TO SIGN VA ENROLLMENT CERTIFICATIONS, CERTIFICATIONS OF CHANGE IN STUDENT STATUS, CERTIFICATIONS OF DELIVERY OF ADVANCE PAYMENTS, CERTIFICATIONS OF PURSUIT, ATTENDANCE, FLIGHT TRAINING, ON-THE-JOB OR APPRENTICESHIP TRAINING (AS APPLICABLE), SCHOOL PORTION OF VA FORM 22-1990T AND OTHER CERTIFICATIONS OF ENROLLEMENT ARE:

	NAME	TITLE	SIGNATURE
(1)			
	TELEPHONE NUMBER <i>(Include Area Code)</i>	FAX NUMBER <i>(Include Area Code)</i>	EMAIL
(2)			
	TELEPHONE NUMBER <i>(Include Area Code)</i>	FAX NUMBER <i>(Include Area Code)</i>	EMAIL
(3)			
	TELEPHONE NUMBER <i>(Include Area Code)</i>	FAX NUMBER <i>(Include Area Code)</i>	EMAIL
(4)			
	TELEPHONE NUMBER <i>(Include Area Code)</i>	FAX NUMBER <i>(Include Area Code)</i>	EMAIL

B. FOR READ-ONLY SCHOOL OFFICIALS WITH LIMITED AUTHORITY - LIMITED AUTHORITY IS DEFINED AS HAVING THE PERMISSION TO PREPARE ENROLLMENT INFORMATION, REQUEST INFORMATION, SUBMIT INQUIRES, ETC. IT INCLUDES ALL PERMISSIONS EXCEPT SIGNING AND SUBMITTING CERTIFICATIONS OR OTHERWISE PROVIDING ENROLLMENT DATA TO THE VA. THIS SECTION DOES NOT NEED TO BE COMPLETED FOR VA WORK-STUDY STUDENTS. ENTER SCHOOL OFFICIALS ONLY.

NO.	NAME	NO.	NAME
(1)		(6)	
(2)		(7)	
(3)		(8)	
(4)		(9)	
(5)		(10)	

3. REMARKS

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. Individuals requesting "Read Only" access are not required to complete this training. Indicate in the remarks section (#4) above if a certifying official is in receipt of VA education benefits. **It is hereby certified that** the Department of Veterans Affairs will be notified of any changes in the designations shown on this form, to include changes in contact information, as they occur.

4. SIGNATURE AND TITLE OF DESIGNATING OFFICIAL <i>(Sign in ink)</i>	5. DATE	6. PRINT NAME
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7. EMAIL ADDRESS	8. PHONE NUMBER
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PENALTY - The law provides that whoever makes any statement of a material fact knowing it to be false shall be punished by fine or imprisonment or both.

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

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



Training Agreement for Apprenticeship and On-The-Job Training Programs

Instructions: All items must be completed. The completed application may be submitted directly to the Idaho State Approving Agency (SAA) by fax: 208-780-1331, email: education@veterans.idaho.gov or mail: Idaho Division of Veterans Services, Education Department, 351 Collins Road, Boise, ID 83702.

Section I - General Information

1. Name and address of facility entering into the training agreement (street address, city, state, zip):		2. Name and address of trainee entering into the training agreement (street address, city, state, zip): **Sample training agreement, do not add any personal data for the trainee	
3. Name, email and phone number of facility representative:		4. Trainee's SSN: XXXXXXXXXXXXXXXXXXXX	5. Trainee's phone: XXXXXXXXXXXXXXXXXXXX
6. Job title of program		7. VA file number, if trainee is a dependent: XXXXXXXXXXXXXXXXXXXX	8. Trainee's date of birth: XXXXXXXXXXXXXXXXXXXX
9. Length of program:	10. Credit for previous training or experience: XXXXXXXXXXXXXXXX	11. Length of program remaining (#9 - #10): XXXXXXXXXXXXXXXX	12. GI Bill® chapter trainee is using: XXXXXXXXXXXXXXXX
13. Date training begins: XXXXXXXXXXXXXXXXXXXX	14. Length of probationary period:	15. Facility code: XXXXXXXXXXXXXXXXXXXX	16. Onet or DOT corresponding to training program:

Section II - Training Agreement

17. Specific prerequisites for trainee:	18. Number of fully qualified instructors available for each trainee (expressed as a ratio):	19. Starting wage:	20. Journeyman wage:					
21. Wage progression. Please note: Trainees who receive credit for previous training or experience shall be paid the wage rate of the period to which such credit advances them. This wage progression should match the progression previously submitted on the IDSAA 22-8865.								
Period	# of months	Wages/time	Period	# of months	Wages/time	Period	# of months	Wages/time
1		/	5		/	9		/
2		/	6		/	10		/
3		/	7		/	11		/
4		/	8		/	12		/
22. Course curriculum units or training outside of job necessary for this trade (if required):		23. Name and address of related training/instruction:						

The employing facility agrees:

- To prepare and submit records and/or reports or review of records as requested by the Idaho SAA or VA personnel.
- To provide a copy of this agreement and training outline to the trainee, SAA and VA.
- That the wages paid the trainee upon entrance into training are not less than wages paid non-Veterans in the same training position.
- That there will be a reasonable certainty that the job for which the trainee is to be trained is available to him or her at the end of the training period. (This agreement does not obligate the employer to retain a trainee that does not meet normal employment standards.)
- The wages paid to trainees under the program will not be less than the wage paid to trainees who are not eligible to use GI Bill® benefits. The beginning wage will be at least 50% of the journey worker wage and unless the facility is operated by a Federal, State or local government, periodic wage increases will be granted and by the last full month of training wages will be at least 85% of the journey worker wage.
- The facility/trainee will maintain a log of all training hours by week and this log will be made available upon request by SAA and VA personnel for the purposes of compliance surveys.

The facility and 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 Idaho State Approving Agency and the Department of Veterans Affairs. The signing of this agreement binds the parties to compliance with the agreement and training/apprenticeship standards. Carefully read these standards before signing below.

24. Signature of trainee: XXXXXXXXXXXXXXXXXXXXXXXXXXXX	Date: XXXXXXX	25. Signature and title of certifying official:	Date:
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On-The-Job Training Standards

- I. Hours and supervision: The trainee shall work the same hours as the instructor and shall work under the supervision of the instructor at all times.
- II. Safety and Health Training: The trainee will receive instruction on the job as to safe and healthful work practices. Such instruction shall include training regarding safety regulations, reporting of accidents, and availability of first aid medical facilities. The facility shall also ensure that the trainee is trained in facilities and other environments that are safe and healthful.
- III. Administrative procedures: The following shall be the responsibility of the participating facility:
- A. To see that all trainees are covered by a written agreement.
 - B. To notify the SAA and VA in writing of any interruption or termination of training by each trainee.
 - C. To maintain a record of each trainee showing their experience and progress in learning the occupation until 3 years after completion of the training program.
- IV. Compliance with Title VI, Civil Rights Act of 1964: The establishment agrees to comply with the provisions of Title VI, Civil Rights Act of 1964.
- V. Compliance with training standards: These standards, as approved by the SAA and VA, become part of the training agreement applying hereto.

Apprenticeship Training Standards

- I. Definition and term of apprenticeship: The term apprentice shall mean a person of legal working age who is employed to learn a skilled trade pursuant to the terms of a written apprenticeship agreement with the facility. The agreement will provide for (a) not less than the number of years listed on the training outline of reasonably continuous employment, (b) participation of the apprentice in an approved schedule of work experience through employment, and (c) at least the number of hours per year of supplemental instruction in subjects related to the trade specified by the U.S. Department of Labor (DOL). The DOL usually requires at least 144 hours per year.
- II. Qualifications of apprenticeship applicants: Apprenticeship applicants for this trade shall be of legal working age and should be, if possible, high school graduates or the equivalent and be able to meet the requirements of the trade.
- III. Probationary period: All apprentices employed in accordance with these standards shall be subject to a probationary period not exceeding the first year of the term of apprenticeship. During the period, the apprenticeship agreement may be terminated at the request of either party to the agreement.
- IV. Hours and supervision: The apprentice shall work the same hours as the journey worker and shall work under the supervision of the journey worker at all times.
- V. Wage progression: This standard must include a uniform, progressive schedule of wages with at least one increase during the training period.
- VI. Related school instruction (when applicable):
- A. Each apprentice shall enroll in and attend classes in subjects related to this trade for not less than the number of hours yearly specified by the U.S. DOL during the term of apprenticeship. Apprentice related training should be arranged through local education agencies, the community college system, or private vocational schools. If institutional training is not available locally, such related training may be given by a course applicable to the trade taken online (or other forms of self-study approved by the registration/approval agency), or an Individualized instruction program of classroom training in the facility will be substituted.
 - B. Failure on the part of the apprentice to regularly attend class and/or progress satisfactorily in approved related training will be deemed sufficient cause to drop the apprentice from the entire training program.
 - C. Trade journals, manuals, books, publications, etc., applicable to the trade may be used in supervised training.
 - D. The minimum number of related training hours per year are not classified as hours of employment unless given during regular working hours for which wages are paid.
 - E. Curriculum content is described in items 22 and 23 of the training agreement.
- VII. Safety and health training: The apprentice will receive instruction on the job as to safe and healthful work practices. Such instruction shall include training regarding safety regulations, reporting of accidents, and availability of first aid medical facilities.
- VIII. Administrative procedures: The following shall be the responsibility of the facility
- A. To see that all apprentices are covered by a written agreement.
 - B. To notify the SAA and VA in writing of any interruption or termination of training by each apprentice.
 - C. To maintain a record of each apprentice showing their experience and progress in learning the occupation until 3 years after completion of the training program.
- IX. Compliance with Title VI, Civil Rights Act of 1964: The establishment agrees to comply with the provisions of Title VI, Civil Rights Act of 1964.
- X. Compliance with training standards: These standards, as approved by the SAA and VA, become part of the training agreement applying hereto.
- XI. Other information: Every apprentice entering into a training agreement will be given a copy of these standards. A copy will be forwarded to the SAA and VA. The terms of the training agreement are in compliance with the requirements of section 21.4261, Title 38 of the Code of Federal Regulations.