

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

#### www.veterans.idaho.gov

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. govern-ment Web site at http://www.benefits.va.gov/gibill.

### What is Apprenticeship?

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

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

#### What is OJT?

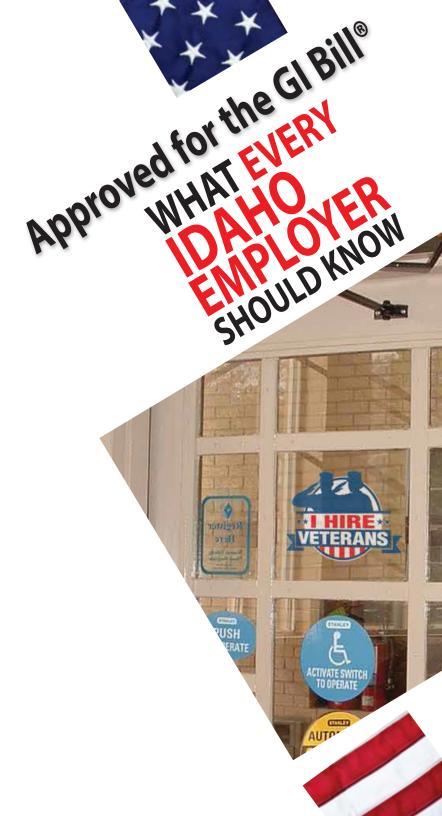
If you offer a structured, workplace training program that is between 6 and 24 months in length, but does not meet apprenticeship criteria, it may qualify as an OJT program. OJT programs typically do not need to include theoretical instruction.

# Contact us today to learn how to become approved for the GI

### Bill®

Idaho Division of Veterans Services
Education Department
351 Collins Road
Boise, Idaho 83702

www.veterans.idaho.gov education@veterans.idaho.gov 208-780-1334



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

#1 Develop Your Program(s)
Determine occupations in
your company that fit
Apprenticeship or OJT.

Structured training is the key. 900+ occupations are named by US Department of Labor as apprenticeable!

#2 Identify Your Veterans.

Seek out or hire veterans,

seek out or hire veterans,

eligible dependents, nat!

guardsmen or reservists in

guardsmen or ccupations.

your eligible occupations.

your eligible occupations

40 -15 years after their

10 -15 years after their

separation or eligibility to

separation or eligibility.

## How Will My Training Program Benefit?

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

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

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

#3 Secure Program Approval.

Apply for approval of each
OJT or Apprenticeship in
which you want to hire a
veteran or eligible person.

Registered apprenticeship programs are deemed already approved & fast-tracked.

#4 Enroll Eligible Employees.

Certify the enrollment & report

Certify the forms & report

wage/hour forms & report

changes in training status.

The veteran receives a

The veteran receives a

monthly GI Bill benefit

monthly GI Bill benefit

check for each month in

check for each month in

approved training.

# How Does Approval Work?

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

- You contact the SAA for the 22-8865 application, which you complete with assistance from your SAA representative.
- We evaluate your training and submit approved applications and training documentation to the VA.
- The VA confirms approval using a "Notice of Approval" VA Form 22-1998, which provides your facility number.
- Upon VA confirmation, you can complete the ID SAA 22-8864 and VA form 22-1999
  - o These documents can be found under SCO Resources on our website: veterans.idaho.gov

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

## What Comes After Approval?

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

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

The VA will send your apprentice a VA form 22-6553d. Your Certifying Official certifies the training hours and wages for the month, reports any changes and faxes the form to VA. (918) 781-7863

You must maintain the following records at your approved facility:

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

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