



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):	
3. Name, email and phone number of facility representative:		4. Trainee's SSN:	5. Trainee's phone:
6. Job title of program (must match job title in facility's 22-1998, WEAMS):		7. VA file number, if trainee is a dependent:	8. Trainee's date of birth:
9. Length of program:	10. Credit for previous training or experience:	11. Length of program remaining (#9 - #10):	12. GI Bill® chapter trainee is using:
13. Date training begins:	14. Length of probationary period:	15. Facility code:	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:	Date:	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.