

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, eligible dependents, nat'l guardsmen or reservists in your eligible occupations.

Generally, veterans have 10 years after their separation or eligibility to use benefits.

#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 & wage/hour forms & report changes in training status.

The veteran receives a monthly GI Bill benefit check for each month in approved training.

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.

How Does Approval Work?

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

- You contact SAA for the application, which you complete with assistance from your Consultant.
- We evaluate your training and submit qualifying applications and training documentation to the VA for approval.
- The VA confirms approval using a "Notice of Approval" VA Form 22-1998 which provides your facility number.
- Upon VA confirmation, we send your approval packet containing copies of your application and 22-8794 (Designation of Certifying Official) along with a handbook.

Upon notice of approval from the SAA, 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 provides 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 (side B) Enrollment Certification. You send the enrollment 22-1999 (side B), along with the Apprenticeship training agreement/SAA-2 (for OJT's) to the VA Regional Processing Office. You keep a copy on file in the veteran's record.

Each month during the training period, the VA will send your apprentice a 22-6553d Monthly Verification of Training form. Your Certifying Official certifies the training hours and wages for the month, reports any changes and faxes the form to VA.

You must maintain these records at your approved facility:

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

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



Apprenticeship, OJT & the GI Bill®

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 SAA Consultant:
www.SAA.Ohio.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.

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.
- 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 include theoretical instruction.

Contact us today to learn how to become **Approved for the GI Bill®**

Ohio State Approving Agency

www.saa.ohio.gov

Can't get online? Call 614-466-9287 for contact info!



Approved for the GI Bill®
**WHAT EVERY
OHIO
EMPLOYER
SHOULD KNOW**

