

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



What is Apprenticeship and OJT Training?

An apprenticeship is a real job with structured training and related classroom instruction. Wages increase as you gain skills and mastery. OJT agreements are used when jobsite training is available but does not meet industry requirements for an apprenticeship.

Many veterans can collect their GI Bill® education benefits during a Registered Apprenticeship or OJT program.

moldmaker
ironworker
pipefitter

plumber
carpenter
electrician

welder
metal-
fabricator

maintenance-
mechanic
lineworker

machinist
meter tech
fire medic

healthcare
bricklayer
cook/chef

industrial
mechanical
technician

What Are My Employer's Responsibilities?

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

Your State Approving Agency (SAA) can provide your employer with the required forms, help, and guidance.

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 Facility or employer willing to sponsor qualified training.
- 2 Next, you (or your employer) contact the State Approving Agency 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, before applying online at va.gov. If you have already applied for and received confirmation of your benefits, you should be able to download your Certificate of Eligibility from va.gov.
- 4 When the VA sends you a Certificate of Eligibility (COE), submit a copy to your employer's Certifying Official to enroll your benefits.
- 5 After your enrollment is processed, your employer then submits your hours worked through Enrollment Manager each month. Your monthly benefits are based on your reported training hours.
- 6 When you complete or stop the training program, your employer submits the termination in Enrollment Manager. Training records and VA forms will be kept on file by your employer.

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

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



The GI Bill® for Apprenticeship and OJT

Most veterans know that they can use their GI Bill® benefits while attending a college or university. 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, and
- You left active duty less than 10 years ago, or
- You are currently serving in the Guard or Reserve, or
- You are a spouse or child eligible under Chapter 35

Check your eligibility at: www.vabenefits.vba.va.gov

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. government website: 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

If your employer has any questions, contact:

West Virginia State Approving Agency
wwovet@wwovet.wvhepc.edu

Can't get online? Call the Office of Veterans Education and Training Programs (WV OVET) at 304-558-0263



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EDUCATION & TRAINING



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GI Bill®
BENEFITS
ARE NOT JUST FOR
COLLEGE

