



Apprenticeship, OJT and the GI Bill®

Most employers know that veterans can receive GI Bill® benefits while at college or university. Did you know that veterans can use their GI Bill® benefits for Apprenticeship and OJT? It's a great way to use your earned education benefits while learning on-the-job in the skilled trades.

Contact the WV SAA:
wwovet@wwovet.wvhepc.edu

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. government website: <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 and 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 (classroom) instruction per year
- Are recognized by industry as a bona fide occupation

Registered DOL Apprenticeships are exempt from the above hour requirements

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®**

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

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



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



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 U.S. Department of Labor as apprenticeable!

#2 Identify Your Veterans.

Seek out or hire veterans, eligible dependents, national guardsmen, or reservists in your eligible occupations.

Generally, veterans have 10-15 years after separation to use benefits.

#3 Apply For 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 approved and fast-tracked.

#4 Enroll Eligible Employees.

Certify the enrollment, wage/hour forms and 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 Facility, you can help veterans transition into a good career with you while you more effectively attract and 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 West Virginia State Approving Agency (SAA) under contract to the U.S. Department of Veterans Affairs (VA), evaluates, approves and monitors Apprenticeship and OJT training programs and provides technical assistance to approved facilities.

- You contact SAA for the application, which you complete with assistance from the SAA.
- We evaluate your application and supporting evidence and submit to the VA for approval.
- The VA confirms approval using a VA Form 22-1998 which provides your facility number.
- Upon confirmation, the VA will send you notification.

Upon receipt of our letter of approval, you can advertise that you are **Approved for the GI Bill®** and begin certifying the the veteran/dependent for their benefits.

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 Enrollment Manager.

Each month during the training period, the Certifying Official and apprentice certify the training hours and wages for the month, report any changes, and send the form to the 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 related instruction
- Copies of all VA forms submitted and received

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