

# Veterans Handbook

## Apprenticeship and On-the-Job Training Programs



**Cherie Berry**  
Commissioner of Labor

1101 Mail Service Center  
Raleigh, NC 27699-1101

1-800-625-2267  
[www.nclabor.com](http://www.nclabor.com)

**APPRENTICESHIP  
ADVANTAGE**

Skills With a Lifetime Warranty

# **Veterans Handbook**

## **Apprenticeship and On-the-Job Training Programs**



**Cherie Berry**  
Commissioner of Labor

1101 Mail Service Center  
Raleigh, NC 27699-1101

**1-800-625-2267**  
**[www.nclabor.com](http://www.nclabor.com)**

Printed 9/07

300 copies of this public document were printed at a cost of \$2,769, or \$9.23 per copy.

## **Introduction**

*On June 22, 1944, President Franklin Delano Roosevelt signed into law one of the most significant pieces of legislation ever produced by the United States government: The Servicemen's Readjustment Act of 1944, commonly known as the GI Bill of Rights.*

*In 1984, Mississippi Congressman Gillespie V. "Sonny" Montgomery revamped the GI Bill, which has been known as the "Montgomery GI Bill" ever since, assuring that the legacy of the original GI Bill lives on, with the VA home loan guaranty and education programs continuing to work for our newest generation of combat veterans.*

*It has been heralded as one of the most significant pieces of legislation ever produced by the federal government, affecting the United States socially, economically and politically.*

### **U.S. Department of Veterans Affairs Education and Training Web Site**

<http://www.gibill.va.gov>

### **N.C. Department of Labor Bureau of Apprenticeship and Training**

The N.C. Department of Labor Bureau of Apprenticeship and Training as the State Approving Agency is under contract with the U.S. Department of Veterans Affairs to provide evaluation and approval services, oversight and monitoring of training programs, and technical assistance. The NCDOL Bureau of Apprenticeship and Training's Web site is <http://www.nclabor.com/appren/appindex.htm>.

*We thank our veterans and their dependents for serving our country!*

## **Benefits to Employers Who Participate in OJT/Apprenticeship Training Under the GI Bill**

“What’s in it for me” is a legitimate question for an employer or business owner/manager to ask. We all want to help veterans for patriotic and civic reasons, especially those returned from active duty. But you are charged with running a business that creates jobs and generates a profit for the owners and shareholders. Here are some of the benefits to your business and community by allowing employees to use their GI Bill while training for a job in your business or company.

- ❖ **Holding Power:** By offsetting some of the veterans’ training cost of accepting a training position with a company when returning to civilian employment, they will be encouraged to stay with an employer long enough to be trained in a meaningful job. Training is expensive, and this program encourages the veteran to stay with the employer.
- ❖ **Maturity and Experience:** You are getting an employee who is a little older, more mature, more disciplined and more experienced than non-veterans in the same age group.
- ❖ **Employees Who Plan for the Future:** Today’s GI Bill is not free. The benefits are available because the veterans chose to have \$100 per month deducted from their first year’s pay. Today’s veterans had the foresight to plan for their future by participating in the GI Bill.
- ❖ **Prior Training:** Veterans have been trained in at least one military job. Often those skills are directly transferable to a civilian job. Basic communication skills and good work habits are directly transferable to civilian jobs. Most are not only able to qualify but have also been expected to take charge and see that a job is completed.
- ❖ **Contribution to Local Economy:** There is a significant contribution to the economic life of your community through additional spending by the veteran you are training. A one-year OJT/apprenticeship program puts approximately \$8,634 into the hands of a veteran and his or her family. Longer training programs add to that amount for the length of the training. That extra money is largely spent locally on food, shelter, clothing, childcare, transportation, and other goods and services provided by local businesses and merchants. We all know the multiplier effect of new dollars on the local economy.

Thanks for helping the veterans in your community make the transition back to civilian life. Veterans are an excellent pool from which to recruit. This program helps you retain workers long enough to have a fully qualified, productive and loyal employee. If you have questions or would like more information, please contact the State Approving Agency below:

**N.C. Department of Labor  
Apprenticeship and Training Bureau  
State Approving Agency for Apprenticeship & OJT**

**Physical Address: 4 W. Edenton St.  
Raleigh, NC**

**Mailing Address: 1101 Mail Service Center  
Raleigh, NC 27699-1101**

**Telephone: (919) 733-7533**

**Web site: [www.nclabor.com](http://www.nclabor.com)**

## Table of Contents

TOPIC	PAGE	SECTION
Introduction.....	iii	
General Information .....	1	1
Getting Started .....	5	2
VA & NCDOL Forms Completion Chart .....	9	3
VA Form Completion—Form 22-1990: Application for VA Education Benefits .....	13	4
VA Form Completion—Form 22-1995: Request for Change of Program or Place of Training .....	27	5
NCDOL Form Completion—Training Program Request, Work Process Schedule, Related Instruction Outline, Wage Scale, Apprenticeship Agreement, and OJT Agreement .....	31	6
VA Form Completion—Form 22-8794: Designation of Certifying Official(s); VA Form 1999: Enrollment Certification; VA Form 22-6553d: Monthly Verification of Hours Worked; and Sample Letter, Monthly Verification of Hours Worked.....	39	7
NCDOL Form Completion: Veteran NCDOL Monthly Training Record/or Approved Sponsor Provided Training Record.....	47	8
NCDOL File Checklist for Apprentice/Trainee .....	51	9
VA Form Completion—Employer VA—Form 22-1999b: Application for VA Education Benefits and Process for Registered Apprentices/Trainees who are returning to Active Duty.....	55	10
Pay Rates .....	61	11
Direct Deposit Information.....	67	12
Flow Charts.....	71	13
Federal Regulations.....	77	14
Frequently Asked Questions .....	85	15
Glossary of Terms and Definitions .....	89	16
Contact Information .....	97	17

