

Section 1
GENERAL INFORMATION

General Information

Your facility has been approved to offer training to veterans and other eligible persons. The requirements that you met to receive approval must be maintained. The following information is provided to assist you in managing the VA training programs.

Payments

The VA educational benefit received monthly by the apprentice/trainee is determined by the number of hours in training and the type of military service. To receive the full monthly payment, the apprentice/trainee must work **at least 120 hours per month**. Benefits will be reduced proportionately if the trainee works less than 120 hours a month.

Usually once each month, the VA sends the apprentice/trainee the Monthly Certification of Hours Worked Form (VA Form 22-6553d). The form must be completed and returned to the Atlanta Regional Processing Office with both the apprentice/trainee and the certifying official of the training establishment/sponsor signing the form. Once the Atlanta Regional Processing Office receives and processes the form, the veteran's monthly check will be sent or directly deposited to the veteran's bank account.

If the trainee does not receive the VA Form 22-6553d from the Atlanta Regional Processing Office, then the certifying official should submit verification of hours worked. Hours worked are submitted by the month and include hours worked from the first day of the month through the last day of the month. A sample letter is provided in this handbook and labeled **Monthly Verification of Hours Worked**. Both the certifying official and the trainee/apprentice must sign the letter verifying number of hours worked.

The apprentice/trainee may receive VA educational benefits up to the maximum number of approved training hours on the Training Plan/Work Process Schedule. Hours must always be verified by an authorized representative of the training establishment/sponsor. The apprentice/trainee must complete a monthly training record and submit to the certifying official reflecting hours in training during the calendar month. These hours are transferred to the VA Form 22-6553d and submitted to the Atlanta Regional Processing Office. **A copy of both the monthly training record and the VA Form 22-6553d must be maintained in the veteran's apprentice file.**

Related Instruction

All apprenticeship programs require related instruction. The training may be given at the company or a school. Sufficient documentation of completed related instruction should be maintained in the veteran's file that is maintained by the sponsor/company.

Wage Schedule

The wage schedule provided by the sponsor must be followed. If a general wage increase or a change in the wage schedule is authorized by the company/sponsor, the change must be reported to NCDOL. NCDOL will issue a revision to the program reflecting the new wage increase. This revision will be submitted to the Atlanta Regional Processing Office.

Apprentice/Trainee Record

The company/sponsor will need to maintain records of employment data and apprentice data, including hours worked that are provided by an approved monthly training record, progress, wages paid, training provided and VA paperwork/forms. The records **must be retained for at least five years** following the trainee's completion of the training program.

NCDOL-approved monthly training records and progress records (evaluation of job performance) must be maintained at the company during the training.

Be sure that any forms sent to the NCDOL office or the Regional Processing Office **contain the veteran's claim number/SSN** being used by the Regional Processing Office to pay benefits.

The certifying official/program supervisor is responsible for managing the VA paperwork/forms of the trainee/apprentice.

Supervisory Visits and Compliance Surveys

NCDOL as the State Approving Agency (SAA) and the U.S. Department of Veterans Affairs (VA) will periodically visit the company to monitor the records of the apprentices/trainees. The purpose of the visit is to provide assistance to the company on veterans' educational benefits issues as well as to ensure compliance with the regulations governing apprenticeship and on-the-job training programs.

NCDOL and the VA will contact the company to schedule a meeting at a date and time that are convenient for the company and the agency. Both agencies have the authorization to review the records of the trainees/apprentices.

Changes in Training Program

If there are changes to the training program, the certifying official(s)/program supervisor must request approval of the changes by NCDOL. NCDOL will then submit the changes through a program revision to the Atlanta Regional Processing Office. Examples include a change in the number of total training hours, a change in the training plan/work process schedule, a change of address of the training establishment/sponsor and/or a change in the certifying official.

Thank you for your support of veterans!