

**Section 13**  
**FLOW CHARTS**



# TRAINING ESTABLISHMENT GUIDE

(See accompanying narrative)

Apprentice/Trainee is eligible for VA educational benefits

Company completes appropriate forms.

- See "Getting Started"

Verify number of hours worked monthly

Apprentice/Trainee receives monthly VA educational benefits check.

Make apprentice/ trainee records available for scheduled inspection visits by the NCDOL and VA.

Report changes to NCDOL.

## ***Training Establishment Guide***

### **Apprentice/Trainee application for VA educational benefits**

Ask if the veteran has applied for VA educational benefits.

- If the veteran **has applied**, he or she should have received a VA letter informing him or her of eligibility for benefits (“Certificate of Eligibility”)
- If the veteran **has not applied**, instruct the veteran to do so. Use the Flow Chart for veterans as a guide for the appropriate form for the trainee to submit. It usually takes approximately two months to get a response from the VA.

### **Trainee is eligible for VA educational benefits**

The company designated certifying official completes the appropriate VA paperwork.

### **Monthly verification of hours worked**

The certifying official verifies hours worked each month.

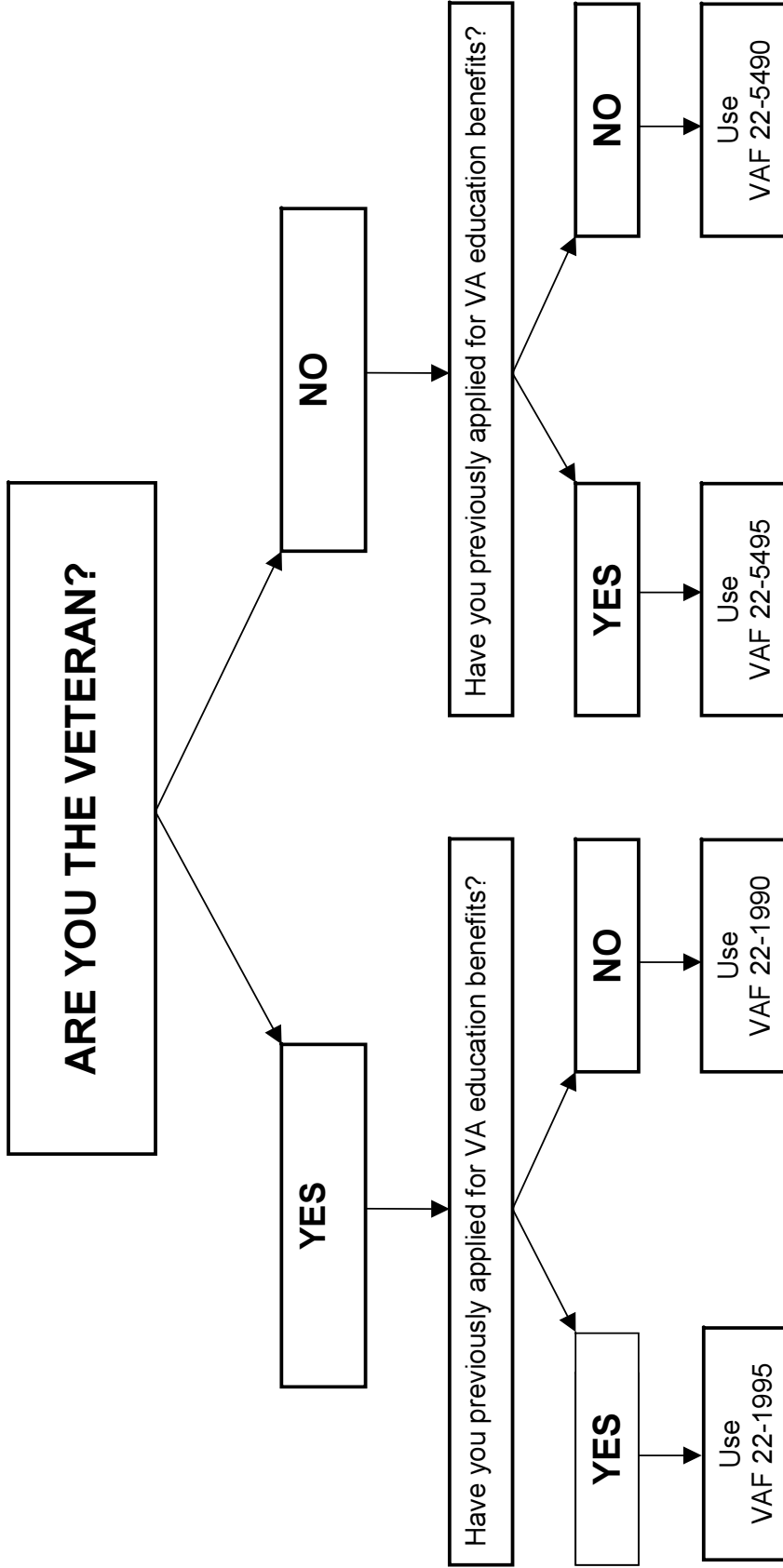
- Use the “**Monthly Verification of Hours Worked**” Form (VA Form 22-6553d) that the veteran usually receives each month. Verify the regular hours (not including overtime hours), sign and date.
- **If form is not provided** to trainee by the VA, on company letterhead list the hours worked for the month. The authorized certifying official and the apprentice/ trainee should sign the letter verifying number of hours worked.
- **If the trainee stops training or is discharged**, then the trainee will receive payment for the hours worked based on the “Monthly Verification of Hours Worked” form. No further payments will be made since the trainee is not working and the VA will consider the training terminated.
- Send this form to the Atlanta Regional Processing Office so the trainee will be paid.

### **Report changes to State Approving Agency**

The certifying official should inform NCDOL, the State Approving Agency, in writing of the following changes, if applicable:

- Company information to include address, phone, fax, e-mail
- Certifying official
- Training Plan adjustments to include training hours, wages, training areas
- Transferred from Program
- Completion of Program
- Withdrawal/Terminated/Cancelled from Program

# WHAT FORM DOES THE VETERAN/DEPENDENT COMPLETE?



\*VA Form 22-1990: Application for VA Education Benefits

\*VA Form 22-5490: Application for Survivors' and Dependents' Educational Assistance

\*VA Form 22-1995: Request for Change of Program or Place of Training

\*VA Form 22-5495: Request for Change of Program or Place of Training Survivors' and Dependents' Educational Assistance

**WEB SITE:** <http://www.gibill.va.gov/>

**TOLL FREE NUMBER:** 1-888-442-4551

# Notes