

Section 2
GETTING STARTED

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When a veteran wants to enroll in a **registered apprenticeship or on-the-job training program**, here are the steps to follow for the veteran to receive VA educational benefits while in training:

1. Veteran completes application: The veteran should complete VA Form 22-1990, “Application for Benefits,” either by doing a paper application or by going online at <http://www.gibill.va.gov/> to the “Electronic Application Form.” The company should maintain a copy of the application in the veteran’s file.
 - a. If veteran has used educational benefits previously at a different training facility or in a different program, he/she would complete the VA Form 22-1995 “Request for Change of Program or Place of Training,” instead of the VA Form 22-1990 “Application for Benefits.”
2. Sponsor/company completes forms with the support of the NCDOL apprenticeship consultant: The certifying official of the company is responsible for completing the following VA forms after the registered training program has been completed. The registered program includes the standards, training program request form, work process schedule, related instruction for apprenticeship only and wage scale.
 - a. VA Form 22-1999, Enrollment Certification: (See page 44 for a sample) and attach the “Monthly Verification of Hours Worked” letter (See page 46 for a sample).
 - b. NCDOL Apprenticeship/Trainee Agreement for each apprentice/trainee registered. The VA will not start the veteran’s benefits until a copy of completed agreement is received (See page 38 for a sample).
 - c. VA Form 22-8794, Designation of Certifying Official, completed and signed by employer/sponsor indicating the person responsible for supervising the program (See page 42 for a sample).
 - d. Monthly Verification of Hours Worked: Using the sample letter on page 41, please identify the number of hours worked for each month from the date the veteran started the training. You may use one letter to report hours worked month by month for several months—listing total hours worked by month. Once the veteran gets his or her first benefits check, the VA should send a VA Form 22-6553d to complete on a monthly basis. The certifying official and the apprentice/trainee must sign this form on a monthly basis and return to the VA. If the veteran does not receive the form, then use the sample letter indicated above to report hours worked. The hours reported on this form must be the same hours reflected on the NCDOL training record.
 - e. DD-214: Get a copy of the veteran’s DD-214, which shows his or her release date from active duty and the discharge type. This is optional.
3. The NCDOL apprenticeship consultant will assist the sponsor/company in processing these forms and obtaining appropriate signatures. All of the above completed data is then sent to NCDOL as the State Approving Agency, located at 4 W. Edenton St., 1101 Mail Service Center Raleigh, NC 27699-1101. Keep a copy of all of the above in the veteran’s file. NCDOL will forward all completed forms to the Atlanta Regional Processing Office.

If you have any questions, please contact your NCDOL apprenticeship consultant (See pages 100–102 for contact information).

Thank you for your support of veterans!

Conditions to Be Met by Employer

I UNDERSTAND AND AGREE THAT THE FOLLOWING CONDITIONS MUST BE MET IF THIS TRAINING PROGRAM IS APPROVED FOR VA TRAINING BENEFITS:

1. Close supervision by qualified journeypersons will be provided throughout the training program.
2. Records for each trainee will be maintained to include: Job Description/Training Program Summary, notice of change of job status (promotion, termination, etc.), verification of rate(s) of pay, veteran's training progress record with the hours of training given monthly in each process and overall evaluations, and the appropriate VA forms.
3. Credit will be given for previous training and experience and the length of the training program will be reduced proportionately. Apprentices/trainees who are granted credit for previous training and experience will be placed into the appropriate step of the wage progression scale.
4. A veteran or eligible person who is already qualified for the position because of previous training or experience will not be enrolled in a training program for VA benefits.
5. A copy of an approved training agreement will be provided to the apprentice/trainee and to the Department of Veterans Affairs.
6. The wages paid to trainees under this VA program will not be less than wages paid to trainees who are not eligible for VA benefits. The beginning wage must take into account previous training and experience. The beginning wage will be at least 50 percent of the wage for a fully trained employee.
7. By the last month of apprenticeship/OJT, the wage must be at least 85 percent of the wage for a fully trained employee. Government VA apprenticeship/OJT programs do not have to meet the 85 percent requirement.
8. There is a reasonable certainty that the job for which training is provided will be available to the trainee after training has been completed.