

Section 3

VA & NCDOL FORMS COMPLETION CHART

Apprenticeship and On-the-Job Training VA-NCDOL Forms Completion Chart

WHO COMPLETES	FORM	REASON
VETERAN	VA Form 22-1990: Application for VA Education Benefits. Veteran to send Member 4 copy of the Form DD-214 along with this application. (If applicable; Sample form enclosed)	Veteran wants to use educational benefits for the first time. (Veteran keeps copy and gives copy to employer. Employer maintains a copy in veteran's file.)
VETERAN	VA Form 22-1995: Request for Change of Program or Place of Training (If applicable; Sample form enclosed)	Veteran has used educational benefits previously at different training facility or in different program and must inform VA of change in program or place of training. (Veteran keeps copy and gives one to employer.)
DEPENDENT of VETERAN	VA Form 22-5490: Application for Survivors' and Dependents' Educational Assistance (If applicable; Available online)	Dependent wants to use educational benefits for the first time. (Dependent keeps copy and gives a copy to employer.)
DEPENDENT of VETERAN	VA Form 22-5495: Request for Change of Program or Place of Training Survivors' and Dependents' Education Assistance (If applicable; Available online)	Dependent has used educational benefits previously at a different training site or in different program facility and must inform VA of change in program or place of training. (Dependent keeps copy and gives one to employer.)
NCDOL/EMPLOYER Registered Apprenticeship, On-the-Job Training Program	Apprenticeship or VA On-the-Job Training Standards, Training Program Request Form, Work Process Schedule, Related Instruction Outline, and Wage Scale	Veteran has been identified for job training and VA must be informed. NCDOL and employer sign. NCDOL submits to VA for approval.
NCDOL/EMPLOYER— VETERAN/ DEPENDENT	Apprenticeship/OJT Agreement	Veteran/dependent and employer sign with copy to veteran, employer maintains file copy and original to NCDOL for submission to VA.

Apprenticeship and On-the-Job Training
VA-NCDOL Forms Completion Chart *(Continued)*

WHO COMPLETES	FORM	REASON
EMPLOYER	VA Form 22-8794: Designation of Certifying Official Form (REQUIRED)	Employer completes form, maintains a copy and submits to NCDOL. NCDOL submits to VA.
EMPLOYER	VA Form 22-1999: Enrollment Certification (REQUIRED)	Employer must inform VA that veteran/dependent has started the training program.
EMPLOYER— VETERAN/ DEPENDENT	VA Form 22-6553d: Monthly Verification of Hours Worked (Monthly hours must be verified with this form or on company letterhead.) (REQUIRED)	VA mails to veteran. Veteran/dependent gives to employer to verify number of hours worked by veteran each month . Completed form returned to VA. Employer required to maintain a copy in veteran's/dependent's file.
VETERAN/ DEPENDENT	NCDOL Monthly Training Record or approved sponsor-provided training record	Veteran completes and signs monthly training record that reflects hours spent in training during the month and gives to program supervisor/certifying official to be signed by the veteran/dependent and the certifying official. Training record must be maintained in the veteran/dependent file with employer/sponsor.
NCDOL CONSULTANT	NCDOL Supervisory Visit Form	NCDOL consultant completes annually for programs with active veterans on Oct. 1 of new federal fiscal year.
EMPLOYER	VA FORM 22-1999B Form	Employer completes form, maintains a copy and submits to VA. Form to terminate status of veteran/dependent through completion of program, cancellation from program or return to active duty.