

Section 9

NCDOL FILE CHECKLIST FOR APPRENTICE/TRAINEE

(What should be in the Apprentice/Trainee's file?)

NCDOL SUPERVISORY VISIT CHECKLIST

(To be completed by Apprenticeship Consultant
during supervisory visits.)

CHECKLIST FOR FILE OF VETERAN/DEPENDENT

Name of Trainee: _____

SSN: _____

Job Title: _____

TRAINING DATA	
	Application for Employment/ Apprenticeship/OJT Agreement (copy acceptable)
	Prior training credit: record documenting prior training and experience along with credit awarded included in VA-221999 or Letter on Company Letterhead
	Training plan/Work Process Schedule: include work processes and time elements for each component to include those completed NCDOL Annual Apprentice/Trainee Training Record
	Evaluation of apprentice's/trainee's work: progress records documented on NCDOL Apprentice/Trainee Training Record
	Hours worked and wages paid documentation: payroll record is acceptable
	Documentation of related instruction, if required (transcripts, certificates, etc.)
	Apprenticeship or VA On-the-Job Training Standards, Training Program Request Form, Work Process Schedule, Related Instruction Outline, Wage Scale and VA Form 22-8794 Designation of Certifying Official Form: NCDOL approved standards should be made available for review (Included in NCDOL Apprenticeship/OJT Program Notebook)
VA DATA	
	VA Form 22-1990 or VA Form 22-5490: Application for VA Educational Benefits (if applicable)
	VA Form 22-1995 or 5495: Change of Program of Place (if applicable)
	VA Form 22-1999: "Enrollment Certification"
	VA Form 22-6553d: Monthly Certification of Hours Worked
	VA Form 22-1999b: Notice of Change in Student Status Forms (if applicable)
	DD 214, Member Copy 4 (if available)

NCDOL VA Supervisory Visit Checklist

Name of Program _____ Program Number _____
 Address _____ Facility Code _____
 _____ Apprenticeship: _____ OJT: _____

If the following cannot be answered yes, explain in the comments section below or on a separate sheet of paper if needed and advise sponsor in writing of the discrepancy; include recommendations for correction. Any discrepancy should be corrected within 30 days.

Yes	No	
		1. Is the training program request form current including current certifying official?
		2. Is an acceptable schedule of wages included?
		a. Have journeyman wages been revised within two years?
		b. Date of last revision.
		3. Did Apprentices or on-the-job trainees receive a copy of the agreement including schedule of work processes, related instructions and wages at the time of registration?
		4. Does the sponsor maintain accurate, current and complete records of progress?
		a. Completion of work processes?
		b. Attendance of related instruction?
		5. Are records maintained for a minimum of three years?
		6. Are apprentices attending related instruction?
		7. Are the apprentices or on-the-job trainees pursuing the work processes as registered?
		8. Did the apprentice or on-the-job trainee start training on the date reflected in the agreement?
		9. Does the sponsor accurately reflect attendance on monthly training record?
		10. Does the sponsor promptly notify the NCDOL and VA when apprentices or on-the-job trainees are terminated or completed
		a. Has sponsor submitted VA Form 22-1999b for any completions or cancellations
		a. If the sponsor has had no terminations/completions, is the sponsor aware of the responsibility to notify the NCDOL and VA when apprentices/trainees are terminated?
		11. Are the apprentices or on-the-job trainees receiving wages at or above the applicable rate shown on the wage schedule? (Veterans must not be paid the journeyman rate prior to completing programs)
		12. Is the following maintained in the individual Veteran folder
		a. Up to date NCDOL or other approved training records
		b. VA Form 22-1990 or VONAP or award letter
		c. Related instruction transcripts - (Apprenticeship Only)
		d. VA Form 22-1999b – upon completion or cancellation of veteran
		e. VA Form 6553d copy of monthly certification or letter of certification on sponsor letterhead
		f. NCDOL apprenticeship notebook – maintained by sponsor
		13. Have all previous discrepancies been corrected?

Number of apprentices or on-the-job trainees receiving VA benefits: _____

Signature of Apprenticeship Consultant: _____ Date of Visit: _____

Comments
