

GI Bill Apprenticeships in Massachusetts

What is apprenticeship training?

Apprenticeship training is similar to OJT except the programs range from one (1) to five (5) years in length and requires a minimum of 150 hours per year of related training. Examples of apprenticeship programs are: carpenter, plumber, heavy equipment operator, iron worker, roofer, machinist, police officer, firefighter etc.

What kinds of records should be maintained at an Apprenticeship facility?

- Timecards / Payroll Records / Time & Leave Records / Employers Records
- Progress Records
- Trainee's Employment Application
- Proof of Any Related Instruction or Training
- Training or Apprenticeship Agreement
- Copies of VA Form 22-6553d, Monthly Certification of OJT and Apprenticeship Training

Time Cards / Payroll Records / Time & Leave Records / Employers Records

These records are reviewed to verify enrollment data and wages paid.

During a compliance survey or supervisory visit, we must be able to:

- Verify the beginning date certified was the actual first date of training.
- Verify the hours certified to VA each month matches the payroll or time and leave records of those hours worked. Hours certified to VA must not include vacation, medical leave, strikes, layoffs, related training after working hours, etc.
- Verify wages paid during the training program.
 - For apprenticeship programs, the wage scale must meet the requirements of the apprenticeship standards (29 CFR 29.5). There must be a progressively increasing schedule of wages to be paid to the apprentice consistent with the skill acquired.

Progress Records

The training establishment must maintain records of progress, conduct and attendance. During a compliance survey or supervisory visit, we must be able to:

- Verify the trainee's progress toward the job objective.
- Determine whether the progress record is maintained in a current basis.
- Verify the approximate amount of time spent in each of the job operations or tasks to be learned as part of the overall training program.
- Determine the number of hours needed by the trainee to complete the program and whether the journeyman wage was paid upon expiration of the VA award period.

Trainee's Employment Application

During a compliance survey or supervisory visit, we must be able to:

- Review the trainee's employment application to determine if the trainee reported relevant training or experience. If so, the trainee should be granted advance standing or credit with equal wages.

Proof of Any Related Instruction and Training

The training establishment must maintain records to demonstrate relating training and instruction. **During a compliance survey or supervisory visit, we must be able to:**

- Verify the instruction is being provided and progress is being evaluated.
- Review any available records of related training maintained by the establishment or trainee.
- Ensure that related instruction furnished or received after working hours was not certified as hours worked.
- For apprenticeship programs, supplemental related instruction is a requirement. A minimum of 150 hours each year is recommended.

Training or Apprenticeship Agreement

During a compliance survey or supervisory visit, we must be able to:

- Verify the trainee was provided with a signed copy of the training or apprenticeship agreement. This agreement should include the training being provided and the wage scale, which should be in accordance with the approved training program and wage scale.
- The OJT agreement must include the training program (schedule of work processes), the approximate time spent on each process, and the approved wage scale. It may also include the credit allowed for previous education or training and the beginning and ending dates. All of the information should agree with the information certified on VA Form 22-1999.
- The apprenticeship agreement must include precisely or by reference the training program, approved wage scale, and information regarding the number of hours to be spent in related instruction.

VA Form 22-6553d, Monthly Certification of OJT and Apprenticeship Training

The training establishment must certify the hours worked and wages earned to VA each month.

During a compliance survey or supervisory visit, we must be able to:

- Verify that the employer certified the hours worked each month to VA.
- Verify that any changes in the wage rate were reported to VA on this form.

Role of the Certifying Official

- When an apprentice becomes registered with the Division of Apprentice Training (DAT) a Certifying Official signs agreements between the apprentice and DAT, and the apprentice and the Office of

Veterans Affairs (VA). The Certifying Official is employed by the apprentice's sponsor and is authorized to represent the organization. This individual has access to records verifying apprentice work hours and training procedures. The Certifying Official keeps a copy of all agreements on file. The Certifying Official also keeps a copy of apprentices' Letter of Eligibility on file. This Letter is provided by the apprentice to the Certifying Official upon registration with DAT and the VA. Please see: "Steps for Accessing Veteran Benefits for Registered Apprentice Training" at this site for further information about accessing the Letter of Eligibility.

- Once a month the veteran apprentice will receive a monthly certification form from the VA to have his work hours documented by the employer. The apprentice will submit the monthly certification of hours worked to the Certifying Official for signature. The Certifying Official will verify that the hours submitted were actually worked by the apprentice. Vacation, sick, or disability time cannot be reported as hours worked by the apprentice, even though the apprentice may have been paid during this time.
- After the Certifying Official verifies apprentices' work and training hours he/she mails the monthly certification to the VA at the address on the form. The Certifying Official keeps a copy of all monthly certification on file with the apprentice agreements from the VA and DAT for auditing purposes by the VA and DAT. The Certifying Official shall not provide
- When the veteran apprentice has completed being paid for the time period identified in his/her apprentice agreement or leaves employment please notify the VA that this person is no longer an active veteran apprentice by submitting form 1999b available from your compliance officer. For accuracy, please verify the duration for which the apprentice was paid with the veterans Letter of Eligibility, discussed in item number one of this document.
- Your compliance officer will be conducting compliance reviews on a rolling three year schedule at which time your documents will be reviewed.

Contact your local Compliance Officer at:

Boston and North Shore

Henry Mattuchio, Compliance officer

Phone: 617.626.5403

Fax: 617.626.5427

Email: Henry.Mattuchio@MassMail.State.MA.US

West

Frank Mooney, Compliance Officer

Phone: 413.732.1139

Fax: 413.732.6374

Email: Francis.Mooney@Massmail.State.MA.US

South Shore, Cape Cod, and Islands

Madeleine McGuire, Field Representative

Phone: 617.626.5404 - Boston Office

Fax: 617.626.5427

New Bedford Office Phone: 508.999.1372

Email: Madeleine.McGuire@MassMail.State.MA.US