

# Steps to Becoming an Approved Veteran

Upon approval of the program, the employer/sponsor agrees to designate a person(s) who will be the Certifying Official(s). The Certifying Official will be the liaison with the Massachusetts State Approving Agency (SAA). The Certifying Official is the only representative who may sign VA paperwork and is responsible for keeping the Veteran's training file current.

This person notifies the SAA of any changes that have an effect on the VA approval.

- Changes to the Journeyman wage scale.
- Changes in address, phone number, etc
- Additions or deletions of occupational trades.
- Changes to apprenticeship standards.
- Changes in training outlines.
- Changes in certifying official(s).

## Program and Regulatory Requirements for Apprenticeship Training Programs

The training program must be in an apprenticeable occupation – the U.S. Department of Labor publishes a list of apprenticeable occupations.

- The program must be at least 2000 hours.
- There must be an outline of work processes for the program.
- There must be a provision for related instruction. The amount per year can vary, but 150 hours per year is the minimum.
- There will be a progressively increasing wage scale. The Veteran and/or eligible dependent must be paid minimum wage and no less than a similarly qualified non-veteran.
- There must be periodic reviews and evaluations of the Veteran's and/or eligible dependent's progress. There must also be a system to record hours worked, training received and progress made.
- There should be an appropriate ratio of trained workers to trainees. This ratio must insure that the Veteran and/or eligible dependent will be able to receive adequate supervision during the training program.
- There should be a reasonable probationary period.
- There must be a written training agreement. This agreement is to be signed by the Veteran and/or eligible dependent and the employer/sponsor and the Dept of Labor if it is a Registered Apprenticeship.

- The employer/sponsor must grant appropriate credit for previous training. This decision is made by the employer/sponsor and is reported to the U.S. Department of Veterans Affairs.

### **The Routine Approval Process**

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This person notifies the SAA of any changes that have an effect on the VA approval.

- The employer/sponsor requests and begins preparing the application materials and required attachments.
- The SAA and the employer/sponsor will review the application package to determine if approval criteria have been met.
- Upon completion of the approval process, copies of the approval letter and application materials are sent to the U.S. Department of Veterans Affairs Regional Office (VARO) for approval acceptance. The VA could require additional information prior to approval.
- The VARO will advise the SAA of acceptance by issuing a "Notice of Approval" VA Form 22-1998.
- The SAA will notify the employer/sponsor that approval has been accepted by the VA.
- Upon receipt of the letter of approval, the employer/sponsor can then advertise that they are approved for training for Veterans and eligible dependents and may begin certifying enrollments of Veterans and eligible dependents to the U.S. Department of Veterans Affairs.