

# Veterans Education Benefits Employer Handbook

## Apprenticeship Training Programs

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## Introduction

*On June 22, 1944, President Franklin Delano Roosevelt signed into law one of the most significant pieces of legislation ever produced by the United States government: The Servicemen's Readjustment Act of 1944, commonly known as the GI Bill of Rights.*

*In 1984, Mississippi Congressman Gillespie V. "Sonny" Montgomery revamped the GI Bill, which has been known as the "Montgomery GI Bill" ever since, assuring that the legacy of the original GI Bill lives on, with the VA home loan guaranty and education programs continuing to work for our newest generation of combat veterans.*

*The Post-9/11 GI Bill is a new education benefit for veterans, military members, reservists, and national Guard members with active duty service after September 10, 2001. Payments under this new benefit will begin August 1, 2009 for training pursued on or after that date. The Post-9/11 GI Bill only provided college education benefits.*

*It has been heralded as one of the most significant pieces of legislation ever produced by the federal government, affecting the United States socially, economically and politically.*

**-- U.S. Department of Veterans Affairs Education and Training Web Site**

<http://www.gibill.va.gov>

### **Massachusetts Department of Labor Standards, Division of Apprenticeship Standards**

The Division of Apprenticeship Standards (DAS) is under contract with the U.S. Department of Veterans Affairs (VA) as the State Approving Agency (SAA) for VA Education Benefits for veterans participating in Apprenticeship. As the SAA, the Division provides occupation evaluation and approval services, oversight and monitors veteran apprentice training programs and provides technical assistance to sponsors/employers.

The Division of Apprenticeship Standards Web site is [www.mass.gov/das](http://www.mass.gov/das)

*We thank our veterans and their dependents for serving our country!*

## Changes to the Post 911 GI Education Bill

GI Bill education benefits can be used to assist veterans in pursuing higher education, or to support the veteran during an apprenticeship program or OJT position. These most recent changes were in effect as of August 1, 2011.

For veterans pursuing higher education, the Post 911 GI Bill benefits include paying the actual net cost of all public in-state tuition and fees, rather than basing payments upon the highest in-state tuition and fee rates for every state; capping private and foreign tuition at \$17,500 per academic year; and ending payments during certain school breaks, to preserve Veterans' entitlement for future academic semesters. Also, certain students attending private schools in select states can now continue to receive benefits at the same rate payable during the previous academic year.

General Allison Hickey, Under Secretary for Benefits, said, "The Post 911 GI Bill is incredibly important because it reduces the financial burdens of higher education so that Veterans have an opportunity to achieve their education goals. VA believes it is important for Veterans to be aware of the changes to the GI Bill this year and learn more how these changes may affect them."

In addition to higher education, effective October 1, 2011, eligible veterans will be able to use the Post 911 GI Bill for programs such as non-college degrees, on-the-job training, and correspondence courses, and they will be eligible to receive a portion of the national monthly housing allowance rate when enrolled in distance learning courses.

Complete information on the Post 911 GI Bill is available at: [www.gibill.va.gov](http://www.gibill.va.gov).

- VA's education information phone number is 1-888-GIBILL-1.
- For benefit information, Veterans and Service members can log into the VA eBenefits website: [www.eBenefits.va.gov](http://www.eBenefits.va.gov).
- To ask a question in a secure email, use the "Ask a Question" tab at <https://www.gibill2.va.gov/cgi-bin/vba.cfg/php/enduser/ask.php>.

*Special thanks to the Wisconsin Bureau of Apprentice Standards for their contribution in the development of this veteran facility handbook.*

## Section I: Benefits to Employers Who Participate in Apprenticeship Training

“What’s in it for me” is a legitimate question for an employer or business owner/manager to ask. We all want to help veterans for patriotic and civic reasons, especially those returned from active duty. But you are charged with running a business that creates jobs and generates a profit for the owners and shareholders. Here are some of the benefits to your business and community by integrating apprenticeship training into the organization. In addition to the benefits employers receive from the apprenticeship training model, apprentices that are veterans bring additional skills to the workforce.

The apprenticeship system offers not just a job, but a career. It **attracts better applicants** and improves employer-employee relationships. During the period of training, employers can instill company values including, good work practices, and positive work attitudes. In addition, it ensures training standards of the occupation are met while improving training standards in the industry.

When the training is completed and apprentices become fully qualified journey-level employees, they have little trouble fitting into the company because they already have a good grasp of the company's values and work requirements. With the promise of a future, apprentices become valuable, committed employees capable of advancing to more responsible positions within the company.

- ❖ **Employee Retention:** By offsetting some of the veterans’ cost of accepting an apprentice position with a company when returning to civilian employment, the veterans are encouraged to stay with an employer long enough to be trained and provides access to a career path.
- ❖ **Maturity and Experience:** Apprentices, in particular veterans that are apprentices, are employees that are considered more mature, more disciplined and more experienced than non-veterans in the same age group.
- ❖ **Employees Who Plan for the Future:** The Montgomery GI Bill is not free. The benefits are available because the veterans chose to have \$100 per month deducted from their first year’s pay. Today’s veterans had the foresight to plan for their future by participating in the Montgomery GI Bill.
- ❖ **Post 911 GI Bill Chapter 33 benefits:** The Post-9/11 GI Bill is the most recent education benefit for veterans, military members, Reservists, and National Guard members with active duty service after September 10, 2001. Payments under this new benefit began August 1, 2009 for education and training pursued on or after that date.
- ❖ **Prior Training:** Veterans have been trained in at least one military job. Often those skills are directly transferable to a civilian job. Basic communication skills and good work habits are directly transferable to civilian jobs. Most are not only able to qualify but have also been expected to take charge and see that a job is completed.
- ❖ **Contribution to Local Economy:** There is a significant contribution to the economic life of your community through additional spending by the veteran you are training. A one-year apprenticeship program puts approximately \$10,000 into the hands of a veteran and his or her family. Longer training programs add to that amount for the length of the

training. That money is largely spent locally on food, shelter, clothing, childcare, transportation, and other goods and services provided by local businesses and merchants. This is known as the “multiplier effect” of new dollars on the local economy.

Thank you for helping the veterans in your community transition back to civilian life and employment. Veterans are an excellent pool from which to recruit. Apprenticeship and OJT positions helps the employer retain workers long enough to have a fully qualified, productive and loyal employee. If you have questions or would like more information, please contact the State Approving Agency below:

**Massachusetts Department of Labor Standards  
Division of Apprenticeship Standards  
State Approving Agency for Apprenticeship**

**Physical Address:** 19 Staniford Street 2nd Floor  
Boston, MA 02114  
**Telephone:** (617)626-5409  
**Web site:** [www.mass.gov/das](http://www.mass.gov/das)

**Mailing Address:** 19 Staniford Street 2nd Floor  
Boston, MA 02114

## Section II: How to Become an Apprentice Sponsor

The first step for the employer/sponsor to be become approved by the VA for the purposes of GI Bill education benefits for their veteran employees that are apprentices is that the Division of Apprenticeship Standards must approve the employee occupation apprenticeship.

Apprenticeship is a training program that combines structured on-the-job training with related instruction. It is sponsored by employers, employer associations, or labor/management groups that can hire and train in a working situation. The employment opportunity is the most basic requirement for an apprenticeship. Without a job there is no "on-the-job" training and such training represents about 90% of the apprenticeship program.

In Massachusetts, OJT positions are generally created for occupations that are not supported by an apprenticeship training program. OJT programs must be at least six months duration, and are expected to last no longer than two years. One of the differences between OJT position and an apprenticeship position is that there is usually not a related technical instruction component to the position. In addition, apprenticeship positions lead to a portable completion certificate recognized nationally by employers that is not common to OJT positions. To acquire more information on OJT programs you should contact the Department of Higher Education located at 454 Broadway, Suite 200 Revere, MA 02151 Office:(617) 391-6087

Some of the key components required of an apprenticeship training program include:

- A progressively increasing schedule of wages;
- The employment and training of the apprentice in a skilled occupation
- The identified term of apprenticeship, whether completed as a time-based, competency-based or hybrid (and combination of time and competency) program
- An outline of the work processes in which the apprentice will receive supervised work experience; - provision for organized, related instruction in technical subjects related to the occupation;
- Periodic review and evaluation of the apprentice's performance on the job and in related instruction;
- A numeric ratio of apprentices to journeymen consistent with proper safety and supervision;
- A probationary period reasonable in relation to the full term of apprenticeship.
- The term of training may vary from 2 to 5 years, depending on the trade.
- Wages in the various trades vary. Most apprentices begin at approximately 50% of the current skilled wage rate. It has been the practice in most trades to provide a periodic step increase every six months. Apprentice's wages must average at least 60% of the skilled trade wage rate, during the term of the apprenticeship program.

Contact an Apprenticeship Compliance Officer If your organization desires to implement an apprenticeship training program for your employees. Apprenticeship Compliance Officers can provide information on occupations that are currently involved in the apprenticeship training model, and can help you develop training programs for occupations that may not currently be incorporated into apprenticeship. Apprenticeship Compliance Officers are available throughout Massachusetts. Please visit [www.mass.gov/das](http://www.mass.gov/das) and click on the navigation box labeled **Our Team**, bottom left side of web page.

Once your organization is approved for apprenticeship, registered apprentices are eligible to claim veteran education benefits that they earned while serving in the U.S. Armed Forces.

Once the employer/sponsor is approved as an apprentice training provider, there are additional

conditions that must be met in order for GI Bill Education benefits to be approved.

1. The apprentice will be supervised by qualified journeypersons or other qualified individuals throughout the training program.
2. Records for each apprentice will be maintained to include:
  - a. Job Description
  - b. Training Program Summary
  - c. Apprentice contract (for apprentices)
  - d. Notice of change of job status (promotion, termination, etc.)
  - e. Verification of rate(s) of pay, veteran's training progress record with the hours of training given monthly in each process
  - f. Related Instruction records (for apprentices)
  - g. Employee evaluations
  - h. All required VA forms
3. The employer/sponsor will consider granting credit for previous training and experience to include applicable military experience, and the length of the training program will be reduced proportionately. Apprentices 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 cannot be enrolled in a training program for the expressed purpose of recouping VA education benefits.
5. A copy of an approved apprentice training agreement will be provided to the apprentice and to the Department of Veterans Affairs.
6. The wages paid to apprentices/trainees that are recouping VA education benefits **cannot** be less than wages paid to apprentices/trainees who are not eligible for VA benefits.
7. The beginning wage must take into account previous training and experience.
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.



### **Section III: Implementing VA Education Benefits for Veteran Apprentices**

A. Getting Started: Veteran Apprentice Requirements. The following steps apply for veteran apprentices who want to claim their GI Bill education benefits.

- (1) The veteran completes a VA application to claim his/her benefits. Veterans may be eligible for more than one education benefit under more than one program or “chapter.” Veterans that would like help in determining which chapter to file for benefits should review the benefit comparison tool available at: [http://www.gibill.va.gov/resources/benefits\\_resources/benefit\\_comparison\\_tools.html](http://www.gibill.va.gov/resources/benefits_resources/benefit_comparison_tools.html)
- (2) Contact a DAS Apprenticeship Compliance Officer to verify that the veteran is eligible for GI Bill Education benefits. The Apprenticeship Compliance Officer will coordinate with the regional VA Education Liaison Officer to verify individual eligibility.
- (3) The veteran will complete VA Form 22-1990, “Application for Benefits.” The DAS Apprenticeship Compliance Officer (ATR) can provide this form. VA forms are also available on the VA website: [http://www.gibill.va.gov/resources/student\\_handouts/](http://www.gibill.va.gov/resources/student_handouts/)
- (4) DAS staff will provide copies of required VA education benefit forms when the Apprenticeship Compliance Officer is informed that a newly hired apprentice is a veteran as part of the apprentice contracting process. The employer/sponsor must maintain a copy of the application in the veteran’s file.
- (5) If the veteran has previously used VA educational benefits at a different training facility or in a different program (to include institutions of higher learning, 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.”

B. Benefit Rates. VA education benefit rates are updated annually on October 1st. To see the current rates go to Appendix 1: Apprentice and VA Education Benefits handout from DAS.

To view the most current information, please visit <http://www.gibill.va.gov>

- go to Education Benefits then
- Payment Rates

#### C. Direct Deposit Information

- (1) Direct deposit is available for Active Duty, Selected Reserve and REAP benefits. Direct Deposit is not available for the Dependents and Survivors Educational Benefits-DEA (CH35) and VEAP.
- (2) The veteran may contact the direct deposit center at 1-877-838-2778 (toll free) or speak with an education case manager at 1-888-GIBILL-1 (1-888-442-4551) (toll free).
- (3) The veteran may also visit the WAVE application to sign up for direct deposit using our direct deposit form. The WAVE application is available at <https://www.gibill.va.gov/wave/default.cfm>.
- (4) Reference: M22-4, Education Procedures, U. S. Department of Veterans’ Affairs, Part I, Change 10

## **Section IV: Sponsor/Employer Responsibilities to implement VA education benefits for their veteran employees.**

- The apprentice sponsor or the Division's Apprenticeship Compliance Officer can ask the veteran if he/she has applied for VA educational benefits.
- If the veteran **has applied**, he or she should have received a letter from the VA informing him or her whether he/she is eligible for benefits ("Certificate of Eligibility")
- If the veteran has not applied, instruct the veteran to do so. Refer to Section III above or use the Flow Chart at Appendix XX for veterans as a guide for the appropriate form for the trainee to submit. It usually takes approximately two months to get a response from the VA.

### A. Getting Started: Sponsor/Employer Requirements.

The sponsor/company completes the following forms. The DAS Apprenticeship Compliance Officer can assist with the process.

(1) First the sponsor/employer must designate a 'Certifying Official.' VA Form 22-8794, Designation of Certifying Official will be completed and signed by employer/ sponsor indicating the person(s) responsible for supervising the program.

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 training program standards, training program request form, work process schedule, related instruction for apprenticeship positions and the wage scale.

(2) Complete VA Form 22-1999, Enrollment Certification.

(3) Attach a copy of the DAS Apprentice Contract/OJT Trainee Agreement for each apprentice/OJT trainee registered. The VA will not start the veteran's benefits until a copy of the completed agreement is received.

### B. Monthly Verification of Hours Worked (VA Form 22-6553d)

Identify the number of hours worked for each month (to include Paid Related Instruction for apprentices) 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 receives his or her first benefit 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. For apprentices, the hours reported on this form must be the same hours reflected on the DAS training record.

(1) **If the VA Form 22-6553d form is not provided** to the trainee by the VA, then on company letterhead, list the hours worked for the month. The authorized certifying official and the apprentice/ trainee should sign the letter verifying number of hours worked.

(2) **If the trainee stops training or is discharged**, then the trainee will receive payment for the hours worked based on the "Monthly Verification of Hours Worked" form. No further payments will be made since the trainee is not working and the VA will consider the training terminated.

(3) Send this form to the Buffalo Regional Processing Office so the trainee will be paid.

**C. Report changes to State Approving Agency for Apprenticeship.**

The certifying official should inform DAS, the State Approving Agency, in writing of the following changes, if applicable:

- Company information to include address, phone, fax, e-mail
- Company Designated VA Certifying Official
- Training Plan adjustments to include training hours, wages, training areas  
Transferred from Program
- Completion of Program
- Withdrawal/Terminated/Cancelled from Program

The DAS Apprenticeship Compliance Officer can assist the sponsor/company in processing these forms and obtaining appropriate signatures. All of the above completed data is then forwarded, usually by the Apprenticeship Compliance Officer, to the DAS Central Office. The DAS is the State Approving Agency for VA education benefits for apprenticeship. A copy of VA required documentation must be maintained in the veteran's file. DAS will review the material for accuracy and will forward all completed forms to the Buffalo Regional Processing Office. A copy of the completed approval packet will be returned to the employer/sponsor by DAS.

If you have any questions, please contact your DAS Apprenticeship Compliance Officer.

***Thank you for your support of veterans!***

## **Section V: Employers/Facilities Approved as Training Locations for the Purpose of Approving VA Education Benefits**

Once a “facility” has been approved to offer training to veterans and other eligible persons, there are requirements that must be met and maintained. The following information is provided to assist you in managing the VA training programs.

For the purposes of GI Bill education benefits to veteran apprentices, the VA uses the term ‘facility’ to identify the program sponsor or employer.

### **A. Reporting Hours Worked (VA Form 22-6553d)**

The VA educational benefit received monthly by the apprentice/trainee is determined by the number of hours in training and the type of military service. To receive a full monthly payment, the apprentice/trainee must work **at least 120 paid hours per month**. Benefits will be reduced proportionately if the trainee works less than 120 paid hours a month. In Massachusetts, since the apprentice is not paid to attend Paid Related Instruction, those hours can not be reported as hours worked.

The VA sends the apprentice a Monthly Certification of Hours Worked Form (VA Form 22-6553d). The form must be completed and returned to the VA Buffalo Regional Processing Office with both the apprentice signature and the certifying official of the training employer/sponsor signing the form. Once the Buffalo Regional Processing Office receives and processes the form, the veteran’s monthly check will be mailed, or more likely, deposited directly to the veteran’s designated bank account.

If the apprentice does not receive the VA Form 22-6553d from the VA Buffalo Regional Processing Office, then the employer/sponsor certifying official should submit verification of hours worked. Hours worked are submitted monthly and include hours worked from the first day of the month through the last day of the month. A sample letter is provided in this handbook and labeled **Monthly Verification of Hours Worked**. Both the certifying official and the apprentice/OJT participant must sign the letter verifying number of hours worked.

The apprentice may receive VA educational benefits up to the maximum number of approved training hours on the apprentice contract Work Process Schedule. Hours must always be verified by an authorized representative of the training employer/sponsor. The apprentice must complete a monthly training record and submit to the employer/sponsor certifying official reflecting hours of On the Job Learning during the calendar month. These hours are transferred to the VA Form 22-6553d and submitted to the Buffalo Regional Processing Office. **A copy of both the monthly training record and the VA Form 22-6553d must be maintained in the veteran’s apprentice file.**

### **B. Related Instruction**

All apprenticeship programs require Related Instruction. The training may be delivered through a Division of Apprenticeship Standards approved trainer. For details concerning Massachusetts’s Apprenticeship Program, contact a Division of Apprenticeship Standards Apprenticeship Compliance Officer. Division staff contact information is available at [www.mass.gov/das](http://www.mass.gov/das). Sufficient documentation of completed related instruction must be retained in the veteran’s file that is maintained by the employer/sponsor.

### **C. Wage Schedule**

The apprentice wage schedule approved by all parties to the contract must be followed. If a general wage increase or a change in the wage schedule is authorized by the employer/sponsor, the change must be reported to DAS and the Federal VA Area Education Liaison Representative. The DAS will issue a revision to the program reflecting the new wage increase. This revision will be submitted to the Buffalo Regional Processing Office.

### **D. Apprentice Trainee Record.**

The employer/sponsor will need to maintain records of employment data and apprentice data, including hours worked that are provided by an approved monthly training record, progress, wages paid, training provided and VA paperwork/forms. The records **must be retained for at least five years** following the trainee's completion of the training program and/or the apprentices' last submission of paperwork to the VA.

DAS approved monthly training records and progress records (evaluation of job performance) must be maintained at the company during the training.

Be sure that any forms sent to the DAS office or the Regional Processing Office **contains the veteran's claim number** being used by the Regional Processing Office to pay benefits. The VA uses the individual's Social Security Number (SSN) as a veteran claim number; therefore files with that Personally Identifiable Information must be secured appropriately.

The certifying official/program supervisor is responsible for managing the VA required processing forms, works hours, and training records of the apprentice/OJT participant.

### **E. VA Compliance Surveys**

DAS is the State Approving Agency (SAA) for the purpose of veteran apprenticeship VA education benefits. DAS and the U.S. Department of Veterans Affairs (VA) will periodically visit the employer/sponsor to review the records of the apprentice participants. The purpose of the visit is to provide assistance to the company on veterans' educational benefits issues as well as to ensure compliance with the regulations governing apprenticeship and on-the-job training programs.

DAS and the VA will contact the company to schedule a meeting at a date and time that are mutually convenient for the parties. The VA and DAS are the two agencies that have the authorization to review the records of the apprentices.

### **F. Apprenticeship Training Program Changes**

If there are changes to the training program, the employer/sponsor certifying official(s)/program supervisor must request approval of the changes to DAS. Upon review and concurrence, DAS will then submit the changes through a program revision to the VA Buffalo Regional Processing Office. Examples include a change in the number of total training hours, a change in the training plan/work process schedule, a change of address of the training establishment/sponsor and/or a change in the certifying official.

## **G. Process for Registered Apprentices Who Are Activated for Military Service**

When a registered apprentice has been ordered to active duty, the following applies:

- (1) VA Form 22-1999b, Notice of Change in Status, must be completed and signed by the sponsor/employer Certifying Official (as designated on the VA Form 22-8794) and forwarded to the VA.
- (2) The DAS Apprenticeship Compliance Officer (ACO) may assist the sponsor in forwarding this form to the DAS Administrative office (AO).
- (3) DAS Administrative Office will forward to VA Regional Office.
- (4) In Massachusetts, the apprentice will remain active and will be placed in an "Unassigned Status" in the apprenticeship program and will not be cancelled from the apprenticeship program.
- (5) When the period of active duty is completed and the veteran returns to employment with the sponsor and training continues, VA Form 22-1999 (Enrollment Certification), must be completed and signed by the sponsor/employer Certifying Official.
- (6) The DAS ACO may assist the sponsor/employer in forwarding this form to the DAS AO who will then submit to the VA Regional Office.
- (7) At the same time, an Apprenticeship Reassignment must be prepared by the ACO. This procedure will extend the apprenticeship for the length of time the veteran or eligible individual was called to active duty.

*Thank you for your support of veterans!*

## Section VI: VA & DAS VA Education Benefits Forms Completion Chart

For veterans in Massachusetts Apprenticeship and OJT positions

VA forms are available on the VA website: [http://www.gibill.va.gov/resources/student\\_handouts/](http://www.gibill.va.gov/resources/student_handouts/)

Form Number	Form Name	Who Completes	Reason to Complete	Distribution/Filing
<b>VA Form 22-8794</b>	Designation of Certifying Official Form	Sponsor/ Employer	Sponsor/employer designates or changes his/her Certifying Officials	Sponsor/employer completes the form, submits to DAS. DAS submits to VA; a copy is returned to the sponsor/employer.
<b>VA Form 22-1999</b>	Enrollment Certification	Sponsor/ Employer	Sponsor/employer completes for every veteran/eligible dependent in training, who wants to claim VA educational benefits	Sponsor/employer completes the form, submits to DAS. DAS submits to VA; a copy is returned to the sponsor/employer
<b>MA Apprenticeship Contract or OJT Standards</b>	Apprenticeship or VA On-the-Job Training Standards, Work Process Schedule, Related Instruction Outline, and Wage Scale	Sponsor/ employer & <b>Veteran &amp; DAS</b>	Veteran has been identified for job training and VA must be informed. DAS and sponsor/employer sign. DAS submits to VA for approval	Sponsor/employer in conjunction with veteran and DAS ATR completes the apprentice contract, submits to DAS. DAS submits to VA; a copy is returned to the sponsor/employer
<b>VA Form 22-1990</b>	Application for VA Education Benefits.	<b>VETERAN</b>	Veteran wants to use GI Bill educational benefits for the first time.	Veteran forwards Member 4 copy of their military record (Form DD-214) along with this application to DAS.  Veteran retains a copy & sponsor/employer maintains copy from DAS in veteran's file.
<b>VA Form 22-1995:</b>	Request for Change of Program or Place of Training	<b>VETERAN</b>	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 completes the form, submits to DAS.  Veteran retains a copy & sponsor/employer maintains copy from DAS in veteran's file

Form Number	Form Name	Who Completes	Reason to Complete	Distribution/Filing
<b>VA Form 22-6553d</b>	Monthly Verification of Hours Worked	Sponsor/ employer & <b>Veteran</b>	The number of hours worked must be verified monthly with this form or by letter on company letterhead.	<p>VA mails to veteran. Veteran completes in conjunction with sponsor/company Certifying Official.</p> <p>Return completed forms directly to VA Buffalo Regional Office</p> <p>Complete Monthly and attach to Monthly Training Record</p>
<b>Sample Letter</b>	Monthly Verification of Hours Worked	Sponsor/ employer & <b>Veteran</b>	(may be completed as Substitute for VA Form 22-6553d)	<p>Veteran completes in conjunction with sponsor/company Certifying Official.</p> <p>Return directly to VA Buffalo Regional Office</p> <p>Complete Monthly and attach to Monthly Training Record</p>
<b>VA Form 22-1999b</b>	Notice of Change in Student Status Training	Sponsor/ Employer	<p>To be completed by employer/ sponsor to terminate the training status of the veteran when apprentice:</p> <ul style="list-style-type: none"> <li>• Completes the apprenticeship</li> <li>• Returns to Active Duty</li> <li>• Terminates Training Status</li> <li>• Unassigned Status</li> <li>• Journey Worker wage rate changes</li> </ul>	<p>Sponsor/employer completes the form, submits to DAS.</p> <p>Veteran retains a copy &amp; sponsor/employer maintains copy from DAS in veteran's file.</p>



<b>Form Number</b>	<b>Form Name</b>	<b>Who Completes</b>	<b>Reason to Complete</b>	<b>Distribution/Filing</b>
<b>VA Form 22-5490</b>	Application for Survivors' and Dependents' Educational Assistance <b>(If applicable)</b>	<b>Eligible Dependent of VETERAN</b>	Dependent wants to use educational benefits for the first time	Eligible Dependent completes the form, submits to DAS.  Eligible Dependent retains a copy & sponsor/employer maintains copy from DAS in Eligible Dependent's file
<b>VA Form 22-6553d</b>	Monthly Verification of Hours Worked (	<b>Eligible Dependent of VETERAN</b>	The number of hours worked must be verified monthly with this form or by letter on Company letterhead.	VA mails to eligible veteran dependent. Eligible veteran dependent completes in conjunction with sponsor/company Certifying Official.  Return completed forms directly to VA Buffalo Regional Office  Complete Monthly and attach to Monthly Training Record
<b>VA Form 22-5495</b>	Request for Change of Program or Place of Training Survivors Dependents' Education Assistance (	<b>Eligible Dependent of VETERAN</b>	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	Eligible Dependent completes the form, submits to DAS.  Eligible Dependent retains a copy & sponsor/employer maintains copy from DAS in Eligible Dependent's file

Form Number	Form Name	Who Completes	Reason to Complete	Distribution/Filing
<b>VA FORM 22-1999b</b>	Notice of Change in Student Status Training	Sponsor/ employer	<p>To be completed by employer/ sponsor to terminate the training status of the eligible dependent when apprentice/trainee:</p> <ul style="list-style-type: none"> <li>• Completes the apprenticeship</li> <li>• Returns to Active Duty</li> <li>• Terminates Training Status</li> <li>• Unassigned Status</li> <li>• Journey Worker wage rate changes</li> </ul>	<p>Sponsor/employer completes the form, submits to DAS.</p> <p>Eligible dependent retains a copy &amp; sponsor/employer maintains copy from DAS in veteran's file.</p>
<b>VA Compliance Survey</b>	VA requires periodic site visits of all sponsors/employers whose veteran employees are claiming GI Bill education benefits.	<b>DAS / VA with Sponsor/ employer</b>	DAS / VA completes by conducting a sponsor/employer site visit periodically to review veteran apprentice and payroll records	See Section VIII

**Section VII: CHECKLIST FOR FILE OF APPRENTICE VETERAN/DEPENDENT  
(Information retained by the Apprentice sponsor employer)**

(What should be in the Apprentice file?)

**Name of Apprentice/Trainee:** \_\_\_\_\_

**VA Claim Number/SSN:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

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

**Section VIII:**

**Division of Apprenticeship Standards (DAS)  
VA Education Benefits Compliance Review**

The VA requires that a VA representative or DAS to visit each facility annually and inspect the veteran apprentice records for the following items. The questions on this form address the information the VA expects the sponsor/employer to provide to DLS for review.

(To be completed by Apprenticeship Compliance Officer / VA Education Liaison Representative (ELR periodically as required by VA)

Sponsor/employer Name	
Address	
VA Facility Code #	
Sponsor Contact (should be the VA designated Certifying Official)	
Contact Telephone Number	

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 (VA Form 22-1999) current?
		2. Is the sponsor/employer Designation of Certifying Official (VA Form 22-8794) current?
		3. Is an acceptable schedule of wages included?
		4. What is the current journeyworker wage?
		5. Have journeyman wages been revised within two years? Enter date of last revision.
		6. Did Apprentices receive a copy of the Apprentice Contract including schedule of work processes, related instructions and wages at the time of registration?
		7. Does the sponsor maintain accurate, current and complete records of progress?
		a. Completion of work processes?
		b. Attendance of related instruction?
		8. Are records maintained for a minimum of five years?

		9. Are apprentices attending related instruction?
		10. Are the apprentices pursuing the work processes as registered?
		11. Did the apprentice start training on the date reflected in the agreement?
		12. Does the sponsor accurately reflect attendance on monthly training record?
		13. Does the sponsor promptly notify the DAS and VA when apprentices are terminated or completed?
		a. Has sponsor submitted VA Form 22-1999b for any completions or cancellations
		b. If the sponsor has had no terminations/completions, is the sponsor aware of the responsibility to notify the DAS and VA when apprentices are terminated?
		14. Is the apprentice being paid according to the contract wage schedule? Note: GI Bill education benefits terminate once the apprentice reaches the journeyworker rate.
		15. Are the apprentices 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)
		16. Is the following maintained in the individual Veteran folder
		a. Up to date DAS 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
		17. Was the veteran apprentice participant ordered to active duty during the training period? If so, was a VA Form 22-1999b, Notice of Change in Status, completed and signed by the sponsor/employer Certifying Official (as designated on the VA Form 22-8794) and forwarded to the VA.?
		18. Have all previous discrepancies been corrected?

Number of apprentices receiving VA education benefits: \_\_\_\_\_

Total Number of apprentice participants that are not veterans \_\_\_\_\_

Signature of DAS Apprenticeship Compliance Officer (ACO):

\_\_\_\_\_ Date of Visit: \_\_\_\_\_

Comments \_\_\_\_\_

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## Section IX: FEDERAL REGULATIONS

Federal Regulations can be found at Electronic Code of Federal Regulations (e-CFR):  
<http://ecfr.gpoaccess.gov>

E-CFR Data is current as of August 14, 2006

### **Title 38: Pensions, Bonuses, and Veterans' Relief** PART 21—VOCATIONAL REHABILITATION AND EDUCATION Subpart D—Administration of Educational Assistance Programs Courses

#### **§21.4261 Apprentice courses.**

(a) *General.* An apprentice course is any training on-the-job course which has been established as an apprentice course by a training establishment as defined in §21.4200(c) and which has been approved as an apprentice course by the State Approving Agency.

(b) *Application.* Any training establishment desiring to furnish a course of apprentice training will submit a written application to the appropriate State Approving Agency setting forth the following:

- (1) Title and description of the specific job objective for which the veteran or eligible person is to be trained;
- (2) The length of the training period;
- (3) A schedule listing various operations for major kinds of work or tasks to be learned and showing for each job operations or work, tasks to be performed, and the approximate length of time to be spent on each operation or task;
- (4) The number of hours of supplemental related instruction required; and
- (5) Any additional information required by the State Approving Agency.

(c) *Approval criteria.* The appropriate State Approving Agency may approve a course of apprentice training when the training establishment and its apprentice courses are found upon investigation to have met the following criteria:

- (1) The standards of apprenticeship published by the Secretary of Labor pursuant to 29 U.S.C. 50a;
- (2) A signed copy of the training agreement for each veteran or eligible person, making reference to the training program and wage schedule as approved by the State Approving Agency, is provided to the veteran or eligible person and the Department of Veterans Affairs and the State Approving Agency by the employer; and
- (3) The course meets such other reasonable criteria as may be established by the State Approving Agency.

(Authority: 38 U.S.C. 3687)

(d) *Promotion.* As funding permits, the Department of Veterans Affairs employees will promote the development of apprenticeships. They will:

- (1) Visit employers and joint apprenticeship committees,
- (2) Coordinate their efforts with activities of any State approving agencies that may choose to promote the development of apprenticeships, and
- (3) Avoid duplicating the efforts of others by coordinating their promotional efforts with similar activities of the Department of Labor and State employment security agencies as provided by written agreements covering these activities, including utilization of disabled veterans' outreach program specialists.

(Authority: 38 U.S.C. 3672(d))

[32 FR 13405, Sept. 23, 1967, as amended at 33 FR 9546, June 29, 1968; 38 FR 14938, June 7, 1973; 47 FR 42731, Sept. 29, 1982]

#### **§ 21.4262 other training—on-the-job courses.**

(a) *General.* An “other training on-the-job” course is any training on the job which does not qualify as an apprentice course, as defined in §21.4261, but which otherwise meets the requirements of paragraph (c) of this section.

(b) *Application.* Any training establishment desiring to furnish a course of other training on-the-job will submit to the appropriate State approving agency a written application setting forth the following:

- (1) Title and description of the specific job objective for which the veteran or eligible person is to be trained;
- (2) The length of the training period;
- (3) A schedule listing various operations for major kinds of work or tasks to be learned and showing for each job operations or work, tasks to be performed, and the approximate length of time to be spent on each operation or task;
- (4) The number of hours of supplemental related instruction required;
- (5) The entrance wage or salary paid by the training establishment to employees already trained in the kind of work for which the veteran or eligible person is to be trained;
- (6) A certification that the wages to be paid the veteran or eligible person upon entrance into training are not less than wages paid non-veterans in the same training position and are at least 50 percent of the wages paid for the job for which he or she is to be trained, and will be increased in regular periodic increments until, not later than the last full month of the scheduled training period they will be at least 85 percent of the wages paid for the job for which the veteran or eligible person is being trained;
- (7) A certification that there is reasonable certainty that the job for which the veteran or eligible person is to be trained will be available to him or her at the end of the training period; and
- (8) Any additional information required by the State approving agency.

(c) *Approval criteria.* The appropriate State Approving Agency may approve the application submitted under paragraph (b) of this section, when the training establishment and its courses are found upon investigation to have met the criteria outlined in this paragraph. Approval will not be granted for training in occupations which require a relatively short period of experience for a trainee to obtain and hold employment at the market wage in the occupation. This includes occupations such as automobile service station attendant or manager, soda fountain attendant, food service worker, salesman, window washer, building custodian or other unskilled or common labor positions as well as clerical positions for which on-the-job training is not the normal method of procuring qualified personnel.

- (1) The job which is the objective of the training is one in which progression and appointment to the next higher classification are based upon skills learned through organized and supervised training on-the-job and not on such factors as length of service and normal turnover;
- (2) The training content of the course is adequate to qualify the veteran or eligible person for appointment to the job for which he or she is to be trained;
- (3) The job customarily requires a period of training of not less than 6 months and not more than 2 years of full-time training;
- (4) The length of the training period is not longer than that customarily required by the training establishments in the community to provide the veteran or eligible person with the required skills, arrange for the acquiring of job knowledge, technical information, and other facts which the veteran or eligible person will need to learn to become competent on the job for which he or she is being trained;
- (5) Provision is made for related instruction for the individual veteran or eligible person who may need it;
- (6) There is in the training establishment adequate space, equipment, instructional material, and instructor personnel to provide satisfactory training on-the-job;
- (7) Adequate records are kept to show the progress made by each veteran or eligible person toward his or her job objective;
- (8) The veteran or eligible person is not already qualified by training and experience for the job; (9) the requirements of paragraphs (b) (6) and (7) of this section are met;
- (10) A signed copy of the training agreement for each veteran or eligible person, including the training program and wage schedule as approved by the State Approving Agency, is provided to the veteran or eligible person and the Department of Veterans Affairs and the State Approving Agency by the employer; and
- (11) The course meets such other reasonable criteria as may be established by the State Approving Agency.

(Authority: 38 U.S.C. 3677)

(d) *Promotion.* As funding permits, the Department of Veterans Affairs employees will promote the development of on-the-job training courses. They will:

- (1) Visit employers,
- (2) Coordinate their efforts with activities of any State Approving Agencies that may choose to promote the development of on-the-job training courses, and
- (3) Avoid duplicating the efforts of others by coordinating their promotional efforts with similar activities of the Department of Labor and State employment security agencies as provided by written agreements covering these activities, including utilization of disabled veterans' outreach program specialists.

(Authority: 38 U.S.C. 3672(d))

[32 FR 13405, Sept. 23, 1967, as amended at 33 FR 9546, June 29, 1968; 35 FR 9817, June 16, 1970; 38



**§ 21.4209 Examination of records.**

**(a) Availability of records.** Notwithstanding any other provision of law, educational institutions must make the following records and accounts available to authorized Government representatives:

- (1) Records and accounts pertaining to veterans or eligible persons who received educational assistance under Chapter 1606 of Title 10 U.S.C. or Chapters 30, 32, 34, 35 or 36 of Title 38 U.S.C.
- (2) Other students' records necessary for the Department of Veterans Affairs to ascertain institutional compliance with the requirements of these chapters.

(Authority: 10 U.S.C. 16136; 38 U.S.C. 3034, 3244, 3690)

**(b) Type of records.** Each school will upon request of duly authorized representatives of the Government make available for examination all appropriate records and accounts, including but not limited to:

- (1) Records and accounts which are evidence of tuition and fees charged to and received from or on behalf of all veterans and eligible persons and from other students similarly circumstanced.
- (2) Records of previous education or training of veterans and eligible persons at the time of admission as students and records of advance credit, if any, granted by the school at the time of admission.
- (3) Records of the veteran's or eligible person's grades and progress.
- (4) Records of all advertising, sales or enrollment materials as required by §21.4252(h) and Section 3696(b), Title 38 U.S.C.
- (5) Records and computations showing compliance with the requirements of §21.4201 regarding the 85–15 percent ratio of students for each course.
- (6) Records necessary to demonstrate compliance with the requirements of §21.4252(e) pertaining to the time necessary to complete a correspondence course.
- (7) Records necessary to demonstrate compliance with the requirements of §21.4252(g) pertaining to employment of graduates of the course.

**(c) Non-college degree, apprentice, and other on-the-job.** The school having veterans, service members, reservists, and/or eligible persons enrolled in a course that does not lead to a standard college degree will make available, in addition to the records and accounts required in paragraph (b) of this section, the records of leave, absences, class cuts, makeup work, and tardiness. Each training establishment that has enrolled veterans under 38 U.S.C. Chapter 30 or 32, reservists under 10 U.S.C. Chapter 1606, or eligible persons under 38 U.S.C. Chapter 35 will also make available payroll records.

(Authority: 10 U.S.C. 16136; 38 U.S.C. 3034, 3241, 3690(c))

**(d) Non-accredited courses.** The school having veterans or eligible persons enrolled in non-accredited courses will make available, in addition to the records and accounts required in paragraphs (b) and (c) of this section the following:

- (1) Records of interruptions for unsatisfactory conduct or attendance.
- (2) Records of refunds of tuition, fees and other charges made to a veteran or eligible person who fails to enter the course, or withdraws, or is discontinued prior to completion of the course.

**(e) Non-availability.** Failure to make such records available as provided in this section will be grounds for discontinuing the payment of educational assistance allowance or special training allowance.

**(f) Retention of records.** The records and accounts, including those pertaining to students not receiving benefits from the Department of Veterans Affairs, as described in this section, pertaining to each period of enrollment of a veteran or eligible person, will be kept intact and in good condition at the school for at least 3 years following the termination of such enrollment period. Longer retention will not be required unless a written request is received from the General Accounting Office or the Department of Veterans Affairs not later than 30 days prior to the end of the 3-year period.

[31 FR 6774, May 6, 1966, as amended at 38 FR 14936, June 7, 1973; 43 FR 35300, Aug. 9, 1978; 48 FR 37988, Aug. 22, 1983; 51 FR 16317, May 2, 1986; 61 FR 20728, May 8, 1996; 61 FR 26114, May 24, 1996]

## Section X: FREQUENTLY ASKED QUESTIONS Regarding VA Training Programs

- 1. Are there any programs which may not be approved? YES.** *Part-time employment of fewer than 30 hours per week.*
- 2. Is an employer obligated to keep a veteran in a training program? NO.** *The veteran must be terminated from the program when progress is unsatisfactory. The veteran is under the same policies/procedures as a non-veteran trainee.*
- 3. Must the employer pay the veteran according to a six-month wage scale to correspond with the six months reduction of VA benefits? NO.** *The employer may pay a wage that meets requirements of the law.*
- 4. Can a trainee receive education benefits for job and school training at the same time? NO.** *Education benefits can be paid for only one type of training at a time.*
- 5. Can the employer qualify for other types of assistance or participate in other benefit programs based upon the employment of the veteran in a job training program?** *This depends on the eligibility requirements for the other programs. It is the trainee who receives education benefits, not the employer.*
- 6. Is the employer obligated to hire veteran trainees? NO,** *but since veterans make good employees, we encourage that you do hire them.*
- 7. Are VA education benefits affected by the trainee's starting wage? NO.** *The Veterans Administration determines the appropriate rate for the veteran while in training. Benefits start at the rate appropriate for the first six months of training.*
- 8. Does receipt of job training benefits prevent or defer the veteran from obtaining other VA benefits such as medical, disability or home loan guaranty? NO.**
- 9. Must the trainee be unemployed for any time to be eligible to receive education benefits for job training? NO.**
- 10. Does the employer have to increase the veteran's wages at the same intervals as the GI Bill payments decrease? NO.** *Although the employer is expected to increase the veteran's wages at the same rate as he/she does for his/her other trainees (as they gain experience and become more productive), there is no direct correlation between the GI Bill payments and the employer's wage payments.*
- 11. Why should veterans receive GI Bill payments while they are employed full time in a training program?** *The GI Bill payments they receive are intended to help veterans get by during the period when their employer is paying a trainee's wage. Most veterans are older and have many family and other obligations which make it difficult for them to live on a trainee's wage. This is one way our nation can try to help out those who volunteered to stand watch over us by serving in our country's armed forces.*

## **Section XI: GLOSSARY OF TERMS AND DEFINITIONS**

**Active Duty.** Full-time duty in the armed forces. This also includes full-time duty performed by commissioned officers of the Public Health Service and the National Oceanic and Atmospheric Administration (not including active duty for training).

**Active Duty for Training (ACDUTRA).** Active duty for training in the Reserves or National Guard. This includes reservists on full-time duty for training purposes in the Armed Forces; members of the National Guard or Air National Guard of any state, performing full-time training duty under title 32, U.S. Code, sections 316, 502, 503, 504, or 505.

**Apprentice** means any person who enters into an apprentice contract with the department and with a sponsor or with an apprenticeship committee acting as the agent of a sponsor.

**Apprenticeship Compliance Officers.** Staff from the Division of Apprenticeship Standards are responsible for monitoring apprenticeship programs in Massachusetts. A fundamental part of the Massachusetts Apprenticeship System is the Agreement (contract) between the employer and the apprentice that must be approved by the Division of Apprenticeship Standards (DAS). Such approval establishes the State's responsibility to oversee the contract to ascertain that all of the provisions are lived up to by the parties involved.

**Armed Forces.** This includes the United States Army, Navy, Marine Corps, Air Force, and Coast Guard, including the National Guard and Reserve components thereof.

**Award Letter.** The official written notice from the Department of Veterans Affairs to a student of his or her monthly rate of payment, the inclusive dates of payment, and remaining entitlement at the end of the award period.

**Basic Educational Assistance** as used under the Montgomery GI Bill—Active Duty, "basic educational assistance" means a monetary benefit payable to all individuals who meet basic requirements for eligibility under Chapter 30, title 38, U.S. Code, for pursuit of a program of education.

**BDN.** Benefits Delivery Network. The BDN system is composed of various components. It is VA's main processing system for all award and related actions. This system generates the payment information that is sent to Treasury for producing the benefits checks. The BDN system also contains the master record files for veterans and beneficiaries.

**BIRLS.** Beneficiary Identification and Records Locator Subsystem. This is a computerized record system directly accessed by regional offices by means of computer terminals. It contains basic identifying information on a VA claimant including the current location of the claimant's folder and service information.

**Division of Apprenticeship Standards (DAS)** is the agency within the Department of Labor Standards charged with the oversight responsibilities of Massachusetts's apprenticeship program.

**Break in Service.** The term "break in service" means a period of more than 90 days between the date when an individual is released from active duty or otherwise receives a complete separation from active duty service and the date he or she reenters on active duty.

**Calendar Month.** A complete month (e.g., the complete month of June). This should not be confused with a 30-day period. The most common application of "calendar month" is to the interval between school terms, regarding entitlement to payment for an interval (38 U.S.C. 21.4138(f)).

**Certificate of Eligibility (C/E).** A Form 22-1993a which is issued to an applicant showing approval to pursue a stated program of education at a particular institution, the remaining entitlement of the student, and the ending date of the student's eligibility.

**Certifying Official.** For the purposes of Apprenticeship, the person(s) designated by the employer/sponsor delegated the authority to sign enrollment, certifications, other certification documents and reports relating to VA benefits.

**Change of Program.** A change of program consists of a change in the educational, professional, or vocational objective for which the veteran or eligible person entered training and a like change in the type of courses required to attain a new objective.

**Change of Training Facility.** There is no limit or restriction on change of training facilities for continued pursuit of the same course or program provided the veteran or eligible person is making satisfactory progress and there is no material loss of credit.

**Character of Discharge.** All VA benefits (with the exceptions of some insurance programs and certain medical benefits) payable to veterans or their dependents require that the particular period of service upon which entitlement is based be terminated under conditions **other than dishonorable**. However, a veteran must obtain an “**Honorable**” discharge to receive educational benefits under the Montgomery GI Bill, not “**under honorable conditions**” or “**general**,” which will disqualify the individual for those benefits. Service personnel who complete six months or less of active military service are issued “**uncharacterized**” discharges. If an uncharacterized discharge is used for reasons of service-connected disability or hardship, they are considered to be “Honorable” for Montgomery GI Bill purposes.

**Claimant.** An individual in the process of claiming VA benefits who is potentially eligible for benefits but who has not completed all the necessary steps which will permit VA to determine individual eligibility and entitlement.

**Confirmed Enrollment.** An enrollment certification which is dated and signed by the school’s certifying official on or after the first day of a certified enrollment period.

**Continuous Active Duty.** The term “continuous active duty” means active duty served without interruption. A complete separation from active duty service will interrupt the continuity of active duty service. Time lost while on active duty will not interrupt the continuity of service.

**Course.** As used in this manual, “course” means a specific class or subject of instruction (e.g., English 110, vocational courses).

**DD Form 214.** The Certificate of Release or Discharge from Active Duty, which is prepared at the time an individual completes a period of active duty in one of the armed forces. Former members of the Public Health Service (PHS) and of the National Oceanic and Atmospheric Administration (NOAA) do not receive a DD Form 214, but they do receive comparable documents that provide necessary information concerning their active duty service. Veterans should be advised to submit copy number 4 of their DD Form 214 with a claim for VA benefits. A certified copy may also be submitted.

**Delimiting Date.** The expiration date for education benefits. It is the first day after a claimant’s period of eligibility expires. Benefits are not payable on or after the delimiting date. Generally, the **delimiting date is ten years** and one day from the veteran’s last release from active duty date (RAD). The expiration date for those under Chapters 35 and 1606 is computed differently.

**Dependents’ Educational Assistance (DEA).** The benefits payable to eligible dependents or survivors of veterans. It is often abbreviated simply as DEA (Chapter 35).

**DOD Record.** The Department of Veterans Affairs accesses the Department of Defense’s manpower database through a computer interface between the Defense Manpower Data Center (DMDC) in Monterey, California and the BDN system. This record contains information from the serviceperson’s/veterans military records, which the VA may use to determine eligibility for Chapters 30 and 1606.

**Dual Eligibility.** Entitlement to education benefits under two or more programs administered by VA. If an individual qualifies for educational assistance under two or more such programs, the total assistance available may not exceed an aggregate total of 48 months, or the equivalent in part-time benefits. A person having dual eligibility may not receive such benefits concurrently.

**Education Liaison Representative (ELR).** The person at the VA regional office responsible for the education liaison and program approval functions. The ELR is responsible for promptly informing state approving agencies, schools, and training establishments of changes in policies and procedures.

**Education Services Officer (ESO).** This includes civilian education services officers, military career counselors, and other employees of the military education offices who are assigned responsibility for advising servicepersons of the educational opportunities available to active duty personnel.

**Educational Assistance.** This term is generally used interchangeably with the term “education benefits.” However, under the Montgomery GI Bill-Active Duty, the term “educational assistance” means basic educational assistance, supplemental educational assistance, and all additional amounts payable, commonly called “kickers.”

**Eligible Person.** A child, spouse, or surviving spouse of a veteran who served on active duty and who died of a service-connected disability, or who has a total disability permanent in nature resulting from a service-connected disability, or who died from any cause while a total and permanent service-connected disability was in existence. Also includes a child or a spouse of a person who is on active duty as a member of the armed forces and who now is, and, for a period of more than 90 days, has been, listed by the secretary concerned as missing in action, captured in line of duty by a hostile force, or forcibly detained or interned in line of duty by a foreign government or power.

**Enrollment Period.** This term means an interval of time during which a veteran or eligible person is enrolled in a training program and is pursuing his or her program of training.

**Entitlement.** The number of months the student will be eligible for VA education benefits. This is usually expressed in the numbers of months and days the student will be eligible for full-time benefits, or the equivalent in part-time training, but also may be expressed in a dollar amount. Entitlement will vary depending on the education program the individual qualifies under. In no event will entitlement exceed 48 months under any combination of laws.

**Facility Code.** The numerical code assigned by VA to an institution or apprenticeship sponsor/OJT employer specifically identifying it or one of its subdivisions.

**File Number.** A seven-, eight- or nine-digit number assigned by VA to identify a claimant’s records. Most veterans have their Social Security numbers assigned as their VA file number. Dependents or survivors of veterans eligible for chapter 35 benefits are assigned a letter suffix (e.g., “A,” “B,” “W”) to the file number of the veteran.

**G.E.D.** An official General Educational Development certificate issued by a state-level department of education. The credentials issued by state-level departments of education are official documents that are acceptable as the equivalent of high school graduation diplomas. In addition, Department of Defense certificates of G.E.D. equivalency are acceptable evidence of completion of high school educational requirements.

**Kickers.** The Department of Defense may contribute amounts as deemed appropriate to an education fund on behalf of participants to encourage enlistment or retention in the armed forces. These amounts are added to any other education benefits to which the person may be entitled. Generally, kickers are applicable only to Chapters 30, 32 and Section 903.

**M.G.I.B.** Refers to either the Montgomery GI Bill—Active Duty (Chapter 30 of Title 38, U.S. Code) or the Montgomery GI Bill—Selected Reserve (Chapter 1606 of Title 10, U.S. Code).

**Mitigating Circumstances.** Unanticipated and unavoidable events beyond a student's control that is responsible for the student's inability to complete a training program. Generally, a student will be required to submit corroborative evidence to substantiate his or her reasons for being unable to complete the training.

**NOBE.** This is a DD Form 2384, Selected Reserve Educational Assistance Program **Notice of Basic Eligibility**, which the Selected Reserve member obtains from his or her National Guard or Reserve component unit stating his or her eligibility for the Montgomery GI Bill—Selected Reserve. If available, this form should accompany the reservist's application for benefits.

**Objective.** The final educational, professional or vocational goal of a veteran, serviceperson or eligible person (e.g., degree, diploma, apprentice completion certificate, occupation). A professional or vocational objective is one that leads to an occupation. It may include educational courses essential to prepare for the chosen occupation.

**Post 9/11 G.I. Bill.** Refers to the Chapter 33 GI Bill that went into effect on August 1, 2009.

**Program of Education.** A combination of subjects, unit courses or training activities pursued a training establishment that is generally accepted as necessary to meet requirements for a predetermined professional or vocational objective (e.g., occupation). An "approved program" is a course of study or program of training which the appropriate State Approving Agency has determined meets the legal requirements for payment of VA educational assistance benefits to veterans and other eligible persons.

**Reporting Fee.** The VA pays annually to each training establishment furnishing training under the various VA education programs a reporting fee for required reports or certifications. This fee is intended to help defray the costs of processing various reports and certifications required to be submitted to the VA and is in lieu of any other compensation or reimbursement. The annual fee is computed based on the number of VA beneficiaries enrolled at the training establishment in October of each year. The reporting fee is paid as soon as possible after the end of the calendar year.

**Selected Reserve.** The term means, with respect to the armed forces, the Army Reserve, the Naval Reserve, the Marine Corps Reserve, the Air Force Reserve, the Coast Guard Reserve, the Army National Guard of the United States, and the Air National Guard of the United States. The Public Health Service and the National Oceanic and Atmospheric Administration do not have Selected Reserve units.

**Serviceperson.** An individual who is currently serving on active duty. Same as "servicemember."

**Sponsor** means any employer, organization of employees, association of employers, committee, or other person operating an apprenticeship program and in whose name the apprenticeship program is approved by the department.

**State Approving Agency (SAA).** An agency appointed by the chief executive of a state to approve institutional programs of education and training for payment of benefits under the various laws administered by the VA.. In Massachusetts, the Division of Apprenticeship Standards is the SAA for veterans participating in apprenticeship and OJT. The Massachusetts Department of Veteran Affairs is the SAA for veterans who are students at Institutes of Higher Learning.

**Survivors' and Dependents' Educational Assistance.** The benefits payable to eligible dependents or survivors of veterans. It is often abbreviated simply as DEA (Chapter 35).

## Section XII: VA Forms

1. The following forms are provided. VA forms are available on the VA website:

[http://www.gibill.va.gov/resources/student\\_handouts/](http://www.gibill.va.gov/resources/student_handouts/)

2. Applicable VA forms can also be acquired by contacting the Division of Apprenticeship Standards Apprenticeship Compliance Officer.

VA Form 22-8794 Designation of Certifying Officials

VA Form 22-1999 Enrollment Certification

VA Form 22-1990 Application for VA Education Benefits

VA Form 22-1995 Request for Change of Program or Place of Training

VA Form 22-6553d Monthly Verification of Hours Worked

VA Form 22-1999b Notice of Change of Student Status in Training

VA Form 22-5490 Application for Survivors' and Dependents Education Assistance

VA Form 22-5495 Request for Change of Program or Place of Training Survivors' and Dependents Training Benefits

## Section XIII: CONTACT INFORMATION

### State Approving Agency (SAA) for Apprenticeship Positions

MA Department of Labor Standards  
Division of Apprenticeship Standards  
Mailing Address: 19 Staniford St, 2<sup>nd</sup> Floor Boston, MA 02114

Physical Address: 19 Staniford St, 2<sup>nd</sup> Floor Boston, MA 02114

Phone: (617) 626-5409

Fax: (617) 626-5427

Personnel: See web site: [www.mass.gov/das](http://www.mass.gov/das)

As the State Approving Agency for apprenticeship positions, DAS works directly with apprenticeship sponsors to approve training programs for veterans and eligible dependents. **For any questions, contact the DAS Apprenticeship Compliance Officer in your area.**

**MA Department Higher Education** is the SAA in Massachusetts for Institutes of Higher Learning (post-secondary education), OJT and non-credential degree programs.

Mailing Address: 454 Broadway, Suite 200 Revere, MA 02151

Contact: George O'Connor, Director

Phone: 617-391-6086

Email: [veted@bhe.mass.edu](mailto:veted@bhe.mass.edu)

Website: [www.mass.edu/veterans](http://www.mass.edu/veterans)

### U.S. Department of Veterans' Affairs

#### Buffalo Regional Processing Office (RPO)

P.O. Box 4616

Buffalo, NY 14202-4616

**1-888-442-4551** (toll free number to inquire about educational benefits)

The Buffalo Regional Processing Office processes the claims for GI bill/educational benefits for veterans and eligible dependents.

DAS, as the SAA for apprenticeship, verifies the accuracy of the information and forwards VA education claims to the Buffalo VA address. The payments of educational benefits are sent from the VA to the veteran/dependent.

### GI Bill Web Site

Veterans Benefits and Services, Education Benefits

<http://www.gibill.va.gov/>

This is the Web site for veterans and dependents to use for any questions on getting the education benefits started. It's an excellent resource for veterans, dependents, and training establishment representatives.





## **VA Education Benefits**

Can be used for:

- Apprenticeship
- On-the-job training (OJT)
- Certificate or diploma program
- College degree
- Reimbursement for licensing and certification tests
- *(this is not an all inclusive list)*

## **Questions**

- VA Education Benefits Web site: <http://www.gibill.va.gov/>
- State Approving Agency for Apprenticeship: [www.mass.gov/das](http://www.mass.gov/das)
- Phone Number: (617) 626-5407
- E-mail: [david.wallace@state.ma.us](mailto:david.wallace@state.ma.us)

## **Veterans Benefits and Services**

The *Federal Benefits for Veterans and Dependents Handbook* may be downloaded at [\[PDF\] VHA Handbook 1601A.02, Eligibility Determination.](#)

***Thank you for serving and protecting our  
country!***

*Special thanks to the Wisconsin Bureau of Apprentice Standards for their contribution in the  
development of this veteran facility handbook.*