

On-The-Job Training and Apprenticeship Programs Overview

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TEAM MISSION



Safeguarding the Integrity of the GI Bill®

Learning Objectives



Upon completion of this module, you should be able to:

- Explain the difference between On-the-Job Training (OJT) programs and Apprenticeship programs
- Describe the OJT/Apprenticeship approval process
- Describe Facility Responsibilities



VA OJT & APPRENTICESHIP PROGRAMS



VA OJT & Apprenticeship Programs

On-the-Job Training

- On-the-job training is a common form of training for specific jobs and tasks that consists of formal or informal training that takes place after an employee has been hired.
- The goal is for the employee to be able to perform tasks alone without supervision or additional training.
- Further training can take place at any time if an employer wants to improve the skills of a worker or group of workers.

Apprenticeship

- Apprenticeships are a form of On-the-Job training based on a formal arrangement between entry-level workers, employers and apprenticeship sponsors.
- The employer paid program includes some form of classroom instruction that enhances a trainee's skills.
- The goal is for the employer to extend a job offer to the apprentice or allow the apprentice to pursue work elsewhere.

OJT Example



The Sheriff's department of Orange County has an approved one-year On-the-Job Training program. A Veteran is hired by the Sheriff's department as a police officer. Once the Veteran successfully completes the Police Academy, he begins his field training through the OJT program. The Veteran will receive education benefits during the one-year field training through the OJT program.



Apprenticeship Example



ABC Electric Company has an approved two-year Apprenticeship program for the job position of Power Station Mechanic. A Veteran is hired for this job position. During the first two years of the job, the Veteran will receive supplemental instruction to help them with the job and they will receive education benefits.



Education Benefits (1 of 2)



Both the OJT and Apprenticeship Training programs are available for Veterans using their VA education benefits.

A Veteran generally enters into a training contract for a specific period with an employer or union, and at the end of the training period, the Veteran gains job certification or journeyman status.

Education Benefits (2 of 2)



STIPEND	
First six months of training	100% of applicable MHA
Second six months of training	80% of applicable MHA
Third six months of training	60% of applicable MHA
Fourth six months of training	40% of applicable MHA
Remaining pursuit of training	20% of applicable MHA

Generally, participating employers will pay a reduced OJT/apprenticeship wage, which must be at least 50% of journeyman wage. By the last full month of training, the Veteran's wage must be at least 85% of the wage for a fully-trained employee.

The veteran will also receive their monthly housing stipend.

APPROVING AND REGISTERING PROGRAMS



The Approval Process (State Approving Agencies)

The SAAs are responsible for approving OJT/apprenticeship programs in their respective states. Requirements generally entail submitting:

- A training request form that specifically outlines the proposed program
- Wages
- Standard workweek information
- Company contact name and phone number



Apprenticeship Program Registration

The U.S Department of Labor's Office (DOL) of Apprenticeship works in conjunction with SAAs to administer the program nationally. These agencies:

- Register apprenticeship programs that meet federal and state standards
- Protect the safety and welfare of apprentices
- Issue nationally-recognized and portable Certificates of Completion of Apprenticeship to apprentices
- Promote the development of new programs through marketing and technical assistance
- Assure that all programs provide high quality training
- Assure that all programs produce skilled and competent workers



Program Criteria (DOL Apprenticeship)



For DOL-registered apprenticeship programs the SAAs act as a conduit for the flow of necessary approval information to VA.

While their review may not be as in depth as the Nonregistered program they still must provide:

- Employer's Application to Provide Job Training - VA Form 22-8865
- Designation of Certifying Official(s) – VA Form 22-8794
- Registered Apprenticeship Program Standards

Program Criteria (Non-DOL Apprenticeships)



Non-DOL registered apprenticeship programs may be approved for Veterans training by the SAA if they meet requirements and approval criteria found in 38 USC §3687 and 38 C.F.R. 21.4261(c). The high-level requirements are:

- The training programs must meet the standards of apprenticeship published by the Secretary of Labor under 29 USC §50a and 29 C.F.R. 29.4, 29.5 and 29.6.
- Signed training agreements for each Veteran or eligible person (making reference to the approved training program and wage schedule) must be provided to the Veteran or eligible person and the Department of Veterans Affairs by the employer.

Program Criteria (OJT)



OJT programs must meet several criteria found in 38 USC §3677 and 38 C.F.R. 21.4262(c). The high-level requirements are:

- The OJT program provides the job skills and related training the trainee needs to be fully qualified for the job
- The job the person is being trained on will be available after the program
- The job customarily requires between 6 months and two years of full-time OJT; therefore, no longer than customarily required in the community.
- Progression and promotion to the next higher level depend on skills learned through OJT training and **not** on factors such as length of service and normal turnover.

Important Things to Remember

- Individual training programs, not organizations, are approved for VA training purposes.
- Organizations that have multiple training programs must have each program approved individually
- Each program will be approved for a specific number of hours, or months which must be indicated in the training plan/outline used when requesting approval of the program.



EMPLOYER RESPONSIBILITIES



Certifying Official's Responsibilities (1 of 4)

Each training department will designate at least one VA Certifying Official to carry out reporting requirements.

- The designation will be made on VA Form 22-8794.
- A new VA Form 22-8794 must be submitted anytime there is a change in certifying officials.





Certifying Official's Responsibilities (2 of 4)

It is the Certifying Official's responsibility to keep VA informed of the enrollment status of Veterans and other eligible persons.

The forms used to keep VA informed are:

- Enrollment Certification (VA Form 22-1999 - side B only) to report required enrollment information
- Notice of Change in Student Status (VA Form 22-1999b) to report changes to enrollment information such as a trainee termination due to unsatisfactory progress or suspension or dismissal for unsatisfactory conduct

NOTE: Tear off the Instructions and Certifications sheet before completing the form. OMB Control No. 2900-0073, Required Reading: 30 minutes

Department of Veterans Affairs **Side B**

VA ENROLLMENT CERTIFICATION

IMPORTANT: Side B is for flight, correspondence, and apprenticeship or on-the-job training programs.

1. NAME OF STUDENT (First, Middle, Last) 2. VA FILE NO. (For chapter 33, include rating. For transferability cases, enter the veteran's social security number)

3. CURRENT ADDRESS OF STUDENT 4. SOCIAL SECURITY NUMBER OF STUDENT (If not entered in item 2)

5. NAME OF PROGRAM

6. TYPE OF TRAINING
 FLIGHT TRAINING
 CORRESPONDENCE
 APPRENTICESHIP OR OTHER ON-THE-JOB

7. CREDIT FOR PREVIOUS TRAINING (See flight)

VOCATIONAL FLIGHT TRAINING (See Instructions)

8A. CREDIT ALLOWED FOR PREVIOUS EDUCATION AND TRAINING

DUAL	SOLO	GROUND SCHOOL	CERTIFICATED AND RATINGS	8B. DATE TRAINING BEGAN IN CURRENT COURSE

8C. NUMBER OF HOURS/UNITS OF INSTRUCTION IN CURRENT COURSE

DUAL	SOLO	GROUND SCHOOL	PRE-AND POST FLIGHT	OTHER	8D. TOTAL CHARGES
					\$

CORRESPONDENCE TRAINING

IMPORTANT: A VA Form 22-1999c, Certificate of Affirmation of Enrollment Agreement, MUST be signed by this student and accompany this certification form before VA can authorize payment for this correspondence course.

9A. DATE FIRST LESSON SENT TO STUDENT 9B. NUMBER OF LESSONS FOR WHICH STUDENT IS ENROLLED 9C. CHARGE PER LESSON TO STUDENT 9D. WERE ANY LESSONS DELIVERED BEFORE THE DATE ENTERED IN ITEM 9A?
 YES NO (If "Yes," show lesson number and date serviced in item 11, "Remarks")

APPRENTICESHIP AND OTHER ON-THE-JOB TRAINING

IMPORTANT: A signed copy of the training agreement outlining the training program and wage scale as approved by the State Apprenticing agency or VA, or for apprentices, any document signed by the trainee incorporating this agreement by reference must be attached to this form. (Show monthly number of hours worked to date in item 11, "Remarks.")

10A. TRAINING DATES (Month, Day, Year)		10B. TYPE OF TRAINING <input type="checkbox"/> APPRENTICESHIP <input type="checkbox"/> OTHER-ON-THE-JOB	10C. NUMBER OF HOURS TRAINEE IS EMPLOYED PER WEEK IN TRAINING PROGRAM		10D. NUMBER OF HOURS IN STANDING WORK WEEK	
BEGINNING	ENDING		HRS.	HRS.	HRS.	HRS.

11. REMARKS

CERTIFICATIONS - The provisions described in paragraphs (1) through (14) on the attached sheet are certified.

12A. FACILITY CODE 12B. SCHOOL NAME AND ADDRESS

12C. TELEPHONE NUMBER OF CERTIFYING OFFICIAL 12D. SIGNATURE OF CERTIFYING OFFICIAL 12E. DATE SIGNED

VA FORM JUN 2011 **22-1999** SUPERSEDED VA FORM 22-1999, MAR 2009, WHICH WILL NOT BE USED.

Certifying Official's Responsibilities (3 of 4)

Certifying Officials must also:

- Keep up-to-date on current VA rules and benefits.
- Attend VA training opportunities
- Maintain records and make them available for inspection.
 - VA papers submitted and records of training progress, program pursuit, etc
 - At least three years of records following the student's/trainee's last date of attendance





Certifying Official's Responsibilities (4 of 4)

Records that must be kept for each VA student/trainee include :

- Copies of all initial and monthly certifications submitted to the VA Regional Processing Office (RPO)
- A copy of the training agreement
- Copies of all payroll records or other official records indicating hours worked within each certification period
- Records pertaining to the trainee's progress in job performance
- Records regarding necessary related instruction (for apprenticeship programs only)
- A cumulative list of training hours for each work process completed, including the total number of training hours for all work processes
- A record of previous education and training of Veterans/eligible persons and a copy of the notification given to the student/trainee
- A copy of the trainee's Certificate of Completion (for apprenticeship programs)
- Wage scale progression (for interstate commerce and railroad programs)



Ongoing Program Approval Conditions

As part of the ongoing approval process for training programs, it is important to ensure availability of journeyman-level workers to provide close supervision of the Veteran trainee throughout the training program:

- Supervision
- Maintain Records
- Credit
- Training Agreement
- Wages



Ongoing Program Approval Conditions

Supervision:

Ensure availability of journeyman-level workers to provide close supervision of the Veteran trainee throughout the training program.

Maintain Records:

At a minimum, records should include:

- Job assignments
- Promotions/demotions
- Layoffs/terminations
- Rates of pay
- Progress in training as outlined in the work processes
- Hours of training given monthly in each process
- Overall progress evaluations made at least each 3 months

Ongoing Program Approval Conditions

Credit:

Ensure that the program awards credit for previous training and experience and that the length of the program is reduced proportionately. Veteran trainees who are granted credit must be placed into the appropriate step of the wage progression scale.

Training Agreement:

Provide a copy of the approved training agreement to the Veteran trainee and VA.





Ongoing Program Approval Conditions

Wages:

It is important to ensure that wages paid to VA trainees will not be less than wages paid to trainees who are not eligible for VA benefits.

- The beginning wage will be at least 50% of the wage for a fully-trained employee, periodic wage increases will be granted,
- By the last full month of training the wage will be at least 85% of the wage for a fully-trained employee, unless the facility is operated by a Federal, State or local government.



Fiscal Year 2021 Compliance Survey Guidance

- Non-Federal DOL registered Apprenticeships compliance surveys have been waived due to the long standing demonstrated record of compliance and monitoring by other agencies.

Resources

- <https://www.dol.gov/agencies/eta/apprenticeship>
- <https://www.benefits.va.gov/gibill/>



Questions

