

# YOU CAN USE YOUR GI BILL® BENEFITS FOR ON-THE-JOB TRAINING OR APPRENTICESHIP

plumber  
electrician  
carpenter  
mechanic  
police officer  
deputy sheriff

correctional officer  
fire fighter/EMT  
lineman  
chef  
fire sprinkler installer  
welder

HVAC installer  
shop technician  
highway maintenance  
worker  
heavy equipment  
operator



## What Are My Employer's Responsibilities?

Once your employer gets their training program approved by the United States Department of Veterans Affairs (VA), they can enroll qualified trainees and start submitting their hours to the VA for GI Bill® payment to the individual. The employers will follow the training outline and guidelines as stated in their original application to the VA.

To be approved as a GI Bill® training establishment, your employer must employ qualified personnel to provide the training and ensure that you receive the instruction outlined in the application. Records must be kept to show training and wage progress made by you throughout your approved training program. Your employer assigns a Certifying Official to verify your enrollment and to submit your monthly training hours to the VA.

Your State Approving Agency (SAA) team can provide you and your employer with GI Bill® forms, help and guidance.

## What Is An Apprenticeship (APP) and On-the-Job Training (OJT)?

An APP is normally a 24-48 month structured training program with supplemental classroom instruction. This training takes place while working for an employer with wage increases as you gain skills and knowledge to become a journeyman.

OJT is normally 6-24 months of structured training but without supplemental classroom instruction.

Many veterans can collect their GI Bill® educational benefits under an APP or OJT program.

## How Do I Use My GI Bill For This Training?

- ⇒ Find an employer that has been approved as a GI Bill® training establishment or one that is willing to get approved for qualified training.
- ⇒ Contact the SD SAA for training approval, technical assistance, or enrollment registration.
- ⇒ You must have GI Bill® eligibility or apply to receive your certificate of eligibility.
- ⇒ Your employer will designate a Certifying Official that will verify your enrollment and monthly hours to the VA through the Enrollment Manager system.
- ⇒ Your employer will notify the VA and SAA about any changes in training, wages, or withdrawals.
- ⇒ Training records must be kept for three years.

**To apply for your benefits or for more information, visit:**

<https://www.va.gov/education/>.

**For questions about GI Bill® payments, please call the GI Bill Hotline at: (888)442-4551.**

## The GI Bill® for Apprenticeship and OJT

Most veterans know they can use their GI Bill® benefits while attending a college or university. But, did you know that you can use your GI Bill® benefits for Apprenticeship and OJT? It's a great way to receive education benefits while learning a new career, even as you earn a good wage.

You can use various Chapters of the GI Bill® for an OJT or APP program, including the following:

- ⇒ Chapter 30
- ⇒ Chapter 33
- ⇒ Chapter 35
- ⇒ Chapter 1606

For information on state benefits visit:  
<https://vetaffairs.sd.gov>



GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs.

## Know Your Certifying Official

Your Certifying Official is normally your supervisor, or someone in human resources, and is the contact person for your enrollment. They will maintain your training records for the VA.

My Certifying Official is:
My Type of Education / Training is:
Apprenticeship or OJT



If you or your employer has any questions, they can contact Ryan Fowler with the South Dakota Department of Veterans Affairs at 605.773.3565.

