

YOUR TRAINING PROGRAM MAY QUALIFY TO BE APPROVED FOR THE GI BILL®

#1 Develop Your Program(s)

Determine occupations in your company that require a 6 to 48 month training program. Normally an apprenticeship requires 144 hours of supplemental training.

#2 Identify Your Veterans

Seek out or hire veterans, eligible dependents, Reservists or members of the Guard in your eligible occupations.

#3 Secure Program Approval

Apply for approval of each occupation in which you want to hire a veteran or eligible person.

#4 Enroll Eligible Trainees

Certify the enrollment and monthly hours through Enrollment Manager system.

How Will My Training Program Benefit?

As an approved GI Bill® training establishment, you can help veterans and other employees transition into a great career with you under a structured training program while you more effectively attract and retain these desired workers.

Veterans possess experience, maturity, discipline, technical knowledge, work ethic, leadership skills and more!

Once your training program is approved, you can market and advertise it as **"Approved for the GI Bill®"** when recruiting.

How Does Approval Work?

The South Dakota State Approving Agency (SAA) under contract with the U.S. Dept. of Veterans Affairs (VA), evaluates, approves, and monitors Apprenticeship (APP) and On-the-Job Training (OJT) programs and provides technical assistance to approved facilities.

- You contact SAA for the application which you complete with us during the inspection visit.
- We evaluate your training program and submit qualifying applications and training documentation to the VA for approval.
- New certifying officials will need to take the required training modules before they are authorized to sign off on their programs.
- Upon VA approval, we will send the veteran's enrollment packet and handbook to you for completion.
- Upon notice of approval from the SAA and VA, you can advertise that you are **Approved for the GI Bill®** and you may then begin certifying the enrollment of veterans and eligible dependents.

What Comes After Approval?

When you hire an eligible veteran that is a full-time and permanent employee, contact the SAA for his/her enrollment packet and one will be mailed to you. The Certifying Official and the veteran will fill out the necessary forms and return them to the SAA for review.

During the application process, you designate a "Certifying Official" who is authorized to access wage and work reports and will certify enrollment to the VA.

Each month during the training period, the Certifying Official will submit the training hours to the VA through the Enrollment Manager system, as well as any updates.

You must maintain these records at your approved facility:

- APP/OJT application or standards packet
- APP/OJT Training Agreement
- Payroll timesheets and HR records
- Training progress records and supplemental training records
- Copies of all VA forms submitted and/or received

You agree to allow the SAA and the VA to conduct periodic onsite reviews of training and records. These reviews help VA ensure that VA benefits are being paid in accordance with regulations. The veteran is responsible for re-payment of any benefits received in error.

Apprenticeship, OJT and the GI Bill[®]

Most employers know that veterans can receive GI Bill[®] benefits while at college or university. But, did you know that veterans can use their GI Bill[®] benefits for Apprenticeship and OJT? It's a great way to use earned education benefits while learning on the job in the skilled trades.



GI Bill[®] is a registered trademark of the U.S. Dept of Veterans Affairs (VA). More information about education benefits offered by the VA is available at: <https://www.va.gov/education/>.

What is Apprenticeship?

Apprenticeship is an effective training method in which a journeyman worker oversees an apprentice's progressive attainment of manual, mechanical or technical skills and knowledge in accordance with industry standards for occupations which (CFR 21.4261):

- Require at least 2,000 hours of on-the-job learning.
- Involve skill that are customarily learned on-the-job.
- Recommended 144 hours of supplemental training per year.
- Are recognized by industry as a bona-fide occupation

What is OJT?

If you offer a structured, workplace training program that is between 6 and 24 months in length but does not meet apprenticeship criteria, it may qualify as an OJT program (CFR 21.4262). OJT programs typically have minimum supplemental training.

Contact us today to learn how to become **Approved for the GI Bill[®]**

South Dakota
State Approving Agency

<https://vetaffairs.sd.gov>

If you have any questions, you can contact Ryan Fowler with the South Dakota Department of Veterans Affairs at 605.773.3565.



Approved for the GI Bill[®]
**WHAT EVERY SOUTH
DAKOTA EMPLOYER
SHOULD KNOW**

