

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 approved as a GI Bill® Training Establishment, your employer provides the training as outlined by a written OJT agreement or a formal Apprenticeship Contract and Standards of Apprenticeship. These documents describe how you will gain skills, knowledge and ability throughout the training program.

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 agreement. 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 certify and 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.

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.
- ⇒ Submit your OJT/APP claim to the VA for approval/enrollment.
- ⇒ Once the VA approves your claim, they will send you a Certificate of Eligibility (COE) and/or an approval letter stating you have been enrolled and will break down your payment rates.
- ⇒ After the VA processes your claim, you will be mailed VA form 22-6553d-1, Monthly Certification of Training, so you can submit your monthly work hours (not paid leave) to your Certifying Official who then certifies the hours and faxes to VA as proof of your training hours. Your monthly benefits are based on training hours from this form.
- ⇒ Your Certifying Official notifies the SAA about changes in training, wages, employer address, or certifying official. If you withdraw from the training program, your employer uses VA form 22-1999b to report the change directly to VA. A copy of all forms are kept on file by your employer.

To learn more about your own GI Bill eligibility and how to use VA educational benefits, visit or call:

www.benefits.va.gov/gibill

Helpline: (888)442-4551

What Is Apprenticeship & On-the-Job Training (OJT)?

Apprenticeship is a real job with structured on-the-job training and applied classroom instruction. Wages increase as you gain skills and mastery through workplace training. OJT programs are used when jobsite training is structured but does not meet apprenticeship's industry requirements.

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

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 may qualify if you are eligible for the GI Bill® under the Active Duty (Veteran) or Reserve GI Bill® programs and:

- You are no longer on active duty
- You were recently hired or promoted
- You left active duty less than 15 years ago or
- You are currently a member of the Guard or Reserve
- Any spouse or child eligible under Chapter 35 may also be eligible when in qualified training

Check state benefits at: <http://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 employed by your training sponsor as the only person who can submit your training hours and is charged with maintaining a file of your training and wage records for VA GI Bill® purposes.

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



If you or your employer has any questions, they can contact South Dakota's State Approving Agency at 605.773.3565.

