

TRAINING AGREEMENT FOR APPRENTICESHIP AND OTHER ON-THE-JOB TRAINING PROGRAMS (Title 38 U.S.C. 3677 and 3687)

## INSTRUCTIONS TO ESTABLISHMENT

We are sending you this form as you have expressed interest in providing on-the-job or apprenticeship training to veterans, their eligible dependents, and members of the Selected Reserve. If you want additional information or need assistance in completing this form, contact your VA Education Liaison Representative (ELR). If you do not have this person's contact information, you can request it as follows:

• You may contact the Education Liaison Representative for your state by clicking on the link below: <a href="http://www.benefits.va.gov/GIBILL/resources/education-resources/school-certifying-officials/elr.asp">http://www.benefits.va.gov/GIBILL/resources/education-resources/school-certifying-officials/elr.asp</a>.

# INSTRUCTIONS FOR COMPLETED FORM

Complete the entire form. Be sure that you and the VA trainee sign this form. Then take the following actions:

- Mail two copies (Copy 1 and Copy 2) to the ELR. (Obtain this mailing address from the ELR.)
- Keep a copy (Copy 3) for your records.
- Give a copy (Copy 4) to the VA trainee.

**PRIVACY ACT NOTICE:** VA will not disclose information collected on this form to any source other than what has been authorized under the Privacy Act of 1974 or Title 38, Code of Federal Regulations 1.576 for routine uses as identified in the VA system of records, 58VA21/22/28, Compensation, Pension, Education, and Vocational Rehabilitation and Employment Records - VA, published in the Federal Register. An example of a routine use allows VA to send educational forms or letters with a veteran's identifying information to the veteran's school or training establishment to (1) assist the veteran in the completion of claims forms or (2) for VA to obtain further information as may be necessary from the school for VA to properly process the veteran's education claim or to monitor his or her progress during training. Your obligation to respond is required to obtain or retain education benefits. Giving us your SSN account information is voluntary, but you failure to give us your SSN could impede our processing of your claim. Refusal to provide your SSN by itself will not result in the denial of benefits. VA will not deny an individual benefits for refusing to provide his or her SSN unless the disclosure of the SSN is required by a Federal Statute of law enacted before January 1, 1975, and still in effect. The requested information is considered relevant and necessary to determine the maximum benefits under the law. While you do not have to respond, payment of education benefits cannot be made unless the information is furnished as required by existing law. This information is a training agreement, as approved by the Department of Veterans Affairs (VA), is completed both the employer and the trainee. The responses you submit are considered confidential (38 U.S.C. 5701). Information submitted is subject to verification through computer matching programs with other agencies.

**RESPONDENT BURDEN:** We need this information to determine the trainee's eligibility for educational benefits based on On-the-Job or Apprenticeship training (38 U.S.C. 3671). Title 38, United States Code, allows us to ask for this information. We estimate that you will need an average of 30 minutes to review the instructions, find the information, and complete this form. VA cannot conduct or sponsor a collection of information unless a valid OMB control number is displayed. You are not required to respond to a collection of information if this number is not displayed. Valid OMB control numbers can be located on the OMB Internet Page at <a href="www.reginfo.gov/public/do/PRAMain.">www.reginfo.gov/public/do/PRAMain.</a> If desired, you can call 1-888-GI-BILL-1 (1-888-442-4551) to get information on where to send comments or suggestions about this form.

	TRAINING AGREEM	/EN	FOR APPRENTICI		AND OTHE			RAINING	PROGRAMS
			PART I - G						
	D ADDRESS OF ESTABLISI ENT (Include e-mail address)	HMEN	T ENTERING INTO TRAININ	G 2	2. NAME AND A	ADDRE	SS OF TRAINEE EN	ITERING INT	O TRAINING AGREEMENT
3. TRAINEE'S SOCIAL SECURITY NUMBER		ER	4. TRAINEE'S VA FILE NUMBER		5. DATE OF BIRTH		6.TRAIN	6.TRAINEE'S JOB TITLE OR TRADE	
7. LENGTH OF PROGRAM			8. CREDIT FOR PREVIOUS TRAININ		G/EXPERIENCE 9. LENGTH		9. LENGTH OF TI	OF TIME REMAINING TO BE COMPLETED	
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	·		PART II -	TRAINII	NG AGRE	EMEN	NT		
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		16	S. WAGE PROGRESSION	N TOWAR	D THE JOU	RNEYV	VORKER WAGE		
NOTE: T	rainees who receive o	eredit	for previous experience	ce shall	be paid the	wage	rate of the peri	od to whi	ch such credit advances
A. PERIOD	B. NUMBER OF MONTHS		C. WAGE LEVEL		A. PERIOD	B. NUN	MBER OF MONTHS		C. WAGE LEVEL
1ST		\$	PER		6TH			\$	PER
2ND		\$			7TH			\$	PER
3RD		\$	PER		8TH			\$	PER
4TH		\$	PER		9TH			\$	PER
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	E CURRICULUM UNITS, OI HIS TRADE (If required)	R TRAI	INING OUTSIDE THE JOB N	ECESSAR'	Y 18B. LO	CATION	OF RELATED TRA	INING/INSTF	RUCTION
The Estathis form	blishment and the Tra which have been appr	inee e	enter into this agreeme by the Department of	ent in cor Veterans	nformity wi Affairs. Ca	ith the	Training Stand y read these star	ards show	n on the reverse side of ore signing below.
19. SIGNATU	IRE OF TRAINEE				20. SIGN	NATURE	AND TITLE OF ES	TABLISHME	NT DESIGNEE
The sign	ing of this agreement	hind	ls the parties to comp	liance w	ith the Agr	·eeme	nt and Trainin	g/Annren	ticeshin Standards

- I. HOURS AND SUPERVISION The trainee shall work the same hours as the instructor and shall work under the supervision of the instructor at all times.
- II. SAFETY AND HEALTH TRAINING The VA trainee will receive instruction on the job as to safe and healthful work practices. Such instruction shall include training regarding safety regulations, reporting of accidents, and availability of first aid medical facilities. The establishment shall also ensure that the trainee is trained in facilities and other environments that are safe and healthful.
- III. ADMINISTRATIVE PROCEDURES The following shall be the responsibility of the participating establishment:
  - A. To see that all VA trainees are covered by a written agreement.
  - B. To notify the VA Regional Processing Office in writing of any interruption or termination of training by each VA trainee.
  - C. To maintain a record of each VA trainee showing his or her experience and progress in learning the occupation until 3 years after completion of the training program.
- IV. COMPLIANCE WITH TITLE VI, CIVIL RIGHTS ACT OF 1964 The establishment agrees to comply with the provisions of Title VI, Civil Rights Acts of 1964.
- V. COMPLIANCE WITH TRAINING STANDARDS These standards, as approved by VA, become a part of the Training Agreement applying hereto. The signing of the Agreement in Items 19 and 20 on the reverse, binds the parties to compliance with these standards. The employer will provide every VA trainee entering into an Other On-The-Job Training Agreement with a copy of the Agreement with these Standards. The employer will send two copies of the completed Agreement to VA. The terms of this training agreement are in compliance with the requirements of section 21.4262, Title 38, Code of Federal Regulations.

I. DEFINITION AND TERM OF APPRENTICESHIP - The term "apprentice" shall mean a person at least years of age where the property of the pro	ho is
employed to learn a skilled trade pursuant to the terms of a written Apprenticeship Agreement with the establishment. The Agreen	ment
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- III. PROBATIONARY PERIOD All apprentices employed in accordance with these standards shall be subject to a probationary period not exceeding the first\_\_\_\_\_\_ of the term of apprenticeship. During this period, the Apprenticeship Agreement may be terminated at the request of either party to the Agreement.
- IV. HOURS AND SUPERVISION The apprentice shall work the same hours as the journey worker and shall work under the supervision of the journey worker at all times.
- V. WAGE PROGRESSION This standard must include a uniform, progressive schedule of wages.
- VI. RELATED SCHOOL INSTRUCTION
  - A. Each apprentice shall enroll in and attend classes in subjects related to this trade for not less than the number of hours yearly specified by the U.S. DOL during the term of apprenticeship. Apprentice related training should be arranged through local education agencies, the Community College system, or private vocational schools. If institutional training is not available locally, such related training may be given by a course applicable to the trade taken through correspondence (or other forms of self-study approved by the registration/approval agency), or an individualized instruction program of classroom training in the training establishment will be substituted.
  - B. Failure on the part of the apprentice to regularly attend class and/or progress satisfactorily in approved related training will be deemed sufficient cause to drop the apprentice from the entire training program.
  - C. Trade journals, manuals, books, publications, etc., applicable to the trade may be used in supervised training.
  - D. The minimum number of related training hours per year are not classified as hours of employment unless given during regular working hours for which wages are paid.
  - E. Curriculum content is described in Items 18A and 18B of the Apprenticeship Agreement.
- VII. SAFETY AND HEALTH TRAINING The apprentice shall receive instruction on the job as to safe and healthful work practices. Such instruction shall include training regarding safety regulations, reporting of accidents, and availability of first aid medical facilities.
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- IX. GRANTING CERTIFICATE OF COMPLETION OF APPRENTICESHIP After satisfactory completion of apprenticeship under these standards, each apprentice shall be furnished with a Certificate of Completion of Apprenticeship.
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- XI. COMPLIANCE WITH APPRENTICESHIP STANDARDS These standards, as approved by VA, are made a part of the Apprenticeship Agreement applying hereto. The signing of the Agreement in Items 19 and 20 on the reverse, binds the parties to compliance with these standards.
- OTHER INFORMATION Every apprentice entering into an Apprenticeship Training Agreement will be given a copy of these standards. Two copies will be forwarded to VA. The terms of this training agreement are in compliance with the requirements of section 21.4261, Title 38, Code of Federal Regulations.

Education Liaison Representative	Date Signed

OMB Approved No. 2900-0342 Respondent Burden: 30 minutes Expiration date: 07/31/2020

	I RAINING AGREE	MEN	T FOR APPRENTICI (Title 38		AND OTHE 3677 and		I-THE-JOB	TRAINING	PROGRAMS
			PART I - G	ENER	AL INFORM	MATIC	N		
NAME AND ADDRESS OF ESTABLISHMENT ENTERING INTO TRAINING AGREEMENT (Include e-mail address)					2. NAME AND	ADDRES	S OF TRAINEE	E ENTERING IN	TO TRAINING AGREEMENT
3. TRAINEE'S SOCIAL SECURITY NUMBER 4. TRA			4. TRAINEE'S VA FILE NUM	BER	5. DATE OF BIRTH 6.TRAIN			RAINEE'S JOB T	ITLE OR TRADE
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Education Liaison Representative	Date Signed

				.C. 3677 and		I-THE-JOB TI	KAINING	5 PROGRAMS
			PART I - GENE	RAL INFOR	OITAN	N		
	ID ADDRESS OF ESTABLIS ENT (Include e-mail address)	SHMENT ENT	ERING INTO TRAINING	2. NAME AND	ADDRES	S OF TRAINEE EN	TERING IN	ITO TRAINING AGREEMENT
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		8. CR	EDIT FOR PREVIOUS TRAIN	  IING/EXPERIENCE	<u> </u>	9. LENGTH OF TI	ME REMAI	NING TO BE COMPLETED
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- IX. GRANTING CERTIFICATE OF COMPLETION OF APPRENTICESHIP After satisfactory completion of apprenticeship under these standards, each apprentice shall be furnished with a Certificate of Completion of Apprenticeship.
- X. COMPLIANCE WITH TITLE VI, CIVIL RIGHTS ACT OF 1964 The establishment agrees to comply with the provisions of Title VI, Civil Rights Act of 1964.
- XI. COMPLIANCE WITH APPRENTICESHIP STANDARDS These standards, as approved by VA, are made a part of the Apprenticeship Agreement applying hereto. The signing of the Agreement in Items 19 and 20 on the reverse, binds the parties to compliance with these standards.
- OTHER INFORMATION Every apprentice entering into an Apprenticeship Training Agreement will be given a copy of these standards. Two copies will be forwarded to VA. The terms of this training agreement are in compliance with the requirements of section 21.4261, Title 38, Code of Federal Regulations.

Education Liaison Representative	Date Signed

	TRAINING AGRE	EMEN			AND OTH 3. 3677 and			RAINING	PROGRAMS	
			PART	I - GENER	AL INFOR	MATIC	ON			
NAME AND ADDRESS OF ESTABLISHMENT ENTERING INTO TRAINING AGREEMENT (Include e-mail address)					2. NAME AND	ADDRES	SS OF TRAINEE E	ENTERING IN	TO TRAINING AGREEMENT	
3. TRAINEE'S SOCIAL SECURITY NUMBER 4. TRAINEE'S VA F			4. TRAINEE'S VA FILE	NUMBER	5. DATE OF BIRTH 6.TRAIN			NEE'S JOB T	EE'S JOB TITLE OR TRADE	
7. LENGTH OF PROGRAM			8. CREDIT FOR PREV	/IOUS TRAININ	  G/EXPERIENCE	Ξ	9. LENGTH OF	TIME REMAIN	NING TO BE COMPLETED	
			L IGTH OF PROBATIONA RIOD	R VA USE ()	(.)			13. DOT CODE		
			PART	II - TRAIN	IING AGRE	EMEN	NT .			
4. SPECIFIO	C QUALIFICATIONS FOR	TRAINE	EES						ER INSTRUCTOR OR S TO JOURNEY WORKERS (Ra	
			16. WAGE PROGRE	SSION TOWA	ARD THE JOU	RNEYV	│ VORKER WAGE	 <b>E</b>		
NOTE: 7 them.	Γrainees who receive	cred	it for previous exp	erience shal	l be paid the	wage	rate of the pe	riod to wh	ich such credit advance	
A. PERIOD	B. NUMBER OF MONTH	lS	C. WAGE LE	VEL	A. PERIOD	B. NUM	BER OF MONTH	S	C. WAGE LEVEL	
1ST			\$ PE	R	6TH			\$	PER	
2ND			\$ PE	R	7TH			\$	PER	
3RD			\$ PE	R	8TH			\$	PER	
4TH			\$ PE	R	9TH			\$	PER	
5TH			*	R	10TH			\$	PER	
\$		S IN WH		CEIVE INSTRU	cription and the le	ngth of ti		17B. NUM	BER OF HOURS OF TRAINI	
	aevoiea io ea	cn. 1j aa	uuonai space is requirea,	piease continue o	n a separate sneet	)				
							TOTAL			
	SE CURRICULUM UNITS, HIS TRADE (If required)	OR TR	AINING OUTSIDE THE	JOB NECESSA	IRY 18B. LC	CATION	TOTAL OF RELATED TR	AINING/INST	RUCTION	
		OR TR	AINING OUTSIDE THE	JOB NECESSA	RY 18B. LC	CATION		AINING/INST	RUCTION	
FOR T	HIS TRADE (If required)						OF RELATED TR		RUCTION  where the reverse side of the fore signing below.	

- I. HOURS AND SUPERVISION The trainee shall work the same hours as the instructor and shall work under the supervision of the instructor at all times.
- II. SAFETY AND HEALTH TRAINING The VA trainee will receive instruction on the job as to safe and healthful work practices. Such instruction shall include training regarding safety regulations, reporting of accidents, and availability of first aid medical facilities. The establishment shall also ensure that the trainee is trained in facilities and other environments that are safe and healthful.
- III. ADMINISTRATIVE PROCEDURES The following shall be the responsibility of the participating establishment:
  - A. To see that all VA trainees are covered by a written agreement.
  - B. To notify the VA Regional Processing Office in writing of any interruption or termination of training by each VA trainee.
  - C. To maintain a record of each VA trainee showing his or her experience and progress in learning the occupation until 3 years after completion of the training program.
- IV. COMPLIANCE WITH TITLE VI, CIVIL RIGHTS ACT OF 1964 The establishment agrees to comply with the provisions of Title VI, Civil Rights Acts of 1964.
- V. COMPLIANCE WITH TRAINING STANDARDS These standards, as approved by VA, become a part of the Training Agreement applying hereto. The signing of the Agreement in Items 19 and 20 on the reverse, binds the parties to compliance with these standards. The employer will provide every VA trainee entering into an Other On-The-Job Training Agreement with a copy of the Agreement with these Standards. The employer will send two copies of the completed Agreement to VA. The terms of this training agreement are in compliance with the requirements of section 21.4262, Title 38, Code of Federal Regulations.

I. DEFINITION AND TERM OF APPRENTICESHIP - The term "apprentice" shall mean a person at least	years of age who is
employed to learn a skilled trade pursuant to the terms of a written Apprenticeship Agreement with the esta	ablishment. The Agreement
will provide for (a) not less than years of reasonably continuous employment, (b) participation of the	e apprentice in an approved
schedule of work experience through employment, and (c) at least the number or hours per year of supplements	ental instruction in subjects
related to the trade specified by the U.S. DOL (Department of Labor). (The DOL usually requires at least 144 h	hours per year.)
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- II. QUALIFICATIONS OF APPRENTICESHIP APPLICANTS VA apprenticeship applicants for this trade shall be between the ages of and \_\_\_\_\_ and should be, if possible, high school graduates or the equivalent and be able to meet the requirements of the trade.
- III. PROBATIONARY PERIOD All apprentices employed in accordance with these standards shall be subject to a probationary period not exceeding the first\_\_\_\_\_\_ of the term of apprenticeship. During this period, the Apprenticeship Agreement may be terminated at the request of either party to the Agreement.
- IV. HOURS AND SUPERVISION The apprentice shall work the same hours as the journey worker and shall work under the supervision of the journey worker at all times.
- V. WAGE PROGRESSION This standard must include a uniform, progressive schedule of wages.
- VI. RELATED SCHOOL INSTRUCTION
  - A. Each apprentice shall enroll in and attend classes in subjects related to this trade for not less than the number of hours yearly specified by the U.S. DOL during the term of apprenticeship. Apprentice related training should be arranged through local education agencies, the Community College system, or private vocational schools. If institutional training is not available locally, such related training may be given by a course applicable to the trade taken through correspondence (or other forms of self-study approved by the registration/approval agency), or an individualized instruction program of classroom training in the training establishment will be substituted.
  - B. Failure on the part of the apprentice to regularly attend class and/or progress satisfactorily in approved related training will be deemed sufficient cause to drop the apprentice from the entire training program.
  - C. Trade journals, manuals, books, publications, etc., applicable to the trade may be used in supervised training.
  - D. The minimum number of related training hours per year are not classified as hours of employment unless given during regular working hours for which wages are paid.
  - E. Curriculum content is described in Items 18A and 18B of the Apprenticeship Agreement.
- VII. SAFETY AND HEALTH TRAINING The apprentice shall receive instruction on the job as to safe and healthful work practices. Such instruction shall include training regarding safety regulations, reporting of accidents, and availability of first aid medical facilities.
- VIII. ADMINISTRATIVE PROCEDURES The following shall be the responsibility of the participating establishment:
  - A. To see that all apprentices are covered by a written agreement.
  - B. To notify the VA Regional Processing Office in writing of any interruption or termination of training by each apprentice.
  - C. To maintain a record of each apprentice showing his or her experience and progress in learning the occupation until 3 years after completion of the training program.
- IX. GRANTING CERTIFICATE OF COMPLETION OF APPRENTICESHIP After satisfactory completion of apprenticeship under these standards, each apprentice shall be furnished with a Certificate of Completion of Apprenticeship.
- X. COMPLIANCE WITH TITLE VI, CIVIL RIGHTS ACT OF 1964 The establishment agrees to comply with the provisions of Title VI, Civil Rights Act of 1964.
- XI. COMPLIANCE WITH APPRENTICESHIP STANDARDS These standards, as approved by VA, are made a part of the Apprenticeship Agreement applying hereto. The signing of the Agreement in Items 19 and 20 on the reverse, binds the parties to compliance with these standards.
- OTHER INFORMATION Every apprentice entering into an Apprenticeship Training Agreement will be given a copy of these standards. Two copies will be forwarded to VA. The terms of this training agreement are in compliance with the requirements of section 21.4261, Title 38, Code of Federal Regulations.

Education Liaison Representative	Date Signed