# Department of Veterans Affairs – Veterans Benefits Administration (VBA) On the Job Training Program-VSR and RVSR



We are here to help you find your way



#### Overview

- National Approval
- Education Liaison Representative (ELR) Responsibilities (Us)
- School Certifying Official (SCO) Responsibilities (You)
- Trainee Responsibilities
- Forms
- On-the-Job Training
- Education Benefits
- Find Your ELR and VA Contact Information
- Questions

# **National Approval**

 The Director of Education Service is responsible for approval of Federal programs under the authority of:

- 38 U.S.C. 3672 (b)
- 38 CFR 21.4250 (c) 2

# On the Job and Apprenticeship Training Programs

The On the Job Training Programs (OJT) Program is available for Veterans using their VA education benefits. This program allow Veterans to learn a trade or skill through training on the job participation rather than attending formal classroom instruction. A Veteran generally enters into a training contract for a specific period with an employer, and at the end of the training period, the Veteran gains job certification or journeyman status.

# **ELR Responsibilities**

- ELRs can notify Education Service of any concerns or changes to approval information on "National" approvals so the Contract Management Team can contact the headquarters office.
- ELRs will provide training to the certifying officials listed on the VA
   Form 22-8794 form
- ELRs will assign facility codes, enter approval in WEAMS, maintain approval folder and forward a copy of 22-1998 to the Director, Education Service (223C)

# SCO Responsibilities (You)

- To be the point of contact with VA Education processors and provide general information to the trainee for their program.
- Ensure close supervision by qualified journey workers (Trained) will be provided throughout the training program
- Ensure records will be maintained for each trainee. At a minimum, the records will include: position, promotions, demotions, lay-off terminations, progress in training and hours of training
- Credit will be given for previous training and experience and the length of the training program will be reduced proportionately
- A copy of an approved training agreement will be provided to the trainee

# SCO Responsibilities

- An Enrollment Certification will not be submitted for a veteran or eligible person who is already qualified for the position because of prior training or experience
- There is a reasonable certainty that the job for which training is provided will be available to the trainee after training has been completed
- Complete and submit VA Form 22-1999 to establish training period
- Complete and submit VA Form 22-8864 (Give copy to trainee)
- Complete and submit at the end of each month VA Form 6553d-1
- Complete and submit VA Form 22-1999b if there is a change to the original certification

# Trainee Responsibilities

- Apply for benefits
  - Complete VA Form 22-1990 or (Veteran)
  - Complete VA Form 22-1990e (Dependent Ch 33 Toe)
  - Complete VA Form 22-5490 or (Dependent Ch 35)
  - Complete VA Form 22-1995 or (Veteran has used benefits)
  - Complete VA Form 22-5495 (Dependent has used benefits)
- Bring a copy of the COE or Award Letter to the SCO
- Work

# On the Job Training Program VSR/RVSR

- The both On the Job Training Programs are Federally Approved
   24 month (4000) programs
- Effective date of approval: January 27, 2007
- 40 Hours per week
- General Schedule Grade 7-10

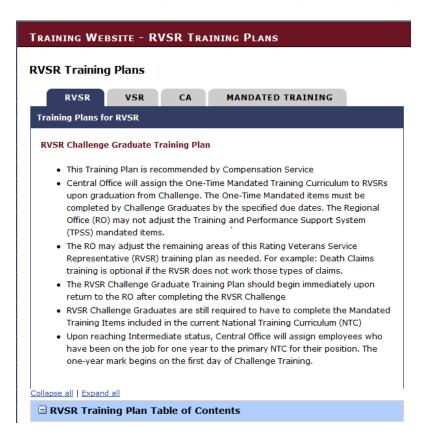
# On the Job Training Program VSR

#### **Subject Matter**

Tot	al Hours	4000	
6.	Miscellaneous Issues	800	<u>Hours</u>
5.	General Claims Processing	1000	Hours
4.	Customer Service	480	Hours
3.	General Claims Development	1000	Hours
2.	Basic Computer Systems	480	Hours
1.	Introduction to VA and RO Operations	240	Hours

# On the Job Training Program

http://cptraining.vba.va.gov/C&P\_Training/Trng\_Plans/TP\_RVSR.htm



# Required Forms- VA Form 22-8794

Department of Veterans Affair	's DESIG	SΝΑ	TION OF	CERT	IFY	INC	G 01	FFIC	IAL	(S)		
This form MUST ONLY be completed by a	GENERAL INST			o designat	e cer	tifyi	ing of	fficial	s for	the sch	ool	or
training establishment. 2. This form must be completed whenever the certifying officials, not just the changed inform		the in	formation.	Include t	he na	mes	, title	es, an	d sign	atures	of a	11
SPECIFIC INSTRUCTIONS												
<ol> <li>Item 1: Enter the complete name and address of the school or training establishment.</li> <li>Item 2: Enter the certifying official's telephone number.</li> </ol>												
Item 3: Enter the certifying official's fax m     Item 4: Enter the certifying official's e-mail	ımber.	ive, y	ou may ent	er the e-m	iail a	ddre	ess fo	r the	office	where	the	
certifying official works.  5. Item 5A: Enter the complete name and title for each designated certifying official. Have each person sign the form on the same line as his or her name and title. If any of the certifying officials have limited jurisdiction, note such limitations in Item 6, "Remarks". Use												
space below if needed.  6. Item 5B: If facsimile (e.g., rubber stamp) signatures will be used for any certifying officials, enter a sample in the appropriate block.  In addition, have the individual initial next to the sample.										ock.		
in adounts, nave we incurrent a mean to use sample.  7. Item SC: If veterans and other eligible persons will be claiming individualized tutorial assistance, complete these blocks.  8. Items 7 and 8. Sign and date the form. The person signing the form must be a person of significant authority, i.e., registrar, academic dean, or higher.												
PURPOSE: This form is used to provide the names Department of Veterans Affairs.	and signatures of those ind	lividu	als who are a	uthorized t	o cen	tify e	enroll	ment i	nform	ation to	the	
NAME AND ADDRESS OF SCHOOL OR TRAINING EST	TABLISHMENT (Include ZIP C	lode)										
						FO	)R V	A U	SE	ONLY	1	
					Т	$\Box$						П
2. TELEPHONE NUMBER(S) OF CERTIFYING OFFICIAL(S	(Include Area Code)		3. FAX NUMBE	R OF CERT	IFYIN	IG OF	FICIA	L(S) (I	nciude	Area Co	de)	
4. E-MAIL ADDRESS OF CERTIFYING OFFICIAL(S)												_
5. THE FOLLOWING ARE DESIGN	IATED AS CERTIFYING OFFIC	CIALS	OF THIS SCHO	DOL OR TRA	AINING	G EST	TABLIS	SHMEN	IT			_
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(2)												
(3)												
(4)												
B. THE USE OF THE FOLLOWING FACSIMILE (e.g., rubbe	r stamp) SIGNATURES FOR TH	HE OF	FICIALS LISTE	D IN ITEM 5	A AB	OVE	ARE A	UTHO	RIZED.			
(1)		(2)										
(3)		(4)										
	NG STOCKS OF VA FORM 22- 17, WILL NOT BE USED.	8794,								(See	Rev	erse)

- Each facility should have designated **Certifying Officials**
- Certifying Officials need to be identified and verified prior to entitlements paid
- If the Certifying Official transfers a new form is required even if there are more than one person listed
- New forms should be submitted to the ELR with jurisdiction over the facility
- A VA Form 22-8794 will need to be current and correct before any benefits will be paid

All forms can be found on our Intranet site: http://vbaw.vba.va.gov/

### Required Forms- VA Form 22-8864

PART II - TRAINING AGREEMENT  14. SPECIFIC QUALIFICATIONS FOR TRAINEES  15. NUMBER OF TRAINEES PER OF APPRENTICES TO JOUR  16. WAGE PROGRESSION TOWARD THE JOURNEYWORKER WAGE  NOTE: Trainees who receive credit for previous experience shall be paid the wage rate of the period advances them.	TRAINING AGREEMENT  LE OR TRADE  IG TO BE COMPLETED  13. DOT CODE
OTHER ON-THE JOB TRAINING AND APPRENTICESHIP TRAINING AGREEMENT AND ST (TRAINING PROGRAMS OFFERED UNDER 38 U.S.C., 3677 AND 3687)  PART I - GENERAL INFORMATION  1. NAME AND ADDRESS OF ESTABLISHMENT ENTERING INTO TRAINING  2. NAME AND ADDRESS OF FRAINEE ENTERING INTO TRAINING  3. TRAINEE'S SOCIAL SECURITY NUMBER  4. TRAINEE'S VAFILE NUMBER  5. DATE OF BIRTH  6. STRAINEE'S JOB TITLI  7. LENGTH OF PROGRAM  6. CREDIT FOR PREVIOUS TRAINING/EXPERIENCE  9. LENGTH OF TIME REMAINING  10. DATE TRAINING BEGINS  11. LENGTH OF PROBATIONARY PERIOD  10. DATE TRAINING BEGINS  11. LENGTH OF PROBATIONARY PERIOD  12. FACILITY CODE  14. SPECIFIC QUALIFICATIONS FOR TRAINEES  16. WAGE PROGRESSION TOWARD THE JOURNEYWORKER WAGE  NOTE: Trainees who receive credit for previous experience shall be paid the wage rate of the period of advances to the period of the period o	TRAINING AGREEMENT  LE OR TRADE  IG TO BE COMPLETED  13. DOT CODE
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471	PER
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5TH \$ PER 10TH \$ D. PRESENT FULLY TRAINED WAGE RATE OR JOURNEYWORKER WAGE RATE	PER
\$ PER	
17A. WORK PROCESSES IN WHICH TRAINEE WILL RECEIVE INSTRUCTION OR WILL BE TRAINED	
(List the various operations or tasks to be learned with a brief narrative description and the length of time devoted to each. If additional space is required, please continue on a separate sheet)	ER OF HOURS OF TRAININ
TOTAL D	
8A. COURSE CURRICULUM UNITS, OR TRAINING OUTSIDE THE JOB NECESSARY 18B. LOCATION OF RELATED TRAINING/INSTRUIF FOR THIS TRADE (If required)	
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The Establishment and the Trainee enter into this agreement in conformity with the Training Stand reverse side of this form which have been approved by the Department of Veterans Affairs. C standards before signing below.	dards shown on th Carefully read thes TDESIGNEE

 Form needs completed with every new trainee

#### Specifics:

- Length of Program- 24 Months
- Credit for Previous Training:
- Name and Address of Facility
- Facility Code
- Date Training Begins
- Length of time remaining to Complete
- Signature of Trainee
- Signature of SCO
- Number of Training Hours: 4000

Three copies: One to Trainee, one submitted to VA, one in the training file.

#### VA Form 22-1999 Side B

	of Veterans A	Affairs							Side
		VA EI	NROLL	MENT CER	RTIFIC	CATION			В
IMPORTANT: Side B is for flight, correspondence, and apprenticeship or on-the-job training programs.									
1. NAME OF STUDENT (First Aliable, Last)  2. VA Filst No. 1 for about pt 1 depths will. For overfirehilly costs, one der referries access access passible.									
3. CURRENT ADDRESS OF STUDENT (f) not entired to from 2)									u
5. NAME OF PROGRAM									
6. TYPE OF TRAINING  7. CREDIT FOR PREVIOUS TRAINING (Not Flight)  FLIGHT TRAINING									
☐ CORRESPONDENCE  APPRENTICESHIP OR OTHER ON-THE-JOB									
	VC	CATIO	ONAL FI	LIGHT TRA	INING	(See Inst	ructions)		
	SA CREDIT ALLOWS								
DUAL	SOLO			DSCHOOL			AND RATINGS	88. DATE TRAINING BE IN CURRENT COUR	SE
0	C. NUMBER OF HOUR	S/UNITS	OF INSTRU	ICTION IN OUR	RENT CO	OURSE			
DUAL.	solo		GROUN	DSCHOOL		AND POST LIGHT	OTHER	8D. TOTAL CHARGE	15
								*	
			CORR	ESPONDEN	ICE TI	RAINING			
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.									
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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 Approving agency of VA, or for apprentices, any document signed by the traines incorporating this agreement by reference must be attached to this form. (Show monthly number of hours worked to date in lawn 11, "Ramarks.")									
10A. TRAINING (Month, Day, ) BEGINNING	DATES		C OF TRAIN		TRA	100. NUMBE NEE IS EMPL IN TRAINING	R OF HOURS OYED PER WEEK PROGRAM	100. NUMBER OF HOUR STANDARD WORK WE	RS IN
		APP	RENTICES	HEP		HRS.			HRS.
1. REMARKS	OTHER-ON-THE-JOB HRS.						HRS.		
CERTIFICATIO 2A FACILITY CODE 2C. TELEPHONE NUMBER (				IN DATAGRADI DOL NAME AND ATURE OF CER			4) on the attache	ed sheet are certified	

- Information will need to match the Training Agreement
- If certifying after training began previous month hours can be submitted in the remarks
- SCO list on the VA Form 22-1998 will need to sign form
- Beginning and ending dates for training must match Training Agreement
- If prior training is given annotate

#### VA Form 22-6553d-1

			Ř	espondent Burden: 10 Minutes				
		Department of	Veterans A	Affairs				
		MONTHLY CERTIF AND APPREN						
		VA FILE NUMBER	VA USE ONLY					
		VA FILE NUMBER	PAYEE					
		FACILITY CODE	TYPE TRA	NNING				
		IMI	PORTANT					
		Read the instructions carefully, date, and sign this form on or af Item 1. Call 1-800-GI-BILL-1 ( Call 711, Federal Relay, if you the Deaf (TDD.)	You and the emp ter the last day of 1-888-442-4551)	f the last month shown in , if you have questions.				
ITEMS 1 AND 2. Enter the number		IONS TO TRAINEE	ina durina umrk	ing hours				
	and if training has been termina	ed complete Items 4 and 5. If you have a		•				
ITEMS 6A, 6B, AND 6C - Check the show your new wage rate and the ef	appropriate box. If you received fective date of that wage rate (W	a wage increase (or decrease) not in acci ien you first received this wage rate).	ordance with yo	ur training agreement,				
ITEM 7 - Use Item 7, Remarks, to sh dependents, also use this item to rep	ow any additional information co ort any change in the number of	ncerning your wage. If you are receiving a your dependents.	additional educa	ational allowance for				
ITEMS 8A and 8B - Sign and date th verification.	e form. Then, give the form to yo	ur employer or an authorized official of yo	our training esta	blishment for				
CHANGE OF ADDRESS - If you are address in the remaining space. Be		ntly, neatly line out the preprinted addres	s shown above	. Then, print your new				
NOTE - If an OJT trainee is receiving		ONS TO EMPLOYER ee is no longer entitled to VA educational	benefits. You n	nust immediately notify				
NOTE: If an OLT traine is receiving the journeyman wage, the trainee is no longer entitled to VA educational benefits. You must immediately notify VA. An apprentioneship trainee is no formatily entitled to riceive educational benefits after reaching the journeyman wage. You were, there are some exceptions, such as training on a Davis-Bacon job, or a job in a geographic location that has a different wage scale. If you have any questions, call V4 foll-free at 1-886-01-81L (1-888-442-455). If you use the Telecommunications Device for the Deaf TOD), the Federal ynumber is 711.								
Please verify the number of hours we Please report any differences in Item	orked and other information repo is 6 and/or 7.	ted by the trainee in Items 1 through 6 wi	th the payroll a	nd training records.				
Also use Item 7 if the trainee's condu knowledge and skills).	ict or progress is unsatisfactory of	r if the trainee has attained the complete	job skills for the	job (a "journeyman"				
ITEMS 9A and 9B - Sign and date th	e form. Then, return it to the VA	office shown above.						
1. MONTH(S) TO BE CERTIFIED	2. NO. OF HOURS WORKED FOR EACH MONTH SHOWN IN ITEM 1	3. WAS TRAINEE ENROLLED IN AND PURSUING THE APPROVED PROGRAM FOR THE MONTH(S) SHOWN IN ITEM 1?  XYES ☐ NO (\$\int_{\text{No.}}^{\text{The.}}\sigma_{\text{vio.}}^{\text{The.}}\s	4. DATE TE	RMINATED (Mo., day, yr.)				
June 2014	142	5. REASON FOR TERMINATION						
			6B RATE	6C EFFECTIVE DATE				
		6A. IS WAGE RATE IN ACCORDANCE WITH TRAINING AGREEMENT?  VES. DNO. (1/1"No," complete Items 6:		6C. EFFECTIVE DATE				
7. REMARKS		YES NO (If "No," complete Items 61 and 6C)	8					
I CERTIFY THAT the previous stateme	nts are true and correct to the best o	my knowledge and belief.						
PENALTY - Willful false reports conce 8A. SIGNATURE OF TRAINEE	ming benefits payable by VA may r	esult in fines or imprisonment or both.	88. DATE SIG	NED				
9A. SIGNATURE AND TITLE OF CERTIFY	ING OFFICIAL		98. DATE SIG	NED				
VA FORM 22-6553d-1	EXISTING STOCE	S OF VA FORM 22-6553d-1, JAN 2009, ED.						

- Can report multiple months
- Trainee should bring to you each month
- Hours can also be reported on facility letter head
- Can use form to terminate, but should be followed up with a VA Form 22-1999b
- Should only be signed by designated SCO's
- Should only be submitted to the VA by the designated SCO's

# Certifying Official Responsibilities

- A. Ensure close supervision by qualified journey workers will be provided throughout the training program.
- B. Records will be maintained for each trainee. At a minimum, the records will include the following: job assignments, promotions, demotions, lay-off terminations, rates of pay, progress in training as outlined in the work processes, hours of training given monthly in each process and overall progress evaluations made at least each 3 months.
- C. Credit will be given for previous training and experience and the length of the training program will be reduced proportionately. Trainees who are granted credit for previous training and experience will be placed into the appropriate step of the wage progression scale.
- D. An Enrollment Certification will not be submitted for a veteran or eligible person who is already qualified for the position because of prior training or experience.
- E. A copy of an approved training agreement will be provided to the trainee and to the Department of Veterans Affairs (VA).

# Big Picture (How it works)

- Veteran Serves
- Veteran Applies for Benefits
- VA Determines Eligibility-Sends Trainee COE
- Enrollment Data is Submitted from Facility
- VA Makes Payment

#### **Education Benefits**

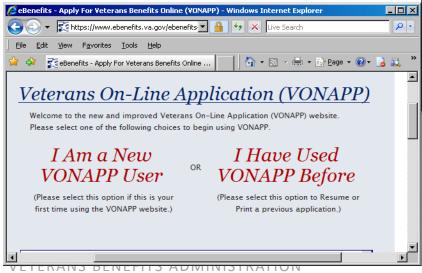
- Chapter 30
- Chapter 33
- Chapter 33 TOE
- Chapter 1606
- Chapter 1607 (Sunset November 2015)
- Chapter 35

#### How Benefits are Paid

- MGIB, MGIB-SR, REAP and DEA payments are made in arrears.
- Post 9/11 GI Bill payments are made as follows:
  - Books & Supplies Paid to veteran or dependent at beginning of the training period
  - Housing Automatically paid to veteran or dependent towards the end of each month once the SCO has submitted their certification and the claim is processed.

# Applying for Benefits

Apply anytime online at <a href="https://www.ebenefits.va.gov">www.ebenefits.va.gov</a>
OR <a href="https://www.benefits.va.gov">www.benefits.va.gov</a> through the Veterans Online Application (VONAPP)
OR Paper Applications- Veterans can go to <a href="https://www.va.gov/forms/">www.va.gov/forms/</a>





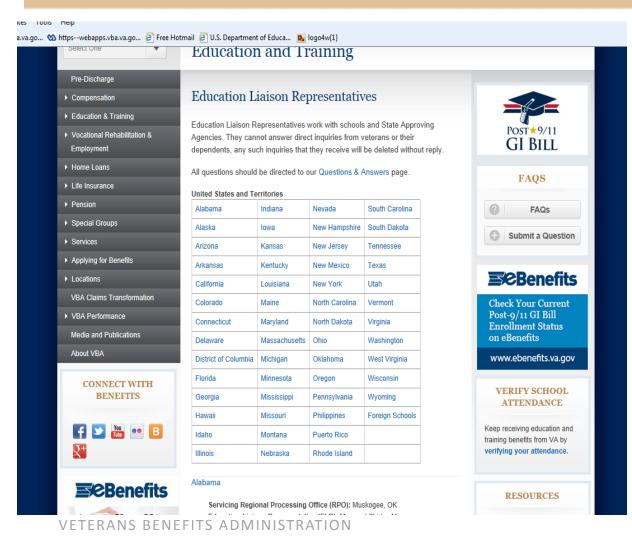
# Regional Processing Offices

#### **RPO Fax Numbers**

St Louis (314) 552 9707 Muskogee (918) 781 7866 Atlanta (404) 929 3009 Buffalo (716) 857 3296



#### Find Your ELR



- www.benefits.va.gov/gibill
- Education and Training
- School Resources
- Find your Education
   Liaison Representative
   (ELR)
- Click on your state

#### How to Contact VA Education

- If the trainee has a question concerning their benefits they should call the
  VA Customer Service number at 1-888-442-4551, or go to
   <u>www.benefits.va.gov/gibill</u> to submit a question on the "Questions and
  Answers" section.
- If you, as a certifying official, have questions concerning one of your trainees benefits you should use the school certifying official (SCO) hotline number shown below. This number is for School Certifying Officials (SCOs) only. Please do not release this number to trainees.

The hours of operation are 7:00 am to 5:00 pm, CT. <u>1-855-225-1159</u>

#### Review

- Federal Approval
- ELR Responsibilities
- SCO Responsibilities
- Trainee Responsibilities
- Forms
- On-the-Job Training
- Education Benefits
- Find Your ELR and VA Contact Information
- Questions

# Questions

