



State Approving Agency for Veterans Education  
 700 Foothill Blvd  
 Salt Lake City, UT 84108  
 Phone (801) 584-1973 Fax (801) 584-1964

**Date:** \_\_\_\_\_

**Application for Approval of OJT/Apprenticeship Programs**

Thank you for your interest in approval for the training of veterans and other eligible persons under the Montgomery GI Bill. This application contains the information we need from you in order to approve your institution. Once this application has been submitted, we will contact you within 30 calendar days to schedule an inspection of your facilities. Please contact us should you have any questions regarding this process. Please complete this application fully. We cannot process incomplete applications; they will be returned. Once completed, submit the original hand signed application along with any supplemental documents to Berni Davis at the above address.

**Employer Information** *Complete this section completely*

|   |                    |
|---|--------------------|
| <b>Name of Training Establishment or Company:</b>                                     |                    |
| <b>Physical Address:</b>  |                    |
|   |                    |
| <b>Mailing Address (if different from above):</b>                                     |                    |
|   |                    |
| <b>Contact Person and Title :</b>   |                    |
| <b>Phone Number:</b>  | <b>Fax Number:</b> |
| <b>Email Address:</b>   | <b>Website:</b>    |
| <b>Name of Individual who will maintain progress records on the eligible trainee:</b> |                    |
| <b>Phone Number:</b>  | <b>Email:</b>      |

|  |            |                          |                      |                          |             |                          |
|--|------------|--------------------------|----------------------|--------------------------|-------------|--------------------------|
| <b>Type of business/primary activity?</b>                                      |            |                          |                      |                          |             |                          |
| <b>Type of Ownership (Check all that apply)</b>                                | Public     | <input type="checkbox"/> | Individual Ownership | <input type="checkbox"/> | Profit      | <input type="checkbox"/> |
|  | Non Profit | <input type="checkbox"/> | Partnership          | <input type="checkbox"/> | Corporation | <input type="checkbox"/> |
| <b>Brief Description of establishment, ie, space facilities and equipment:</b> |            |                          |                      |                          |             |                          |

**Training Program Information**

|  |  |
|--|--|
| <b>Job Title/Position:</b>   | <b>Length of Program (In months or total hours):</b> |
| <b>Job Description:</b>  |  |
| <b>Number of Fully Qualified employees available as instructors per trainee:</b> |  |
| <b>Ratio of Journeypersons to Trainees:</b>                                      |  |
| <b>How many hours in a standard work week:</b>                                   |  |
| <b>Journey Wage (Wage at completion of program):</b>                             | <b>Beginning Wage for Trainees:</b>                  |

**CERTIFICATION AGREEMENT: CONDITIONS TO BE MET BY EMPLOYER**

I UNDERSTAND AND AGREE THAT THE FOLLOWING CONDITIONS MUST BE MET IF THIS TRAINING PROGRAM IS APPROVED FOR VA TRAINING BENEFITS:

- Close supervision by qualified journeyworks is provided throughout the training program.
- The job for which the trainee is training is one in which progression to the next higher level is based on skills learned though this training program and not merit alone.
- Length of program:
  - All OJT programs are at least 6 months in length but no longer than two years.
  - All Apprenticeship programs are at least two years long
- There is adequate space, equipment, personnel and training material to provide the training.
- Records for each trainee will be maintained to include: Job description/Training Program Summary, notice of change of job status (promotion, termination, ect), verification of rates of pay, veterans' training progress record with the hours of training given monthly in each process and overall evaluations made at least each 3 months, and the appropriate VA forms.
- Credit will be given for previous training and experience and the length or the training program will be reduced proportionately. Trainees who are granted credit for pervious training and experience will be placed into the appropriate step of the wage progression scale.
- A veteran or eligible person who is already qualified for the position because of prior training or experience will not be enrolled for VA benefits.
- A copy of an approved training agreement will be provided to the trainee and the Department of Veterans Affairs (such as the VA form 22-8864).
- The wages paid to trainees under this VA program will not be less than the wages paid to trainees who are not eligible for VA benefits. The beginning wage must take into account prior training and experience. The beginning wage will be at least 50% of the wage for a fully training employee.
- By the last month of training, the wage must be at least 85% of the wage for a fully training employee. Government or OJT programs are exempt from this rule.
- There is reasonable certainty that the job for which training is provided will be available to the trainee after training is completed.
- Immediately upon completion of OJT, the wage must be at least equal to the wage for a fully trained employee.
- A certificate of completion will be given to the trainee at the completion of the program.

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Printed Name and Title of authorized Institutional Representative

Signature

Date