



# INFORMATION AND INSTRUCTIONS

## VOCATIONAL TRAINING TO DISABLED VETERANS (CHAPTER 31)

### Instructions For Trainer

The original form should be submitted to VA not later than the 10th day after the end of each month.

A copy of the form should be given to the trainee for his or her record.

## APPRENTICESHIP OR OTHER ON-JOB TRAINING PROGRAMS FOR ELIGIBLE DEPENDENTS (CHAPTER 35)

### Instructions For Trainer

The original form must be retained at the training establishment until 3 years after the trainee completes or terminates training. This form should not be sent to VA. Instead, the trainee will give you a separate card each month for reporting his or her monthly hours of employment to VA.

A copy of the form should be given to the trainee for his or her records.

### PRIVACY ACT INFORMATION:

The law requires that adequate records be maintained to show the progress made by each veteran or other eligible person toward the completion of his or her training program (38 U.S.C. 1777). Records of progress must be made available for examination by duly authorized representatives of the Department of Veterans Affairs. Responses may be disclosed outside VA only if the disclosure is authorized under the Privacy Act, including the routine uses identified in the VA system of records, 58VA21/22, Compensation, Pension, Education and Rehabilitation Records - VA, published in the Federal Register. Your obligation to respond is required to obtain or retain benefits. VA may use computer matching programs with other agencies to verify the information you enter on this form. VA may also use the information for debt collection purposes.

**RESPONDENT BURDENT:** We need this information in order to track the type and hours of training as well as the rating of trainee performance (38 U.S.C. 5107 (a)). Title 38, United States Code, allows us to ask for this information. We estimate that you will need an average of 15 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 [www.whitehouse.gov/omb/library/OMBINV.html#VA](http://www.whitehouse.gov/omb/library/OMBINV.html#VA). If desired, you can call 1-800-827-1000 to get information on where to send comments or suggestions about this form.