



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:

- Access our education Internet site: [www.gibill.va.gov](http://www.gibill.va.gov)
- Click on the "INFORMATION FOR EDUCATION PROFESSIONALS" link.
- Click on the "INFORMATION RESOURCES" link.
- Click on the "EDUCATION LIAISON REPRESENTATIVE" link. (Scroll down to the State for your mailing address.)
- Click on the link for that State. (This action shows the name, telephone number and e-mail address for our ELR (Educational Liaison Representative). Contact that person using the e-mail address or telephone number shown. He or she will provide you with the information or assistance.

**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, and 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 your 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 <http://www.reginfo.gov/public/do/PRAMain>. 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.





## OTHER ON-THE-JOB TRAINING 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.

## APPRENTICESHIP TRAINING STANDARDS

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 establishment. The Agreement will provide for (a) not less than \_\_\_\_\_ years of reasonably continuous employment, (b) participation of the apprentice in an approved schedule of work experience through employment, and (c) at least the number or hours per year of supplemental instruction in subjects related to the trade specified by the U.S. DOL (Department of Labor). (The DOL usually requires at least 144 hours per year.)

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 journeyworker and shall work under the supervision of the journeyworker 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:

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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.



## OTHER ON-THE-JOB TRAINING STANDARDS

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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.

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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.

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IV. HOURS AND SUPERVISION - The apprentice shall work the same hours as the journeyworker and shall work under the supervision of the journeyworker 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.

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

**PART I - GENERAL INFORMATION**

1. NAME AND ADDRESS OF ESTABLISHMENT ENTERING INTO TRAINING AGREEMENT (Include e-mail address)		2. NAME AND ADDRESS OF TRAINEE ENTERING INTO TRAINING AGREEMENT		
3. TRAINEE'S SOCIAL SECURITY NUMBER	4. TRAINEE'S VA FILE NUMBER	5. DATE OF BIRTH	6. TRAINEE'S JOB TITLE OR TRADE	
7. LENGTH OF PROGRAM		8. CREDIT FOR PREVIOUS TRAINING/EXPERIENCE		9. LENGTH OF TIME REMAINING TO BE COMPLETED
10. DATE TRAINING BEGINS	11. LENGTH OF PROBATIONARY PERIOD	<b>FOR VA USE ONLY</b> ▶	12. FACILITY CODE	13. DOT CODE

**PART II - TRAINING AGREEMENT**

14. SPECIFIC QUALIFICATIONS FOR TRAINEES	15. NUMBER OF TRAINEES PER INSTRUCTOR OR NUMBER OF APPRENTICES TO JOURNEYWORKERS (Ratio)
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**16. WAGE PROGRESSION TOWARD THE JOURNEYWORKER WAGE**

NOTE: Trainees who receive credit for previous experience shall be paid the wage rate of the period to which such credit advances them.

A. PERIOD	B. NUMBER OF MONTHS	C. WAGE LEVEL	A. PERIOD	B. NUMBER OF MONTHS	C. WAGE LEVEL
1ST		\$ PER	6TH		\$ PER
2ND		\$ PER	7TH		\$ PER
3RD		\$ PER	8TH		\$ PER
4TH		\$ PER	9TH		\$ PER
5TH		\$ PER	10TH		\$ PER

D. PRESENT FULLY TRAINED WAGE RATE OR JOURNEYWORKER WAGE RATE

\$ \_\_\_\_\_ 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)	17B. NUMBER OF HOURS OF TRAINING
TOTAL ▶	

18A. COURSE CURRICULUM UNITS, OR TRAINING OUTSIDE THE JOB NECESSARY FOR THIS TRADE (If required)	18B. LOCATION OF RELATED TRAINING/INSTRUCTION
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The Establishment and the Trainee enter into this agreement in conformity with the Training Standards shown on the reverse side of this form which have been approved by the Department of Veterans Affairs. Carefully read these standards before signing below.

19. SIGNATURE OF TRAINEE	20. SIGNATURE AND TITLE OF ESTABLISHMENT DESIGNEE
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**The signing of this agreement binds the parties to compliance with the Agreement and Training/Apprenticeship Standards.**

## OTHER ON-THE-JOB TRAINING 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.

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