

No.	SOP 013
Name	Registering a Registered Apprenticeship Program (RAP) with the VA
Audience	Sponsors, SCOs, ANC consultants
Purpose	To guide sponsors and ANC staff through the steps a sponsor should take for the NC Department of Veteran and Military Affairs (NCDMVA) to approve their program for use with VA education benefits. This guide also gives an overview of the next steps a sponsor must take to remain in compliance with the VA.
Effective Date	12.30.24
Last Reviewed By	Dale Yarborough, James Yarley
Date of Last Review	12.30.24
Key Terms	<ul style="list-style-type: none"> • NC State Approving Agency (NC SAA) for Veterans and Military Education – A VA agency that can approve educational programs for veterans to use their VA education benefits; this is not to be confused with a state <i>apprenticeship</i> agency (also SAA), which is what ANC has been designated by the US Department of Labor • VA trainee: The VA's term for a veteran enrolled in a registered apprenticeship program (RAP); we will refer to this person as a “veteran trainee” in this document • NCDMVA – The NC Department of Veteran and Military Affairs, to which the NC SAA for Veterans and Military Education reports • Education Liaison Representative (ELR) - A VA employee that assists employers with VA policy and updating certifying officials (SCOs) • School certifying officials (SCOs) - Also referred to as certifying officials; these are employees of the sponsor who are responsible for reporting on veteran trainees to the VA; think of these as the main communicators between the sponsor and the VA • Enrollment Manager (EM) - The main site that SCOs use to add new veteran trainees to their RAP and report hours for current veteran trainees

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Introduction

Many veterans (and their employers) are often unaware that they can use their GI Bill benefit while enrolled in a Registered Apprenticeship Program. The actual benefit varies based on the veteran, when they served, and their location. For example, a veteran that served on active duty from 2020 to 2025, and currently resides in Charlotte, NC, could receive as much as \$1177.50 in a monthly stipend, up to \$28,937.09 in annual tuition and fees for a private university, and up to \$1,000 per year for educational supplies and books (these amounts are for the 24-25 academic year; source: <https://www.va.gov/education/benefit-rates/post-9-11-gi-bill-rates/>).

This SOP explains the information a sponsor must provide to have their program approved by the VA (US Department of Veterans Affairs), so veterans and other eligible participants (such as qualified family members) may use their VA education benefits in association with their registered apprenticeship program (RAP).

For this approval process, the VA uses **state approving agencies** (SAAs, but not to be confused with the same acronym used by ANC; the US Dept. of Labor has designated ANC as North Carolina's state *apprenticeship* agency). The **NC State Approving Agency (NC SAA) for Veterans and Military Education** is an independent, federally funded agency that reports to the NC Department of Military and Veterans Affairs, or **NCDMVA**. Because the NC SAA reports to the NCDMVA, we will simplify our explanation by referring to this agency as "NCDMVA" for the remainder of this guide.

The NCDMVA approves programs and courses, so service members can use their GI Bill benefits for those certified programs, including registered apprenticeship programs. Benefits will vary, depending on when a veteran served and the condition of their discharge, but for RAP participants, benefits could include a monthly stipend (in addition to their wages from the employer) and payments for books and supplies. These benefits take care of some of the veteran's financial needs while they are in training (before they achieve journeyworker wages) and help make it more practical for firms to employ veterans.

Although this agency works on behalf of veterans, it also helps:

- **Employers** fill job openings with veterans, who are consistently among the top employees in terms of job performance and employee retention.
- **Program sponsors** by allowing veteran trainees to spend their GI Bill on that program. By registering their program with NCDMVA, sponsors can increase the number of veterans in their candidate pool.

You can locate the NCDMVA contact information on the following webpage: [NC State Approving Agency | DMVA \(https://www.milvets.nc.gov/benefits-services/ncsaa\)](https://www.milvets.nc.gov/benefits-services/ncsaa).

This document will explain the process for registering a program with the VA, the documentation ANC and the sponsor will need to provide to NCDMVA, and the next steps a sponsor will take after VA approval.

The VA Approval Process

First, the VA approves the sponsors program. Then the VA approves the veteran, or veteran trainee (the VA's term), to use their VA benefits. A veteran trainee may not use their benefits in a program until the VA approves that program. It is important to realize that the VA is approving **the program itself**, not the sponsor. If the sponsor has more than one program it manages, each program will have to go through this approval process separately.

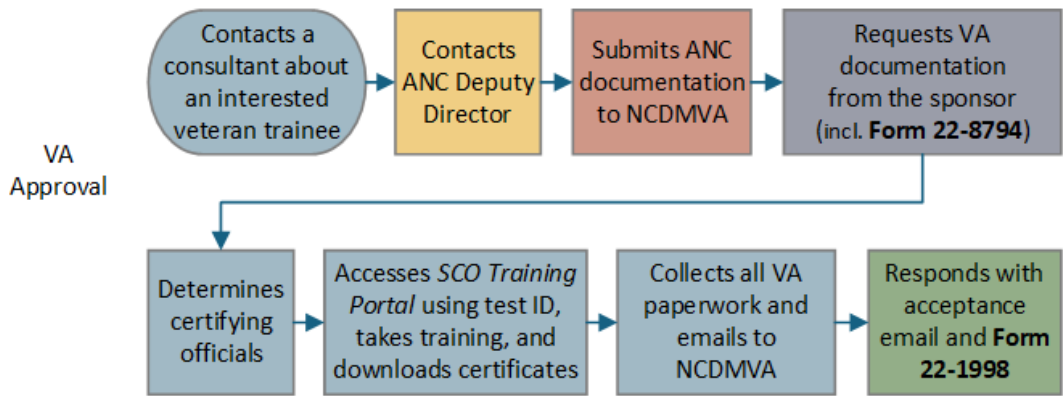
For group sponsorships, each employer will need to submit its own application, because VA facility codes are based on employer-specific information. However, the employers may select a representative from the group sponsor to be their school certifying official (SCO) if that is easier for all parties.

From ANC's perspective, the VA approval process is five main steps:

1. *A sponsor contacts the ANC consultant to say they have a veteran enrolling in their RAP.*
2. *The ANC consultant contacts the ANC supervisor, who sends ANC documentation to the **NCDMVA**.*
3. *An NCDMVA program specialist contacts the sponsor, letting them know what VA documentation they should fill out to complete the approval process.*
4. *The sponsor completes the necessary training and forms and returns the documentation to the NCDMVA.*
5. *Our state's VA Education Liaison Representative, **ELR**, sends the sponsor an acceptance email and information on remaining in compliance with the VA.*

There is a process flow on the next page. This outlines the approval process and a sponsor's next steps after the VA approves its program. Take note that there are:

- **Two VA entities** participating in this process:
 - The **NCDMVA** (responsible for approving a program)
 - The VA's Education Liaison Representative, **ELR**, for our state (who is a sponsor's main contact after the NCDMVA approves its RAP)
- **Four VA websites or online portals** are used:
 - **SCO Training Portal** – Site that contains training for new **[school] certifying officials (SCOs)**
 - The SCO is (at minimum) one sponsor representative that reports trainee data to the VA.
 - **ID.me account** – Verification site used to access the Enrollment Manager (EM) portal
 - **Enrollment Manager (EM)** - An SCO's main site for adding and reporting on veteran trainees
 - **Education Upload File Portal** – Website used to upload documents to add additional SCOs or change an existing SCO's information



Next Steps

1) Setting up your SCO systems' accounts

2) Certifying and reporting on veteran trainees

3) Adding new SCOs

Update facility code for each SCO in the *SCO Training Portal*

Sign up for an *ID.me* account.

Use the *ID.Me* account and **Form 22-1998** information to access your *Enrollment Manager (EM)* account.

Submit **Form 22-1999** in the *EM* to request a new veteran trainee's certification

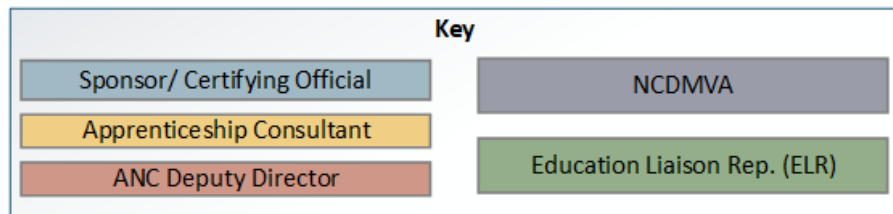
Submit **Form 22-6553d-1** in the *EM* monthly to report on a veteran trainee's hours

Store candidate data for VA compliance visits (up to 3 years after a veteran trainee's last day)

Complete a new **Form 22-8794**

Accesses *SCO Training Portal* using email and facility code, takes training, and downloads certificate

Submits **Form 22-8794** and the training certificates for any new SCO in the *Education File Upload Portal*



This SOP will explain the steps of this process flow in more detail.

VA Approval

There are two separate bundles of required paperwork that the VA needs to approve a program: one which ANC will supply the VA and the other composed of VA forms that *the sponsor* must fill out.

ApprenticeshipNC (ANC) Documentation

The ANC Deputy Director would provide these documents to a NCDMVA program specialist:

- Registration Letter – the letter from ANC acknowledging a sponsor’s program has been approved as a registered apprenticeship program (RAP)
- Program Request Form
- Program Standards
- Wage Scale
- Work Process Schedule
- Supplemental Education Outline
- (if group program) Appendix D: The Employer Participation Agreement

Veteran Affairs (VA) Documentation

After reviewing the forms, the NCDMVA program specialist would reach out to the sponsor by email, requesting the sponsor to complete and return the following forms, most of which are in a fillable PDF format.

To complete the paperwork, the sponsor must complete the following two steps:

1. Decide who will be their **certifying official**, or **SCO**. The SCO is “responsible for the submission of accurate documentation to ensure that an eligible veteran trainee receives their GI Bill education benefits.” The VA will give the SCO access to the VA’s **Enrollment Manager (EM)** tool; and the SCO will be responsible for sending certification requests for new veteran trainees, reporting monthly on those trainees’ on-the-job learning (OJL) hours, and storing trainee data for VA compliance reviews.
 - **Notes:**
 - A sponsor may choose to have multiple SCOs but will select one as the **primary SCO**.
 - The SCO acronym originally stood for *school* certifying official. But because many certified programs are not technically educational institutions, these are referred to by the more generic term, “certifying officials”. However, the acronym remains the same. As members of our armed forces understand, the “CO” (Commanding Officer) acronym is already in use.

2. Once the sponsor has decided who the SCO or SCOs will be, **each SCO** must access the SCO Training Portal to **take the training for “On-the-Job Training/Apprenticeship Programs”**. This self-paced training takes about 1 and ½ hours to complete. Each designated SCO should print their completion certificate and email it to the primary SCO responsible for compiling the VA documentation to send to NCDMVA.

- You will find instructions for accessing the SCO Training Portal in [Appendix A](#) of this document.

Here is the VA documentation a sponsor will need to complete and send to NCDMVA. NCDMVA will send the sponsor fillable PDFs of all forms, but this SOP includes read-only versions in its appendices for you to preview these forms:

What a Sponsor Must Submit	Description	Appendix
SCO Training Certificates	A training certificate for each designated SCO, showing they have completed their “On-the-Job Training/Apprenticeship Programs” training (i.e., Section 305 training) in the SCO Training Portal.	A (for login instructions)
VA Form 22-8794	This form allows the sponsor to designate their SCOs . If the sponsor has more than one SCO, they will list one as the <i>primary</i> certifying official and the other SCOs as <i>additional</i> certifying officials. After approval, sponsors will also use this form to update the list of current SCOs.	B
VA Form 22-10288	This is the application for VA approval for organizations other than institutions of higher learning . On this form, there is a checkbox for “Apprenticeship or On-the-Job Training”. A sponsor would select this, list their primary certifying official, and sign the acknowledgements in Worksheet G (many criteria which the sponsor already agreed to when they initially registered their program with ANC).	C
VA Form 22-10288a	This form allows a sponsor to include their program’s wage schedule . (Note: The form is listed as 11 pages but is only 2 pages in the version sent to ANC; the other pages do not apply to RAPs).	D
GI Bill or Veteran Benefit Advertisements	The VA wants copies of materials that your company uses to advertise the GI Bill or veteran benefits. If the company does not have these materials, the VA needs a signed and dated letter (on company letterhead) stating this is the case. <i>VA Form 22-10288</i> also mentions this as a requirement.	Not in an appendix

The Education Liaison Representative (ELR)

The ELR is a member of the VA that **assists employers with VA policy, updates certifying officials, and answers questions on veteran reporting requirements**. The ELR will contact each SCO with an acceptance email and Form 22-1998, the **Web Enabled Approval Management System (WEAMS) Report**. This report will give an SCO their program's facility code (a VA identifier for the program), which the SCOs will need to access online VA systems to complete future tasks. The report will also include other information about the program, like the total number of OJL hours. Each SCO should retain the acceptance letter and report for future reference.

Although the ELR will reach out to a sponsor directly, sponsors can find the correct ELR inbox for their questions on this webpage:

https://www.benefits.va.gov/gibill/resources/education_resources/school_certifying_officials/elr.asp#North%20Carolina

Next Steps

To simplify the steps an SCO will take, we will limit it to three processes. Please treat this as an introduction to SCO requirements. Refer to this online handbook ([Employer's Certification Handbook On-The-Job Training & Apprenticeship Programs](#)) for a more comprehensive understanding of SCO requirements, and please reach out to your ELR for any questions you have.

1) Setting Up SCO Systems' Accounts

Before an SCO can begin requesting certification and reporting on veteran trainees, there are three steps they must take to ensure their VA system information is correctly set up:

Update Facility Code in the SCO Training Portal

First, a sponsor updates the facility code in the SCO Training Portal, using the new facility code provided by the VA. This will ensure that the VA can credit the SCOs' company for the training that the SCOs took during the approval process.

[Appendix E](#) of this document contains information on updating the facility code in the training portal.

Create an ID.me Account

Next, any SCO will need to sign up for an ID.me account. The SCO will use this verification tool to access the **Enrollment Manager (EM)**, the main site the SCO will use to communicate veteran trainee data to the VA. Information on creating an ID.me account can be found here: https://help.id.me/hc/en-us/p/contact_support

Access the Enrollment Manager (EM)

Once an SCO has their ID.me account, they will use that account and the information on Form 22-1998 (the WEAMS report) to access their Enrollment Manager (EM) account. Again, this is the main system SCOs will use for reporting on veteran trainees.

The EM is located within the VA Education Platform, and you can access that platform from this link:

https://iam.education.va.gov/auth/realms/dgib/protocol/openid-connect/auth?response_type=code&scope=openid+profile+email&client_id=apigw&redirect_uri=https://iam.education.va.gov:443/codexch&nonce=LtQJYHeiaGoZvDJoAD4ZJAcJa6N5WIPZHmwV1fK1DXk&state=0

2) Certifying and Reporting on Veteran Trainees

The SCO must request that the VA certify any veteran in the RAP, so that veterans can use their VA educational benefits in the program. Afterwards, the SCO will need to report monthly on all certified veteran trainees.

Request a Veteran Trainee's Certification

For any new veteran trainee, the SCO will submit **VA Form 22-1999 (Enrollment Certification)**, a digital form, in the EM. This form will certify the veteran trainee's enrollment in your program, but for them to receive payments, you must submit their monthly hours (the next step).

Notes:

- The VA will not authorize benefits to any veteran trainee:
 - Who is an owner or officer of an establishment providing training
 - Who is an officer of an apprenticeship committee overseeing training
- The VA will only certify the trainee to work the program's approved number of OJL hours.
- Each SCO is responsible for keeping up to date on the latest VA certification rules for trainees.

See the section on "Enrollment Certification" in the [Employer's Certification Handbook On-The-Job Training & Apprenticeship Programs](#) for more information on this step.

Report on Veteran Trainee Hours Monthly

For a trainee to receive payment from the VA, the SCO will need to submit **VA Form 22-6553d-1 (Monthly Certification of On-the-Job and Apprenticeship Training)** in the EM. The SCO will submit a separate form for each trainee in which the SCO will verify the hours that the trainee spent training "in accordance with successful performance of the training agreement." The SCO should also have official payroll records to support the data in the monthly report. Lastly, the SCO would use this form to immediately report if the trainee has ended their time in the sponsor's program (either through a cancellation or by completing the program).

SCOs can download the form here: [About VA Form 22-6553d-1 | Veterans Affairs](#).

See the section on "Monthly Certification of On-the-Job and Apprenticeship Training" in the [Employer's Certification Handbook On-The-Job Training & Apprenticeship Programs](#) for more information on this step.

Store Candidate Data for VA Compliance Visits

The VA will schedule compliance visits for sponsors. This is a records review, so it is important each SCO tracks the data it needs to supply the VA. Those records should include:

- Explanations and documented proof for any prior credit given to trainees
- Verification that the trainee has enrolled in the program (apprenticeship agreements)
- Hours worked and wages paid each month (Form 22-6553d-1)
- Any supplemental education taken by veteran trainees
- The RAP program standards
- VA Form 22-8794 (Designation of Certifying Officials)

Please refer to the information provided by the ELR for any additional documents needed for compliance reviews.

3) Adding New SCOs

The SCO must contact the VA to add any new SCOs or to update any contact information for an existing SCO.

Complete Form 22-8794

A sponsor will need to create a new copy of **Form 22-8794 (Designation of Certifying Officials)** anytime the sponsor needs to:

- Add a new SCO
- Modify an existing SCO's contact information

With this form, **the sponsor must include the name of ALL current SCOs**. The VA during compliance reviews will only reference the most current version of this form, so sponsors must include the names of all SCOs whenever they resubmit this form.

Take Training in the SCO Training Portal (for any New SCO)

Like the SCOs during the initial approval, the VA will require all future SCOs to take the online training course for "On-the-Job Training/Apprenticeship Programs" and download a copy of their certificate. Unlike the original SCOs, the new SCOs will use the VA's designated facility code (and business email address) to access their training.

The VA will require certain SCOs, who help with programs that have **20 or more veteran trainees** during a calendar year, to take training annually to remain SCOs.

Upload Form 22-8794 and New Training Certificate/s in the Education File Upload Portal

The primary SCO should upload the new copy of Form 22-8794 and any training certificates for new SCOs to the **Education File Upload Portal**.

Sponsors can find the link for this website here: <https://www.my.va.gov/EducationFileUploads/s/>

Conclusion

We hope this information gives all SCOs and sponsors an idea of what to expect when it comes to VA approval for their RAP and the responsibilities of the sponsor's SCOs. Beyond this information, our department wants to be careful about not voyaging too far into "uncharted waters", so here is where we recommend you reach out to the NCDMVA contacts or ELR for any additional questions you have about this process. Again, that contact information can be found at these links:

- NCDMVA: <https://www.milvets.nc.gov/benefits-services/ncsaa>
 - List of VA SAA contacts by state: <https://nasaa-vetseducation.com/nasaa-contacts/.com/nasaa-contacts/>
 - This includes a section for all NC SAA contacts.
- ELR:
https://www.benefits.va.gov/gibill/resources/education_resources/school_certifying_officials/elr.asp#North%20Carolina

Appendix A

Training for New Certifying Officials

The training: [School Certifying Official \(SCO\) Training - Education and Training \(va.gov\)](#)

Each new SCO can set up an account as shown below. Until your institution's VA facility code is assigned, you must use **#1-2-3456-78** to complete your initial training. The completed training certificates become part of the original approval package.

SCO Annual Training - Getting Started!

1. Log Into the [SCO Training Portal](#)
2. New SCOs – Create A New User Account
3. Take the training based on your facility type.
4. Need Additional Information:
 - a. [Online Instructions](#)
 - b. [Training FAQs](#)
5. Need Technical Support using the Portal? – Contact [VBA Support Team](#)

Appendix B

Designation of Certifying Officials

OMB Approved No. 2900-0262
 Respondent Burden: 10 Minutes
 Expiration Date: 08/31/2027

Department of Veterans Affairs		DESIGNATION OF CERTIFYING OFFICIAL(S)	
INSTRUCTIONS			
This form must be completed whenever there is a change in any of the information. Include the names, titles, and signatures of all certifying officials, not just the changed information. IMPORTANT: All designated Certifying Officials must be listed as each form supersedes the previous form .			
Item 1. Enter the complete name and address and VA facility code (if assigned) of the school or training establishment.			
Items 2A & 2B. Officials listed in Items 2A and 2B (this excludes those in Item 2C) are designated to sign VA Enrollment Certifications, Certifications of Change in Student Status, Certifications of Delivery of Advance Payments, Certifications of Pursuit, Attendance, Flight Training, On-the-Job or Apprenticeship Training (as applicable), School Portion of VA Form 22-1990t or VA Form 22-10201 and other Certifications of Enrollment.			
Enter the complete name and title for each certifying official. This person must sign the form on the same line as his or her name and title. Provide this individual's direct telephone number and email address.			
<ul style="list-style-type: none"> • The individual must validate that he or she has fulfilled any mandatory section 305 training requirements as described below. • The individual must indicate if they are receiving Department of Veterans Affairs Education benefits. VA will not pay VA benefits for enrollment in a course certified by the individual taking the course. During compliance survey, the records of any individuals listed in items 2A and 2B who are receiving VA benefits at this facility will be reviewed. 			
SECTION 305 TRAINING INSTRUCTIONS			
Newly Designated Certifying Officials: All newly designated Certifying Officials must complete required online training for new certifying officials based on their type of facility and provide a copy of their training certificate when submitting this form. Enter the date the new certifying official training was completed in the '305 training date' box.			
Newly Approved Institutions: An individual designated as a certifying official must complete the required new certifying official training using the generic facility code #1-2-3456-78. Instructions will be provided to update the SCO Training Portal once the facility has received a VA Facility Code. Enter PENDING VA FACILITY CODE in the '305 training date' box if your facility has not yet received a VA Facility Code.			
Existing Certifying Officials: Enter the date the certifying official completed the annual training requirement in the '305 training box'. If the institution is not currently designated as a "covered institution", enter EXEMPT in the '305 training date' box.			
Item 3. Use Item 3, Remarks if additional space is needed.			
Items 4 and 5. Sign and date the form. NOTE: The person signing the form must be a person authorized to enter the school or training establishment into a binding agreement with the Department of Veterans Affairs.			
Item 6. Print name and title of designating official.			
Items 7 and 8. Provide Designated Official's email address and direct telephone number.			
PURPOSE: This form is used to provide the names and signatures of those individuals who are authorized to certify enrollment information to the Department of Veterans Affairs.			
1. NAME AND ADDRESS OF SCHOOL OR TRAINING ESTABLISHMENT <i>(Include ZIP Code)</i>			VA FACILITY CODE (If Assigned)
2A. THE PRIMARY CERTIFYING OFFICIAL ACTS AS THE PRIMARY POINT OF CONTACT AT THE TRAINING FACILITY. APPROVAL AND COMPLIANCE SURVEY RELATED INQUIRIES AND CORRESPONDENCE WILL BE DIRECTED TO THE ATTENTION OF THIS INDIVIDUAL. THE FOLLOWING INDIVIDUAL IS DESIGNATED AS THE PRIMARY CERTIFYING OFFICIAL FOR THE SCHOOL OR TRAINING ESTABLISHMENT.			
NAME	TITLE	SIGNATURE	
TELEPHONE NUMBER <i>(Include Area Code)</i>	EMAIL	DATE SECTION 305 REQUIREMENTS WERE MET <small>(See Section 305 Training Instructions Above)</small>	IS THIS INDIVIDUAL IN RECEIPT OF DEPARTMENT OF VETERANS AFFAIRS EDUCATION BENEFITS?
			<input type="radio"/> YES <input type="radio"/> NO

2B. THE FOLLOWING ARE DESIGNATED AS ADDITIONAL CERTIFYING OFFICIALS OF THIS SCHOOL OR TRAINING ESTABLISHMENT:			
	NAME	TITLE	SIGNATURE
(1)			
	TELEPHONE NUMBER <i>(Include Area Code)</i>	EMAIL	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">DATE SECTION 305 REQUIREMENTS WERE MET (See Section 305 Training Instructions Above)</div> <div style="width: 35%;">IS THIS INDIVIDUAL IN RECEIPT OF DEPARTMENT OF VETERANS AFFAIRS EDUCATION BENEFITS?</div> </div>
			<input type="radio"/> YES <input type="radio"/> NO
(2)			
	TELEPHONE NUMBER <i>(Include Area Code)</i>	EMAIL	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">DATE SECTION 305 REQUIREMENTS WERE MET (See Section 305 Training Instructions Above)</div> <div style="width: 35%;">IS THIS INDIVIDUAL IN RECEIPT OF DEPARTMENT OF VETERANS AFFAIRS EDUCATION BENEFITS?</div> </div>
			<input type="radio"/> YES <input type="radio"/> NO
(3)			
	TELEPHONE NUMBER <i>(Include Area Code)</i>	EMAIL	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">DATE SECTION 305 REQUIREMENTS WERE MET (See Section 305 Training Instructions Above)</div> <div style="width: 35%;">IS THIS INDIVIDUAL IN RECEIPT OF DEPARTMENT OF VETERANS AFFAIRS EDUCATION BENEFITS?</div> </div>
			<input type="radio"/> YES <input type="radio"/> NO
(4)			
	TELEPHONE NUMBER <i>(Include Area Code)</i>	EMAIL	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">DATE SECTION 305 REQUIREMENTS WERE MET (See Section 305 Training Instructions Above)</div> <div style="width: 35%;">IS THIS INDIVIDUAL IN RECEIPT OF DEPARTMENT OF VETERANS AFFAIRS EDUCATION BENEFITS?</div> </div>
			<input type="radio"/> YES <input type="radio"/> NO
(5)			
	TELEPHONE NUMBER <i>(Include Area Code)</i>	EMAIL	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;">DATE SECTION 305 REQUIREMENTS WERE MET (See Section 305 Training Instructions Above)</div> <div style="width: 35%;">IS THIS INDIVIDUAL IN RECEIPT OF DEPARTMENT OF VETERANS AFFAIRS EDUCATION BENEFITS?</div> </div>
			<input type="radio"/> YES <input type="radio"/> NO

2B. THE FOLLOWING ARE DESIGNATED AS ADDITIONAL CERTIFYING OFFICIALS OF THIS SCHOOL OR TRAINING ESTABLISHMENT (Continued):

	NAME	TITLE	SIGNATURE	
(6)				
	TELEPHONE NUMBER <i>(Include Area Code)</i>	EMAIL	DATE SECTION 305 REQUIREMENTS WERE MET (See Section 305 Training Instructions Above)	IS THIS INDIVIDUAL IN RECEIPT OF DEPARTMENT OF VETERANS AFFAIRS EDUCATION BENEFITS?
				<input type="radio"/> YES <input type="radio"/> NO
(7)				
	TELEPHONE NUMBER <i>(Include Area Code)</i>	EMAIL	DATE SECTION 305 REQUIREMENTS WERE MET (See Section 305 Training Instructions Above)	IS THIS INDIVIDUAL IN RECEIPT OF DEPARTMENT OF VETERANS AFFAIRS EDUCATION BENEFITS?
				<input type="radio"/> YES <input type="radio"/> NO

2C. A READ-ONLY SCO IS AN INDIVIDUAL AT AN EDUCATIONAL INSTITUTION WITH PERMISSION TO ACCESS ENROLLMENT INFORMATION, REQUEST INFORMATION, AND SUBMIT INQUIRIES TO VA TO ASSIST AN AUTHORIZED SCO WITH OBTAINING ACCURATE INFORMATION TO CERTIFY STUDENT'S ENROLLMENT. INDIVIDUALS REQUESTING "READ ONLY" ACCESS ARE NOT REQUIRED TO COMPLETE 305 TRAINING.

NO.	NAME	NO.	NAME
(1)		(3)	
(2)		(4)	

3. REMARKS

4. SIGNATURE OF DESIGNATING OFFICIAL (See Specific Instructions Items 4 and 5)	5. DATE	6. PRINT NAME AND TITLE
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7. EMAIL ADDRESS	8. TELEPHONE NUMBER (Include Area Code)
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PENALTY - The law provides that whoever makes any statement of a material fact knowing it to be false shall be punished by fine or imprisonment or both.

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 Veteran Readiness and Employment Records - VA, published in the Federal Register. An example of a routine use (e.g., VA sends 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. VA cannot recognize you as the proper certifying official unless the information is furnished as required by existing law (38 U.S.C. 3680(g)). The responses you submit are considered confidential (38 U.S.C. 5701). Any information provided by applicants, recipients, and others is subject to verification through computer matching programs with other agencies.

RESPONDENT BURDEN: An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this project is 2900-0262, and it expires 08/31/2027. Public reporting burden for this collection of information is estimated to average 10 minutes per respondent, per year, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate and any other aspect of this collection of information, including suggestions for reducing the burden, to VA Reports Clearance Officer at VACOPaperworkReduAct@va.gov. Please refer to OMB Control No. 2900-0262 in any correspondence. Do not send your completed VA Form 22-8794 to this email address.

Appendix C

Application for Approval Organizations Other than Institutions of Higher Learning

OMB Approved No. 2900-0932
 Respondent Burden: 8 Hours
 Expiration Date: 04/30/2027



Department of Veterans Affairs

APPLICATION FOR APPROVAL ORGANIZATIONS OTHER THAN INSTITUTIONS OF HIGHER LEARNING

PART I: GENERAL INFORMATION

1. TELL US WHAT TYPE OF COURSES OR PROGRAMS YOUR FACILITY PROVIDES AND WISH TO BE APPROVED FOR A VA EDUCATION BENEFITS *(Please select only one option per facility code. If your facility has more than one facility code, please fill out a new application for each facility code.)*

- NON-COLLEGE DEGREE.** A vocational, business school or public safety/training academy which offers certificate or diploma programs that do not lead to a standard college degree at the associate level or above. Programs approved at this facility must have a defined vocational objective and be measured in either credit or clock hours. *(Please complete Worksheet A only.)*
- VOCATIONAL FLIGHT SCHOOL.** Parts 141 and 142 flight training programs necessary for the attainment of a recognized vocational objective in the field of aviation. *(Please complete Worksheet B only.)*
- LICENSE/CERTIFICATION EXAM.** An organization that issues licenses or certifications demonstrating a level of knowledge or skill required to enter into, maintain, or advance in employment and is generally accepted with government, business, or industry standards. *(Please complete Worksheet C only.)*
- PREPARATORY COURSES FOR LICENSE/CERTIFICATION.** An organization which offers programs to prepare an individual for a licensing or certification test that is required or used to enter into, maintain, or advance in employment in a predetermined and identified vocation or profession. These facilities do not receive tuition payments directly from the VA and veterans are not paid a monthly housing allowance. Instead, veterans are eligible to submit for tuition reimbursement. *(Please complete Worksheet D only.)*
- CORRESPONDENCE SCHOOL.** A program of education exclusively by correspondence, or the correspondence portion of a combination correspondence-residence course leading to a vocational objective, that is offered by an accredited educational institution. *(Please complete Worksheet E only.)*
- HIGH SCHOOL.** A public or private secondary school which offers a standard high school diploma as recognized by the state in which the school is operating. *(Please complete Worksheet F only.)*
- APPRENTICESHIP OR ON-THE-JOB TRAINING.** A program of apprenticeship as meeting the standards of apprenticeship published by the Secretary of Labor pursuant to the National Apprenticeship Act, or a program of training on the job in which the objective of progression and appointment to the next higher classification is based upon skills learned through organized and supervised training on the job and not on such factors as length of service and normal turnover. *(Please complete Worksheet G only.)*
- MULTI-STATE APPRENTICESHIP TRAINING.** Apprenticeship sponsors that have a multi-state apprenticeship program registered and approved by the U.S. Department of Labor's Office of Apprenticeship to operate nationally requesting approval from the SAA with jurisdiction over the state in which the sponsor is headquartered. *(Please complete Worksheet H only.)*

REVIEW OF PROGRAMS - YOU MUST ALSO SUBMIT THE LIST OF PROGRAMS OR EXAMS FOR WHICH YOU ARE REQUESTING APPROVAL ON A SEPARATE FORM PROVIDED BY THE STATE APPROVING AGENCY.

2A. NAME OF ORGANIZATION 2B. VA FACILITY CODE *(If known)*

3A. PHYSICAL ADDRESS 3B. MAILING ADDRESS *(If same, leave blank)*

4. ORGANIZATION WEBSITE ADDRESS

PART II: INSTITUTION CONTACTS

5A. NAME OF SCHOOL CERTIFYING OFFICIAL 5B. SCHOOL CERTIFYING OFFICIAL EMAIL ADDRESS
(Leave blank for initial application) *(Leave blank for initial application)*

PART III: CERTIFICATION AND SIGNATURE OF AUTHORIZING OFFICIAL

6. **ADDITIONAL DOCUMENTATION - THE STATE APPROVING AGENCY AND/OR VA MAY REQUIRE ADDITIONAL INFORMATION OR DOCUMENTATION TO PROCESS A FACILITY APPROVAL AND MEET APPLICABLE STATE OR LOCAL LAWS.**

I CERTIFY THAT the catalog or bulletin, along with all statements or additional documentation submitted with this application, are certified as true and correct in content and policy to the best of my knowledge and belief.

6A. NAME OF AUTHORIZING OFFICIAL 6B. SIGNATURE OF AUTHORIZING OFFICIAL 6C. DATE SIGNED
(MM/DD/YYYY)

PRIVACY ACT INFORMATION: VA will not disclose information collected on this form to any sources other than what has been authorized under the Privacy Act of 1974 or Title 38, Code of Federal Regulations, Section 1.526 for routine uses (e.g. VA sends education 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 the VA to obtain further information as may be necessary from the school for the VA to properly process the veteran's education claim or to monitor his or her progress during training as identified in the VA System of Records, 58VA21/22/28, Compensation, Pension, Education and Veteran Readiness and Employment Records - VA, published in the Federal Register.

RESPONDENT BURDEN: An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this project is 2900-0932, and it expires April 30, 2027. Public reporting burden for this collection of information is estimated to average 8 hours per respondent, per year, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate and any other aspect of this collection of information, including suggestions for reducing the burden, to VA Reports Clearance Officer at VACOPaperworkReduAct@va.gov. Please refer to OMB Control No. 2900-0932 in any correspondence. Do not send your completed VA Form 22-10288 to this email address. The respondent population for this form are educational training institutions that work coordinately with third-party State Approving Agencies. We need this information to determine whether your institution can have programs approved by a State Approving Agency for the purpose of VA Educational Benefits.

WORKSHEET G - APPRENTICESHIP OR ON-THE-JOB TRAINING FACILITY

PART I OF WORKSHEET G: GENERAL INFORMATION

REVIEW OF OCCUPATIONS - YOU MUST ALSO SUBMIT OCCUPATIONS FOR WHICH YOU ARE REQUESTING APPROVAL ON EITHER VA FORM 22-8865 OR VA FORM 22-10288A TO THE STATE APPROVING AGENCY.

1. TELL US WHAT TYPE OF TRAINING ESTABLISHMENT YOUR FACILITY IS DEFINED AS:

- REGISTERED APPRENTICESHIP.** A formalized training program accepted and recorded by the U.S. Department of Labor's Office of Apprenticeship and/or approved by a recognized state apprenticeship agency/council. Such programs conform to the federal requirements of a structured and systematic training plan designed to meet industry standards.
- NON-REGISTERED APPRENTICESHIP.** An apprenticeship program that is structured, systematic and progressive consisting of on-the-job training and related theoretical instruction that is not registered with the U.S. Department of Labor or state apprenticeship agency. The length of an apprenticeship is not less than 2,000 hours of full-time work experience.
- ON-THE-JOB TRAINING.** Programs involve a job that is learned in a practical way through a planned and systematic program of supervised training. There is a logical progression to the training allowing the trainee to move to the next higher classification based upon skills learned, not just length of service, and may or may not include theoretical training. The training period must be full-time, compensated employment that is not less than six months and not more than two years in length.
- OTHER.** (Specify) _____

2. TELL US WHY YOU ARE SUBMITTING THIS APPLICATION

- INITIAL APPLICATION.** This is a request for an initial approval to be designated as an institution with programs eligible for VA education benefit reimbursement.
- APPROVAL UPDATE.** This is a request for updates of currently approved occupations or approval of one or more additional occupation(s). New occupations must list the various operations for the major kinds of work or tasks to be learned and performed, and the approximate length of time to be spent on each operation or task.

3. THE TRAINING ESTABLISHMENT IS CLASSIFIED AS:

- PUBLIC
- PRIVATE-FOR-PROFIT
- PRIVATE-NONPROFIT

4. THE TRAINING ESTABLISHMENT IS DEFINED AS AN:

- EMPLOYER/SPONSOR
- JOINT APPRENTICESHIP COMMITTEE
- ASSOCIATED BUILDERS AND CONTRACTORS
- OTHER (Specify) _____

5. HAS THE FACILITY EXPERIENCED A CHANGE-OF-OWNERSHIP IN THE PREVIOUS 24-MONTH PERIOD?

- YES
- NO (If "Yes," provide details below. Include relevant dates and details on the impact these changes had on the facility.)

NOTE: ON-THE-JOB TRAINING FACILITIES SHOULD SKIP DIRECTLY TO PART III AND DO NOT NEED TO COMPLETE PART II.

PART II OF WORKSHEET G: APPRENTICESHIP FACILITIES ONLY

6. THE TRAINING ESTABLISHMENT IS CLASSIFIED AS:

- SPECIFIC PERIOD OF TIME
- MASTERY/COMPETENCY OF SKILLS
- COMBINATION TIME-COMPETENCY BASED

COMPETENCY OR COMBINED TIME/COMPETENCY BASED APPRENTICESHIPS ONLY

- In the case of a competency-based program of apprenticeship, State approving agencies shall determine the period for which payment may be made for VA education benefits. In determining the period of such a program, State approving agencies shall take into consideration the approximate term of the program recommended in registered apprenticeship program standards recognized by the Secretary of Labor.
- The sponsor of a competency-based program of apprenticeship shall provide notice to the State Approving Agency involved of any such standards that may apply to the program and the proposed approximate period of training under the program.
- The sponsor of a competency-based program of apprenticeship shall notify the Secretary upon the successful completion of a program of apprenticeship by an individual using VA education benefits.

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ALL FACILITIES: THE INSTITUTION UNDERSTANDS THE FOLLOWING IMPORTANT REQUIREMENTS:

- The facility will submit the following documentation to the SAA:
 - A schedule listing various operations for major kinds of work or tasks to be learned and showing for each job operations or work, tasks to be performed, and the approximate length of time to be spent on each operation or task,
 - The complete standards of apprenticeship including any appendices,
 - As requested during a compliance visit, a signed copy of the training agreement for each veteran or eligible person.
- The facility will submit VA Form 22-8865 or 22-10288A which contains additional conditions to be met for program approval which includes:
 - Title and description of the specific job objective for which the veteran or eligible person is to be trained,
 - The length of the training period,
 - The number of hours of supplemental related instruction required.

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PART II OF WORKSHEET G: APPRENTICESHIP FACILITIES ONLY (Continued)

JOINT APPRENTICESHIP TRAINING FACILITIES ONLY - INSTITUTIONS THAT PARTICIPATE IN VA GI BILL PROGRAMS MUST AGREE TO ELECTRONIC FUNDS TRANSFER (EFT) - DIRECT DEPOSIT TRANSACTIONS FOR THE PAYMENT OF FUNDS OWED TO THE INSTITUTION.

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NOTE: IF YOUR FACILITY DOES NOT WISH TO RECEIVE AN ANNUAL REPORTING FEE PAYMENT FOR CERTIFYING THESE STUDENTS, YOU MAY DECLINE PARTICIPATION IN EFT. PLEASE CONTACT YOUR SAA FOR MORE INFORMATION.

REVIEW OF OCCUPATIONS - YOU MUST ALSO SUBMIT OCCUPATIONS FOR APPROVAL ON VA FORM 22-8865 OR 22-10288A TO THE STATE APPROVING AGENCY.

NON-REGISTERED APPRENTICESHIP FACILITIES ONLY - THE INSTITUTION UNDERSTANDS THE FOLLOWING IMPORTANT REQUIREMENTS:

- The apprentice must receive training in a skilled trade and there must be reasonable assurance of a job upon completion of training.
- There must be an outline of the work processes in which the apprentice will receive supervised work experience and training on the job and an allocation of the approximate time to be spent in each major process.
- A minimum of 144 hours per year of supplemental instruction in technical subjects related to the trade is recommended for each year of the apprenticeship program.
- The standards must include a uniform, progressive schedule of wages. The wages paid to veteran apprentice during the training period must not be less than those paid to non-veteran apprentices in similar training positions.
- The numerical ratio of apprentices to journey workers must be consistent with proper supervision, training, safety, and continuity of employment.
- There must be assurance of qualified training personnel and adequate supervision on the job.
- A probationary period of reasonable length in relation to the full term of the apprenticeship is acceptable. Credit for the probationary period will count toward completion of the apprenticeship program.
- Adequate, safe, equipment and facilities, as well as adequate supervision, is required. Safety training for apprentices on the job, and in related instruction, is encouraged.
- The minimum qualifications established by the employer or sponsor for participation in the apprenticeship program must be stated.
- A copy of the training agreement making reference to the training program and wage schedule as approved by the State Approving Agency, is provided to the veteran or eligible person.
- Recognition for successful completion of an apprenticeship program is expected.
- The training establishment must assure compliance with Title VII of the Civil Rights Act of 1964.

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NOTE: APPRENTICESHIP FACILITIES SHOULD SKIP DIRECTLY TO PART IV AND DO NOT NEED TO COMPLETE PART III.

PART III OF WORKSHEET G: ON-THE-JOB TRAINING FACILITIES ONLY

7. THE INSTITUTION UNDERSTANDS THE FOLLOWING IMPORTANT REQUIREMENTS:

The facility will submit the following documentation to the SAA:

- A schedule listing various operations for major kinds of work or tasks to be learned and showing for each job operations or work, tasks to be performed, and the approximate length of time to be spent on each operation or task,
- A signed copy of the training agreement for each eligible veteran or person, including the training program and wage scale as approved by the State Approving Agency, is provided to the veteran or person and to the Secretary and the State Approving Agency by the employer.

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8. THE INSTITUTION UNDERSTANDS THE FOLLOWING IMPORTANT APPROVAL REQUIREMENTS:

- The veteran or eligible person is not already qualified by training and experience for the job.
- The job which is the objective of the training is one in which progression and appointment to the next higher classification are based upon skills learned through organized and supervised training on-the-job and not on such factors as length of service and normal turnover.
- The training content of the course is adequate to qualify the eligible veteran or person for appointment to the job for which the veteran or person is to be trained.
- The job customarily requires full-time training for a period of not less than six months and not more than two years.
- The length of training period is not longer than that customarily required by the training establishments in the community to provide an eligible veteran or person with the required skills, arrange for the acquiring of job knowledge, technical information, and other facts to learn in order to become competent on the job.
- Provision is made for related instruction for the individual eligible veteran or person who may need it.
- There is in the training establishment adequate space, equipment, instructional material, and instructor personnel to provide satisfactory training on the job.
- 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.
- No course of training will be considered bona fide if given to an eligible veteran or person who is already qualified by training and experience for the job.
- Wages to be paid to the veteran or eligible person upon entrance into training are not less than wages paid to non-veterans in the same training position, are at least 50 percent of the wages paid for the job for which he or she is to be trained, and will be increased in regular periodic increments until not later than the last full month of the scheduled training period. They will be at least 85 percent of the wages paid for the job for which the veteran or eligible person is being trained.
- Close supervision by qualified journey workers will be provided throughout the training program;
- 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;
- A copy of an approved training agreement will be provided to the trainee and to the Department of Veterans Affairs (VA);
- Immediately notify VA of any wage increase (or decrease) paid any trainee not in accordance with his or her training agreement.

9. THE INSTITUTION UNDERSTANDS THE FOLLOWING IMPORTANT APPROVAL REQUIREMENTS (Continued):

-There is reasonable certainty that the job for which the veteran or eligible person is to be trained will be available to him or her at the end of the training period.

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PART IV OF WORKSHEET G: FACILITY CERTIFICATION AND ACKNOWLEDGMENTS

ADDITIONAL DOCUMENTATION - THE STATE APPROVING AGENCY AND/OR VA MAY REQUIRE ADDITIONAL INFORMATION OR DOCUMENTATION OUTSIDE OF THE INFORMATION REQUESTED ON THIS FORM. ADDITIONAL INFORMATION OR DOCUMENTATION NEEDED TO PROCESS A FACILITY APPROVAL MAY BE REQUIRED TO MEET APPLICABLE STATE OR FEDERAL LAWS.

10. THE INSTITUTION CERTIFIES THE FOLLOWING STATEMENTS:

- The institution is in compliance with all applicable laws and regulations relating to the approval of courses of education.
- During the five-year period preceding the date of this application, the institution has not been subject to, or been party to a contract with any individual or entity that has been subject to:
 - Any adverse administrative or judicial action that's related to the instruction or training, including with respect to the quality of education, provided by the institution or establishment; and resulted in a fine or penalty in an amount equal to or more than five percent of the amount of funding provided to the institution or establishment under Title IV of the Higher Education Act of 1965 for the fiscal year preceding the year in which the application is submitted;
 - Or has not employed an individual or been party to a contract with any individual or entity, that has been convicted of a Federal fraud charge related to the instruction or training provided by the institution or establishment.
- The educational institution or training establishment will include their application materials:
 - A list of individuals who will serve as fully qualified instructors for the course of education, as of the date of the application, and an attestation that such individuals:
 - Have a degree or other training, as appropriate, in the field of the course;
 - Effectively teach the skills offered under the course;
 - Have a demonstrated relevant industry experience in the field of the course;
 - A list of individuals who will serve as career services employees for students enrolled in the course and an attestation that such individuals are skilled at identifying professions in the relevant industry that are in need of new employees to hire, tailoring the course of education to meet market needs, and identifying the employers likely to hire graduates.

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11. THE INSTITUTION UNDERSTANDS AND AGREES THAT THE FOLLOWING CONDITIONS MUST BE MET FOR TRAINING PROGRAMS TO BE APPROVED FOR VA TRAINING BENEFITS.

- Close supervision by qualified journey workers will be provided throughout the training program;
- 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;
- 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;
- If required for approval of a training program, the trainee will be advanced to the full journey worker wage immediately upon completion of the training program;
- 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;
- A copy of an approved training agreement will be provided to the trainee and to the Department of Veterans Affairs (VA);
- Immediately notify VA of any wage increase (or decrease) paid any trainee not in accordance with his or her training agreement.

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PART V OF WORKSHEET G: SUBMISSION OF MARKETING MATERIALS

12. REVIEW OF ADVERTISING AND MARKETING - WITH THIS APPLICATION, YOU MUST ALSO SUBMIT ADVERTISING OR RECRUITING MATERIALS YOUR FACILITY USES THAT ADVERTISES GI BILL OR VETERAN'S BENEFITS. *(Advertising may include but is not limited to: scanned brochures, Internet advertising markups, newspaper inserts, etc.)* THE SAA MAY REQUEST ADDITIONAL INFORMATION OR ADVERTISING SUBMISSIONS.

Additionally:

- Institutions are prohibited from using "GI Bill" in any manner that directly or indirectly implies a relationship affiliation, or endorsement affiliation with the Department of Veterans Affairs.
- Institution agrees to adhere to the VA GI Bill Trademark Terms of Use. If you choose to use the words "GI Bill" in advertising, the trademark symbol " ® " should be placed at the upper right corner of the trademarked phrase in the most prominent place at first usage; such as the title of a brochure, form, or the very top of web pages and the following trademark attribution notice must be prominently visible: "GI Bill ® is a registered trademark of the U.S. Department of Veterans Affairs (VA)." More information can be found at [Trademark Terms of Use - Education and Training \(va.gov\)](https://www.va.gov/trademark-terms-of-use-education-and-training).

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PART VI OF WORKSHEET G: OTHER INFORMATION SUBMITTED

13. REMARKS *(If you need more space, please attach the additional remarks to the application.)*

Appendix D

Non-Institution of Higher Learning Program Submission Lists

INSTRUCTIONS

When completing VA Form 22-10288a, Program Submission List, please only complete the section related to the type of training provided by your facility, leaving the pages with different types of training blank. Please complete Part I and Part II below in their entirety.

Please Note: This form must be submitted with VA Form 22-10288, Application for Approval of a Non-College Degree, Vocational Flight School, License/Certification Exam, Preparatory Courses for License/Certification, Correspondence School, High School, Apprenticeship/On-the-Job Training or Multi-State Apprenticeship Facility.

After completing the Application and Program Submission List, please email the documents to the State Approving Agency (SAA) of jurisdiction for their review. Please use this link: <https://nasaa-vetseducation.com/nasaa-contacts/> to locate the SAA with jurisdiction over your facility (or facilities).

SIGNATURE PAGE		
PART I: INSTITUTION CONTACTS		
NAME OF SCHOOL CERTIFYING OFFICIAL <i>(Leave blank for original application)</i>	SCHOOL CERTIFYING OFFICIAL EMAIL ADDRESS <i>(Leave blank for original application)</i>	
PART II: CERTIFICATION AND SIGNATURE OF AUTHORIZING OFFICIAL		
NOTE: ADDITIONAL DOCUMENTATION - The State Approving Agency and/or VA may require additional information or documentation to process a facility approval and meet applicable state or federal laws.		
I CERTIFY THAT all statements in this application are true and correct to the best of my knowledge and belief.		
NAME OF AUTHORIZING OFFICIAL	SIGNATURE OF AUTHORIZING OFFICIAL	DATE SIGNED (MM/DD/YYYY)
PRIVACY ACT INFORMATION: VA will not disclose information collected on this form to any sources other than what has been authorized under the Privacy Act of 1974 or Title 38, Code of Federal Regulations, Section 1.526 for routine uses (e.g. VA sends education 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 the VA to obtain further information as may be necessary from the school for the VA to properly process the veteran's education claim or to monitor his or her progress during training as identified in the VA System of Records, 58VA21/22/28, Compensation, Pension, Education and Veteran Readiness and Employment Records - VA, published in the Federal Register.		
RESPONDENT BURDEN: The respondent population for this form are educational and training institutions that work coordinately with third-party State Approving Agencies. We need this information to determine whether your institution can have programs approved by a State Approving Agency for the purpose of VA Educational Benefits. We estimate that you will need an average of 1 hour 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.reginfo.gov/public/do/PRAMain .		



APPRENTICESHIP, ON-THE-JOB TRAINING, OR MULTI-STATE REGISTERED APPRENTICESHIP - TRAINING PROGRAM SUBMISSION LIST

1. INSTITUTION NAME	2. FACILITY CODE
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Please provide a schedule listing various operations for major kinds of work or tasks to be learned and showing for each job operations or work, tasks to be performed, and the approximate length of time to be spent on each operation or task; and the complete standards of apprenticeship/or training agreement including any appendices.

SUBMITTED OCCUPATIONS FOR EVALUATION OF APPROVAL

3. JOB TITLE <i>(Position for which training will be provided)</i>		4. JOB DESCRIPTION <i>(Please keep brief)</i>	
5. LENGTH OF PROGRAM <i>(Indicate hours or months)</i>	6. HOURS IN STANDARD WORK WEEK		
7. HOURS OF RELATED TRAINING OUTSIDE OF JOB REQUIRED EACH YEAR <i>(If non, write "None")</i>	8. NUMBER OF FULLY QUALIFIED EMPLOYEES AVAILABLE AS INSTRUCTORS FOR EACH TRAINEE		
9A. MAXIMUM NUMBER OF TRAINEES THAT CAN BE TRAINED AT ANY ONE TIME	9B. CIP CODE		
10. BEGINNING WAGE FOR TRAINEES		11. PRESENT JOURNEYWORKER WAGE	

12. WAGE PROGRESSION DURING TRAINING							
A. PERIOD	B. NO. OF MONTHS	C. WAGE LEVEL		A. PERIOD	B. NO. 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

Please fill-out a new copy of this page for any additional Preparatory Courses you would like to have approved for VA Education Benefits.

This is page ____ of ____ with programs submitted for approval.

SAA USE ONLY - Approve (Y/N)	SAA ONLY - REMARKS	

Appendix E

Changing the Facility Code in the SCO Training Portal

IMPORTANT: Once your institution has an assigned facility code, go to the 'Welcome Tab' in the portal, and view your profile in the lower left corner to update the new facility code. Remember to 'Save Changes' (green button)! This will allow proper crediting of your training to your institution.

Department of Veterans Affairs School Certifying Official Training 2023

Welcome →
Welcome to the Department of Veterans Affairs School Certifying Official (SCO) Online Training Portal. SCO Annual Training is mandated for SCOs at covered institutions by the Harry W. Colmery Veterans Educational Assistance Act of 2017. This portal provides access to, and tracks completion of, mandated SCO annual training. **Disclaimer:** National Training Team - Schools is currently updating the training which will be available after October 1st, 2023, until then please disregard references to VA-ONCE as it has been replaced with Enrollment Manager. For more information on Enrollment Manager, please review the trainings in the Enrollment Manager section.

Enrollment Manager Training - Click Here →
Please note the Enrollment Manager system is undergoing testing and the screens you will see during training are subject to change. This training series will provide New and Existing SCOs with instructions on how to use Enrollment Manager, the replacement system for VA-ONCE. SCOs will use Enrollment Manager to review student information, add students to their facilities, submit enrollment certifications to VA, and manage their student enrollments. Existing SCOs will need to take the Enrollment Manager courses in advance of the system roll-out, and New SCOs will be able to take these courses at any time after go-live. Please make sure to take the course(s) applicable to your facility type (IHL, NCD, OJT & Apprenticeship, and/or Flight).

New SCO Training - Click Here →
Effective August 1, 2019, VA requires all New SCOs complete required training based on their facility type prior to being authorized to certify enrollments to VA. To meet this pre-requisite, New SCOs must submit a copy of their Certificate of Completion to the ELR of jurisdiction. Please locate the appropriate New SCO training (based on your facility type) from the list to the right, then select "Begin" to start.

Existing SCO Training - Click Here →
An Existing SCO is an individual who began work prior to the beginning of the annual training cycle (October 1) and has access to VA systems for the purpose of certifying student enrollments. All Existing SCOs must

Your Completion Status

Completed hours:	2.50	Online hours:	1.50
Completed modules:	5	Conference hours:	1.00

Getting Started

To begin, select a level of training (New or Existing) based upon your experience level. New SCOs must complete the training prior to being authorized to certify enrollments to VA and must submit a copy of their training completion certificate along with the VA 22-8794 to the ELR of their jurisdiction. Existing SCOs are required to complete training every year beginning October 1 through August 31 of the following year.

Instructions

After you select the level of training (New or Existing), a list of courses will be displayed. Select a course to begin your training. Your Education Liaison Representative (ELR) of jurisdiction can assist if you have any questions about the material covered in the training. After completing, you will receive a Certificate of Completion which should be placed in your school's record and verified during compliance surveys.

Your Profile

It is important that this information is current and correct!

First Name *

Middle Name

Last Name *

Role *

Facility Code *

[Save Changes](#)