



Wisconsin Department of Veterans Affairs

We Honor Your Service

How to get approved for Apprenticeships & OJT



Wisconsin State Approving Agency
Madison, Wisconsin





Federal and State Laws for Approval

38 CFR § 21.4261 – Covers registered apprenticeship programs

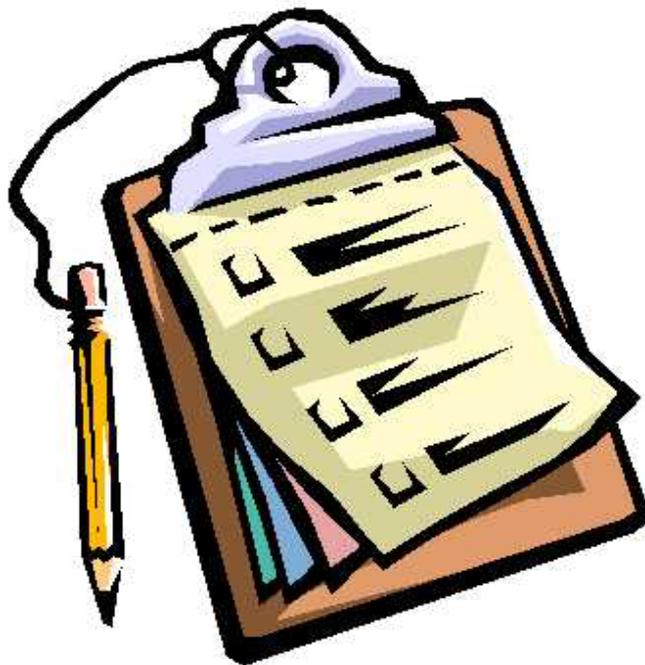
38 CFR § 21.4262 – Covers On-the-Job Training (OJT) programs

Wisconsin State Statute § 106.001 – Defines what an apprenticeship program is in Wisconsin

WDVA Form 2910

Purpose

- This form ensures that your facility meets all VA approval criteria for GI Bill® approval
- This form is used for all approval/update(s)





Apprenticeship Approval

- Apprenticeships can only be approved if they are an approved registered apprenticeship program with the Bureau of Apprenticeship Standards (BAS)
- Apprenticeship must have approved and signed set of Standards and Exhibit A(s) on file with BAS
 - Pre-apprenticeships and youth apprenticeships are not eligible for GI Bill approval
- Exhibit A's must reflect current wage rate(s) for progression towards a journeyworker

Types of Facilities

- Employer
- Joint Apprenticeship Committee (JAC/JATC)
- Associated Builders and Contractors of Wisconsin (ABC)



OJT Approval

- OJT's typically do not have any related training that is taken in order to complete their training
- OJT's are shorter in length between 6 months and 2 years
- OJT training curriculum is developed by the WI SAA

<u>OJT PROGRAMS 38 CFR § 21.4262</u>								
1								
2	NAME AND ADDRESS OF FACILITY:							
3								
4								
5	FACILITY CODE:							
6								
7	DATE OF APPROVAL NOTICE:							
8								
9	DATE RECEIVED:							
10								
11	DOES THE LETTER OF "NOTICE OF APPROVAL" CONTAIN:			Yes	No	N/A	Link 1	Link 2
12								
13	1	Date of letter?						
14	2	Proper name and address of facility?						
15	3	Legal authority of approval?						
16	4	Effective date of approval?						
17	5	The signature of the responsible SAA official?						
18								
19	IN ADDITION TO THE APPROVAL LETTER, DOES THE NOTICE CONTAIN:			Yes	No	N/A	Link 1	Link 2
20								
21	1	VA Form 22-8794? (Designation of School Certifying Official(s))						
22	2	An inspection visit report?						
23	3	A copy of the written application from the business?						
24	4	The title and description of the specific job objective?						
25	5	A schedule of tasks to be performed?						
26	6	An indication of the length of the training period?						
27	7	A list of the number of required hours of supplemental related instruction?						
28	8	Certification of job availability?						
29	9	An indication that training content is adequate?						
30	10	Training is not less than six months or more than two years?						
31	11	A statement of the trainer to trainee ratio?						
32	12	Certification that there is adequate space, equipment, personnel and training material to provide training?						
33	13	Certification that the trainee receives a signed copy of the training agreement and wage schedule (and copies of these documents)?						
34	14	Verification of progress standards and maintenance of progress records?						
35	15	Verification that the trainee is not already qualified for the job due to prior training?						
36	16	A statement that a certificate of completion will be provided upon completion of training?						
37	17	Any other SAA criteria in accordance with regulations?						
38								
39	APPROVAL REQUIREMENTS ARE MET							
40	REMARKS (If approval requirements are not met explain below and the results of inquiry to the SAA)							



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