OMB Control No. 2900-0932
Respondent Burden: 8 Hours
Expiration Date:4/30/2027

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

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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.)*