

## Application Process

- Employee**  
Apply for GI Bill® Chapter 1606, 1607, 30, 33 or 35 at [www.gibill.va.gov](http://www.gibill.va.gov)
- Employer**  
Contact State Approving Agency to approve job site
- Employer**  
Complete application for approval of Veterans Training Program
- Employee**  
Upon approval of GI Bill®, bring Certificate of Eligibility (COE) to Employer
- Employee & Employer**  
Complete Training Agreement (VA Form 22-8864)
- Employer**  
Complete (VA Form 22-1999) Enrollment Certificate. Send Training Agreement and Enrollment Certificate to VA in St. Louis
- Employee & Employer**  
Document training received on time sheet
- Employer**  
Each month, submit Monthly Certification of Hours Worked (VA Form 22-6553d-1) to VA in St. Louis
- Employee**  
Receive monthly GI Bill® rates in accordance with Payment Schedule

For More Information:

**LinkVet**

1-888-LinkVet (546-5838)  
[minnesotaveteran.org](http://minnesotaveteran.org)

### OTHER VETERAN RESOURCES

Minnesota Department of Labor & Industry  
Apprenticeship Division  
443 Lafayette Road N, St. Paul, MN 55155  
651-284-5090; 1-800-342-5354  
DLI.Apprenticeship@state.mn.us  
[www.doli.state.mn.us](http://www.doli.state.mn.us)

Minnesota Department of Veterans Affairs  
State Veterans Service Building  
20 W 12th St, St. Paul, MN 55155  
651-296-2562

Minnesota Department of Veterans Affairs  
Higher Education Veteran Program  
State Veterans Service Building  
20 W 12th St, St. Paul, MN 55155  
651-757-1564  
[www.mymilitaryeducation.org](http://www.mymilitaryeducation.org)

State Approving Agency  
State Veterans Service Building  
20 W 12th St, St. Paul, MN 55155  
651-285-8500  
SAA@state.mn.us

VA Regional Processing Center  
P.O. Box 66830, St. Louis, MO 63166-6830  
1-888-GI BILL-1 (1-888-442-4551)  
Fax: 1-314-552-9444



On-the-Job  
Training (OJT)  
& Apprenticeship



## On-the-Job (OJT) & Apprenticeship Training

This program allows working Veterans and their dependents to receive GI Bill® benefits while they learn a trade or skill via on-the-job training through their employer rather than attending college classes. The employee enters into a training agreement for a specific period of time with their employer or Joint Apprenticeship Committee. At the end of the training period the employee has gained job certification or journeyman status. As the employee progresses through training, their skill level increases and so does their salary. GI Bill® payments are issued monthly after the VA receives certification of hours worked from the employer.

## On-The-Job Training (OJT)

On-the-job training (OJT) is training employees receive while performing a job and earning wages for at least 6 months but not longer than 2 years.

Examples of this type of training are:

- Police Officer
- Jailer
- Highway Patrol Officer
- Mechanic

## Apprenticeships

Apprenticeship is a formal system of training combining on-the-job training with related technical instruction. Training is generally 2 years to 5 years in length. With apprenticeship training, there is a written contract between the apprentice and the sponsor that is approved by and registered with the state of Minnesota. Employers can design their own apprenticeship program that provides apprentices with specific skills, training and job-related instruction tailored to the company's needs.

Examples of this type of training are:

- Machinist
- Carpenter
- Ironworker
- Plumber
- Electrician
- Power Line Worker

## Information for Employers

Employers wishing to participate in this program should contact their State Approving Agency, which is responsible for approving the programs within their borders, and for determining which programs are appropriate for Veterans to enroll in and utilize their VA educational benefits. Employers interested in apprenticeship should contact the Minnesota Department of Labor and Industry, Division of Apprenticeship for information on registering their apprenticeship.

## Payment Schedule

While the participation requirements are the same for all GI Bill® programs, the payment amount varies based on the program.

### Post-9/11 GI Bill® Recipients

The payment rate will be as follows:

- 100% of applicable MHA during the first 6 months of training
- 80% of applicable MHA during the second 6 months of training
- 60% of applicable MHA during the third 6 months of training
- 40% of applicable MHA during the fourth 6 months of training
- 20% of applicable MHA during the remainder of the training

Post-9/11 GI Bill® recipients will also receive up to \$83 per month for books and supplies.

### All other GI Bill® programs

For all other GI Bill® programs VA will issue payments at the following rate:

- 75% of the full-time GI Bill® rate for the first 6 months of training
- 55% of the full-time GI Bill® rate for the second 6 months of training
- 35% of the full-time GI Bill® rate for the remainder of the training program

