



Registering your apprenticeship program with the Veterans Affairs State Approving Agency (VA SAA)

1. Prepare documents and forms

- a. Signed DOL Registered Apprenticeship Standards, Appendices and Employer Acceptance Agreement
- b. VA Form 22-10288
- c. VA Form 22-8865 "Employer's Application to Provide Job Training" – one form for each occupation
- d. VA Form 22-8794 "Designation of Certifying Officials"
- e. Any additional documents required by the specific SAA

2. Get "Approved for GI Bill" by your VA SAA

Any apprenticeship program that is an approved training program by the VA will allow military veterans access to benefits.

To ensure that eligible veterans in your Registered Apprenticeship Program can receive GI Bill benefits, your organization will need to request approval from the VA SAA. A sponsor can use the Valor Act to request central VA approval for Nationally Approved Apprenticeship Programs. This allows for one SAA point of contact and one approval, which streamlines and simplifies the entire process. The VA SAA authorizes Registered Apprenticeship Programs as "Approved for the GI Bill" typically within 30 days.

3. Locate the VA SAA contacts

Look for your state here: <https://nasaa-vetseducation.com/nasaa-contacts/>



4. Forms to submit to the VA SAA:

- a. Signed DOL Registered Apprenticeship Standards, Appendices and Employer Acceptance Agreement
- b. Completed VA Form 22-10288
- c. Completed VA Form 22-8865 "Employer's Application to Provide Job Training" – one form for each occupation
- d. Completed VA Form 22-8794 "Designation of Certifying Officials" (see 1a under Employer Obligations)
- e. Any additional documents required by the specific SAA

5. Employer Obligations

- a. Assign a School Certifying Official (SCO) for each occupation/location – Their job is to certify that a veteran is actively participating in a Registered Apprenticeship Program and log monthly hours. They must undergo training.
- b. **For new SCOs:** Access training through the Training Portal. Once training is completed, you will receive a certificate which will need to be submitted along with VA Form 22-8794. VA will process these documents, and new SCOs will be notified when access has been granted to VA systems and they can begin to certify enrollments.
- c. **For existing SCOs:** They must complete annually a certain number of training modules/training events based on their facility or program type.
 - More details regarding SCO training can be found at: https://www.benefits.va.gov/gibill/resources/education_resources/school_certifying_officials/online_sco_training.asp
- d. Obtain access to Enrollment Manager via the VA Education Platform at: <https://iam.education.va.gov/>
- e. Submit Enrollment Certification VA Form 22-1999
- f. Perform monthly certification in Enrollment Manager.
 - The SCO ensures that the hours reported in the Enrollment Manager are accurately reported to the VA.
- g. Maintain documentation for each veteran apprentice

