



State of New Mexico, Department of Veteran Services
 State Approving agency
 5201 Eagle Rock Ave, Suite 2A, Albuquerque, NM 87113
 (505) 383-2431

- Application For Approval - On- the- Job Training (38 CFR 21.4262) Date _____
 Revised Wage Schedule - On- the- Job Training (to adjust wages of existing application)

Training Establishment _____

Address _____

City, State, Zip _____

Job Objective _____ DOT Code _____

Employer Contact/Title _____ Phone _____

Length of Training Period _____ (Hours) # of Current Trainees _____

Hours of Related Instruction _____ (Hours) # of Available Instructors for Trainees _____

Current nonveteran trainee wage per Hour _____ per Week _____ per Month _____

Institutional profit/ownership status: _____
 (Public, Proprietorship, Partnership, Corporation for Profit, Corporation Nonprofit, etc.).

FOR PUBLIC ESTABLISHMENTS ONLY

(complete items in this box)

_____ Federal _____ State _____ Local Government (Identify) _____

Standard Work Week _____ Hours Training Wage Amount _____

(Effective 10/1/98, the wage increase requirement does not apply to these on-the-job training programs.)

WAGE SCHEDULE Standard Work Week _____ Hours (cannot be less than 30 hours per 38 CFR 21.4270)

The wage or salary to be paid at the beginning of the training program, at each successive step in the program, and at the completion of training will be as follows (circle the appropriate time):

Beginning Wage 1st	_____	_____	weeks, months	\$ _____	per hour, week, month
	_____	_____	weeks, months	\$ _____	per hour, week, month
	_____	_____	weeks, months	\$ _____	per hour, week, month
	_____	_____	weeks, months	\$ _____	per hour, week, month
	_____	_____	weeks, months	\$ _____	per hour, week, month
	_____	_____	weeks, months	\$ _____	per hour, week, month

Wage To Be Paid Upon Completion of Training \$ _____ per hour, week, month

Application

We certify that:

The entrance wage or salary paid by the training establishment to employees already trained in the kind of work for which the veteran or eligible person is to be trained is \$ _____ per _____ (this figure and the Wage To Be Paid Upon Completion of Training should be the same).

The wages to be paid the veteran or eligible person upon entrance into training are not less than wages paid to nonveterans in the same training position and 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. *(Not applicable to Federal, state, and local government OJT)*

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.

Any additional information required by the State Approving agency will be provided.

Approval Criteria We certify that:

1. 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 such factors as length of service or normal turnover; (NOT COMMISSION BASED)
2. The training content of the course is adequate to qualify the veteran or eligible person for appointment to the job or which she or he is to be trained;
3. The job customarily requires a period of training of not less than 6 months and not more than 2 years of full-time training;
4. The length of the training period is not longer than that customarily required by the training establishments in the community to provide the veteran or eligible person with the required skills, arrange for the acquiring of job knowledge, technical information, and other facts which the veteran or eligible person will need to learn in order to become competent on the job for which she or he is being trained;
5. Provision is made for related instruction for the individual veteran or eligible person who may need it;
6. There is in the training establishment adequate space, equipment, instructional material, and instructor personnel to provide satisfactory training on-the-job (list available instructors);

Instructor _____ Title _____

Instructor _____ Title _____

Adequate records are kept to show the progress made by each veteran or eligible person toward her or his job objective;

The veteran or eligible person is not already qualified by training and experience for the job;

The requirements of 38 CFR 21.4262(b)(6) and (7), re. incremental wage increases and job certainty, are met;

A signed copy of the training agreement for each veteran or eligible person, including the training program and wage schedule as approved by the State approving agency, is provided to the veteran or eligible person, the Department of Veterans Affairs (DVA), and the State approving agency (by the employer); and,

The course meets such other reasonable criteria as may be established by the State approving agency.

ANY CHANGES TO THIS APPLICATION FOR APPROVAL/REVISED WAGE SCHEDULE WILL BE FORWARDED TO VETERANS EDUCATION (STATE APPROVING AGENCY) IMMEDIATELY.

7. Attach the requirements for acceptance into the OJT program.

8. Does the establishment or job site have, or have access to, all materials, tools, equipment, and facilities to provide adequate and safe training and supervision in keeping with the training outline? Yes ____ No ____

9. Attach a copy of the certificate of completion, or other official record or document, which will be awarded to the OJT trainee at the end of training. This document will indicate the satisfactory completion of the OJT program described in this application.

CONDITIONS

Upon approval for the training of veterans, I understand and agree to the following:

1. Close supervision by qualified journeyworkers will be provided throughout the training program.
2. The New Mexico Office of Veterans' Education, State Approving Agency will be notified of any changes to the approved OJT program(s), including training outlines, wage schedule, training sites, etc.
3. There is reasonable certainty that the job for which the veteran is being trained will be available to them at the end of the training period;
4. Appropriate credit will be given for previous experience or training and the beginning wage and training adjusted accordingly. 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.
5. A copy of an approved Training Agreement, including the training outline and wage schedule, will be provided to the trainee and to the Department of Veterans Affairs (VA).
6. Immediately notify VA of any wage increase (or decrease) paid any trainee not in accordance with his or her training agreement.
7. Records will be maintained for each trainee that will include the following: job assignments, promotions, demotions, lay-off terminations, rates of pay, verification of hours worked and wages paid, and the progress in training as outlined in the work processes. The records will be retained for at least three years following the completion of the OJT program and, upon request, made available for review by representatives of the Department of Veterans Affairs (DVA) and the Veterans' Education & Training Approving Agency (SAA).
8. 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.
9. Representatives from the Department of Veterans Affairs (VA) and the New Mexico Office of Veterans' Education (SAA) will be permitted to visit the training institution for the purpose of reviewing records, interviewing students, inspecting facilities, and evaluating the instructional processes.
10. The training program and wage schedule submitted with this application is in conformity to state and federal standards for Apprenticeship/On-the-Job Training, and is, to the best of my knowledge and belief, an accurate and complete plan of what this institution will follow.
11. The maximum number of OJT trainees to be trained at any one time is _____.

12. Requested program approval date: _____

13. Complete and attach the enclosed VA Forms:

- a. VA Form 22-8794, Designation of Certifying Officials (Refer to the instructions on the reverse side of the form);
- b. VA Form 20-8206, Statement of Assurance of Compliance with Equal Opportunity Laws (Completion of this form is self-explanatory, however, please read the form thoroughly before signing).

I UNDERSTAND THAT ANY DEVIATION FROM THIS AGREEMENT WITHOUT PRIOR APPROVAL BY THE STATE APPROVING AGENCY WILL RESULT IN SUSPENSION OR DISAPPROVAL AS OUTLINED IN CFR 21.4259.

NAME _____
(Please print)

TITLE _____

SIGNATURE _____

DATE _____

Submission

Submit this application, complete with all attachments, in one package to the following address:

**U. S. Department of Veterans' Services
Terry Cahill, ELR
500 Gold Avenue SW
Albuquerque, NM 87102**

ON-SITE VISITATION

The approval process requires a complete and comprehensive institutional wide visit to ensure that all federal, state, and local requirements are met. Once the application package has been reviewed, a representative from the New Mexico Office of Veterans' Education will contact you to schedule the visit for initial approval. Annual visits will also be conducted to ensure approval criteria are maintained.

SAMPLE TRAINING PROGRAM

Carpenter

JOB DESCRIPTION: Performs general carpentry work involved in the erecting of wooden building frames, installing exterior and interior trim, laying floor, building concrete forms, pouring shutes, wooden scaffolds, and similar work entailing the cutting, shaping and fastening together of wood or material, such as fiber-board, that is treated and used the same as wood.

AREA	APPROXIMATE TRAINING TIME HOURS
I. FOUNDATIONS	_____
A. Build and place straight concrete forms	
B. Line up and brace concrete walls and columns	
C. Build and place irregular concrete forms	
D. Build and place irregular forms for concrete stairway	
E. Lay out building lines	
II. FRAMING FOUNDATIONS AND WALLS	_____
A. Lay out, frame and set sills and girders	
B. Frame and set floor joists	
C. Erect walls and partitions	
D. Line up and brace wall and partitions	
E. Rough coverings - sheathing, plaster grounds	
F. Build staging	
G. Lay out walls and partitions	
III. ROOFS	_____
A. Frame and set common rafters	
B. Frame and set valley rafters	
C. Frame and set hip rafters	
D. Frame and set jack rafters	
E. Sheathing, wood shingles, composition shingles and roofing, other types of roof coverings	
IV. EXTERIOR MILL WORK	_____
A. Use of tools, materials and equipment	
B. Assembling frames	
C. Trimming fixtures	
D. Saw filing and care of tools	
E. Use of woodworking machinery	
F. Sanding and gluing up	
V. FINISH EXTERIOR COVERINGS	_____
A. Insulation materials - building paper	
B. Sidings: wood and composition	
C. Water tables	
D. Layout door and window frames	
E. Build cornice work	

VI. INTERIOR WALL COVERINGS _____

- A. Wood coverings
- B. Plywood
- C. Composition - sheet rock, fiberboard
- D. Base board

VII. FLOORS _____

- A. Sub floors
- B. Wood floors
- C. Forms for concrete floors

VIII. STAIRS _____

- A. Lay out and cut stair horse for various types of stairways
- B. Lay out and cut various treads
- C. Railings

IX. INTERIOR FINISH _____

- | | |
|---------------------------------|--|
| A. Lay pine and hardwood floors | |
| B. Cut and fit base | |
| C. Cut and fit molding | I. Fit and hang doors and casement windows |
| D. Set doorjambs | J. Build case work |
| E. Case openings | K. Layout casework |
| F. Fit and hand windows | L. Wainscoting |
| G. Decorative ceiling beams | M. Fit hardware and fastenings |
| H. Mantels | N. Fitting, nailing and gluing interior trim |

X. MISCELLANEOUS _____

- | | |
|----------------|----------------------|
| A. Walkways | |
| B. Scaffolding | E. Temporary runways |
| C. Shoring | F. Sheds |
| D. Valve boxes | G. Handrails |

XI. ESTIMATING _____

- A. Time
- B. Labor
- C. Materials

TOTAL _____

HOURS OF RELATED INSTRUCTION TO BE PROVIDED (IF APPLICABLE) _____

Trainee Signature

Date

Employer Signature

Date

TRAINING AGREEMENT
(ON-THE-JOB TRAINING OR UNREGISTERED APPRENTICESHIP)
A COPY OF THIS FORM MUST BE SENT TO THE STATE APPROVING AGENCY (SAA) FOR VETERANS EDUCATION

Training Establishment _____

Address _____

Trainee _____ Last Four Digits of SSN _____

Address _____ Chapter _____

Instructor Name _____ Title _____

Job Objective _____ *(refer to SAA issued approval notice)*

Standard Work Week (Hours)	_____	<i>(cannot be less than 30 hours, 38 CFR 21.4270)</i>
Trainee Start Date	_____	
Date of 1st wage change	_____	<i>(wage changes must be in accordance with the Application for Approval/Revised Wage Schedule)</i>
Date of 2nd wage change	_____	
Date of 3rd wage change	_____	
Date of 4th wage change	_____	
Date of 5th wage change	_____	
Trainee Program Ending Date	_____	

_____ Federal*	_____ State*	_____ Local Government (Identify)* _____
Standard Work Week _____	Hours _____	Training Wage Amount _____
*Effective 10/1/98, the wage increase requirement does not apply to these public OJT training programs		

We certify that:

1. Wages paid the veteran or eligible person are not less than wages paid to nonveterans in the same training position.
2. There is reasonable certainty that the job for which the veteran or eligible person is training will be available at the end of the training period.
3. The trainee's previous training and job experience have been evaluated:

_____	Total length (hours) of Training Program-OJT or Unregistered Apprenticeship
_____	Less credit allowed for previous training/job experience in hours (if applicable)
_____	Adjusted length (hours) OJT/Unregistered Apprenticeship training
4. Provision has been made for _____ hours of related instruction for this vet or eligible person to be conducted at _____
5. The veteran or eligible person is not already qualified by training and experience for the job.
6. Certification of attendance will be submitted monthly to the Department of Veterans Affairs.
7. Unsatisfactory attendance, conduct and progress will be reported to the DVA as required.
8. The training establishment will continue to comply with the approval criteria outlined in 38 CFR 21.4262(c).
9. This training agreement is in compliance with the Application for Approval or Revised Wage Schedule & the trainee will be certified accordingly. (The trainee & establishment MUST sign the attached training program outline.)

We hereby agree to train the above-mentioned VA eligible person in accordance with the provisions of Section 3677, Title 38, U.S. Code. Any change affecting this training agreement will be forwarded to the State Approving Agency.

Trainee _____ Date _____

Employer _____ Date _____

PROGRESS RECORD

_____ Apprenticeship _____ On-the-Job Training _____ Unregistered Apprenticeship

Training Establishment _____

Address _____

VA Eligible Trainee _____ Last Four Digits of SS# _____

Address _____ Chapter _____

Job Objective _____

Month/Year	Total Hours Worked	Wages Paid	Conduct	Progress	Instructor Initials

- Journeyman wage (apprenticeship) is \$ _____ per hour. The VA eligible trainee will be interrupted and the Department of Veterans Affairs (DVA) notified if this wage is reached *before* the end of the training period.
- A certification of attendance (hours worked) must be submitted to DVA monthly during the enrollment period on VA Form 22-6553a. [38 CFR 21.4203(f)(3)]
- The Conduct and Progress ratings can be satisfactory or unsatisfactory, with a report submitted to DVA if the rating is unsatisfactory.
- Wages Paid must be in accordance with the Training Agreement or Apprenticeship Agreement.

Remarks _____

Trainee _____ Employer _____ Date _____

THIS INFORMATION MUST BE MAINTAINED FOR ALL TRAINEES RECEIVING VA BENEFITS.