



**TEXAS VETERANS COMMISSION**  
**Veterans Education**  
**P. O. Box 12277**  
**Austin, TX 78711-2277**  
**(512) 463-3168 or (877) 898-3833**

*"Helping Veterans Starts Here"*

- 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 \_\_\_\_\_

**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.**

\_\_\_\_\_  
Signature of Employer/Authorized Official

\_\_\_\_\_  
Date

## 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
<b>I. FOUNDATIONS</b>		_____
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		
<b>II. FRAMING FOUNDATIONS AND WALLS</b>		_____
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		
<b>III. ROOFS</b>		_____
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		
<b>IV. EXTERIOR MILL WORK</b>		_____
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		
<b>V. FINISH EXTERIOR COVERINGS</b>		_____
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, fiber board
- 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
- D. Set doorjambs
- E. Case openings
- F. Fit and hand windows
- G. Decorative ceiling beams
- H. Mantels
- I. Fit and hang doors and casement windows
- J. Build case work
- K. Layout casework
- L. Wainscoting
- M. Fit hardware and fastenings
- N. Fitting, nailing and gluing interior trim

\_\_\_\_\_

X. MISCELLANEOUS

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

**THIS FORM MUST ACCOMPANY VA FORM 22-1999 AT TIME OF SUBMISSION TO THE VA AND A COPY OF THIS FORM MUST BE SENT TO THE STATE APPROVING AGENCY (SAA)**

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)	_____	(cannot be less than 30 hours, 38 CFR 21.4270)
Trainee Start Date	_____	
Date of 1st wage change	_____	(wage changes must be in accordance with the
Date of 2nd wage change	_____	Application for Approval/Revised Wage Schedule)
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	_____
<b>*Effective 10/1/98, the wage increase requirement does not apply to these public OJT training programs</b>			

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 attached training program outline MUST be signed by the trainee & establishment.)

**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 \_\_\_\_\_

## POWER OF ATTORNEY CERTIFICATION

I certify that this training establishment does not have a power of attorney to negotiate Department of Veterans Affairs (VA) educational benefit checks nor does this employer use coercive procedures or practices to limit a veteran or other eligible person's disposition of the proceeds of a VA check. Checks are not stamped "For Deposit Only" to the employer's account for endorsement by the student. This employer does not have a joint bank account with any VA student.

The training establishment **DOES** plan on receiving VA students' monthly education benefit checks at the employer's address.

The training establishment **DOES NOT** plan on receiving VA students' monthly education benefit checks at the employer's address.

\_\_\_\_\_  
Signature of Training Establishment Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Training Establishment Official

\_\_\_\_\_  
Name of Employer

\_\_\_\_\_  
Address of Employer

\_\_\_\_\_  
City State Zip

