

# ON-THE-JOB TRAINING Application Handbook

*A guide for employers or trainees seeking approval of his/her training program(s) for VA educational benefits.*

*All supporting documents need to be in digital format up to 30MB per item.*

*We will not accept hyperlinks or URL as documentation.*



Kansas State Approving Agency  
700 S.W. Jackson Street, Suite 1004  
Topeka, KS 66603-3774

<https://kcva.ks.gov/veteran-services/state-approval-agency>

Email [saa.kansas@ks.gov](mailto:saa.kansas@ks.gov)



**Training Establishment Application for Approval to Train Veterans, Reservists, and Other Eligible Persons Under Titles 10 and 38, U. S. Code**

Select One:

<input type="checkbox"/> Original	<input type="checkbox"/> Revision	<input type="checkbox"/> Re-approval
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Select One:

<input type="checkbox"/> Apprenticeship	<input type="checkbox"/> On-Job-Training	<input type="checkbox"/> Both
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<b>Establishment Name</b>				
<b>Address</b>	Street	City	Zip Code	Telephone
	,	,		
<b>Mailing Address</b> (If different from above)	P.O. Box #	City	Zip Code	
	,	,		
<b>Firm Official Making Application</b>	Name			Title
	,			
<b>Training Organization and Supervision</b>				
<b>Person Responsible for Training</b>	Name			Title
	,			
<b>Person Responsible for Maintaining Progress, Attendance, Pay and Other Records of Trainees</b>	Name			Title
	,			
<b>Occupational Training Information</b>				
	<b>Occupation</b>	<b>DOT Code No. or O*NET Code No.</b>	<b>Length of Training (Hours)</b>	<b>Hours of Training Per Week</b>
a.				
b.				
c.				
d.				
e.				
f.				

NOTE: The training program and requirements must be the same for veterans and non-veterans. The training program showing the operations to be learned, related training and the wage scale for the occupations(s) listed above is/are on the attached page(s).  
Please complete VA form 22-8865 per training program request.

IT IS CERTIFIED THAT:

- There is reasonable certainty that the job(s) for which the veteran(s) is/are being trained will be available at the end of the training period;
- The wages shown for each job objective to be paid the veteran(s) upon entrance into training are not less than wages paid nonveterans in the same training position and are at least 50% of the wages paid for the job for which they are being trained. If less than 50% the wages are specifically covered by a bona fide bargaining agreement and wages comply with all other applicable laws; *38 CFR 21.4262 (b)(6), (c)(10)*;
- The wages 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% of the wages paid for the job for which the veteran or eligible person is being trained; *38 CFR 21.4262 (b)(6), (c)(10)*;
- Appropriate credit for prior training or experience will be awarded and the training program and wage scale will be adjusted accordingly *38 CFR 21.4262 (c)(8)*;
- The veteran(s) will be instructed in accordance with the approved training program, and progress and attendance will be kept to reflect progress made toward the job objective *38 CFR 21.4262 (c)(7)*;
- This establishment consents to visitation at all times by representatives of the Kansas Approving Agency for Veterans Education (SAA) and U.S. Department of Veterans Affairs (VA) for the purposes of inspecting facilities, reviewing the training program, and checking applicable records;
- This establishment understands and may be held liable for overpayments made to veterans because of willful or negligent failure to report excessive absences, termination, interruption of training, or from making a false certification to the U.S. Department of Veterans Affairs. This establishment will report such irregularities to the U.S. Department of Veterans Affairs, P.O. Box 66830, St. Louis, MO 63166-6830.
- And, the SAA will be notified of any deviation from the information contained herein such as changes in the training program, wage scale, firm name, location, or ownership.

Signature of Official	Title	Date
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Copies of training agreement (VA 22-8864) for each veteran, including the approved training program and wage scale, will be provided by the SAA.

For SAA Use Only

This establishment has been inspected and found adequate for the training of veterans and other eligible persons under the provisions of Chapters 30, 32, 33, 35, and 36, Title 38, U.S. Code; and Chapter 1606, Title 10, U.S. Code.

Approval Date:	Consultant _____
	Administrator _____