

**TEAM
KENTUCKY**

JUSTICE AND
PUBLIC SAFETY CABINET

ON THE JOB TRAINING

AGENCY APPROVAL GUIDE

Presented by: Brooke Norton



OVERVIEW

01

About

02

Your Liason

03

Our Mission

04

Advantages

05

Approval Process

06

Connect



ABOUT

WHAT IS ON THE JOB TRAINING?

When training takes place for new employment, the recruit might earn monthly training benefits from the Department of Veteran Affairs in addition to their normal income if they are utilizing a post-9/11 GI Bill.

By participating in the On the Job Training, our veteran recruits witness significant growth in various spheres. It doesn't just boost their professional abilities, but also fosters personal development, thereby making them more adaptable to the dynamic professional world.



DOCJT VA LIASON

Program Coordinator

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OUR MISSION

The mission of the Department of Criminal Justice Training Veteran Affairs Program is to provide on-the-job training to assist law enforcement agencies and veteran recruits in enhancing their skills and capabilities for a safer and more effective law enforcement community.



ADVANTAGES

What advantages does On-the-Job Training provide for our veterans by leveraging their GI Bill? Freshly hired personnel could possibly garner monthly training incentives from the Department of Veteran Affairs on top of their standard earnings, especially if they are taking advantage of a Post-9/11 GI Bill. Those partaking in the GI Bill will receive disbursements from the Veterans Affairs contingent on the duration of their enrollment in the program.

Approval Process

To begin with, let's determine whether your agency is an accredited institution. Has the Department of Veteran Affairs granted your agency approval? If they have, they would have allotted a unique code to your agency. This code is called a facility code. Uncertain? You can always get in touch with me, either via email at brooke.norton@ky.gov or through a phone call at 859-622-6453. If your agency is approved but you are unaware of your designated facility code, Kaleb Cornett would be able to assist you.

You can contact him at kaleb.cornett@kctcs.edu.

The decision on whether your agency is sanctioned or not will define the classification given to you by the Department of Veteran Affairs. They classify agencies into three categories.



Category 1:

Being in Category 1 indicates that your agency hasn't received approval and doesn't have any School Certifying Officials appointed by your agency.

Category 2:

Being in category 2 indicates that your agency is an approved facility, however the School Certifying Officials may be out of date and need updated with newly appointed SCO's with training.

Category 3:

Being in category 3 indicates that everything on the VA website is accurate based on your agency and SCO's.

LET'S TALK FORMS

Form 22-8865

- This form is the Employer's Application to Provide On the Job Training.

Form 22-10288

- This form is an Application for Approval of Organizations other than Institutions of Higher Learning.

Form 22-10288-A

- This form is a Signature Page for Non-Institution of Higher Learning Program Submission List

Form 22-8794

- This form is a Designation of Certifying Officials.
- This form will be used to add, remove or change SCO's.
- At all times of adding a SCO, the individual of your agency being added must fulfill a section of online training with the Department of Veteran Benefits. The completion certificates MUST accompany the 22-8794 submission. The training can be found at https://www.benefits.va.gov/gibill/resources/education_resources/school_certifying_officials/online_sco_training.asp.

OMB Approved No. 2900-0262
Respondent Burden: 10 Minutes
Expiration Date: 07/31/2024

Department of Veterans Affairs **DESIGNATION OF CERTIFYING OFFICIAL(S)**

INSTRUCTIONS

This form must be completed whenever there is a change in any of the information. Include the names, titles, and signatures of **all** certifying officials, not just the changed information. **IMPORTANT: All designated Certifying Officials must be listed as each form supersedes the previous form.**

Item 1. Enter the complete name and address and VA facility code (if assigned) of the school or training establishment.

Items 2A & 2B. Officials listed in Items 2A and 2B (this excludes those in Item 2C) are designated to sign VA Enrollment Certifications, Certifications of Change in Student Status, Certifications of Delivery of Advance Payments, Certifications of Pursuit, Attendance, Flight Training, On-the-Job or Apprenticeship Training (as applicable), School Portion of VA Form 22-1990t or VA Form 22-10201 and other Certifications of Enrollment.

Enter the complete name and title for each certifying official. This person must sign the form on the same line as his or her name and title. Provide this individual's direct telephone number and email address.

- The individual must validate that he or she has fulfilled any mandatory section 305 training requirements as described below.
- The individual must indicate if they are receiving Department of Veterans Affairs Education benefits. VA will not pay VA benefits for enrollment in a course certified by the individual taking the course. During compliance survey, the records of any individuals listed in items 2A and 2B who are receiving VA benefits at this facility will be reviewed.

SECTION 305 TRAINING INSTRUCTIONS

Newly Designated Certifying Officials: All newly designated Certifying Officials must complete required online training for new certifying officials based on their type of facility and provide a copy of their training certificate when submitting this form. Enter the date the new certifying official training was completed in the '305 training date' box.

Newly Approved Institutions: An individual designated as a certifying official must complete the required new certifying official training using the generic facility code #1-2-3456-78. Instructions will be provided to update the SCO Training Portal once the facility has received a VA Facility Code. Enter **PENDING VA FACILITY CODE** in the '305 training date' box if your facility has not yet received a VA Facility Code.

Existing Certifying Officials: Enter the date the certifying official completed the annual training requirement in the '305 training box'. If the institution is not currently designated as a "covered institution", enter EXEMPT in the '305 training date' box.

Item 3. Use Item 3, Remarks if additional space is needed.

Items 4 and 5. Sign and date the form. **NOTE:** The person signing the form must be a person authorized to enter the school or training establishment into a binding agreement with the Department of Veterans Affairs.

Item 6. Print name and title of designating official.

Items 7 and 8. Provide Designated Official's email address and direct telephone number.

PURPOSE: This form is used to provide the names and signatures of those individuals who are authorized to certify enrollment information to the Department of Veterans Affairs.

1. NAME AND ADDRESS OF SCHOOL OR TRAINING ESTABLISHMENT (Include ZIP Code)		VA FACILITY CODE (If Assigned)	
		<input type="text"/>	

2A. THE PRIMARY CERTIFYING OFFICIAL ACTS AS THE PRIMARY POINT OF CONTACT AT THE TRAINING FACILITY. APPROVAL AND COMPLIANCE SURVEY RELATED INQUIRIES AND CORRESPONDENCE WILL BE DIRECTED TO THE ATTENTION OF THIS INDIVIDUAL. THE FOLLOWING INDIVIDUAL IS DESIGNATED AS THE PRIMARY CERTIFYING OFFICIAL FOR THE SCHOOL OR TRAINING ESTABLISHMENT.

NAME	TITLE	SIGNATURE	
		<input type="text"/>	
TELEPHONE NUMBER (Include Area Code)	EMAIL	DATE SECTION 305 REQUIREMENTS WERE MET (See Section 305 Training Instructions Above)	IS THIS INDIVIDUAL IN RECEIPT OF DEPARTMENT OF VETERANS AFFAIRS EDUCATION BENEFITS?
			<input type="radio"/> YES <input type="radio"/> NO

VA FORM JUL 2021 **22-8794** SUPERSEDES VA FORM 22-8794, MAY 2018, WHICH WILL NOT BE USED. PAGE 1

Department of Veterans Affairs **EMPLOYER'S APPLICATION TO PROVIDE JOB TRAINING**
(UNDER TITLE 38 U.S. CODE SECTION 3677 OR 3687)

INSTRUCTIONS: All items should be completed. Information requested in Section II applies to the particular trade, craft or occupation for which you propose to provide training to veterans and their eligible dependents. Please read Section III carefully before signing the application. The completed application form may be submitted directly to the VA office serving the area where your establishment is located. To find the VA Education Liaison Representative for your state click on the link http://www.benefits.va.gov/GIBILL/resources/education_resources/school_certifying_officials/elr.asp.

SECTION I - EMPLOYER IDENTIFICATION

1. NAME OF ESTABLISHMENT
2. NAME AND TITLE OF PERSON TO CONTACT (Include email address)
3. TELEPHONE NO. (Include Area Code)

4. LOCATION OF ESTABLISHMENT (Street No., City, State, Zip Code)
5. MAILING ADDRESS (If different than in Item 4)

SECTION II - DESCRIPTION OF TRAINING PROGRAM

6. JOB TITLE (Position for which training will be provided)
Officer
7. JOB DESCRIPTION (Please keep brief)

8. LENGTH OF PROGRAM (Indicate hours or months)
9. HOURS IN STANDARD WORK WEEK

10. HOURS OF RELATED TRAINING OUTSIDE OF JOB REQUIRED EACH YEAR (If none, write "None")
11. NUMBER OF FULLY QUALIFIED EMPLOYEES AVAILABLE AS INSTRUCTORS FOR EACH TRAINEE

12. MAXIMUM NUMBER OF TRAINEES THAT CAN BE TRAINED AT ANY ONE TIME

SECTION III - WAGE PROGRESSION SCALE

13. BEGINNING WAGE FOR TRAINEES
14. PRESENT JOURNEYWORKER WAGE

15. WAGE PROGRESSION DURING TRAINING

A. PERIOD	B. NO. OF MONTHS	C. WAGE LEVEL	A. PERIOD	B. NO. OF MONTHS	C. WAGE LEVEL
1ST		\$ PER	6TH		\$ PER
2ND		\$ PER	7TH		\$ PER
3RD		\$ PER	8TH		\$ PER
4TH		\$ PER	9TH		\$ PER
5TH		\$ PER	10TH		\$ PER

SECTION IV - CONDITIONS TO BE MET

I UNDERSTAND AND AGREE THAT THE FOLLOWING CONDITIONS MUST BE MET IF THIS TRAINING PROGRAM IS APPROVED FOR VA TRAINING BENEFITS:

A. Close supervision by qualified journey workers will be provided throughout the training program.
B. Records will be maintained for each trainee. At a minimum, the records will include the following: job assignments, promotions, demotions, lay-off terminations, rates of pay, progress in training as outlined in the work processes, hours of training given monthly in each process and overall progress evaluations made at least each 3 months.
C. Credit will be given for previous training and experience and the length of the training program will be reduced proportionately. Trainees who are granted credit for previous training and experience will be placed into the appropriate step of the wage progression scale.
D. 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.
E. 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.
F. A copy of an approved training agreement will be provided to the trainee and to the Department of Veterans Affairs (VA).
G. Immediately notify VA of any wage increase (or decrease) paid any trainee not in accordance with his or her training agreement.

IN ADDITION, FOR ON-THE-JOB TRAINING OTHER THAN APPRENTICESHIP PROGRAMS, I HEREBY CERTIFY THAT:

H. The wages paid to trainees under this VA program will not be less than wages paid to trainees who are not eligible for VA benefits. The beginning wage will be at least 50% of the wage for a fully trained employee.
I. Unless the training establishment is operated by a Federal, State or local government, periodic wage increases will be granted and by the last full month of training the wage will be at least 85% of the wage for a fully trained employee.
J. There is a reasonable certainty that the job for which training is provided will be available to the trainee after training has been completed.

16. SIGNATURE
17. TITLE
18. DATE SIGNED

FORMS CONTINUED

Form SAA-300-B

- The form is the On the Job Training and Apprenticeship Program Revision form.
- The form is pre-filled out with the Department of Criminal Justice Training's curriculum and hours.
- If your agency also provides training hours for the veteran recruit, the form will need to be altered and that information needs to reflect on the form as well.

Where to Submit Forms...

The following forms are to be submitted to Kaleb Cornett at Kaleb.Cornett@kctcs.edu

- 22-8865
- 22-10288
- 22-10288-A
- SAA-300-B

Once these forms are submitted to Kaleb, please inform DOCJT's liason, Brooke Norton.

Once the VA processes the forms (approx. 8 week process) your agency will receive approval via letter from the Education Liason Representative of the VA.

Your appointed School Resource Officer can then upload form 22-8794 and training certificates to <https://www.my.va.gov/EducationFileUploads/s/>

Required Training:

- IDH and NCD Course
- Enrollment Manager 100: Logging into Enrollment Manager
- Enrollment Manager 101: Getting Started
- Enrollment Manager 102: Basic Actions for NCD & IHL SCOs
- Enrollment Manager Final Assessment for IHL/NCD SCOs
- It is also good to take On-the-Job Training/Apprenticeship Programs.



Submit

WHAT FORMS FOR WHICH CATEGORY?



- 22-8865
- 22-10288
- 22-10288-A
- SAA-300-B
- 22-8794



- 22-8794
- SAA-300-B



- SAA-300-B

YOUR OFFICER HAS RESPONSIBILITIES TOO!

If the Veteran Recruit elects to use their VA Benefits, they will have to apply for those via the VA website.

They can visit <https://www.va.gov/education/how-to-apply/>. They will need to scroll down to “Find your education benefit form” and answer the questions. The start date they will need to use is the first day of the Academy here at DOCJT.

They will be receiving a Certificate of Eligibility or COE from the VA with their determination of approval or denial.

The recruit will give that COE to their School Certifying Official and the SCO will then enroll the student in Enrollment Manager. The SCO will need to keep a copy of their application, COE, DD-214, Joint Service Transcript and High School or College Diploma in their file.

Connect

Thank you for your time!

Connect with your liason.



859-622-6453



brooke.norton@ky.gov

