

*West Virginia  
Higher Education Policy Commission*

*State Approving Agency for Veterans Education and Training*

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INFORMATION FOR EMPLOYERS AND VETERANS

**WHAT VETERANS SHOULD DO:**

1. Complete a VA Form 22-1990, Application for Education Benefits. (This form can be obtained from the local Veteran's Service Office, Veterans Affairs Representative, or Veterans Affairs Regional Office. The VA Regional Office for WV can be contacted by calling (888) 442-4551 or mailing to P.O. Box 4616, Buffalo, NY 14202-4616.
2. Return the completed VA Form 22-1990 to the Training Coordinator or other company official with copy #4 of your DD Form 214 or other separation document which was issued by the service department. If this document was recorded with a public custodian of records, the Department of Veterans Affairs (DVA) will accept a certified copy of the document in the custodian's possession. Any original or carbon copy of a separation document will be returned to you by the DVA.
3. Fill out Form SAA 17 - Standards of Progress form for each month beginning with the date of entry into the training program. After the SAA 17 has been properly completed (hours totaled, rate of pay, rated, signed by veteran and trainer), give it to the Training Coordinator or other company official for filing. These forms and other records will be reviewed periodically by a State Approving Agency (SAA) representative and the DVA.
4. If separated from the company, the veteran must leave all records with the company, including the SAA 15 (Gold) and SAA 17 (Blue) forms. The veteran may not take these forms with him because they may be audited by the SAA and the Department of Veterans Affairs at a later date.

**WHAT THE COMPANY OR TRAINING COORDINATOR SHOULD DO:**

1. Employer or employer's representative must complete one (1) copy of the SAA 15 (Gold) form for each veteran.
2. Fill out a SAA 16 form for each veteran in training. The following information is required: Veteran's name, start date of work in this job, number of months of previous training awarded toward the program completion, name of trainer, and trainer's years of experience. The job the veteran will be training for (as shown on the SAA approval), if previously approved.
3. Complete VA Form 22-8794, Designation of Certifying Official(s) and VA Form 22-1999, Enrollment Certification.
4. Mail all of the items listed above to the Veterans State Approving Agency, WV Higher Education Policy Commission, 1018 Kanawha Boulevard, East - Suite 700, Charleston, WV 25301.

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Form SAA 15-I (Information)

1018 Kanawha Boulevard, East, Suite 700 Charleston, WV 25301  
Telephone (304) 558-0263 Fax (304) 558-1646

## **WHAT THE COMPANY OR TRAINING COORDINATOR SHOULD DO: (cont.)**

5. If any changes occur in the wage scale, please submit a revised version to the address above. If the employer's representative, serving as the Certifying Official, changes at any point, please complete a new VA Form 22-8794 and mail the the address above as well.
6. Now that the veteran has been enrolled, attendance and progress records are to be maintained daily reflecting the number of hours spent in each phase of training as indicated on the Training Program. These records must be rated by the supervisor and signed by the supervisor and veteran. Either the SAA 17 (Blue) form or some other approved form must be used to record attendance and progress. These must be kept in the veteran's file for inspection at all times. Do not mail them anywhere.
7. A copy of the veteran's pay voucher must be kept at the establish where the veteran's records are maintained. Additionally, the veteran's check stubs should be kept with his records in order to verify wages received. If payroll records are not kept in the approved establishment, then a duplicate must be submitted to Certifying Officials for the veteran's file.
8. Each veteran should have a file held at the establishment for at least three (3) years after the veteran has completed training or in the event a veteran is transferred or terminated. The items in this file should include:
  - VA Form 22-1999 - Enrollment Certification
  - SAA 15 (Gold) Form
  - SAA 16 Form
  - SAA 17 (Blue) Forms
  - Payroll records and check stubs
9. The VA must be informed of the transfer or termination immediately by calling 1-888-GIBILL1 (1-888-442-4551).

### **ADDITIONAL INFORMATION:**

- When a veteran reaches the journeyman's or ending wage, as approved by the SAA on the SAA 15 (Gold) form, or as amended thereafter, the veteran's benefits must be terminated or the company must revise the wage scale (if applicable). Also, the veteran's pay must be increased in increments as indicated by the approved wage scale. Veteran may be ahead of the wage scale (but not behind) until the journeyman's wage is reached.
- An establishment, which has an apprenticeship program approved for veterans training by the SAA, must furnish to the veteran a minimum of 144 hours or more of related instruction per year as noted in Item 11 on the SAA 15 (Gold) form. The related instruction must be assigned and supervised by an official of such establishment and hours received recorded on the SAA 17 (Blue) form or some other record which will be available for inspection.

Form SAA 15-I (Information)

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