

Apprenti GI Bill Enrollment

What are BAH/GI Bill Benefits

GI Bill benefits provide financial assistance for eligible service members to pay for college, bootcamps or other training programs. As a Registered Apprenticeship, Apprenti has VA approval for our interested and eligible apprentices to receive a **Basic Allowance for Housing (BAH)** during their months in On-the-Job Training (OJT).

When Can You Claim GI Bill Benefits

Assuming you are interested and eligible, you can enroll and claim monthly GI Bill Benefits with Apprenti during OJT. Please note that benefits are not available through Apprenti during the Related Technical Instruction (RTI).

Apprenti Approved States

Currently, Apprenti has VA approval in the following states:

- ▶ Arizona
- ▶ California
- ▶ Colorado
- ▶ Delaware
- ▶ Florida
- ▶ Georgia
- ▶ Illinois
- ▶ Massachusetts
- ▶ New York
- ▶ Ohio
- ▶ Oregon
- ▶ Tennessee
- ▶ Texas
- ▶ Virginia
- ▶ Washington

VA Remote Work Policy

The VA is currently allowing apprentices to work remotely and still claim benefits if they are reporting to an office in one of our approved OJT states. Apprenti will enroll you in the state of your OJT, *not* the state of your home residence. Please note this policy is subject to change. Apprenti will defer to all current VA guidance as communicated.

How to Check Your Benefit Eligibility

You may be eligible for GI Bill benefits if you are an active-duty service member or Veteran, a member of the National Guard or Reserves, or a qualified survivor or dependent. The VA will be able to confirm your eligibility status and which chapter of benefits apply to you. You can learn more about your eligibility status by visiting [The VA Eligibility website here](#).



How to Enroll to Use GI Bill Benefits

1. In order to begin the enrollment process, Apprenti will need to collect your **Certificate/Letter of Eligibility (COE/LOE)** from the VA. This document will confirm which chapter of benefits you are approved for, and how many months of benefits you have remaining. If you do not yet have this letter, you can apply to obtain a digital copy from the VA by using [the application here](#).
2. Once you have your COE/LOE, please email a copy to your Apprenti point of contact, and confirm that you would like to enroll to use your benefits. Apprenti must have a copy of the documentation and request to enroll on record in order to move forward. Please also include in your request: **A confirmation of your current physical mailing address; A confirmation of your OJT assignment/location** and whether you are working in-person or remote.
3. Once Apprenti receives the above items and information from you, we can begin the enrollment process. As part of this process, Apprenti will need to collect your electronic signature on one of the documents. We will send a request to your email via our e-signature software, CongaSign. Please note that once the VA receives the submitted enrollment documents, it may take them up to 30-days to process before your enrollment status is updated.
4. After your enrollment documents have been submitted, Apprenti will follow up with instructions on how to report your monthly OJT hours for GI Bill use. You can also review the instructions below.

How to Submit GI Bill Hours for Monthly BAH

For hours certification, please send Apprenti an aggregate total of your monthly OJT hours worked (no holidays or PTO included) at the end of each month. Apprenti staff are **School Certifying Officials** for the purposes of GI Bill use, and should be the only point(s) of contact who are certifying and submitting your hours. Please do not attempt to have your employer certify and submit hours for you on Apprenti's behalf.

The window for sending in your hours on time is between the last day of the month you are reporting for and the 7th day of the following month. For example, if you plan to submit your OJT hours for January, you would send Apprenti an email with your hours between January 31st and February 7th. So long as we receive your hours within this time window, we will certify and submit them to the VA by the 7th of the new month. Any hours submitted to Apprenti beyond this window will be certified and submitted to the VA on a rolling basis as we are able to submit them. As previously mentioned, it may take the VA up to 30 days to process and distribute payment once they receive your certified hours. Most apprentices receive their payments by the 3rd or 4th week of the new month.

In terms of format for submitting your monthly hours, the following is appropriate:

Month Year = x Hours (Ex: January 2022 = 176 hours)

Please note, the VA will prorate BAH payments for months worked with less than 120 OJT hours. So, if you take a suspension or have significant PTO one month, your BAH payment could be smaller than usual. You may choose to skip those months if you would like to save your benefits for full months. Just let Apprenti know what you decide.

Please note that your OJT hours logging with Apprenti is a separate process from GI Bill hours reporting and still required.



What Benefits Will You Receive

The VA will calculate your monthly benefit payment using the zipcode of the OJT training location you were enrolled in. Depending on your eligibility, the VA may also issue you up to \$1,000 to cover books and supplies for the 12-months of OJT. Please note that if you graduate the program earlier than 12-months, the VA may contact you to collect the funds for any unused portion of the apprenticeship.

Additional Resources

Apprenti is committed to being a resource to you throughout this process. Please contact your Apprenti Program Coordinator as you have questions about this process. In addition to Apprenti, we encourage to familiarize yourself with these other resources as needed:

- GI Bill Student Hotline: 1-888-442-4551
- [GI Bill Online Ticket Submission Form](#)
- [GI Bill Portal - FAQs](#)
- [VA.Gov - About GI Bill Benefits](#)
- [VA.Gov - FAQ, Resources and Tools](#)

Apprenti is committed to being a resource to you throughout this process. Please contact us at Veterans@apprenticareers.org with any questions.