

# 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 On the Job Training (OJT). Once you convert into a full time employee, please inform Apprenti so we can submit your final hours and dis-enroll you effective your last day of apprenticeship.

Please note that benefits are not available through Apprenti during the Related Technical Instruction (RTI).

## 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.

Apprenti has VA approval to process benefits under the following chapters of the GI Bill:

- ▶ **Chapter 30** - Montgomery GI Bill Active Duty
- ▶ **Chapter 31** - VR&E
- ▶ **Chapter 33** - Post 9/11 GI Bill
- ▶ **Chapter 35** - Survivors' and Dependents' Educational Assistance Program
- ▶ **Chapter 1606** - Montgomery GI Bill Selected Reserve

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](#).



## 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.

## Apprenti Approved States

Currently, Apprenti has VA approval in 14 states. BAH payments will be based on the zipcode listed next to each state.

- ▶ **Arizona** - 85281
- ▶ **California** - 94025, 92121
- ▶ **Colorado** - 80302
- ▶ **Florida** - 32218
- ▶ **Georgia** - 30305
- ▶ **Illinois** - 60606
- ▶ **Massachusetts** - 02108
- ▶ **New York** - 10001
- ▶ **Ohio** - 43085
- ▶ **Oregon** - 97201
- ▶ **Tennessee** - 37219
- ▶ **Texas** - 75240
- ▶ **Virginia** - 20170
- ▶ **Washington** - 98027

## 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.

Please be aware that it can take the VA 30+ days to process and issue payments and plan accordingly.



## How to Enroll to Use GI Bill Benefits

1. In order to begin the enrollment process, you 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 [upload it to this secure link](#). You will use the email address that you used to create your Apprenti account. You will need to verify your current home address, your Social Security Number, and from the drop down menu pick the state that you have been assigned to report to during OJT. If you are reporting to California, please review the following location conditions, as Apprenti has both Northern and Southern California approved.
  - a. If you live in or north of Fresno, CA, please select CA01.
  - b. If you live south of Fresno, CA, please select CA02.
3. Apprenti must have a copy of the documentation and request to enroll on record in order to move forward.
4. 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.
5. 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.
6. If you have previously used your GI Bill Benefits at a different organization, the VA will need you to submit VA Form 22-1995 (Request for Change of Program or Place of Training). Below is the information you will need to provide about Apprenti and your apprenticeship.



What you need to fill out on VA Form 22-1995 Change of Program Request:

3. HOW WILL YOU TAKE TRAINING?		
A. <input type="checkbox"/> SCHOOL ATTENDANCE	D. <input type="checkbox"/> COOPERATIVE TRAINING	G. <input type="checkbox"/> LICENSING & CERTIFICATION TEST
B. <input type="checkbox"/> CORRESPONDENCE	E. <input type="checkbox"/> TUITION ASSISTANCE TOP-UP <i>(Active Duty Only)</i>	H. <input type="checkbox"/> NATIONAL ADMISSIONS EXAMS OR NATIONAL EXAMS FOR CREDIT
C. <input checked="" type="checkbox"/> APPRENTICESHIP OR ON-THE-JOB TRAINING	F. <input type="checkbox"/> FLIGHT TRAINING	
4A. WHAT EDUCATIONAL, PROFESSIONAL OR VOCATIONAL GOAL ARE YOU WORKING TOWARD? Registered Apprenticeship	4B. WHAT IS THE NAME OF THE PROGRAM YOU ARE REQUESTING?	
4C. IF CHANGING SCHOOLS, PROVIDE NAME AND COMPLETE ADDRESS OF NEW SCHOOL OR TRAINING ESTABLISHMENT YOU ARE PLANNING TO ATTEND <i>(If applicable)</i> Apprenti - 1595 NW Gilman Blvd, Suite 6B Issaquah, WA 98027	4D. PROVIDE NAME AND COMPLETE ADDRESS OF PREVIOUS SCHOOL OR TRAINING ESTABLISHMENT <i>(If only changing schools, list current school)</i>	

## How to Submit GI Bill Hours for Monthly BAH

In order to receive your GI Bill Benefits, you will be required to submit your hours [via our secure form](#).

To ensure you receive your benefits in a timely manner, you will be required to submit your hours by the 5th business day of the following month. For example, if you plan to submit your OJT hours for January, you would log your hours via the aforementioned form by the 5th business day of February.

So long as we receive your hours within this time window, we will certify and submit them to the VA. Any hours submitted to Apprenti beyond this window will still be certified and submitted to the VA, but dependent on our bandwidth. 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.

If a holiday happens during the work week, you only need to record your hours worked. Example: July 4th falls on a Tuesday—you would record 32 hours for that week, unless you worked on the holiday.

If you need to submit hours for multiple months at once, please email [Veterans@apprenticareers.org](mailto:Veterans@apprenticareers.org) with the months and their corresponding hours.

The VA will prorate BAH payments for months worked with less than 120 OJT hours. Meaning, 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.

We cannot guarantee BAH payments for OJT durations of longer than 12-months or 2000 hours, whichever comes first.



## **Additional Resources**

Apprenti is committed to being a resource to you throughout this process. Please contact [veterans@apprenticareers.org](mailto:veterans@apprenticareers.org) 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](#)