



APPRENTICESHIP and ON-THE-JOB TRAINING CERTIFYING OFFICIAL NEWSLETTER

Review of Enrollment Certification Packets – Update

Previously Enrollment Certification Packets were sent to either the Harrisburg or Pittsburgh office of the State Approving Agency (Veterans/Military Education). In the future all Enrollment Certification Packets should be mailed to the Pittsburgh office to the following address:

Veterans/Military Education
301 Fifth Avenue, Suite 204
Pittsburgh, PA 15222

The veteran certification packet will be reviewed by State Approving Agency staff for accuracy and completeness and then forwarded to the VA for processing.

Certifying Official Workshops

Certifying Official Workshops are held annually and are open to Certifying Officials at educational and training facilities. This year the workshops will be held in April at various locations around the state. Don't miss this opportunity to discuss changes and meet other certifying officials!

The Veterans/Military Education Division of the Pennsylvania Department of Education will conduct the annual School Certifying Official Workshops as listed below:

Tuesday, April 9, 2013 – Erie Area – Mercyhurst College

Wednesday, April 10, 2013 – Pittsburgh – West – Pittsburgh Technical Institute -
Oakdale

Tuesday, April 16, 2013 – Harrisburg Area – PaTTAN Center, Harrisburg

Thursday, April 18, 2013 – State College Area – Penn State Innovations Center

Tuesday, April 23, 2013 – Scranton/Wilkes Barre Area – Wilkes University

Wednesday, April 24, 2013 – Allentown Area – DeSales University

Monday, April 29, 2013 – Philadelphia Area – PaTTAN Center, King of Prussia

Certifying Official Workshops are open to all training establishments interested in veterans education benefits. The agenda will be forwarded to you as soon as it is complete. *Sign-in for each workshop will occur between 8:00 and 8:30 am. The workshop will begin at 8:30 am but the session specific to OJT/Apprenticeship will not begin until 11:00 am. You may come to the general session starting at 8:30am or just for the break-out session at 11:00am.* Lunch will be provided.

Please register for the Certifying Official Workshops by e-mail to Megan at meprice@pa.gov. If you are registering for more than one person from your training establishment, please make sure you include the NAME, POSITION, AND E-MAIL ADDRESS for each person you are registering.

Specific workshop information to include directions to the workshop site will be furnished in your registration confirmation e-mail.

VA Requesting Additional Information - Update

There have been a number of instances lately where the employee has received a letter from the VA requesting additional information. The employee then calls you and asks for certain information to be sent. In order for the VA's request to be successfully complied with, request a copy of the VA's request letter. Then send the required item ALONG WITH THE VA'S LETTER noting the date the item was sent. **THERE SHOULD BE A REFERENCE NUMBER IN THE UPPER LEFT OF THE BODY OF THE LETTER.** Indicate this number at the top of all correspondence relating to the item requested. Keep a copy of the VA's letter in the employees file where you keep copies of the monthly certs, etc.

Monthly Certification of Hours – Update

[VA Form 22-6553d-1 Monthly Certification of Hours](#) is now available on the GI Bill website. It can be found at: http://www.gibill.va.gov/resources/verify_attendance/. When completing the form enter the month and year hours were worked. Be sure not to certify hours in advance. The form must be dated either the last day of the month being certified or the following month. **NOTE: Be certain to put the veteran's name and address on the blank forms in the large white block at the top so the VA can identify who the monthly certification is for. Also fill in the VA File # (usually the social security number) and your facility code**

You can either mail the completed form or send an electronic copy of the form by using the [“Submit A Question” section of the GI Bill website](#). A handout describing how to use Submit A Question for submitting hourly certifications is available upon request.

Hiring Our Heroes

The U.S. Chamber of Commerce Foundation in partnership with the US Department of Veterans Affairs sponsors the Hiring Our Heroes Job Fairs taking place around the country. They have hosted over 400 hiring fairs in all 50 states, Puerto Rico, and the District of Columbia. Over 14,100 Veterans and military spouses have obtained jobs through these events. Employers looking to hire Veterans, may check the following link to see when the next Hiring our Heroes event will be near you. <http://www.uschamber.com/hiringourheroes/events>

State Approving Agency Veterans/Military Education Department of Education

The State Approving Agency acts on behalf of the VA to review evaluate and approve educational and training programs for Veterans and other eligible persons using the GI Bill. The State Approving Agency can advise you on which educational programs, on-the-job training/ apprenticeship, and flight programs are approved or can be approved for GI Bill Benefits. Contact numbers are as follows:

Harrisburg 717-787-2414
Philadelphia 215-560-2509
Pittsburgh 412-565-5364

If you need assistance and are unsure who your Advisor is, call the Harrisburg number.