

**SAA APPROVED ON-THE-JOB  
TRAINING AND APPRENTICESHIP  
PROGRAMS INCLUDE:**

- ☆ Electrician
- ☆ Carpenter
- ☆ HVAC Installer
- ☆ Corrections Officer
- ☆ Police Officer
- ☆ Pipe Fitter
- ☆ Plumber
- ☆ Machinist
- ☆ Sprinkler Fitter
- ☆ Auto Mechanic
- ☆ Brick Layer
- ☆ Cement Mason
- ☆ Diesel Mechanic
- ☆ Electrical Line Worker
- ☆ Firefighter
- ☆ Funeral Director
- ☆ Iron Worker
- ☆ Manager Trainee
- ☆ Painter
- ☆ Refrigeration Mechanic
- ☆ Tool & Die Maker
- ☆ Welder

This is only a partial list of programs that can be approved for apprenticeship and on-the-job training.

See the SAA web site for a complete list of approved programs.

**STEPS TO BECOMING AN  
APPROVED PROVIDER OF  
ON-THE-JOB AND APPRENTICESHIP  
TRAINING FOR VETERANS**

- ✓ Determine what occupations within your company may be eligible for apprenticeship or on-the-job training programs. See the SAA approved program listing on the SAA web site.
- ✓ Determine whether veterans, eligible dependents, national guardsmen or reservists are currently employed in any of those positions. As a general rule, veterans have 10 years after their separation or eligibility to use their benefits.
- ✓ Contact the Ohio State Approving Agency (SAA) to determine if those programs can be approved. The apprenticeship programs must first be approved by the Bureau of Apprenticeship and Training and the Ohio State Apprenticeship Council before the SAA can approve the program as a registered apprenticeship program.
- ✓ Schedule a visit from an SAA field consultant to complete the required approval application and enroll eligible employees.

**VETERANS CAN BE  
YOUR BEST EMPLOYEES**

Contact the Ohio State Approving Agency with questions concerning program approval.

Ohio Department of Veterans Services  
State Approving Agency for Veterans Training  
77 S. High Street, 7<sup>th</sup> Floor  
Columbus, Ohio 43215-4183  
(614) 466-9287

[www.saa.ohio.gov](http://www.saa.ohio.gov)

The Ohio Department of Veterans Services does not discriminate on the basis of race, religion, gender, nationality, age, disability or ethnic background.

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# What Every Ohio Employer Should Know...

*A Guide to  
On-the-Job Training  
& Apprenticeship  
Opportunities for  
Ohio  
Veterans*

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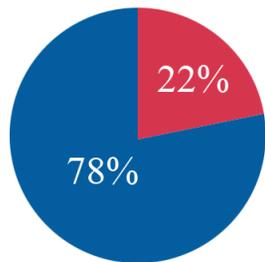
## STATE APPROVING AGENCY

The State Approving Agency (SAA) originated when the GI Bill of Rights was signed into law in 1944 by President Franklin D. Roosevelt. Congress recognized that each state has the right and responsibility for the education and training of its residents. The SAA, together with the federal government, manages veterans' education and job training programs. Employer record-keeping is minimal.

The SAA's role is to approve and supervise apprenticeship and on-the-job training (OJT) programs for eligible veterans, dependents, national guardsmen and reservists.

The SAA must specifically approve each training program in which a veteran or eligible person wishes to use GI Bill benefits. The veteran or eligible person receives a monthly benefit check from the Veterans Administration (VA) for each month in an approved training status.

**The Ohio SAA currently has approved more than 1,000 establishments offering on-the-job or apprenticeship training.**



■ OJT ■ Apprenticeship

Your business can be added to this growing list.

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## ELEMENTS OF...

### APPRENTICESHIP TRAINING

- ★ A skilled occupation is learned through a structured, systematic program of supervised on-the-job training to learn necessary manual, mechanical or technical skills.
- ★ Training includes theoretical related instruction.
- ★ Programs are normally two-to-five years in length.
- ★ Occupation is clearly identified and commonly recognized throughout an industry.

### ON-THE-JOB-TRAINING

- ★ A skilled occupation is learned under the supervision of a skilled worker in a practical, hands-on way.
- ★ Training varies from six months to two years in length.
- ★ Employer agrees to a wage schedule that will be paid during the training program.
- ★ Provision is made for related instruction for the individual veteran or the eligible person.

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## BENEFITS TO EMPLOYERS

- ★ Veterans who have worked in technically oriented military occupations are prepared for civilian technical training.
  - ★ Veterans have demonstrated aptitude to be trained in a structured environment.
  - ★ Veterans have developed a work ethic that enables them to report for work on time and in the proper frame of mind.
  - ★ Veterans tend to be more mature, self-confident and drug-free employees.
  - ★ Veterans who receive GI Bill assistance will work toward a training objective and make satisfactory progress to receive continued benefits.
  - ★ Veterans receive the same prevailing wage as other employees in the same position. Scheduled pay increases develop employee loyalty.
  - ★ Veterans possess work traits such as adapting to physical demands, following safety guidelines, working under pressure and setting priorities.
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