



## **Oregon Bureau of Labor and Industries**

**Apprenticeship and Training Division  
800 NE Oregon St. #1045  
Portland, OR 97232-2180**

**Date: 4/12/2016**

**To: Certifying Officials for VA Approved Apprenticeship and On-the-Job Training Programs**

**From: Apprenticeship and Training Division**

**Subject: Transition of Department of Veteran's Affairs Contract to the Higher Education Commission**

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Dear Certifying Official(s),

This memo is to provide notification to all VA Approved Apprenticeship and On-the-Job Training programs (OJT) that the Department of Veteran's Affairs (DVA) has decided to not contract with the Oregon Bureau of Labor and Industries (BOLI) for the FY2017 contract period. The DVA has decided it is the most cost effective solution to only contract with one State Approving Agency (SAA) and will have the Higher Education Coordinating Commission (HECC) execute the contractual obligations formerly under BOLI's responsibility.

Effective October 1<sup>st</sup>, 2016 the HECC will become the sole State Approving Agency in the State of Oregon for approving facilities for G.I. Bill benefits. The SAA Director for HECC is Ms. Barbara Zeal and she will be the primary point of contact for all inquiries regarding using G.I. Bill benefits for both apprenticeship and OJT programs. Ms. Zeal's contact information will be included in the ATD DVA Procedural Manual, available for viewing on the ATD Website under the **VA Benefits Information** section. BOLI will still retain the contractual authority to be the SAA for veteran benefits until the termination of the contract on September 30<sup>th</sup>, 2016.

On April 15<sup>th</sup> the current SAA Director, John Kersey, will be transitioning to another agency and his responsibilities will be executed by other individuals in the division. Karen Dale, the Apprenticeship Operations Manager, and Loren Burnham, an Apprenticeship Representative, will be providing the approval functions and technical assistance until the expiration of the contract on September 30<sup>th</sup>, 2016.

In order to help facilitate the transition from BOLI to HECC, the Apprenticeship and Training Division has compiled and documented the core processes and procedures involved in approval, technical assistance, compliance and outreach. Under the **VA Benefits Information** section on the Division's website is the ATD DVA Procedural Manual. This manual should provide Certifying Officials with the necessary tools and processes to execute their responsibilities as Certifying Officials and maintain approval compliance.

Thank you,  
**The Apprenticeship and Training Division**

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