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Education and Training

Handouts and Forms

Find more information about VA education and training programs and relevant application forms below.

- Post-9/11 GI Bill Informational Handouts
- Other Education and Training Benefit Informational Handouts
- VA Education Forms
- All Other VA Forms



Post-9/11 GI Bill Informational Handouts

- Factsheet on Transferability of Post-9/11 GI Bill Benefits
- Post-9/11 GI Bill Pamphlet
- Yellow Ribbon Program Pamphlet
- Yellow Ribbon Program Factsheet for Students
- Marine GYSGT John David Fry Scholarship
- Expansion of the GYSGT John David Fry Scholarship
- Post-9/11 Study Abroad Fact Sheet
- Information on Preparatory Courses
- Top 10 Tips for New Students
- Post-9-11 GI BILL Your Duty-Our Gratitude-Large-poster.pdf
- Post-9-11 GI BILL Your Duty-Our Gratitude-Small-poster.pdf

Other Education and Training Benefit Informational Handouts

- Factsheet about the Principles of Excellence Program
- Chapter 30 (Active Duty GI Bill) Pamphlet
- Chapter 1606 (Reserve GI Bill) Pamphlet
- Chapter 32 (VEAP) Pamphlet
- Chapter 35 (Dependent's Education Assistance) Pamphlet
- Expansion of the GYSGT John David Fry Scholarship
- Information for Guard/Reserve Members Called-up to Active Duty
- Licensing & Certification Pamphlet
- Accelerated Pay Information
- Entrepreneurship Training Information
- National Testing Program Information
- National Call-to-Service Program Information
- Tuition Assistance Top-up Information
- Workstudy Program Information
- Factsheet about On-the-Job & Apprenticeship Training

These materials may be distributed freely.

VA Education Forms

Form Number	Form Title	Link

eBenefits

Check Your Current Post 9/11 GI Bill Enrollment Status on eBenefits

www.ebenefits.va.gov

VERIFY SCHOOL ATTENDANCE

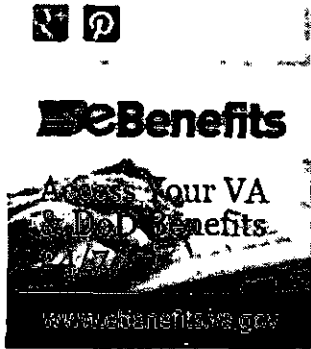
Keep receiving education and training benefits from VA by verifying your attendance.

RESOURCES

- Benefits A-Z
- Federal Benefits for Veterans, Dependents, and Survivors
- Trouble Making Payments
- New/Update Military ID Card

CONNECT WITH BENEFITS





Form Number	Form Title	Link
20-8800	Request for VA Forms and Publications. Generally used to request a variety of forms and publications or forms in large quantity.	(Adobe PDF)
21-674	Request For Approval of School Attendance (4 pages)	(Adobe PDF)
21-674b	School Attendance Report (1 page)	(Adobe PDF)
21-686c	Declaration of Status of Dependents (2 pages)	(Adobe PDF)
21-4138	Statement In Support of Claim (1 page)	(Adobe PDF)
22-0803	Application for Reimbursement of Licensing or Certification Test Fees	(Adobe PDF)
22-0810	Application for Reimbursement of National Exam Fee	(Adobe PDF)
22-1990	Application for VA Education Benefits	Apply on-line HERE
22-1990t	Application for Individualized Tutorial Assistance	(Adobe PDF)
22-1995	Request For Change of Program or Place of Training	Apply on-line HERE
22-1999	These are only available to school officials with the exception of VAF 22-1999c which is for correspondence courses. The school must contact their VA Representative to receive forms in this series.	Not Available On-Line
22-1999c	Certificate of Affirmation of Enrollment Agreement - Correspondence Course (3 pages)	(Adobe PDF)
22-5281	Application For Refund of Education Contributions (VEAP, Chapter 32, Title 38, U.S.C.) (1 page)	(Adobe PDF)
22-5480	Application for Survivors' and Dependents' Educational Assistance	(Adobe PDF)
22-5495	Request for Change of Program or Place of Training Survivors' and Dependents' Educational Assistance.	Apply on-line HERE
22-8690	This is only available to supervisors of Work Study students. Work-Study supervisors must contact the Work-Study coordinators at their VA regional offices to receive this form.	Not Available On-Line
22-8691	Application For Work-Study Allowance (2 pages)	(Adobe PDF)
22-8794	This is only available to school officials. The school must contact their VA Representative to receive this form.	Not Available On-Line
22-8873	Supplemental Information For Change of Program Or Reenrollment After Unsatisfactory Attendance, Conduct or Progress (2 pages)	(Adobe PDF)
22-8889	Application for Educational Assistance Test Program Benefits (2 pages)	(Adobe PDF)
24-0296	Direct Deposit Enrollment (1 page)	(Adobe PDF)

All Other VA Forms

This is a link to the main VA Forms page where you will be able to use a search feature find most VA forms.

Mail the completed form to the Education Regional Processing Office serving your area. Here is a listing of the offices and their jurisdictions. If you are filing

Checklist for Requesting Licensing & Certification Test Reimbursement

To apply for test reimbursement, send us a signed and dated request with the following information:

- Your Full Name
- Your Mailing Address
- Your Home Phone Number (with area code)
- Your Social Security Number
- Your VA File Number (if different from your Social Security Number)
- Have you applied for VA benefits before? If no, please complete an application for education benefits and send with this request for reimbursement.
- Name of Test
- Date Test Taken
- Cost of Test (*NOTE: We can't reimburse you for registration fees, preparation guides, processing fees, etc.*)
- A copy of your test results or a copy of your license or certification
- Name & Address of Organization Issuing License
- Statement: "I hereby authorize the release of my test information to the Department of Veterans Affairs"
- Your Signature and Date Signed

Note: We can't process your claim without your signature.
Send this information for each test you take.

Department of Veterans Affairs
Washington, DC 20420

OFFICIAL BUSINESS
Penalty for Private Use \$300

 Department of
Veterans Affairs



*Pays the Costs of a License or
Certification Test*

VA Pamphlet
22-02-1
December 2005

Veterans Benefits
Administration

Having a license or certification can open doors for you in today's workplace. Many professions require a license or certification. A license or certification may also be required for jobs that are subject to State or other government regulations. Licensing and/or certification may play a key role in advancing your career in jobs such as a mechanic, medical technician, therapist, computer network engineer, web site developer, and others. By certification, we mean the certification you get by taking a specific test for a field of employment, not a certificate you receive for completing training.

If you're eligible, the Department of Veterans Affairs (VA) can reimburse you for taking a license or certification test. The test must be approved for VA purposes. Generally we must receive your request within one year of when you took the test. For more information about these programs, visit our Internet site: www.GIBILL.va.gov

You may receive reimbursement for approved licensing and certification tests if you qualify for:

- Montgomery GI Bill (MGIB), or
- Montgomery GI Bill Selected Reserves (MGIB-SR) (Public Law 109-163 enacted January 6, 2006)
- Reserve Education Assistance Program (REAP) (Public Law 109-163 enacted January 6, 2006)
- Veterans Educational Assistance Program (VEAP), or
- Dependents Educational Assistance (DEA)

What Do I Have To Do?

- Step 1 Apply for education benefits. If you've previously applied for education benefits, you don't need to apply again. Go to step 2.
- If you've never applied before, you can complete and submit your application on-line. Just go to www.GIBILL.va.gov and click on Electronic Application Form.
- Step 2 Apply for reimbursement. See the next section below.

How Do I Apply For Reimbursement?

To apply for test reimbursement, send us a signed and dated request with the following information. A checklist is provided on the back of this pamphlet. You must give this information for each test taken.

- Your name, address and Social Security number or VA claim number
- The name of the test you took and the date you took it
- A copy of each test results for each test taken, whether or not you passed it
- The name and address of the **organization issuing the license or certificate** (not necessarily the organization that administered the test)
- The cost of each test.

NOTE: We can't reimburse you for registration fees, preparation guides, processing fees, etc.

- This statement: "I authorize release of my test information to VA."
- Your signature and date signed.

Regardless of whether you use the checklist provided or send us a statement, you should attach a copy of your test

results or a copy of your license or certification if you have them.

How Do I Find Which Tests Are Approved?

To find out which tests are approved, visit our Internet site: www.GIBILL.va.gov/Education/LCweb/search.asp

If you can't find your test, you should still apply for education benefits. Your test may be approved but not appear on the list.

How Much Can I Receive?

You can receive reimbursement of up to \$2,000 per test but not more than the VA approved cost of the test. You may receive benefits to **retake** a test you didn't pass. You may receive benefits to retake a test you passed if the test is required for recertification or to allow you to retain a license you already have.

You must be eligible for benefits in order to receive test reimbursement. Your total months of benefits will be reduced each time you receive reimbursement for a licensing or certification test.

Who Can I Contact if I Have Questions?

If you have questions about licensing and certification reimbursement, or applying for benefits, you can

- Go to our Internet site: www.GIBILL.va.gov, and click on "Ask a Question and Find Answers"
- Call us at 1-888-GIBILL-1 (1-888-442-4551), or for the hearing-impaired call 1-800-829-4833.



Department of Veterans Affairs

**APPLICATION FOR REIMBURSEMENT OF LICENSING OR
 CERTIFICATION TEST FEES**

IMPORTANT: Complete this application to apply for reimbursement of licensing or certification test fees. You must apply separately for VA education benefits if you have not already done so. You can receive reimbursement of a licensing or certification test fee if you qualify for VA benefits under one of the following programs:

- Montgomery GI Bill - Active Duty Educational Assistance Program (MGIB)** (Chapter 30)
- Post-Vietnam Era Veterans Educational Assistance Program (VEAP)** (Chapter 32)
- Post-9/11 GI Bill** (Chapter 33)
- Survivors' and Dependents' Educational Assistance Program (DEA)** (Chapter 35)
- Montgomery GI Bill - Selected Reserve Program (MGIB-SR)** (Chapter 1606)
- Reserve Educational Assistance Program (REAP)** (Chapter 1607)

(See the reverse for Information and Instructions for completing this form.)

PART I - IDENTIFICATION INFORMATION

1. NAME OF APPLICANT <i>(First, Middle Initial, Last Name)</i>	
2. MAILING ADDRESS OF APPLICANT <i>(Number and street or rural route, city or P. O., State and ZIP Code)</i>	
3. VA FILE NUMBER <i>(For chapter 35, enter the veteran's file number. Be sure to include the suffix indicator. For dependent transfer cases, enter the file number of the person who transferred entitlement to you.)</i>	4. SOCIAL SECURITY NUMBER <i>(If not shown in Item 3.)</i>
5. TELEPHONE NUMBER AND HOURS VA CAN REACH YOU <i>(Include Area Code)</i>	

6. VA EDUCATION INFORMATION

A. HAVE YOU PREVIOUSLY APPLIED FOR VA EDUCATION BENEFITS? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(If "Yes," show the specific benefit you previously applied for in Item 6B.)</i> <i>(If "No," you should complete an application for education benefits.)</i>
B. WHAT EDUCATION BENEFIT HAVE YOU APPLIED FOR PREVIOUSLY?
C. WHAT EDUCATION BENEFIT ARE YOU APPLYING FOR NOW? <input type="checkbox"/> CHAPTER 30 <input type="checkbox"/> CHAPTER 32 <input type="checkbox"/> CHAPTER 33 <input type="checkbox"/> CHAPTER 35 <input type="checkbox"/> CHAPTER 1606 <input type="checkbox"/> CHAPTER 1607

PART II - TEST INFORMATION

7. NAME OF TEST <i>(Specify for each test) (If more space is needed use Item 11 Remarks.)</i>	8. COMPLETE NAME AND MAILING ADDRESS OF ORGANIZATION ISSUING LICENSE OR CERTIFICATION <i>(Specify for each test.)</i>
9. DATE TEST TAKEN AND TEST RESULTS <i>(See the Instructions for this item for information and evidence you must specify or attach to this application.) (If more space is needed, use Item 11 Remarks.)</i>	
10. COST OF TEST INCLUDING MANDATORY FEES <i>(Specify for each test) (If more space is needed use Item 11 Remarks.)</i>	
11. REMARKS	

I hereby authorize the release of my test information to the Department of Veterans Affairs (VA).

12. SIGNATURE OF APPLICANT	13. DATE SIGNED
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IMPORTANT: To apply for reimbursement of a licensing or certification test fee, please return this form to the VA office which handles your area. See the addresses on the reverse of this form. Include a copy of your test results.

INFORMATION

(The items that are considered self-explanatory are not included in these instructions.)

ITEM 3. If you (or the veteran or serviceperson) were previously assigned an 8-digit file number, enter this number.

ITEM 6. If you have not previously applied for VA education benefits, go to www.benefits.va.gov/gibill/, and click on "Apply for Benefits". See the top of this form for the education benefits that permit reimbursement of Licensing or Certification tests.

ITEM 7. Write the complete name of the test.

ITEM 8. Write the complete name and complete mailing address (including ZIP Code) of the organization issuing the license or certificate (not necessarily the organization that administered the test).

ITEM 9. Show the date you took the test and attach a copy of your test results. (If you do not have any test results but have a copy of your license or certification and a payment receipt for your test, attach these documents.) Reimbursement of the test fee can't be paid until this information is received. Provide this information for each test you want to receive reimbursement.

ITEM 10. Enter the cost of the test you took, including any required fees. (We can only reimburse you for required test fees.) We have no authority to reimburse you for any optional costs related to the test process. Test fees that VA will reimburse include "registration fees," fees for specialized tests, and administrative fees such as a proctoring fee. Fees that VA has no authority to reimburse include fees to take pre-tests (such as Kaplan exams), fees to receive scores quickly, or other costs or fees for optional items that are not required to take an approved test.

ITEMS 12 and 13. Sign and date the form.

Additional Information: You may provide additional information that you think will help VA process your claim. Attach additional sheets of paper to this application if necessary. Additional information should be properly labeled (such as: Item 1, if the additional information supports Item 1 on the form).

MORE HELP: If you need help in completing this application, call VA TOLL-FREE at 1-888-GI-BILL-1 (1-888-442-4551). If you use the Telecommunications Device for the Deaf (TDD), the Federal Relay number is 711. You can also get education assistance after normal business hours at our education Internet site: www.benefits.va.gov/gibill/.

HOW TO FILE YOUR CLAIM. Send the completed application to the Regional Processing Office in the region of your home address. Use the addresses below.

<p>EASTERN REGION VA Regional Office PO Box 4616 Buffalo, NY 14240-4616</p>	<p>CT MA PA DE NH RI DC NJ VT ME NY VA MD</p>	<p>CENTRAL REGION VA Regional Office PO Box 66830 St. Louis, MO 63166-6830</p>	<p>CO MI OH IL MN SD IN MO TN IA MT WI KS NE WV KY ND WY</p>
<p>WESTERN REGION VA Regional Office PO Box 8888 Muskogee, OK 74402-8888</p>	<p>AL ID SC AK LA TX AR MS UT AZ NV WA CA NM Guam FL OK Philippines HI OR</p>	<p>SOUTHERN REGION VA Regional Office PO Box 100022 Decatur, GA 30031-7022</p>	<p>GA PR NC US Virgin Islands</p>

PRIVACY ACT INFORMATION: VA will not disclose information collected on this form to any source other than what has been authorized under the Privacy Act of 1974 or Title 38, Code of Federal Regulations 1.576 for routine uses (i.e., VA sends educational forms or letters with a veteran's identifying information to the veteran's school or training establishment to (1) assist the veteran in the completion of claims forms or (2) VA obtains further information as may be necessary from the school for VA to properly process the veteran's education claim or to monitor his or her progress during training) as identified in the VA system of records, 58VA21/22/28, Compensation, Pension, Education, and Vocational Rehabilitation and Employment Records - VA, published in the Federal Register. Your obligation to respond is required to obtain or retain benefits (licensing and certification test reimbursement). While you do not have to respond, VA cannot reimburse you any licensing and certification test fees until we receive this information (38 U.S.C. 3452(b) and 3501(a)). Your responses are confidential (38 U.S.C. 5701). Information submitted is subject to verification through computer matching programs with other agencies.

RESPONDENT BURDEN: We need this information to determine your eligibility for reimbursement of licensing and certification test fees. We cannot pay you any education benefits for this reimbursement until we receive this information (38 U.S.C. 5101). We estimate that you will need an average of 15 minutes to review the instructions, find the information, and complete this form. VA cannot conduct or sponsor a collection of information unless a valid OMB control number is displayed. You are not required to respond to a collection of information if this number is not displayed. Valid OMB control numbers can be located on the OMB Internet Page at <http://www.reginfo.gov/public/do/PRAMain>. If desired, you can call 1-888-GI-BILL-1 (1-800-442-4551) to get information on where to send comments or suggestions about this form. If you are hearing impaired, call 1-888-829-4833.