**On-the-Job Training Programs (OJT)**

* OJT refers to programs in which job progression is based upon skills learned through organized and supervised training.
* The required job training must be at least 6 months and no longer than 2 years in length.
* To be approved, a training program official must provide a letter requesting approval for veterans to use their GI Bill benefits. The letter should be submitted to the following address:

Indiana State Approving Agency

402 West Washington Street, Room W-469

Indianapolis, Indiana 46204

* Once the State Approving Agency receives the request letter, a Program Director will contact the organization to begin the application approval.
* The Program Director has 30 days to complete the application approval once all information has been received from the organization.
* The application approval is then submitted to Federal VA for final acceptance.
* Not all institutions are eligible to be approved. If you have any questions, please contact Tara Eggen at 317-234-6062 or [teggen1@dva.in.gov](mailto:teggen1@dva.in.gov).