

INSERT ORGANIZATION NAME

FAQS ABOUT THE ON-THE-JOB (OJT) TRAINING PROGRAM
FOR BUSINESSES INTERESTED IN PARTICIPATING IN OJT

<https://ion.workforcegps.org/resources/2017/12/01/11/19/On-the-Job-Training-Toolkit>

These FAQs answer the questions most often asked by those looking into OJT.

1. What is OJT?

As part of ETA's work-based-learning program, OJT provides reimbursements to employers to help compensate for the costs associated with skills upgrade training and loss of production for newly hired employees. OJT can assist employers who are looking to expand their businesses and who need additional staff trained with specialized skills. OJT employers may receive up to 50 percent of the wage rate (in certain circumstances up to 75 percent) of OJT participants to help defray personnel training costs.

2. What's in it for my company?

- You get a pool of pre-screened applicants for your position—you decide who to hire.
- This is a great opportunity to bring on employees that are eager to learn new skills and up-skill your workforce.
- Your company will be reimbursed for the costs associated with training this new employee, which are usually calculated at up to half the pay rate for the agreed-upon training period.
- You will receive prompt payments with a minimum of paperwork.
- You will be assisted by OJT staff through all phases of the OJT.

3. Are there any restrictions?

Yes, there are. For example-

- You cannot use OJT funded participants to replace employees laid off within six months prior to the date of your application.
- You must agree to hire any OJT participants as regular, full-time employees.
- The rate of pay and benefits must be commensurate with what you pay others doing similar work.

The [insert organization name] staff can assist you in determining your company's eligibility.

4. Can companies rehire one of their previously released (laid off) employees?

Yes, a business can re-hire a previous employee but it must be for a different position for which they would need training and the candidate must meet the requirements.

5. Who selects the OJT participants?

As the OJT employer, your company will determine the selection criteria for OJT participants (e.g., "greater than 8th grade math ability," "English-Spanish bilingual ability," or any other applicable criteria). Then, [insert organization name] will identify those participants who meet the criteria and will refer them to your company. Your company will decide the final selection of OJT participants.

6. What if an employer has already selected a candidate for OJT training?

If an employer has already selected a candidate AND the candidate is approved by OJT staff as eligible, [insert organization name] can set up an OJT with the employer candidate.

7. How do we get the process started?

A standardized OJT contract will be completed with your company. That contract will contain all of the terms of the agreement for both [insert organization name] and your company. With this contract in place, we will start to identify and screen candidates for your company's position(s).

8. How long will the process take to get the OJT approved?

This process will not take much longer than hiring a non-OJT employee. In order to ensure that your needs are met, the process of writing and negotiating the contract and establishing a training plan for the individual could take up to a few weeks. The individual can be hired effective the date of the award letter.

9. Who should I contact at [insert organization name] about applying for OJT funding?

Contact: [Contact Name]
Title
Organization Name
Address
City, State Zip Code
(123) 456-7890
[organization website URL](#)

The [insert organization name] staff will be able to answer most of your remaining questions for you or will find out the answers.