

The On-The-Job Training (OJT) program is designed to assist employers who are not able to fill their labor force needs with currently skilled workers. Employers may use an OJT to hire new employees who qualify for Workforce Innovation and Opportunity Act (WIOA) funding which is administered through Employers' Training Resource. Reimbursement is provided to employers to pay for a portion of the initial training costs.



## REIMBURSEMENT EQUIVALENT TO TRAINING COSTS

The On-the-Job Training (OJT) program enables businesses to hire qualified employees and receive a reimbursement for a portion of that employee's wages during the training agreement that is equivalent to their training costs.

## A WINNING PARTNERSHIP

By utilizing our On-the-Job Training program, we will not interfere with your work schedule and will make it easy for you to hire the people you need. Our representatives will prepare a contract from your job description. We gather the paperwork, get your approval, and then your new trainee starts to work. Reimbursement will be based on your accurate payroll and attendance records. Payroll records must be submitted promptly within 5 days from end of the contract completion date. A monitor from our office will periodically visit to ensure the trainee's progress and will deliver a certificate of completion at the end date of the OJT agreement.

## YOU ARE THE BOSS

You decide who to hire, then train your employee to perform their job according to your specifications. Trainees are your employees and are subject to the same rules and policies as your other employees. You are not required to keep a trainee whose job performance is unsatisfactory.

## BIG SAVINGS

We will reimburse you a percentage of each new employee's hourly wages during the training agreement. The On-the-Job Training period may vary according to the complexity of the job and the skills of the trainee. The length of the contract may range from 160 to 480 hours.

**SAVE TIME & MONEY**  
ON YOUR HIRING/TRAINING COSTS  
**CALL (661) 325-HIRE**

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