

# FACT SHEET

## On-The-Job Training (OJT)

You hire, You Train, We Pay.



### ***Purpose:***

The On-The-Job Training Program operates on the premise that employers make the best trainers for the jobs specific to their industry and provide the best training sites— the place where the job will be performed. The OJT contract is meant to offset the initial costs of training and will not necessarily cover the total expense of training.

### ***Employer Eligibility:***

You may apply for the OJT Program if you meet the following initial requirements:

- Offer a full-time work schedule—32 hours/week minimum.
- Offer employment to trainees at start of program.
- Are an established business with other full time employees currently on the payroll.
- Have training positions that are suitable for OJT (i.e. low turnover).

### ***Employer Reimbursement:***

- The OJT Program aids employers in defraying up to 90% of the wages paid to trainees (employees) during training period.
- Reimbursement rate is based on employer size.
- The trainee is subject to all rights and benefits of other employees of the company in a similar position.
- Training costs are reimbursed after all costs have been incurred and invoiced. No advances will be made.

### ***Wage Rates:***

- The employer is responsible for the payment of wages to the employee (trainee) during training.
- **Positions must offer a pay rate not exceeding \$19.37/hr and not below \$12.00/ hr.** If position carries a wage greater than the maximum, the employer pays 100% of the balance.

### ***Training:***

- Training is determined by evaluating the skills required to perform the job versus skills the trainees possesses up to a **maximum training period of 6 months.**
- Training may be On-the-Job (OJT) or
- Classroom training, resulting in an industry recognized credential.

### ***Trainee:***

- Maximum reimbursement per participant is **\$8,000.**
- Candidates must be registered with COWIC/ OhioMeansJobs and meet eligibility guidelines for OJT program.



### ***How can I learn more about the Program?***

Please contact Business Solutions Team Leader Jana Davis at 614-559-6061 or [jdavis@cowic.org](mailto:jdavis@cowic.org).

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