



THE COORDINATING & DEVELOPMENT CORPORATION

## ON-THE-JOB TRAINING PROGRAM



Equal opportunity employer/program | Auxiliary aids and services are available upon request to individuals with disabilities | TTY: 1-800-846-5277

On-the-Job Training (OJT) is an employee wage reimbursement program in which an employer agrees to custom-train a new or incumbent employee for a skilled job and is then reimbursed for a major portion of the employee's wages during training.

Employees get a chance to earn money while learning a skill, employers get a great employee, and Louisiana gets another skilled worker.

This unique opportunity offers employers the chance to work with the Business Service Representative from the American Job Center (AJC). You and the AJC team recruit and pre-screen the applicant, and together create a skill-building work plan designed to result in an employee perfectly suited to your business.

OJT is one of the best training methods because it is planned, organized, and conducted by you at your worksite. It is particularly appropriate for developing hands-on work skills where little-to-no classroom training is needed.

### On-The-Job Training Requirements

- ▶ OJT is a contractual agreement made between an employer and the Coordinating & Development Corporation (CDC) that must meet the WIOA eligibility requirements.
- ▶ The employer agrees to hire and provide OJT to a qualified WIOA individual.
- ▶ Jobs must be permanent hires, and employ individuals for at least 32 hours per week.
- ▶ The wage and benefit package should be the same as other employees serving in similar positions. From day one, they are your employee and subject to your company's policies.
- ▶ The length of training will be determined by the job description, and employee's skill gap & education experience. We will assist you in developing a training plan that will best meet your specific needs.
- ▶ The employer agrees to submit monthly time cards and evaluations to the CDC for reimbursement.
- ▶ Employers must have Workers' Compensation or approved on-site accident insurance.
- ▶ Trainees cannot begin work/training until the OJT agreement is approved by the CDC.
- ▶ Trainees must be considered eligible for WIOA Services prior to training.
- ▶ Employer must provide a wage of at least \$10.00 per hour.

### Employer Benefits

- ▶ May receive 50% reimbursement of trainees' hourly wages.
- ▶ Employers make all hiring decisions.
- ▶ Employers customize all training.
- ▶ Saves recruiting, screening, and training costs.
- ▶ Length of training is negotiable.
- ▶ Minimal paperwork.
- ▶ Increased cash flow and profits.
- ▶ No cost for OJT services.

The negotiated training period can range from 4 to 26 weeks based on the skill level of the participant(s) and the training occupation.

The New Hire OJT agreement allows an employer to hire new workers in skilled positions and train them with a goal of permanent employment upon successful completion of training.

## Contact Us!

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