



On the Job Training (OJT) – Overview

Designed to bridge the skills gap through training provided at the employer's worksite.

Description: OJT is training provided by an employer to a paid eligible participant while engaged in productive work in a job that:

- Provides knowledge or skills essential to the full and adequate performance of the job.
- Provides reimbursements to the employer of **up to 50%** of the wage rate of the participant to off-set the costs of providing training and the additional supervision related to the training of a new hire.
- Is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the training plan of the participant.

Program Reimbursement:

CareerSource Brevard will reimburse for **up to 50%** of the training wages during the approved training period with proper documentation of the training and program compliance.

Requirements & Restrictions

OJT Employers must:

- Must provide a **permanent** and **full time** position of at least a minimum of 30 hours per week
- Provide transferable skills and instruction on the job for the participant
- Provide a position that pays a minimum of \$12.00 per hour
- Provide a "formalized" training program that is specific to the candidate.
- Provide wages and benefits & working conditions equal to those provided to regular employees who have worked similar lengths of time doing the same type of work
- Wait to start the individual in employment until all of the paperwork has been approved and contracts have been signed.
- Provide periodic progress reports and allow on-site monitoring of training.
- Provide the required reimbursement documentation of signed timecard and record of employee payment.
- Contact your Business Liaison with any concerns or issues regarding the OJT, including any plans to release OJT participant prior to completion of approved hours.

FREQUENTLY ASKED QUESTIONS ABOUT ON-THE -JOB TRAINING (OJT)

Q. How does my business start the process?

A. Contact Lori Robinson via phone 321-394-0532 or email at lrobinson@careersourcebrevard.com

Q. How much money do I have to provide up front?

A. No money is required up front. As an employer, you will be hiring, training, and paying your employee as you normally would. CareerSource Brevard will reimburse your business on a monthly basis.

Q. If the OJT employee doesn't work out, do I have to pay back the reimbursement?

A. No, you have been reimbursed for the training hours you provided to the employee and do not have to pay back these funds. CareerSource Brevard will help you secure another OJT candidate or skilled individual to lessen the impact to your business productivity.

Q. Is the OJT process easy? I'm concerned about lengthy forms and complicated paperwork.

A. Yes, the process is easy. All you need to do is fill out the OJT application and design the training plan. Once a candidate has been identified, the process takes 5-7 business days. All paperwork must be completed, signed, and approved by CareerSource Brevard **PRIOR** to the candidate starting their position.

Q. Are there certain training requirements I must follow?

A. Yes. Prior to hiring, we will help you determine an appropriate training plan for your OJT employee based on your business needs and the candidate's skill set. The hours needed to train will bring the employee up to speed to successfully perform the job.

Q. How long will it take before I am reimbursed?

A. After you submit the necessary documentation it usually takes 14 business days to receive reimbursement.

Q. What is not reimbursable?

A. Holidays, sick days, missed training days, and overtime.

Q. How much reimbursement is allowed?

A. The OJT reimbursement maximum is dependent on the OJT participant's wage and training grant utilized. Your Business Liaison can help you determine the reimbursement based on this information.