



## 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-candidate.
- 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 employment 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:

- Wait to start the individual in employment until all of the paperwork has been approved and contracts have been signed as confirmed by your CareerSource Brevard Business Liaison.
- Must provide a **permanent** and **full time** position located in Brevard County.
- 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
- 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 Jodi Jackson via phone 321-394-0631 or email at [jjackson@careersourcebrevard.com](mailto:jjackson@careersourcebrevard.com).

**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 appx 5-7 business days. All paperwork must be completed, signed, and approved by CareerSource Brevard **PRIOR** to the candidate starting their position.

**Q. Are these certain training requirements I must follow?**

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

**Q. Can I pick the candidate?**

A. Yes, you will interview and select the new employee. The candidate must be determined eligible for the program based on guidelines developed by the State & Federal Government who provide the funds. A Career Counselor will make that determination after the candidate completes eligibility paperwork and provides the verification documents.

**Q. Do you provide OJT eligible candidates?**

A. Based on the position and requirements CareerSource Brevard can also supply OJT eligible candidates for your business that you can interview, hire and train.

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

A. After you submit the necessary documentation (signed time records and proof of payment to the OJT trainee/employee), it usually takes 30-45 days to receive reimbursement.

**Q. What is not reimbursable?**

A. Ordinal training everyone in the business receives, 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 provide you with the maximum reimbursement amount based on your training application, occupation and candidate selected.