

On-the-Job Training Program

Overview

Description

The On-the-Job Training (OJT) program provides reimbursements to employers to help compensate for the costs associated with skills upgrade training and loss of production for newly hired employees. OJT can assist employers who are looking to expand their business and need additional staff trained with specialized skills. OJT employers may receive reimbursement of 50% or 75% of the wage rate of OJT trainees to help defray personnel training costs.

Funding

The program is funded by the Workforce Innovation and Opportunity Act (WIOA) under the leadership of the Atlanta Regional Workforce Development Board (ARWDB). The maximum funding per participant is \$12,000 and per employer is \$100,000 per year.

Eligibility Criteria

Employers:

- Must be in operation in Georgia for at least six months;
- Be financially viable and current on all tax obligations; and
- Hiring for full-time positions.

Trainees:

- Must be unemployed, underemployed, or dislocated from current employer as defined by WIOA and determined to be eligible for WIOA training funds;
- Have an identifiable skills gap;
- Receive training required for the acquisition of the skills needed for the particular occupation (the minimum length of training is four weeks and the maximum is six months); and
- Paid a wage rate of \$12.62 per hour or greater (the wage cap for reimbursement is \$21.48 per hour).

Reimbursements

Employers may be eligible for reimbursement of 50% or 75% of the trainee's wages during the OJT training period to offset the cost of training. In order for an employer to be eligible for a wage reimbursement rate of 75%, the employer must meet one of the following four criteria:

- A small business as defined by the Small Business Administration (size standards by industry can be found at: www.sba.gov/sites/default/files/files/size_standards_table.pdf);
- OJT leads to the participant's attainment of an industry-recognized credential;
- The participant is determined to be an individual "with barriers to employment," to include individuals who are long-term unemployed; or
- The participant's job title is identified as a high-growth/high-demand industry sector to include:
 - Information Technology (to include Computer Programming, Software Development, Telecommunications, Healthcare IT, etc.
 - Film, Digital Media and Gaming
 - Logistics and Supply Chain Management
 - Advanced Manufacturing and Production

The Process

1. Company meets with ARC staff and completes OJT Pre-Award Checklist.
2. Upon approval, ARC staff sends Employer Agreement and OJT Contract to company to complete and submit at least 30 days prior to training.
3. Company submits job description for open positions.
4. Company and ARC staff draft an OJT Training Plan.
5. Company selects potential new hire and submits resume to ARC to determine need for and ability to benefit from OJT.
6. ARC staff schedules meeting with potential new hire and local Career Resource Center to determine eligibility for OJT funding.
7. When eligibility is determined, Company and ARC staff select job skills assessment for trainee to complete.
8. Company and ARC staff finalize OJT Training Plan for trainee.
9. Company, trainee, and ARC staff meet to complete pre-assessment of skills gap.
10. Once contract is fully executed, training may begin.