

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% of the wage rate of OJT trainees during the eligible training period 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 \$7,000 and per employer is \$35,000 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, permanent 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 \$18.50 per hour or greater.

The Process

1. Company meets with ARC staff and completes OJT Pre-Award Checklist.
 - Company submits job description for open positions.
2. Upon review of OJT Pre-Award Checklist, ARC staff drafts and sends Employer Agreement and OJT Contract forms to company to review and sign.
3. ARC staff submits company OJT Contract Application to management for approval.
4. Company selects potential new hire and connects them to ARC to determine need for and ability to benefit from OJT.
5. ARC staff schedules meeting with potential new hire and local Career Resource Center to determine eligibility for OJT funding.
6. When eligibility is determined, Company and ARC staff drafts OJT Training Plan and select job skills assessment for trainee to complete.
7. Once contract is fully executed, training may begin.