

# On-the-Job Training (OJT)

## Frequently Asked Questions (FAQ)



### **Q: What makes a trainee eligible to participate in an OJT?**

A: The individual must be WIOA-eligible. This may include low-income adults, unemployed individuals who have been laid off and are unlikely to return to their previous jobs, or other individuals who are WIOA-eligible. They may have strong skills and experience but need technical training for a new industry or role. They may have recently completed a vocational training program and have technical skill sets but need employer-based work experience to become fully productive.

### **Q: Who selects the OJT trainees?**

A: Northwest Workforce Council (NWC) will review your job description and will refer participants who best match your needs for an interview. You can also refer candidate(s), and NWC will determine WIOA eligibility. You decide who to hire using your selection criteria.

### **Q: How long does the OJT last?**

A: The training duration varies based on the skills needed for the trainee to be successful in the role. The training cannot exceed six (6) months.

### **Q: How much paperwork is involved?**

A: The employer completes a Training Proposal. Once approved, a mutually agreed-upon OJT contract must be signed prior to the first day of work. After that, employers may submit the following to NWC: wage reimbursement that include a reimbursement voucher, trainee hours, a short evaluation, and attached pay stubs.

On a mutually agreed basis, employers must submit a Training Plan Assessment, tracking the trainee's progress.

### **Q: What is On-the-Job Training?**

A: A three to six-month skills-building training plan for eligible WIOA program participants that we refer to you and you agree to hire, or a candidate you are planning to hire and is eligible for the WIOA program.

### **Q: Who pays for the OJT?**

A: You agree to hire the OJT candidate and Northwest Workforce Council subsidizes up to 50% of their wages for the agreed upon time.

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**Q: Can I rehire a previously laid off employee?**

A: Yes, a business can rehire a previous employee; however:

- a) The individual must be WIOA-eligible;
- b) The individual must be placed in a different position that requires training; and
- c) The individual must no longer perform their previous role.

**Q: Would I have to pay the money back if the trainee doesn't work out?**

A: No. Monies paid to offset training costs are provided as reimbursement based on work performed as reflected in the trainee's paystub and/or time record.

**Q: Will you need to look at my tax records?**

A: No. The Training Proposal includes questions to confirm that your business is solvent, has adequate payroll and record-keeping systems in place, and can afford to retain the employee on your payroll after the training period.

**Q: Are there any restrictions?**

A: Yes.

The pay rate and benefits must be similar to those of other employees doing the same work.

Employer must agree to retain any OJT trainees as regular, permanent full-time employees upon successfully completing their training. Seasonal work is not allowed.

OJT funds cannot be used to replace employees laid off within the past six months.

No participant in the OJT program may be hired or supervised by a relative.

NWC will reimburse only at the agreed-upon contract percentage rate, treating all hours as regular hours. NWC does not reimburse overtime pay rates. NWC only reimburses training hours and does not reimburse vacation, holiday, or sick time.

**For a Successful OJT Experience:**

- Select an OJT candidate you are willing to invest in as a long-term employee.
- Have clear, stated expectations for the skills required for the position.
- Ensure the Training Plan is complete and can be realistically achieved within the allotted time.
- Provide the necessary equipment, tools, and materials to support the trainee in learning the requirements of the position and being successful in the role.
- Ensure that any person(s) providing instruction and guidance to the trainee can deliver instruction consistent with the company's needs.
- Each training supervisor should have:
  - a) the desire and ability to teach;
  - b) the knowledge of the subject matter to be covered and the required skills;
  - c) sufficient time away from other duties to carry out the training.
- Communicate regularly with your NWC Coordinator so any issues can be addressed promptly.



WorkSource Whatcom  
101 Prospect Street  
Bellingham, WA 98227

WorkSource Skagit  
2005 E. College Way  
Mount Vernon, WA 98273

WorkSource Island  
265 NE Kettle Street  
Oak Harbor, WA 98277

The local WIOA Dislocated Worker, Adult and Youth programs receive support and funding from U.S. Department of Labor WIOA Title I-B grants. Read more about USDOL grant funding at [nwboard.org/about/federal-resources](http://nwboard.org/about/federal-resources).