

What is On-the-Job Training Program (OJT)?

- Provides reimbursements to employers to help compensate for the costs associated with skills upgrade training and loss of production for newly hired employees.
- Assist employers who are looking to expand their businesses and who need additional staff trained with specialized skills.
- The maximum reimbursement of the wage rate of OJT trainees to help offset the extraordinary cost of training is 50%.

How would my company benefit from this program?

- You get a pool of pre-screened applicants for your position—you decide who to hire.
- Great opportunity to bring on employees that are eager to learn new skills and up-skill your workforce.
- Will be assisted through all phases of documentation with monthly payments.

Are there any restrictions?

- Cannot use OJT funded trainees to replace employees laid off within six months prior to the date of your application.
- Must be a full time position.
- Rate of pay and benefits must be commensurate with what you pay others employees doing similar work.

Who selects the OJT trainees?

- Your company will determine the selection criteria for OJT trainees (e.g., High School diploma or GED, able to lift 50 lbs. or any other applicable criteria).
- Staff will identify candidates who meet the criteria and will refer them to your company. Your company will decide the final selection of OJT trainees.

What if an employer has already selected a candidate for OJT training?

- The candidate would need to be screened for eligibility by staff. Once approved, the OJT contract would move forward.

How do we get the process started?

- A standardized OJT contract will be completed with your company that will contain all of the terms of agreement for both WPWDB and your company.
- With this contract in place, we will start to identify and screen candidates for your company’s position(s).

How long will the process take to get the OJT approved?

- It will not take much longer than hiring a non-OJT employee.
- In order to ensure that your needs are met, the process of writing, negotiating the contract and establishing a training plan will be based on the need of the employer and eligibility of individual.

Contact staff for applying or more information on the program:

Matthew Xiong
828-485-4215

matthew.xiong@wpcog.org

Serving Alexander, Burke, Caldwell and Catawba Counties