

**Union County Workforce Development Board
On-the-Job Training Policy**

Policy Number:	UCWDB-2026-10
Effective Date:	January 28, 2026
Supersedes:	Resolution No. 2022-14 (Adopted April 13, 2022), Workforce Area Guidance Letter No. 2022-01
Review Date:	Annually
Related Policy:	UCWDB-2026-09 WIOA Title I Work-Based Learning Policy

Section 1: Purpose and Authority

1.1 Purpose

This policy provides detailed operational guidance for implementing On-the-Job Training (OJT) programs as one component of the UCWDB Work-Based Learning framework established in Policy UCWDB-2026-09. OJT is an employer-driven training strategy that connects participants with workplace experiences while building occupational skills aligned with career pathways in in-demand industries.

Per WIOA Section 3(44), On-the-Job Training is training by an employer that is provided to a paid participant while engaged in productive work that provides knowledge or skills essential to the full and adequate performance of the job, provides reimbursement to the employer of up to 50 percent of the wage rate for extraordinary training costs, and is limited in duration to the occupation for which the participant is being trained.

1.2 Relationship to Work-Based Learning Policy

This policy operates as a subordinate companion to UCWDB-2026-09 WIOA Title I Work-Based Learning Policy and must be read in conjunction with that policy. The Work-Based Learning Policy establishes core principles, general eligibility requirements, and oversight frameworks applicable to all work-based learning programs, including OJT. In the event of any conflict between this policy and the Work-Based Learning Policy, the Work-Based Learning Policy shall prevail.

1.3 Applicability

This policy applies to all WIOA Title I-funded OJT activities administered by the UCWDB, including programs for Adults, Dislocated Workers, and Youth. This policy applies to:

- All staff of the American Job Center of Union County (sub-recipients and American Job Center partners)
- WIOA Title I service providers operating under contract with UCWDB
- WFNJ service providers delivering TANF and SNAP E&T services where OJT is an approved activity
- Employers participating in OJT programs
- UCWDB staff responsible for program oversight and monitoring

1.4 Regulatory Authority and Legal Basis

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A. Federal Statutes:

- Workforce Innovation and Opportunity Act (WIOA), Public Law 113-128
- WIOA Section 3(24) - Definition of Individual with Barriers to Employment
- WIOA Section 3(44) - Definition of On-the-Job Training
- WIOA Section 134(c)(3) - Training Services
- WIOA Section 181(b)(7) - Union Organizing Prohibition

B. Federal Regulations:

- 20 CFR 680.700-680.760 - On-the-Job Training
- 20 CFR 680.730 - Increased Reimbursement for OJT
- 20 CFR 680.230 - Coordination of Training Funds (Payer of Last Resort)
- 2 CFR Part 200 - Uniform Administrative Requirements (Uniform Guidance)
- 2 CFR 2900.8 - DOL Exceptions to Uniform Guidance

C. Federal Guidance:

- TEGL 3-15 (July 2015) - Operating Guidance for WIOA
- TEGL 10-16, Change 2 - Performance Accountability Guidance
- TEGL 19-16 (March 2017) - WIOA Title I Training Services Guidance

D. State Guidance:

- NJWIN WD-PY21-3.1 - On-the-Job Training Policy (October 2021, revised December 2023)
- NJWIN 13-15 - Training Contracts and Work-Based Training (January 2016)

Section 2: Core Principles

2.1 Payer of Last Resort

Per 20 CFR 680.230, WIOA funds for OJT may only be used when other sources of training funds are unavailable. One-stop operators must coordinate training funds available and make funding arrangements with one-stop partners and other entities. Staff must consider the availability of other sources of grants to pay for training costs such as Temporary Assistance for Needy Families (TANF), State-funded training funds, and Federal Pell Grants, so that WIOA funds supplement other sources. UCWDB must be able to demonstrate that other program funds have been identified and used when available to a customer.

2.2 Non-Displacement

OJT participants must not displace currently employed workers, including partial displacement through reduced hours, wages, or benefits. A participant will not be employed in or assigned to a job if: (a) any other individual is laid off from the same or substantially equivalent job; (b) the employer has terminated employment of any regular, unsubsidized employee or otherwise caused an involuntary reduction in workforce with the intention of filling the vacancy with the participant; or (c) the job is created in a promotional line that infringes on the promotional opportunities of currently employed workers.

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2.3 Union Organizing Prohibition

Per WIOA Section 181(b)(7) and 20 CFR 680.850, funds provided to employers for OJT must not be used to directly or indirectly assist, promote, or deter union organizing. OJTs are not intended to impair any existing contracts for services or collective bargaining agreements. When a program or activity authorized under Title I of WIOA would be inconsistent with a collective bargaining agreement, the appropriate labor organization and employer must provide written concurrence before the program or activity begins.

2.4 Relocation Prohibition

Funds must not be used for any business that has relocated from another location in the United States until the company has operated at the new location for 120 days, if the relocation has resulted in any employee losing his or her job at the original location.

2.5 Employer-Employee Relationship

All OJT activities must comply with Fair Labor Standards Act (FLSA) requirements for employer-employee relationships. Participants must receive wages and benefits comparable to similarly situated employees performing the same work.

Section 3: Eligibility Requirements

3.1 Participant Eligibility

OJT participants must meet WIOA Title I eligibility requirements for Adult, Dislocated Worker, or Youth programs. Additionally, participants must have:

- Documented WIOA eligibility recorded in AOSOS prior to service enrollment
- Completed Individual Employment Plan (IEP) or Individualized Service Strategy (ISS)
- Completed skills and needs assessment demonstrating training need
- Determination that participant is unlikely or unable to obtain or retain employment leading to economic self-sufficiency without additional training
- Assessment that participant has the skills and qualifications to participate successfully in the OJT opportunity

The participant's case file must contain a determination of need for training services as determined through ongoing assessment and career planning activities and informed by local labor market information and training provider performance information.

3.2 Priority Populations - Individuals with Barriers to Employment

Per WIOA Section 3(24) and 20 CFR 680.730(a)(1), priority for OJT services shall be given to individuals with one or more of the following barriers to employment:

Barrier Category	Definition/Criteria
Displaced Homemaker	Individual who has been providing unpaid services to family members; has been dependent on income of another family

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	member but is no longer supported; and is unemployed or underemployed
Low-Income Individual	Individual receiving TANF/SNAP; income below poverty line or 70% of LLSIL; qualifies for free/reduced lunch; foster youth; homeless; or has disability
Indians, Alaska Natives, Native Hawaiians	As defined in WIOA Section 166
Individuals with Disabilities	Individual with physical or mental impairment that substantially limits major life activities
Older Individuals	Age 55 or older
Ex-Offenders	Individual with criminal history requiring assistance overcoming barriers to employment
Homeless Individuals	As defined in Violence Against Women Act Section 41403(6) or McKinney-Vento Homeless Assistance Act
Youth in/Aged Out of Foster Care	Individual currently in foster care or who has aged out
English Language Learners	Individuals with limited English ability
Low Levels of Literacy	Individual unable to function at level necessary on the job, in family, or in society
Substantial Cultural Barriers	Individuals facing substantial cultural barriers to employment
Migrant and Seasonal Farmworkers	As defined in WIOA Section 167(i)
Exhausting TANF Lifetime Eligibility	Individuals within 2 years of exhausting lifetime eligibility
Single Parents	Including single pregnant women
Long-Term Unemployed	Unemployed for 27 or more consecutive weeks

3.3 Employer Eligibility

Per NJWIN WD-PY21-3.1 and 20 CFR 680.700(a), employers participating in OJT programs must meet the following eligibility requirements:

- Registration for Unemployment Insurance (UI) and Disability Insurance (DI) taxes with New Jersey
- Current W-9 on file with the New Jersey Treasury
- Less than \$750 in open tax liability
- Current in unemployment insurance and workers' compensation taxes, penalties, and interest, and/or be on a related payment plan
- Compliance with applicable labor laws and regulations
- Demonstrated financial stability to complete training commitment
- No pattern of failing to provide continued long-term employment to OJT participants

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Employers providing OJT are not subject to the requirements of the Eligible Training Provider List (ETPL) and are not included on the State list of eligible training providers and programs.

3.4 Ineligible Employers

Per 20 CFR 680.700(b), the following entities are ineligible to participate in OJT programs:

- Employers who have exhibited a pattern of failing to provide OJT participants with continued long-term employment
- Employers not registered for UI/DI taxes with New Jersey
- Employers without a current W-9 on file with the Treasury
- Employers with \$750 or more in open tax liability
- Employers delinquent on unemployment insurance or workers' compensation taxes without a payment plan
- Employers with documented labor law violations
- Employers who have laid off workers within 120 days to relocate from another state
- Employers involved in active labor disputes or strikes
- Employers debarred or suspended from federal funding per 29 CFR Part 97.35

3.5 Position Eligibility

Per NJWIN WD-PY21-3.1, positions must meet the following requirements to qualify for OJT:

- Position must pay at least the current New Jersey state minimum wage
- Position must provide a minimum of 30 hours per week
- Position must be on a career pathway towards higher level and/or higher paying jobs
- Employers engaging in OJTs for lower waged jobs must demonstrate career pathways leading to positions exceeding \$15.00 per hour
- Position must be in an in-demand occupation or demonstrate connection to local labor market needs

Individuals in OJT must be compensated at the same rates as similarly situated trainees or employees and must be offered comparable benefits and working conditions.

3.6 OJT for Employed Workers (Underemployed)

Per NJWIN WD-PY21-3.1, an individual who is employed may qualify for an OJT if they are considered underemployed:

- Currently working but not earning the self-sufficient wage (100% LLSIL)
- Currently working in a temporary capacity and OJT facilitates transition to full-time employment
- Training relates to new technologies, new procedures, upgrading to new jobs, or workplace literacy

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Note: An individual who was previously employed in a full-time position paying more than the self-sufficient wage will not be eligible for OJT if that individual intentionally resigned from their previous position to receive OJT funding.

Section 4: Training Contract Duration and Training Plan

4.1 Training Contract Duration Requirements

Per 20 CFR 680.700(c), an OJT contract must be limited to the period of time required for a participant to become proficient in the occupation. The following factors MUST be documented:

Factor (20 CFR 680.700(c))	Required Documentation
Skill Requirements of the Occupation	O*NET SVP time; job description with required competencies; industry standards
Academic and Occupational Skill Level	Assessment results (CASAS, TABE, etc.); educational credentials; certifications held
Prior Work Experience	Employment history; transferable skills analysis; relevant work experience documentation
Individual Employment Plan (IEP)	Training goals; career pathway alignment; identified skill gaps; supportive service needs

The standard maximum OJT training period is six (6) months. Extensions beyond six months require a waiver from NJDOL (see Section 6: Waiver Requirements).

4.2 Training Plan Development

Per NJWIN WD-PY21-3.1, employers, sub-recipients and American Job Center partners staff, and OJT participants must co-develop specific training plans. Key elements include:

- Job Description: Obtained from employer or developed with UCWDB assistance
- Skill Requirements: List of skills needed to perform the job
- Participant's Starting Capability: Assessment of trainee's current skills
- Participant's Ending Capability: Assessment at training's end
- Training Length: Period required for proficiency based on 20 CFR 680.700(c) factors

A sample OJT Training Plan is included as Attachment G. The training contract must be signed by the local WDB, the employer, and the employee.

Section 5: Reimbursement Rates and Payment Process

5.1 Standard Reimbursement Rate

Per NJWIN WD-PY21-3.1, the UCWDB will typically reimburse an eligible employer up to 50 percent of an OJT participant's wage rate during the prescribed OJT program to

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offset the extraordinary costs of providing training, including potential lower productivity and additional supervision.

5.2 Funding Cap

Per NJWIN WD-PY21-3.1, the maximum amount for each WIOA-funded OJT per participant should not exceed \$10,000 over a six-month period.

5.3 Reimbursement Calculation Formula

Reimbursement Amount = (Approved Training Hours × Hourly Wage Rate × Reimbursement Percentage)

5.4 Increased Reimbursement Rate (Up to 75%)

Per 20 CFR 680.730 and NJWIN WD-PY21-3.1, Local WDBs may increase the reimbursement level to up to 75 percent. Per 20 CFR 680.730(b), Local Boards MUST document the factors used:

Factor (20 CFR 680.730)	Consideration	Required Documentation
Participant Characteristics	Individual with barriers to employment per WIOA Section 3(24)	Barrier verification checklist; supporting documentation
Employer Size	Small businesses (50 or fewer employees)	Employee count certification; business size documentation
Quality of Training	In-demand occupation; industry-recognized credential	Training plan; credential goals; HPO list verification
Other Local Factors	Number of employees; wage and benefit levels	Wage progression plan; benefits documentation

5.5 Payment Process

A. Invoicing Schedule:

- Employers shall submit reimbursement invoices on a monthly basis
- Invoices must be submitted within 30 days following the end of each training month
- Final invoices must be submitted within 45 days of OJT completion or termination

B. Required Invoice Documentation:

- Certified payroll records showing hours worked and wages paid to the OJT participant
- Time and attendance records signed by both the participant and supervisor
- Training progress report documenting skill attainment against the training plan
- Completed OJT Invoice Form (Attachment E)

C. Payment Timeline:

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- sub-recipients and American Job Center partners staff will review invoices for accuracy and compliance within 10 business days of receipt
- Approved invoices will be processed for payment within 30 days of approval
- Incomplete or inaccurate invoices will be returned to the employer with written explanation

Section 6: Waiver Requirements

6.1 Circumstances Requiring a Waiver

Per NJWIN WD-PY21-3.1, a waiver must be requested by the Local WDB for:

- The funded amount of an OJT exceeds \$10,000 over a six-month period
- The funded period exceeds six months
- The employer reimbursement exceeds 50%

6.2 Waiver Submission Process

The waiver must be requested prior to the commencement of the OJT. Submit to WIOAPOD@dol.nj.gov using the OJT Waiver Request Form (Attachment F). Required documentation includes:

- Participant resume
- Training plan
- Documentation of 20 CFR 680.730 factors supporting increased reimbursement rate (if applicable)
- Completed Increased Reimbursement Rate (75%) Documentation Checklist (Attachment J)

Section 7: Documentation Requirements

7.1 OJT-Specific Documentation

Per NJWIN WD-PY21-3.1, OJT participant files must include:

Document Type	Required Elements
WIOA Eligibility Documentation	Title I eligibility determination recorded in AOSOS
IEP/ISS	Individual Employment Plan or Individualized Service Strategy
Skills Assessment	Skills and needs assessment results demonstrating training need
Barrier Verification (if applicable)	Documentation of barriers to employment per WIOA Section 3(24)
OJT Contract	Occupation; training duration; wage rate; reimbursement rate; competencies; signatures
Training Duration Justification	Documentation of 20 CFR 680.700(c) factors
75% Reimbursement Justification	Documentation of 20 CFR 680.730 factors (if applicable)
Employer Eligibility Verification	UI/DI registration; W-9; tax liability; prior performance history

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Training Plan (Attachment G)	Job description; skill requirements; capability assessments
Monthly Invoices and Timesheets	Training hours; wage documentation; payroll verification
Progress Reports	Skill attainment tracking; competency achievement
Waiver Request (if applicable)	NJDOL OJT Waiver Request Form (Attachment F)

Section 8: Approval Authority

Activity	Approval Level	Additional Requirements
OJT up to \$10,000/6 months at 50%	Program Manager	Standard documentation
OJT at 51-75% reimbursement	WDB Director	75% Reimbursement Justification Form
OJT exceeding \$10,000 or 6 months	WDB Director + NJDOL POD Team	NJDOL OJT Waiver Request Form
OJT reimbursement exceeding 50%	WDB Director + NJDOL POD Team	NJDOL OJT Waiver Request Form

Section 9: Monitoring and Internal Controls

9.1 OJT Monitoring Requirements

Per NJWIN WD-PY21-3.1, OJT program monitoring must include:

- Onsite reviews to ensure quality training experiences and validity of employer costs
- Documentation of participant and supervisor feedback on training progress
- Review of employer payroll records
- Minimum of monthly communication with the employer

Past performance based on monitoring must be considered in establishment of future contracts with employers.

9.2 Internal Controls

- Separation of duties between programmatic and fiscal functions
- On-site monitoring visits during the training period
- Employer performance tracking for retention patterns per 20 CFR 680.700(b)
- Invoice verification against timesheets, payroll records, and contract terms
- Review of training plans, contracts, and implemented activities
- Assessment that cost of OJT opportunity is commensurate with benefit

Section 10: Registered Apprenticeship Integration

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Per 20 CFR 680.740 and NJWIN 13-15, OJT contracts may be entered into with Registered Apprenticeship (RA) program sponsors or participating employers in RA programs for the OJT portion of the registered apprenticeship program. The following approaches are permitted:

- An OJT contract developed with a RA program for training participants (contracts are made with the employer)
- A combination of an ITA to cover classroom instruction along with an OJT contract to cover on-the-job portions of the RA
- Supportive services in coordination with career and/or training services

Section 11: Reporting, Data Entry, and Record Retention

11.1 AOSOS Data Entry Requirements

Per NJWIN WD-PY21-3.1, all OJT activities must be entered in AOSOS within 5 business days of occurrence.

11.2 Reporting Requirements

- Quarterly: OJT participant progress and outcomes reported in AOSOS
- As required: Performance reporting per TEGl 10-16 Change 2

11.3 Record Retention

All OJT documentation must be retained for a minimum of three (3) years from the date of the final expenditure report, or until all audits, claims, and litigation matters are resolved, whichever is longer.

Section 12: Equity and Accessibility

UCWDB is committed to ensuring equitable access to OJT opportunities for all eligible individuals.

- Non-Discrimination: All activities shall comply with civil rights and non-discrimination requirements
- Language Access: Services and materials shall be available in appropriate languages
- Disability Accommodations: Reasonable accommodations shall be provided per ADA requirements
- Trauma-Informed Approaches: Staff shall utilize trauma-informed practices
- Priority Population Recruitment: Active outreach to priority populations per WIOA Section 3(24)

Section 13: Performance Measures

Per TEGl 10-16 Change 2 and NJWIN WD-PY21-3.1:

- OJT and customized training are excluded from credential attainment performance indicator

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- Credential completion may count as a measurable skill gain performance outcome
- Coupling OJT with Registered Apprenticeship models may result in a credential attainment performance outcome

Section 14: Definitions

sub-recipients and American Job Center partners: American Job Center of Union County, the one-stop career center

AOSOS: America's One-Stop Operating System, NJ's workforce data management system

High Priority Occupations: In-demand job categories with higher skill needs and family-sustaining wages

Individual Employment Plan (IEP): Individualized career service plan with employment goals

Individualized Service Strategy (ISS): Service plan for WIOA Youth participants

Individual with Barriers to Employment: Member of populations defined in WIOA Section 3(24)

LLSIL: Lower Living Standard Income Level, income criteria published annually by US DOL

On-the-Job Training (OJT): Training by employer to paid participant with reimbursement for training costs

POD Team: WIOA Title I Program Oversight and Development team at NJDOL

Registered Apprenticeship (RA): Employer-driven earn and learn model registered with NJDOL or US DOL

Self-Sufficiency Wage: Wage level required to meet 100% LLSIL

Small Business: Employer with 50 or fewer employees

Section 15: References

A. Federal Statutes and Regulations:

- Workforce Innovation and Opportunity Act (WIOA), Public Law 113-128
- 20 CFR Part 680 - Adult and Dislocated Worker Activities under Title I of WIOA
- 2 CFR Part 200 - Uniform Administrative Requirements
- 2 CFR Part 2900 - DOL Exceptions to 2 CFR Part 200

B. TEGLs and USDOL Guidance:

- TEGL 3-15 - Operating Guidance for WIOA
- TEGL 10-16, Change 2 - Performance Accountability Guidance
- TEGL 19-16 - Guidance on Adult and Dislocated Worker Services

C. State Guidance (NJWINs):

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- NJWIN 13-15 - Training Contracts and Work-Based Training
- NJWIN WD-PY21-3.1 - On-the-Job Training Policy

D. Local Policy:

- UCWDB-2026-09 - WIOA Title I Work-Based Learning Policy

Section 16: Action

This policy directive shall be made available to all sub-recipients and American Job Center partners and Title I service provider staff. Training on policy requirements shall be conducted within 30 days of adoption. All staff involved in OJT activities must acknowledge receipt and understanding of this policy.

Section 17: Attachments

The following attachments are incorporated by reference into this policy:

- Attachment A: WIOA Eligibility Checklist
- Attachment B: Sample Employer Letter
- Attachment C: Sample Client Letters
- Attachment D: OJT Frequently Asked Questions (FAQ)
- Attachment E: OJT Invoice Form
- Attachment F: WIOA OJT Waiver Request Form
- Attachment G: Sample OJT Training Plan (per NJWIN WD-PY21-3.1)
- Attachment H: Sample OJT Application
- Attachment I: Sample OJT Contract
- Attachment J: Increased Reimbursement Rate (75%) Documentation Checklist
- Attachment K: Barriers to Employment Verification Checklist
- Attachment L: Training Duration Justification Form
- Attachment M: UCWDB Work-Based Learning Policy (Reference)
- Attachment N: NJWIN WD-PY21-3.1 (Reference)

Section 18: Inquiries and Technical Assistance

Union County Workforce Development Board

Meredith Barracato, MPA

Policy and Strategic Planning Advisor

Email: meredith.barracato@ucnj.org

New Jersey Department of Labor and Workforce Development

WIOA Policy and Operations Division

Email: WIOAPOD@dol.nj.gov

UNION COUNTY DOCUMENTATION CHECKLIST

Please Check One Item from Each Category

<u>Identification</u>	<u>Address</u>	<u>Citizenship</u>
<input type="checkbox"/> Driver's License <input type="checkbox"/> Passport <input type="checkbox"/> School ID	<input type="checkbox"/> Driver's License <input type="checkbox"/> Current Utility Bill <input type="checkbox"/> Postmarked Envelope	<input type="checkbox"/> US Passport (Unexpired) <input type="checkbox"/> Certified Birth Certificate, issued by city, county or state * <input type="checkbox"/> Consular Report of Birth Abroad <input type="checkbox"/> Naturalization Certificate <input type="checkbox"/> Certificate of Citizenship <input type="checkbox"/> Resident Alien Documentation(s)* *See USCIS form I-9* <i>* A certified birth certificate has a registrar's raised, embossed, impressed, or multicolored seal, registrar's signature, and the date the certificate was filed w/ the registrar's office, which must be within 1 year of your birth.</i>

<u>Age</u>			
<input type="checkbox"/> Driver's License <input type="checkbox"/> Court Records <input type="checkbox"/> Federal/State/Local Gov't ID Card	<input type="checkbox"/> Passport <input type="checkbox"/> Baptismal Record <input type="checkbox"/> Public Assistance/Social Service records or ID	<input type="checkbox"/> Birth Certificate <input type="checkbox"/> Hospital record of Birth <input type="checkbox"/> School Records/Identification Card	<input type="checkbox"/> Adoption Record <input type="checkbox"/> DD-214 Report of Transfer/Discharge

<u>Social Security</u>			
<input type="checkbox"/> Social Security Card <input type="checkbox"/> Social Services Agency Database Screenshot (GAAS/FAMIS)	<input type="checkbox"/> Pay Stub <input type="checkbox"/> Social Security Benefits	<input type="checkbox"/> DD-214 <input type="checkbox"/> IRS Form Letter 1722	

<u>Public Assistance/Unemployment Documentation</u>			
<input type="checkbox"/> Copy of Authorization to Receive SNAP <input type="checkbox"/> Food Stamp Receipt	<input type="checkbox"/> GAAS/FAMIS Screenshot <input type="checkbox"/> Food Stamp Card w/ Current Date	<input type="checkbox"/> Verification from Public Assistance Agency <input type="checkbox"/> Unemployment Insurance	<input type="checkbox"/> Other Public Assistance Records

<u>Selective Service</u>	<u>Veteran Status</u>	<u>Client Reminders</u>
<input type="checkbox"/> Selective Service Acknowledgment Letter <input type="checkbox"/> Form DD-214 "Report of Separation" <input type="checkbox"/> Screen printout of Selective Service Verification site (www.sss.gov) <input type="checkbox"/> Selective Service Registration Card <input type="checkbox"/> Selective Service Verification Form (Form 3A) <input type="checkbox"/> Stamped Post Office Receipt of Registration <u>Exempt for Males born on or after 1/1/60</u> <input type="checkbox"/> Never Registered for Selective Service <input type="checkbox"/> Exemption Documentations Required	<input type="checkbox"/> DD214 form	<i>Use space for employment/OJT information.</i>

Need Skilled Workers?

Dear _____

On-The-Job Training (OJT), is a Federal program funded by the Workforce Innovation And Opportunity Act (WIOA), that **Lets You Hire And Train Skilled Workers And Get Reimbursed For Your Efforts**. As an employer, you'll benefit from more efficient recruiting, more targeted training, and assistance with training expenses:

- OJT specialists help you find the right talent when you need it, reducing time, effort, and money spent on recruiting.
- The specific technical skills you need may be hard to find. OJT helps you train the right workers to meet your requirements.
- You receive up to 50% of the costs to provide on-the-job training for individuals you hire through the public workforce system.

Getting started with OJT

OJT offers a comprehensive training solution, you must meet certain criteria to participate. Steps in the process:

- Find out if you meet OJT employer criteria. Staff at your local American Job Center (AJC) can help you determine your eligibility.
- Before proceeding, you'll sign a contract covering terms of the agreement, including positions to be trained, wages, and reimbursement.
- An OJT specialist will refer potential OJT candidates and help you fine-tune your training plan. You'll always make the final hiring decision.

Need help with OJT or other workforce issues? Contact [\[Staff Person, Staff Title\]](#) to connect you with valuable resources that can help.

Re: [Job seeker Jones]

Dear [Employer Name]:

[Job seeker Jones] is certified as an eligible participant for [insert company name] on-the-job training (OJT) program. There are **substantial financial benefits** to you in hiring an eligible participant in specified demand occupations! OJT reimburses you for the costs associated with training this new employee, which are usually calculated at half the pay rate for the agreed-upon training period. Employers use their own system to teach our participants the new skills necessary for successful permanent employment within their company.

As an OJT Employer:

- You make the hiring decision.
- You determine the job performance standards.
- You retain the right to terminate a trainee.
- You do not need to worry about paperwork. It's all handled promptly and efficiently by our OJT Representative.
- You receive a [insert % range] reimbursement of the participant's wages during the training period based on the size of your business.
- We reimburse you with prompt payments.

To learn more about OJT and the benefits to your company, please contact [\[insert OJT Specialist and contact information\]](#) before you hire. **OJT cannot be funded after hiring takes place.**

Thank you for considering this individual as a future employee.

Sincerely,

[Staff Person, Staff Title]

ON-THE-JOB TRAINING (OJT) REFERRAL LETTER

[Date]

NAME:

ADDRESS:

PHONE:

EMAIL:

Dear Employer:

The above individual is eligible for our On-the-Job-Training (OJT).

OJT can be used to train (name of individual) in new skills to perform a different job from his or her previous job. The length of the training period is negotiable and depends on the complexity of the job to be learned and the skills and qualifications of the participant. There must be a "mismatch" between the skills required by the job and the skills the individual already possesses.

We will reimburse you for the costs associated with training this new employee, which are usually calculated at half the pay rate for the agreed-upon training period.

A simple OJT agreement must be signed prior to the first day of work. If you are interested in finding out more about these savings, contact us at () ___-___ or [email address].

Sincerely,

[Staff Person, Staff Title]

FAQs ABOUT THE ON-THE-JOB (OJT) TRAINING PROGRAM

These FAQs answer the questions most often asked by those looking into OJT.

1. What is OJT?

As part of ETA's work-based-learning 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. OJT can assist employers who are looking to expand their businesses and who need additional staff trained with specialized skills. OJT employers may receive up to 50 percent of the wage rate (in certain circumstances up to 75 percent) of OJT participants to help defray personnel training costs.

2. What's in it for my company?

- You get a pool of pre-screened applicants for your position—you decide who to hire.
- This is a great opportunity to bring on employees that are eager to learn new skills and up-skill your workforce.
- Your company will be reimbursed for the costs associated with training this new employee, which are usually calculated at up to half the pay rate for the agreed-upon training period.
- You will receive prompt payments with a minimum of paperwork.
- You will be assisted by OJT staff through all phases of the OJT.

3. Are there any restrictions?

Yes, there are. For example-

- You cannot use OJT funded participants to replace employees laid off within six months prior to the date of your application.
- You must agree to hire any OJT participants as regular, full-time employees.
- The rate of pay and benefits must be commensurate with what you pay others doing similar work.

The Union County American Job Center staff can assist you in determining your company's eligibility.

4. Can companies rehire one of their previously released (laid off) employees?

Yes, a business can re-hire a previous employee but it must be for a different position for which they would need training and the candidate must meet the requirements.

5. Who selects the OJT participants?

As the OJT employer, your company will determine the selection criteria for OJT participants (e.g., "greater than 8th grade math ability," "English-Spanish bilingual ability," or any other applicable criteria). Then, Union County American Job Center will identify those participants

who meet the criteria and will refer them to your company. Your company will decide the final selection of OJT participants.

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

If an employer has already selected a candidate AND the candidate is approved by OJT staff as eligible, Union County American Job Center can set up an OJT with the employer candidate.

7. How do we get the process started?

A standardized OJT contract will be completed with your company. That contract will contain all of the terms of the agreement for both Union County American Job Center and your company. With this contract in place, we will start to identify and screen candidates for your company's position(s).

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

This process will not take much longer than hiring a non-OJT employee. In order to ensure that your needs are met, the process of writing and negotiating the contract and establishing a training plan for the individual could take up to a few weeks. The individual can be hired effective the date of the award letter.

9. Who should I contact at Union County American Job Center about applying for OJT funding?

Contact:

[Contact Name
Title
Organization Name
Address
City, State Zip Code
(123) 456-7890
organization website URL]

The Union County American Job Center staff will be able to answer most of your remaining questions for you or will find out the answers.

WIOA On-the-Job Training (OJT) Invoice Form

Employer Information

Employer Name:	FEIN:
Contact Person:	Phone:
Address:	Email:

Participant Information

Participant Name:

AOSOS ID:

OJT Contract Number:

Training Start Date:

Training End Date:

Invoice Period

Invoice Month/Year:

Date Submitted:

Wage and Reimbursement Calculation

Hourly Wage: _____

WIOA On-the-Job Training (OJT) Invoice Form

Total Hours Worked This Period: _____

Approved Reimbursement Rate: _____

Reimbursement Amount (Hours × Wage × Rate): _____

Certification

I certify that the wages reported were paid to the participant for actual hours worked and that all documentation attached is true and accurate.

Employer Signature: _____

Date: _____

Required Attachments

- Payroll Records
- Signed Timesheets
- Training Progress Report

WIOA On-the-Job Training (OJT) Waiver Request Form

Purpose

This form is used to request approval from the New Jersey Department of Labor and Workforce Development for an OJT that exceeds standard limits under WIOA and NJWIN WD-PY21-3.1.

Waiver Type Requested (check all that apply)

- OJT duration exceeds six (6) months
- Total OJT cost exceeds \$10,000 per participant
- Employer reimbursement exceeds 50% (requesting up to 75%)

Participant Information

Participant Name: _____

AOSOS ID: _____

Program Type: Adult Dislocated Worker Youth

Barriers to Employment (if applicable):

Employer Information

Employer Name: _____

FEIN: _____

Number of Employees: _____

Industry: _____

Job Title: _____

OJT Details

Hourly Wage: _____

WIOA On-the-Job Training (OJT) Waiver Request Form

Standard Hours per Week: _____

Proposed Training Duration: _____

Requested Reimbursement Rate: _____

Justification for Waiver

Provide detailed justification addressing 20 CFR 680.700(c) and/or 20 CFR 680.730 factors.

Required Attachments

- Training Plan
- Participant Resume
- Increased Reimbursement Documentation Checklist (if applicable)

Certification

I certify that the information provided is accurate and complies with WIOA and NJDOL guidance.

Authorized Representative Signature

Date

ON-THE-JOB TRAINING (OJT) TRAINING PLAN

OJT Contract No:

Training Plan No:

Section 1: Contact and OJT Information

Complete the contact information for the employer and the participant.

EMPLOYER NAME:	CONTACT PERSON:	TELEPHONE #:
TRAINEE NAME:	EMAIL:	TELEPHONE #:
BEGINNING DATE:	END DATE:	TOTAL TRAINING HOURS:
HOURLY WAGE RATE: \$	REIMBURSEMENT RATE: %	MAXIMUM REIMBURSEMENT: \$

Section 2: Occupational Information

Complete the occupational information for the participant's skill level.

JOB TITLE:	O*NET SOC #:	HOURS/WEEK:
JOB DESCRIPTION:		
REQUIRED JOB SKILLS FOR OCCUPATION:	STARTING CAPABILITY: DATE MEASURED	
1. JOB SKILL NEEDED	NOT SKILLED: <input type="checkbox"/> SOME SKILL: <input type="checkbox"/> SKILLED: <input type="checkbox"/>	
2. JOB SKILL NEEDED	NOT SKILLED: <input type="checkbox"/> SOME SKILL: <input type="checkbox"/> SKILLED: <input type="checkbox"/>	
3. JOB SKILL NEEDED	NOT SKILLED: <input type="checkbox"/> SOME SKILL: <input type="checkbox"/> SKILLED: <input type="checkbox"/>	
4. JOB SKILL NEEDED	NOT SKILLED: <input type="checkbox"/> SOME SKILL: <input type="checkbox"/> SKILLED: <input type="checkbox"/>	
5. JOB SKILL NEEDED	NOT SKILLED: <input type="checkbox"/> SOME SKILL: <input type="checkbox"/> SKILLED: <input type="checkbox"/>	

Section 3: Training Information

Complete the training outline and estimated time for each skill.

SKILLS TO BE LEARNED:	ESTIMATED TRAINING HOURS:	END CAPABILITY DATE MEASURED
1. SKILL TO BE LEARNED	ESTIMATED TRAINING HOURS	BEGINNING: <input type="checkbox"/> INTERMEDIATE: <input type="checkbox"/> SKILLED: <input type="checkbox"/>
2. SKILL TO BE LEARNED	ESTIMATED TRAINING HOURS	BEGINNING: <input type="checkbox"/> INTERMEDIATE: <input type="checkbox"/> SKILLED: <input type="checkbox"/>
3. SKILL TO BE LEARNED	ESTIMATED TRAINING HOURS	BEGINNING: <input type="checkbox"/> INTERMEDIATE: <input type="checkbox"/> SKILLED: <input type="checkbox"/>
4. SKILL TO BE LEARNED	ESTIMATED TRAINING HOURS	BEGINNING: <input type="checkbox"/> INTERMEDIATE: <input type="checkbox"/> SKILLED: <input type="checkbox"/>
5. SKILL TO BE LEARNED	ESTIMATED TRAINING HOURS	BEGINNING: <input type="checkbox"/> INTERMEDIATE: <input type="checkbox"/> SKILLED: <input type="checkbox"/>
LIST SUPPLIES AND TOOLS NEEDED FOR TRAINING:		

Section 5: Signatures

All parties agree to provide or obtain training for the skills outlined in this Training Plan.

Authorized Signatures	
DATE: PARTICIPANT SIGNATURE: TYPE/PRINT NAME:	
DATE: EMPLOYER SIGNATURE: TYPE/PRINT NAME: TITLE:	DATE: OJT PROVIDER SIGNATURE: TYPE/PRINT NAME: TITLE:

TRAINING PLAN INFORMATION AND INSTRUCTIONS

Training Plans are used to outline the specific skill requirements for on-the-job training (OJT). They are also used as the assessment tool to document which skills the participant lacks at the start of the training and to measure skill attainment during the course of the training.

Job Description:

A job description may be obtained from the employer or the OJT provider may assist the employer in writing a job description, thus providing a "value-added" for the employer. For assistance in writing a job description you may use the tasks and activities provided at the CareerOneStop Job Description Writer (<http://www.careerinfonet.org/jobwriter/>). Please modify these descriptions to be specific to employer's needs for the occupation.

Skill Requirements:

List the skills needed to perform the job to the standards specified by the Employer. Record skills as specifically and briefly as possible. For assistance in writing skill requirements you may use the tasks and activities provided at O*NET OnLine (<http://online.onetcenter.org>). Please modify these skills to be specific to employer's needs for the occupation. (Type of tools or software used)

Participant's Starting Capability:

Used to assess the participant's skill level near the beginning of the training period and to document skill deficiencies which will be addressed by the training. The skills gap can be addressed in the list of "Skills To Be Learned". The "Starting" and "Ending Capability" scores are based upon an interview with the participant's supervisor or by utilizing another skill assessment method used by the employer.

Participant's Ending Capability:

Record the date on which the "Ending Capability" assessment is made and the skill level which has been obtained using the following rating scale:

1. **Beginning** - Can do only simple parts of the task.
2. **Intermediate** - Can do most parts of the task.
3. **Skilled** – Meets the employer's standard for the task.

Training Length:

- a) The OJT Provider, working with the employer, determines the job title for the position to be trained for, referencing O*NET OnLine (<http://online.onetcenter.org>).
- b) From O*NET OnLine, Job Zone/SVP parameters are obtained. Use these parameters as a beginning guide to determine the length of training.
- c) The OJT Provider considers the participant's past work experience, knowledge, and skills gap to assist in determining the length of training.
- d) An OJT contract must be limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided. In determining the appropriate length of the contract, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's individual employment plan. (WIOA sec. 3 (44)(C)).
- e) It may be necessary to deviate from the training schedule, depending on the participant's ability to gain and retain knowledge of the various tasks within the occupation. If there is disruption of the planned training period through no fault of the participant or the employer, provide modifications in writing with the Training Plan Modification Template.

WIOA On-the-Job Training (OJT) Application

Purpose

This application is used by employers to request participation in the WIOA On-the-Job Training (OJT) program administered by the Union County Workforce Development Board (UCWDB). Approval is contingent upon compliance with WIOA, 20 CFR Part 680, NJWIN WD-PY21-3.1, and UCWDB policy.

Employer Information

Legal Business Name:	FEIN:
Business Address:	Primary Contact Name:
Title:	Phone:
Email:	Number of Employees:
Industry Sector:	Years in Operation:

Employer Eligibility Certification

- Registered for UI and DI taxes with New Jersey
- Current W-9 on file with New Jersey Treasury
- Less than \$750 in open tax liability
- Compliant with labor laws and regulations
- No layoffs related to this position within the last 120 days
- No pattern of failing to retain prior OJT participants

OJT Position Information

Job Title: _____

Job Description (attach if separate):

Hourly Wage: _____

Hours per Week: _____

Proposed Start Date: _____

WIOA On-the-Job Training (OJT) Application

Proposed End Date: _____

Career Pathway Description: _____

Training Plan Overview

Describe the skills the participant will learn, supervision provided, and how proficiency will be achieved by the end of the training period. (Detailed training plan required upon approval).

Reimbursement Request

Requested Reimbursement Rate: 50% 75%

If requesting 75%, provide justification addressing:

- Participant barriers to employment
- Employer size
- Quality and complexity of training
- Wage and advancement opportunities

Participant Information (if identified)

Participant Name: _____

AOSOS ID: _____

Program Type: Adult Dislocated Worker Youth

Barriers to Employment (if applicable): _____

Assurances and Certifications

The employer certifies that:

- The OJT participant will not displace any existing employee
- The participant will receive wages and benefits comparable to similarly situated employees
- WIOA funds will be used as payer of last resort
- Union organizing activities will not be supported with OJT funds
- Records will be maintained for monitoring and audit purposes

WIOA On-the-Job Training (OJT) Application

Required Attachments

- Job Description
- Employer W-9
- Proof of UI/DI Registration
- Training Plan (if available)
- Waiver Request (if applicable)

Employer Signature

I certify that the information provided is true and accurate.

Authorized Employer Signature: _____

Printed Name: _____

Title: _____

Date: _____

UCWDB Review Section (Internal Use Only)

Date Received: _____

Reviewed By: _____

Approval Status: Approved Denied

Reimbursement Rate Approved: _____

Comments: _____

Signature: _____

Date: _____

ON-THE-JOB TRAINING (OJT) CONTRACT

OJT Contract No:

Section 1: Contact Information

Complete the contact information for the OJT Provider and the Employer.

OJT PROVIDER:	CONTACT PERSON:	TELEPHONE #:
OJT ADDRESS:	EMAIL:	FAX #:
EMPLOYER NAME:	F.E.I.N. #	U.B.I. #:
TELEPHONE #:	CONTACT PERSON:	EMAIL:
EMPLOYER ADDRESS:	FAX #:	

Section 2: Participant Information

Complete the contact information for participant and reimbursement rates.

PARTICIPANT NAME:	SOCIAL SECURITY #:	TELEPHONE #:
BEGINNING DATE:	END DATE:	TOTAL TRAINING HOURS:
JOB TITLE:	O*NET SOC #:	O*NET JOB ZONE:
HOURLY WAGE RATE: \$	REIMBURSEMENT RATE: %	MAXIMUM REIMBURSEMENT: \$

Section 3: OJT Agreement

This On-the-Job Training (OJT) Agreement is between the Employer and the (OJT Provider), herein after called the OJT Provider and (Name of Employer), herein after called Employer. Both parties agree to the terms and conditions set forth within this contract. The contract term commences on (enter start date here) and terminates on (enter end date here).

Section 4: General Terms and Conditions

CONTRACT PURPOSE

The purpose of this contract is to establish the general terms and conditions under which the (OJT Provider) may refer individual WIOA participants ("the participant") to the Employer to enable the Workforce Innovation and Opportunity Act (WIOA) participants to take part in an OJT as that term is defined under the Workforce Innovation and Opportunity Act.

OJT DEFINITION

In accordance with the WIOA sec. 3 (44), the term "on-the-job training" means training by an employer that is provided to a paid participant while engaged in productive work. This training will:

- a) Provide knowledge or skills essential to the full and adequate performance of the job;

ON-THE-JOB TRAINING (OJT) CONTRACT

- b) Qualify for reimbursement to the employer of up to 50 percent (Note: in some circumstances, depending on the size of the employer, the reimbursement rate may go up to 75 percent) of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training; and
- c) Limit the OJT contract period of time for a participant to become proficient in the occupation for which the training is being provided. In determining the length of the training, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, the prior work experience of the participant, and the individual employment plan, as appropriate.

TRAINING

1. Employer agrees to employ the participant and develop a training plan for the OJT participant that includes competencies needed to be satisfactorily skilled in the OJT position.

FISCAL

2. OJT Provider shall reimburse Employer on a (Enter a term such as a monthly or bi-monthly) basis in an amount not to exceed total reimbursement for extraordinary costs of training to be provided by the Employer to the participant.
3. Employer agrees to maintain adequate time and attendance, payroll, and other records to support amounts reimbursed under the OJT contract.
4. Employer agrees that records which are directly related to the OJT contract are subject to review, monitoring, and audit by the OJT Provider, the State and/or the federal government, at any time and without prior notice to the employer.
5. Employer shall provide adequate insurance coverage to protect against legal liability arising out of OJT activity.
6. Employer shall preserve all OJT Employee payroll records, fringe benefits and personnel records.

EMPLOYER ASSURANCES

7. Employer shall provide worker's compensation coverage for the OJT.
8. If the OJT is provided to one of the Employer's current employees, the Employer verifies that the OJT will relate to the introduction of new technologies, introduction to new production or service procedures, or is an upgrade to a new job that requires additional skills, and that the OJT position will provide the OJT participant with additional wages, hours or benefits.
9. Employer certifies that the company is financially solvent on the date of this contract, and the Employer's best projection is that they will remain financially able to meet contract obligations at the end of the training period, including OJT participant's retention.
10. Employer agrees that wage and labor standards will be adhered to and to pay the OJT participant at the same rates, including increases, and benefits as participants or employees who are situated in similar jobs. Such rates shall be in accordance with applicable law, but in no event less than the higher rate specified in section 6(a)(1) of the Fair Labor Standards Act of 1938 or the applicable state or local minimum wage law. WIOA sec. 181(a)(1)(A)
11. Conditions of employment and training will be in full accordance with all applicable federal, state, and local laws and ordinances (including but not limited to anti-discrimination, labor and employment laws, environmental laws or health and safety laws).
12. Employer certifies that the OJT will not impair existing agreements for services or collective bargaining agreements and that either it has the concurrence of the appropriate labor organization

ON-THE-JOB TRAINING (OJT) CONTRACT

as to the design and conduct of an OJT, or it has no collective bargaining agreement with a labor organization that covers the OJT position. 20 CFR 683.270.

13. Employer assures that they have not been debarred or suspended in regard to federal funding. 29 CFR Part 97.35.
14. Employer further assures that OJT funds will not be used to assist, promote or deter union organizing. WIOA sec. 181(b)(7).
15. Employer certifies that no member of the OJT participant's immediate family is engaged in an administrative capacity for the Employer, or will directly supervise the OJT participant. For the purpose of this contract, immediate family is defined as spouse, children, parents, grandparents, grandchildren, brothers, sisters or person bearing the same relationship to the OJT participant's spouse. 20 CFR 683.200.
16. Employer assures that the OJT participant(s) will not be employed to carry out the construction, operation or maintenance of any part of a facility that is used or to be used for sectarian instruction or as a place for religious worship. 29 CFR 683.255.
17. Employer assures that the OJT participant has not been hired into or will remain working in any position when any other person is on layoff from the same or a substantially equivalent job within the same organizational unit or has been bumped and has recall rights to that position, nor if the OJT is created in a promotional line that infringes on opportunities of current employees. 20 CFR 683.270.

ADDITIONAL TERMS

18. Employer must provide comprehensive general liability insurance protection to the participant.
19. OJT contract is subject to modification or termination due to actions taken by the Federal, State, or Local governments that result in a frustration of contract purpose. Such actions include, but are not limited to withdrawal of WIOA funding by the United States Congress, or the failure by the United States Congress to reauthorize WIOA program activities.

Section 5: Signatures

I hereby agree to all the terms and conditions in this OJT Agreement.

Authorized Signatures	
DATE:	DATE:
EMPLOYER SIGNATURE:	OJT PROVIDER SIGNATURE:
TYPE/PRINT NAME:	TYPE/PRINT NAME:
TITLE:	TITLE:

**WIOA On-the-Job Training (OJT)
Increased Reimbursement Rate (75%) Documentation Checklist**

Purpose

This form documents justification for approval of an increased OJT reimbursement rate of up to seventy-five percent (75%) in accordance with 20 CFR 680.730, NJWIN WD-PY21-3.1, and UCWDB Policy UCWDB-2026-10

Participant Information

Participant Name: _____ AOSOS ID: _____

Program Type: Adult Dislocated Worker Youth

Employer Information

Employer Name: _____

FEIN: _____

Number of Employees: _____

Industry Sector: _____

Justification Factors (check all that apply and attach documentation)

- Participant has one or more barriers to employment under WIOA Section 3(24)
Barrier(s) identified: _____
- Employer qualifies as a small business (50 or fewer employees)
- Position is in an in-demand occupation and/or leads to an industry-recognized credential
- Quality and complexity of training exceeds standard OJT expectations
- Wage level and advancement opportunities support self-sufficiency

Narrative Justification

Provide a detailed explanation supporting the request for a 75% reimbursement rate.

**WIOA On-the-Job Training (OJT)
Increased Reimbursement Rate (75%) Documentation Checklist**

Certification and Approval

Prepared By (Name/Title): _____

Date: _____

Approved By (WDB Director): _____

Signature: _____

Date: _____

Barriers to Employment Verification Checklist

Participant Name: _____

Employer: _____

Training Program: _____

Contract ID: _____

Date Completed: _____

Completed By: _____

Purpose

This checklist is used to document and verify whether an incumbent worker meets one or more barriers to employment as defined under WIOA Section 3(24).

Barrier Categories (check all that apply)

- Low-Income Individual
- Individual with a Disability
- Older Individual (55 or older)
- Ex-Offender
- English Language Learner
- Homeless Individual
- Displaced Homemaker
- Long-Term Unemployed prior to current employment
- Underemployed Worker
- Other WIOA-allowable barrier: _____

Primary Barrier Identified: _____

Secondary Barrier(s): _____

Staff Certification

I certify that the information above has been reviewed and verified in accordance with WIOA regulations and UCWDB policy.

Staff Signature

Date

WIOA On-the-Job Training (OJT) Training Duration Justification Form

Purpose

This form documents justification for the length of an OJT contract in accordance with 20 CFR 680.700(c), NJWIN WD-PY21-3.1, and UCWDB Policy UCWDB-2026-10.

Participant and Employer Information

Participant Name: _____ AOSOS ID: _____

Employer Name: _____ Job Title: _____

Proposed Training Duration

OJT Start Date: _____

OJT End Date: _____

Total Training Duration (weeks/months): _____

Required Justification Factors (20 CFR 680.700(c))

- **Skill Requirements of the Occupation:**
(O*NET SVP, job description, competencies)

- **Academic and Occupational Skill Level of Participant:**
(Assessments, credentials, certifications)

- **Prior Work Experience:**
(Relevant work history and transferable skills)

- **Individual Employment Plan (IEP/ISS) Alignment:**
(Training goals, career pathway, identified skill gaps)

WIOA On-the-Job Training (OJT) Training Duration Justification Form

Narrative Justification

Explain why the proposed training duration is required for the participant to become proficient in the occupation.

Certification and Approval

Prepared By (Name/Title): _____

Date: _____

Approved By: _____

Signature: _____

Date: _____

**Union County Workforce Development Board
WIOA Title I Work-Based Learning Policy**

Policy Number:	UCWDB-2026-09
Effective Date:	January 28, 2026
Supersedes:	Work Based Learning Policy (Resolution 2022-42)
Review Date:	Annually

Section 1: Purpose and Authority

1.1 Purpose

This policy establishes the framework for work-based learning (WBL) programs administered by the Union County Workforce Development Board (UCWDB) and its designated service providers. Work-based learning encompasses employer-driven training strategies that connect participants with workplace experiences while building occupational skills aligned with career pathways in in-demand industries.

Work-based learning programs covered under this policy include:

- On-the-Job Training (OJT)
- Incumbent Worker Training (IWT)
- Registered Apprenticeship (RA)
- Pre-Apprenticeship Programs
- Work Experience (including Youth Work Experience)
- Transitional Jobs
- Customized Training

1.2 Applicability

This policy applies to WIOA Title I Adult, Dislocated Worker, and Youth programs, as well as Work First New Jersey (WFNJ) participants served through TANF and SNAP Employment and Training funds where work-based training is an approved activity.

This policy applies to:

- All staff of the American Job Center of Union County (AJCUC)
- WIOA Title I service providers operating under contract with UCWDB
- WFNJ service providers delivering TANF and SNAP E&T services
- Employers participating in work-based training programs
- UCWDB staff responsible for program oversight and monitoring

**Union County Workforce Development Board
WIOA Title I Work-Based Learning Policy**

1.3 Regulatory Authority and Legal Basis

A. Federal Statutes:

- **Workforce Innovation and Opportunity Act (WIOA), Public Law 113-128**
- **WIOA Section 3(24)** - Definition of Individual with Barriers to Employment
- **WIOA Section 3(44)** - Definition of On-the-Job Training
- **WIOA Section 101(8)** - Registered Apprenticeship Programs
- **WIOA Section 122(a)(3)** - Eligible Training Provider Requirements
- **WIOA Section 134(c)(3)** - Training Services
- **WIOA Section 134(d)(4)** - Incumbent Worker Training
- **WIOA Section 134(d)(5)** - Transitional Jobs
- **WIOA Section 181(b)(7)** - Union Organizing Prohibition

B. Federal Regulations:

- **20 CFR 680.700-680.760** - On-the-Job Training
- **20 CFR 680.770-680.780** - Customized Training and Incumbent Worker Eligibility
- **20 CFR 680.790-680.820** - Incumbent Worker Training
- **20 CFR 680.830-680.850** - Transitional Jobs and Work-Based Training Prohibitions
- **20 CFR 680.170** - Work Experience for Adults and Dislocated Workers
- **20 CFR 680.230** - Coordination of Training Funds (Payer of Last Resort)
- **20 CFR 681.590-681.600** - Youth Work Experience Requirements
- **2 CFR Part 200** - Uniform Administrative Requirements (Uniform Guidance)
- **2 CFR 2900.8** - DOL Exceptions to Uniform Guidance

C. Federal Guidance:

- **TEGL 3-15** (July 2015) - Operating Guidance for WIOA
- **TEGL 10-16, Change 2** - Performance Accountability Guidance
- **TEGL 13-16** - Registered Apprenticeship Performance
- **TEGL 19-16** (March 2017) - WIOA Title I Training Services Guidance

D. State Guidance:

- **NJWIN 13-15** - Training Contracts and Work-Based Training (January 2016)
- **NJWIN WD-PY21-3.1** - On-the-Job Training Policy (October 2021, revised December 2023)
- **NJWIN WD-PY21-4** - Incumbent Worker Training Policy (December 2021)
- **NJDOL WIOA Apprenticeship Policy**

Section 2: Core Principles

Union County Workforce Development Board
WIOA Title I Work-Based Learning Policy

2.1 Payer of Last Resort

Per **20 CFR 680.230**, WIOA funds for work-based training may only be used when other sources of training funds are unavailable. One-stop operators must coordinate training funds available and make funding arrangements with one-stop partners and other entities. Staff must consider the availability of other sources of grants to pay for training costs such as Temporary Assistance for Needy Families (TANF), State-funded training funds, and Federal Pell Grants, so that WIOA funds supplement other sources. Local areas must be able to demonstrate that they have identified and used other program funds when they are available to a customer.

2.2 Employer-Employee Relationship

All work-based learning activities must comply with Fair Labor Standards Act (FLSA) requirements for employer-employee relationships. Participants must receive wages and benefits comparable to similarly situated employees performing the same work.

2.3 Union Organizing Prohibition

Per **WIOA Section 181(b)(7)** and **20 CFR 680.850**, funds provided to employers for work-based training must not be used to directly or indirectly assist, promote, or deter union organizing. OJTs are not intended to impair any existing contracts for services or collective bargaining agreements. When a program or activity authorized under Title I of WIOA would be inconsistent with a collective bargaining agreement, the appropriate labor organization and employer must provide written concurrence before the program or activity begins.

2.4 Non-Displacement

Work-based learning participants must not displace currently employed workers, including partial displacement through reduced hours, wages, or benefits. A participant will not be employed in or assigned to a job if: (a) any other individual is laid off from the same or substantially equivalent job; (b) the employer has terminated employment of any regular, unsubsidized employee or otherwise caused an involuntary reduction in workforce with the intention of filling the vacancy with the participant; or (c) the job is created in a promotional line that infringes on the promotional opportunities of currently employed workers.

2.5 Relocation Prohibition

Funds must not be used for any business that has relocated from another location in the United States until the company has operated at the new location for 120 days, if the relocation has resulted in any employee losing his or her job at the original location.

Section 3: Eligibility and Priority Populations

3.1 Participant Eligibility

Work-based learning participants must meet WIOA Title I eligibility requirements for Adult, Dislocated Worker, or Youth programs. Additionally, participants must have:

**Union County Workforce Development Board
WIOA Title I Work-Based Learning Policy**

- Documented WIOA eligibility recorded in AOSOS prior to service enrollment
- Completed Individual Employment Plan (IEP) or Individualized Service Strategy (ISS)
- Completed skills and needs assessment demonstrating training need
- Determination that participant is unlikely or unable to obtain or retain employment leading to economic self-sufficiency without additional training
- Assessment that participant has the skills and qualifications to participate successfully in the work-based learning opportunity

The participant's case file must contain a determination of need for training services as determined through ongoing assessment and career planning activities and informed by local labor market information and training provider performance information.

3.2 Priority Populations - Individuals with Barriers to Employment

Per **WIOA Section 3(24)**, priority for work-based learning services shall be given to individuals with one or more of the following barriers to employment:

Barrier Category	Definition/Criteria
Displaced Homemaker	Individual who has been providing unpaid services to family members; has been dependent on income of another family member but is no longer supported; and is unemployed or underemployed
Low-Income Individual	Individual receiving TANF/SNAP; income below poverty line or 70% of LLSIL; qualifies for free/reduced lunch; foster youth; homeless; or has disability
Indians, Alaska Natives, Native Hawaiians	As defined in WIOA Section 166
Individuals with Disabilities	Individual with physical or mental impairment that substantially limits major life activities
Older Individuals	Age 55 or older
Ex-Offenders	Individual with criminal history requiring assistance overcoming barriers to employment
Homeless Individuals	As defined in Violence Against Women Act Section 41403(6) or McKinney-Vento Homeless Assistance Act
Youth in/Aged Out of Foster Care	Individual currently in foster care or who has aged out
English Language Learners	Individuals with limited English ability
Low Levels of Literacy	Individual unable to function at level necessary on the job, in family, or in society
Substantial Cultural Barriers	Individuals facing substantial cultural barriers to employment
Migrant and Seasonal Farmworkers	As defined in WIOA Section 167(i)

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Exhausting TANF Lifetime Eligibility	Individuals within 2 years of exhausting lifetime eligibility
Single Parents	Including single pregnant women
Long-Term Unemployed	Unemployed for 27 or more consecutive weeks

3.3 Employer Eligibility (Eligible Entities)

Per **NJWIN WD-PY21-3.1**, employers participating in work-based learning programs must meet the following eligibility requirements:

- Registration for Unemployment Insurance (UI) and Disability Insurance (DI) taxes with New Jersey
- Current W-9 on file with the New Jersey Treasury
- Less than \$750 in open tax liability
- Current in unemployment insurance and workers' compensation taxes, penalties, and interest, and/or be on a related payment plan
- Compliance with applicable labor laws and regulations
- Demonstrated financial stability to complete training commitment
- No pattern of failing to provide continued long-term employment to work-based learning participants

Employers providing OJT are not subject to the requirements of the Eligible Training Provider List (ETPL) and are not included on the State list of eligible training providers and programs.

3.4 Ineligible Entities

The following entities are ineligible to participate in work-based learning programs:

- Employers who have exhibited a pattern of failing to provide OJT participants with continued long-term employment (per **20 CFR 680.700(b)**)
- Employers not registered for UI/DI taxes with New Jersey
- Employers without a current W-9 on file with the Treasury
- Employers with \$750 or more in open tax liability
- Employers delinquent on unemployment insurance or workers' compensation taxes without a payment plan
- Employers with documented labor law violations
- Employers who have laid off workers within 120 days to relocate from another state
- Employers involved in active labor disputes or strikes

3.5 Position Eligibility

Per **NJWIN WD-PY21-3.1**, positions must meet the following requirements to qualify for work-based training:

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- Position must pay at least the current New Jersey state minimum wage
- Position must provide a minimum of 30 hours per week
- Position must be on a career pathway towards higher level and/or higher paying jobs
- Employers engaging in OJTs for lower waged jobs must demonstrate career pathways leading to positions exceeding \$15.00 per hour
- Position must be in an in-demand occupation or demonstrate connection to local labor market needs

Individuals in work-based training must be compensated at the same rates as similarly situated trainees or employees and must be offered comparable benefits and working conditions.

Section 4: On-the-Job Training (OJT)

4.1 Definition and Purpose

Per **WIOA Section 3(44)** and **NJWIN WD-PY21-3.1**, On-the-Job Training (OJT) is training by an employer that is provided to a paid participant while engaged in productive work in a job that:

- Provides knowledge or skills essential to the full and adequate performance of the job
- Provides reimbursement to the employer of up to 50 percent of the wage rate for extraordinary training and supervision costs
- Is limited in duration to the occupation for which the participant is being trained
- Is clearly connected to a participant's goals and training plan

OJT opportunities help bridge employer skill demands and participant skill levels. OJT participants are not counted in Title I credential attainment measures. However, credential completion may count as a measurable skill gain performance outcome per **TEGL 10-16 Change 1**.

4.2 Training Contract Duration Requirements

Per **20 CFR 680.700(c)**, an OJT contract must be limited to the period of time required for a participant to become proficient in the occupation. The following factors **MUST** be documented:

Factor (20 CFR 680.700(c))	Required Documentation
Skill Requirements of the Occupation	O*NET SVP time; job description with required competencies; industry standards
Academic and Occupational Skill Level	Assessment results (CASAS, TABE, etc.); educational credentials; certifications held
Prior Work Experience	Employment history; transferable skills analysis; relevant work experience documentation
Individual Employment Plan (IEP)	Training goals; career pathway alignment; identified skill gaps; supportive service needs

4.3 Reimbursement Rates and Payment Process

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Per **NJWIN WD-PY21-3.1**, the maximum amount for each WIOA-funded OJT per participant should not exceed \$10,000 over a six-month period. Local WDBs will typically reimburse an eligible employer up to 50 percent of an OJT participant's wage rate.

Reimbursement Calculation Formula:

Reimbursement Amount = (Approved Training Hours × Hourly Wage Rate × Reimbursement Percentage)

Payment Process:

1. Employer submits monthly invoice with timesheet documentation
2. Case Manager verifies training hours against participant timesheet and payroll records
3. Program Manager reviews and approves reimbursement request
4. Fiscal Department processes payment within 30 days of approval

4.4 Increased Reimbursement Rate (Up to 75%)

Per **20 CFR 680.730** and **NJWIN WD-PY21-3.1**, Local WDBs may increase the reimbursement level to up to 75 percent. Per **20 CFR 680.730(b)**, Local Boards **MUST** document the factors used:

Factor (20 CFR 680.730)	Consideration	Required Documentation
Participant Characteristics	Individual with barriers to employment per WIOA Section 3(24)	Barrier verification checklist; supporting documentation
Employer Size	Small businesses (50 or fewer employees)	Employee count certification; business size documentation
Quality of Training	In-demand occupation; industry-recognized credential	Training plan; credential goals; HPO list verification
Other Local Factors	Number of employees; wage and benefit levels	Wage progression plan; benefits documentation

4.5 Waiver Requirements

Per **NJWIN WD-PY21-3.1**, a waiver must be requested by the Local WDB for:

- The funded amount of an OJT exceeds \$10,000 over a six-month period
- The funded period exceeds six months
- The employer reimbursement exceeds 50%

The waiver must be requested prior to the commencement of the OJT. Submit to WIOAPOD@dol.nj.gov using the OJT Waiver Request Form (Attachment B).

4.6 OJT for Employed Workers

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Per **NJWIN WD-PY21-3.1**, an individual who is employed may qualify for an OJT if they are considered underemployed:

- Currently working but not earning the self-sufficient wage (100% LLSIL)
- Currently working in a temporary capacity and OJT facilitates transition to full-time employment
- Training relates to new technologies, new procedures, upgrading to new jobs, or workplace literacy

4.7 Training Plan Development

Per **NJWIN WD-PY21-3.1**, employers, local WDB staff, and OJT participants must co-develop specific training plans. Key elements include:

- **Job Description:** Obtained from employer or developed with WDB assistance
- **Skill Requirements:** List of skills needed to perform the job
- **Participant's Starting Capability:** Assessment of trainee's current skills
- **Participant's Ending Capability:** Assessment at training's end
- **Training Length:** Period required for proficiency

A sample OJT Training Plan is included as Attachment A. The training contract must be signed by the local WDB, the employer, and the employee.

Section 5: Incumbent Worker Training (IWT)

5.1 Definition and Purpose

Per **20 CFR 680.790** and **NJWIN WD-PY21-4**, Incumbent Worker Training (IWT) is training designed to meet the special requirements of an employer to retain a skilled workforce or avert the need to lay off employees.

The two key objectives of IWT are to:

- Help avert potential layoffs of employees, or
- Increase the skill levels of employees so they can be promoted and create backfill opportunities

5.2 Incumbent Worker Eligibility

Per **20 CFR 680.780** and **NJWIN WD-PY21-4**, to qualify as an incumbent worker, the individual must be:

- Employed with an established employer-employee relationship meeting FLSA requirements
- Have an established employment history with the employer for 6 months or more
- A U.S. Citizen or otherwise authorized to work in the U.S.

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- Age 18 or older
- Registered with Selective Service (if applicable)

IMPORTANT: An incumbent worker does not have to meet WIOA eligibility requirements unless also enrolled as a Title I participant. Individuals who receive only IWT are reported as WIOA Reportables and are not included in WIOA performance accountability calculations.

5.3 IWT Employer Eligibility Criteria

Per **20 CFR 680.810** and **NJWIN WD-PY21-4**, the Local Board must consider criteria including: participant characteristics, employer impact, participant impact, unique value, connection to in-demand occupations, and employer standing.

5.4 Employer Cost Share Requirements

Per **WIOA Section 134(d)(4)(D)** and **NJWIN WD-PY21-4**:

Employer Size (Number of Employees)	Minimum Employer Share
50 or fewer employees	10 percent of training cost
51 to 100 employees	25 percent of training cost
More than 100 employees	50 percent of training cost

The employer's payment can be cash payments, fairly evaluated in-kind contributions, or both. Per **2 CFR 2900.8**, employer share must be reported on the ETA-9130 quarterly financial report.

5.5 IWT Funding Limits

Per **WIOA Section 134(d)(4)(A)** and **NJWIN WD-PY21-4**:

- Local WDBs may reserve up to 20 percent of combined Title I Adult and Dislocated Worker allocations for IWT
- IWT in local government entities must not exceed 10 percent of combined allocations

5.6 Upskill/Backfill Strategy

Per **NJWIN WD-PY21-4**, UCWDB is encouraged to develop an upskill/backfill strategy to fill jobs vacated by workers advancing through IWT with other WIOA participants.

5.7 Selection of Training Providers

Per **NJWIN WD-PY21-4**, generally the employer selects and procures the training provider. These entities do not have to be on the ETPL.

Section 6: Other Work-Based Learning Programs

6.1 Registered Apprenticeship (RA)

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Per **NJWIN 13-15** and **WIOA Section 122(a)(3)**, Registered Apprenticeship is an important component of training services. RAPs registered with NJDOL or US DOL automatically qualify for the ETPL.

WIOA funding options for RA include: Individual Training Accounts (ITA), OJT contracts, combination of ITA and OJT, and incumbent worker training for upskilling apprentices.

6.2 Pre-Apprenticeship Programs

Pre-apprenticeship programs prepare participants for entry into Registered Apprenticeship programs and must include: training aligned with employer needs, career counseling, hands-on learning, credential opportunities, and partnerships with RA programs.

6.3 Transitional Jobs

Per **20 CFR 680.830-680.840**, transitional jobs are time-limited, subsidized work experiences for individuals with barriers to employment who are chronically unemployed.

Key Requirements:

- Per **20 CFR 680.840**, transitional jobs **MUST** be combined with comprehensive career services and supportive services
- **Funding Limit:** Up to 10 percent of combined Adult and Dislocated Worker allocations
- **Minimum Wage:** At least \$15.00 per hour for Union County participants

6.4 Work Experience

Per **20 CFR 680.170** and **20 CFR 681.590**, work experience is a planned, structured learning experience in a workplace for a limited period of time.

Youth Work Experience Requirement: Local areas must expend a minimum of 20 percent of non-administrative Youth program funds on work experience activities.

6.5 Customized Training

Per **20 CFR 680.760**, customized training is training designed to meet employer requirements with a commitment to employ upon completion and employer pays minimum 50 percent of cost.

6.6 Pay-for-Performance Contract Strategy

Per **WIOA Section 134(c)(3)(G)(ii)**, no more than 10 percent of local funds may be spent on pay-for-performance contract strategies.

Section 7: Documentation Requirements

7.1 Universal Documentation

All work-based learning participant files must include:

- WIOA Title I eligibility determination documentation

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- Individual Employment Plan (IEP) or Individualized Service Strategy (ISS)
- Skills and needs assessment results
- Barrier to employment verification (if applicable)
- Training plan aligned with career pathway

7.2 OJT-Specific Documentation

Per **NJWIN WD-PY21-3.1**, OJT participant files must include:

Document Type	Required Elements
OJT Contract	Occupation; training duration; wage rate; reimbursement rate; competencies; signatures
Training Duration Justification	Documentation of 20 CFR 680.700(c) factors
75% Reimbursement Justification	Documentation of 20 CFR 680.730 factors (if applicable)
Employer Eligibility Verification	UI/DI registration; W-9; tax liability; prior performance history
Training Plan (Attachment A)	Job description; skill requirements; capability assessments
Monthly Invoices and Timesheets	Training hours; wage documentation; payroll verification
Progress Reports	Skill attainment tracking; competency achievement
Waiver Request (if applicable)	NJDOL OJT Waiver Request Form (Attachment B)

7.3 IWT-Specific Documentation

Per **NJWIN WD-PY21-4**, IWT participant files must include:

- Six-month work history documentation
- Employer eligibility verification per **20 CFR 680.810** criteria
- Employer size verification for cost share calculation
- Cost share calculation and documentation
- Training plan with expected outcomes
- Employer commitment to retention or layoff aversion
- Selective Service registration verification
- Data sharing agreement

Section 8: Approval Authority

Activity	Approval Level	Additional Requirements
OJT up to \$10,000/6 months at 50%	Program Manager	Standard documentation

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OJT at 51-75% reimbursement	WDB Director	75% Reimbursement Justification Form
OJT exceeding \$10,000 or 6 months	WDB Director + NJDOL POD Team	NJDOL OJT Waiver Request Form
OJT reimbursement exceeding 50%	WDB Director + NJDOL POD Team	NJDOL OJT Waiver Request Form
IWT Contracts	WDB Director	Employer eligibility verification
Work Experience (Youth)	Program Manager	20% expenditure tracking required
Transitional Jobs	WDB Director	Must combine with career and supportive services

Section 9: Reporting, Data Entry, and Record Retention

9.1 AOSOS Data Entry Requirements

Per **NJWIN WD-PY21-3.1** and **WD-PY21-4**, all work-based learning activities must be entered in AOSOS within 5 business days of occurrence.

9.2 Reporting Requirements

- **Monthly:** Youth work experience expenditures tracked against 20% requirement
- **Quarterly:** IWT employer share reported on ETA-9130; participant outcomes reported in AOSOS
- **Quarterly:** OJT participant progress and outcomes

9.3 Record Retention

All work-based learning documentation must be retained for a minimum of three (3) years from the date of the final expenditure report, or until all audits, claims, and litigation matters are resolved, whichever is longer.

Section 10: Monitoring and Internal Controls

10.1 OJT Monitoring Requirements

Per **NJWIN WD-PY21-3.1**, OJT program monitoring must include:

- Onsite reviews to ensure quality training experiences and validity of employer costs
- Documentation of participant and supervisor feedback on training progress
- Review of employer payroll records
- Minimum of monthly communication with the employer

Past performance based on monitoring must be considered in establishment of future contracts with employers.

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10.2 Internal Controls

- Separation of duties between programmatic and fiscal functions
- On-site monitoring visits during the training period
- Employer performance tracking for retention patterns per **20 CFR 680.700(b)**
- Invoice verification against timesheets, payroll records, and contract terms
- Review of training plans, contracts, and implemented activities
- Assessment that cost of WBL opportunity is commensurate with benefit

Section 11: Equity and Accessibility

UCWDB is committed to ensuring equitable access to work-based learning opportunities for all eligible individuals.

- **Non-Discrimination:** All activities shall comply with civil rights and non-discrimination requirements
- **Language Access:** Services and materials shall be available in appropriate languages
- **Disability Accommodations:** Reasonable accommodations shall be provided per ADA requirements
- **Trauma-Informed Approaches:** Staff shall utilize trauma-informed practices
- **Priority Population Recruitment:** Active outreach to priority populations per **WIOA Section 3(24)**

Section 12: Performance Measures

Per **TEGL 10-16 Change 2** and **NJWIN WD-PY21-3.1:**

- OJT and customized training are excluded from credential attainment performance indicator
- Credential completion may count as a measurable skill gain performance outcome
- Registered Apprenticeship can result in credential attainment performance outcome
- IWT participants not enrolled as Title I participants are reported as WIOA Reportables

Section 13: Definitions

Term	Definition
AJCUC	American Job Center of Union County, the one-stop career center
AOSOS	America's One-Stop Operating System, NJ's workforce data management system
Customized Training	Training designed to meet employer requirements with commitment to employ

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ETPL	Eligible Training Provider List - state-maintained list of approved providers
High Priority Occupations	In-demand job categories with higher skill needs and family-sustaining wages
Incumbent Worker	Individual employed with 6+ month employment history with employer
Individual Employment Plan (IEP)	Individualized career service plan with employment goals
Individualized Service Strategy (ISS)	Service plan for WIOA Youth participants
Individual with Barriers to Employment	Member of populations defined in WIOA Section 3(24)
LLSIL	Lower Living Standard Income Level, income criteria published annually by US DOL
On-the-Job Training (OJT)	Training by employer to paid participant with reimbursement for training costs
POD Team	WIOA Title I Program Oversight and Development team at NJDOL
Pre-Apprenticeship	Programs preparing participants for Registered Apprenticeship
Registered Apprenticeship (RA)	Employer-driven earn and learn model registered with NJDOL or US DOL
Small Business	Employer with 50 or fewer employees
Transitional Jobs	Time-limited subsidized work experiences for individuals with barriers
WIOA Reportables	Individuals reported to USDOL but not included in performance calculations
Work Experience	Planned structured learning experience in a workplace

Section 14: References

A. Federal Statutes and Regulations:

- Workforce Innovation and Opportunity Act (WIOA), Public Law 113-128
- 20 CFR Part 680 - Adult and Dislocated Worker Activities under Title I of WIOA
- 20 CFR Part 681 - Youth Activities under Title I of WIOA
- 2 CFR Part 200 - Uniform Administrative Requirements
- 2 CFR Part 2900 - DOL Exceptions to 2 CFR Part 200

B. TEGLs and USDOL Guidance:

- TEGL 3-15 - Operating Guidance for WIOA
- TEGL 10-16, Change 2 - Performance Accountability Guidance

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- TEGL 13-16 - Guidance on Registered Apprenticeship
- TEGL 19-16 - Guidance on Adult and Dislocated Worker Services

C. State Guidance (NJWINs):

- NJWIN 13-15 - Training Contracts and Work-Based Training
- NJWIN WD-PY21-3.1 - On-the-Job Training Policy
- NJWIN WD-PY21-4 - Incumbent Worker Training Policy
- NJDOL WIOA Apprenticeship Policy

Section 15: Action

This policy directive shall be made available to all AJCUC and Title I service provider staff. Training on policy requirements shall be conducted within 30 days of adoption. All staff involved in work-based learning activities must acknowledge receipt and understanding of this policy.

Section 16: Attachments

The following attachments are incorporated by reference into this policy:

- **Attachment A:** OJT Training Plan Template (per NJWIN WD-PY21-3.1)
- **Attachment B:** NJDOL OJT Waiver Request Form (per NJWIN WD-PY21-3.1)
- **Attachment C:** IWT Employer Eligibility Checklist
- **Attachment D:** 75% Reimbursement Justification Form
- **Attachment E:** Barriers to Employment Verification Checklist
- **Attachment F:** Training Duration Justification Form
- **Attachment G:** UCWDB Supportive Services Policy (Reference)
- **Attachment H:** TEGL 3-15 (Reference)
- **Attachment I:** NJWIN 13-15 (Reference)
- **Attachment J:** NJWIN WD-PY21-3.1 (Reference)
- **Attachment K:** NJWIN WD-PY21-4 (Reference)

Section 17: Inquiries and Technical Assistance

Union County Workforce Development Board

Meredith Barracato, MPA
Policy and Strategic Planning Advisor
Email: meredith.barracato@ucnj.org

New Jersey Department of Labor and Workforce Development

WIOA Policy and Operations Division
Email: WIOAPOD@dol.nj.gov

	New Jersey Workforce Innovation Notice		WD-PY21-3
	Issued By:	Workforce Development Division of Career Services	
	Approved By:	Hugh Bailey, Assistant Commissioner Workforce Development	
	Issued Date:	October 29, 2021	

SUBJECT: Workforce Innovation and Opportunity Act (WIOA) Formula-Funded On-the-Job Training (OJT) Policy

PURPOSE: New Jersey Department of Labor and Workforce Development (NJLWD) offers this policy to guide the New Jersey Local Workforce Development Boards (LWDBs) investment of WIOA Title I funds in OJT opportunities. The investment of funds should be driven by LWDBs strategic priorities, high priority occupations and related targeted industry clusters, and the skill needs of local employers with an unmet workforce need.

EFFECTIVE DATE: This NJWIN is effective **Immediately**.

BACKGROUND: The Workforce Innovation and Opportunity Act (WIOA) defines “On-the-Job Training” (OJT) as training by an employer that is provided to a paid participant while engaged in productive work in a job that:

- Provides knowledge or skills essential to the full and adequate performance of the job;
- Provides reimbursement to the employer of up to 50 percent of the wage rate of the participant for the extraordinary costs of providing training and additional supervision related to training; and
- Is limited in duration to the occupation for which the participant is being trained, considering the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.

Individuals participating in WIOA-funded OJT opportunities must be eligible for Title I funding through Adult, Dislocated Worker, and/or Youth eligibility criteria. These individuals must have access to the full range of services and supports available through Title I funding – including, assessment, development of an Individual Employment Plan (IEP) or Individualized Service Strategy (ISS), and supportive services.

OJT opportunities help to bridge employer skill demands and participant skill levels by building training into the initial phase of employment and supporting opportunities for learning through direct engagement in a position. Experiential and classroom-based training may both be offered as part of an OJT. OJTs support the goal of long-term employment for employees by integrating skill development and targeting in-demand, sustainable job positions. OJTs may include attainment of specific industry-valued credentials as part of training opportunities, however OJT participants are not counted in Title I credential attainment measures.

KEY DEFINITIONS

High Priority Occupations are job categories, within selected industry clusters, that are in demand by employers, have higher skill needs and are likely to provide family-sustaining wages.

Individual Employment Plan is an individualized career service that is developed jointly by the participant and the career planner when determined appropriate by the one-stop career center. The plan is an ongoing strategy to identify employment goals, achievement objectives, and an appropriate combination of services for the participant to achieve the employment goals.

Individual with a Barrier to Employment means a member of 1 or more of the following populations:

- Displaced homemaker.
- Low-income individuals.
- Indians, Alaska Natives, and Native Hawaiian, as such terms are defined in WIOA section 166.
- Individuals with disabilities, including youth who are individuals with disabilities.
- Older individuals.
- Ex-offenders (having some type of criminal background).
- Homeless individuals (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), or homeless children and youths (as defined in section 752(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434(a)(2)))
- Youth who are in or have aged out of foster care.
- Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers.
- Eligible migrant and seasonal farmworkers, as defined in WIOA section 167(i).
- Individuals within 2 years of exhausting lifetime eligibility under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.).
- Single parents (including single pregnant women).
- Long-term unemployed individuals.

On-the-Job Training (OJT) is training by an employer that is provided to a paid participant while engaged in productive work in a job that

- Provides knowledge or skills essential to the full and adequate performance of the job;
- Is made available through a program that provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, except as provided in WIOA section 134(c)(3)(H), for the extraordinary costs of providing the training and additional supervision related to the training; and
- Is limited in duration as appropriate to the occupation for which the participant is being trained, considering the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.

POLICY OVERVIEW

The Workforce Innovation and Opportunity Act (WIOA) offers a number of different types of work exposure and training activities to support the development and success of jobseekers and employees in the state of New Jersey. Work-Based Training opportunities, and specifically On-the-Job Training (OJT) contracts, offer mechanisms for including employers as trainers and/or in linking training directly to the needs of employers and specific employment opportunities. OJT provides reimbursements to employers to help compensate for the costs associated with skills upgrade training for newly hired employees and the lost production of current employees providing the training, including management staff.

This policy provides an overview of specific guidance related to eligibility, additional program details and expectations, and setting up operations of OJT programs locally – including the development of application, contracting, and monitoring processes. The maximum amount for each WIOA funded OJT per participant should not exceed \$10,000 over a six-month period. Local WDBs will typically reimburse an eligible employer up to 50 percent of an OJT participant's wage rate during the OJT. Local areas must disclose and document any OJT opportunities that exceed these caps to New Jersey Department of Labor (NJDOL).

Participant, Employer, and Role Eligibility

Participant Eligibility

New Jersey One-Stop Career Center customers who meet the eligibility requirements for Title I Adult, Dislocated Worker, or Youth programs have access to OJT opportunities. The development and refinement of Individual Employment Plans (IEP) and/or Individualized Service Strategies (ISS) is a critical step in ensuring that an OJT opportunity matches the skill needs, interests, and assets of the individual participant being served.

OJT opportunities may be made available to unemployed participants and dislocated workers who are:

- **Assessed as benefiting from an OJT opportunity:** After assessment and career planning¹, staff have determined that the individual is unlikely or unable to obtain or retain employment that leads to economic self-sufficiency or unable to obtain wages comparable to or higher than wages from previous employment through career service without additional training. In addition, the individual has been assessed to have the skills and qualifications to participate successfully in an OJT opportunity.
- **Align with priority populations and sectors identified by the local area:** Individuals determined eligible in accordance with the State and local priority system, particularly

¹ When appropriate, a recent interview, evaluation or assessment may be used for the assessment purpose

within adult funding streams, must be prioritized. Additionally, participant interest and priority sector alignment in local areas offer criteria for prioritizing OJT opportunities.

- ***Interested in occupations with available employment opportunities:*** An individual has selected a program of training services that is directly linked to the employment opportunities in the local area or the planning region, or in another area to which the individuals are willing to commute or relocate.

The participant's case file must contain a determination of need for training services as determined through ongoing assessment and career planning activities and informed by local labor market information and training provider performance information. In addition to objective trainee assessments, all OJT requests must be reasonable based on factors such as trainee experience, appropriate hourly wages, trainee needs, work experience and any other relevant factors.

OJT for Employed Workers

An individual who is employed may also qualify for an OJT if they are considered underemployed. An individual is determined to be underemployed if:

- The employee is currently working but not earning the self-sufficient wage of \$15.00/hour;
- The employee is currently working in a temporary capacity and the OJT facilitates a transition to full-time employment;
- The employee meets all other applicable requirements; and
- The training relates to the introduction of new technologies, introduction to new production or service procedures; upgrading to new jobs that require additional skills; workplace literacy or other appropriate purposes as identified by the local workforce board.

An individual who was previously employed in a full-time position that paid more than the self-sufficient wage will not be eligible for an OJT if that individual intentionally resigned from their previous position in order to receive OJT funding.

Employer Eligibility

OJTs are available to employers or Registered Apprenticeship program sponsors in the public, non-profit, or private sector.² An OJT contract will not be approved for an employer who has received payments under previous contracts under WIOA or the Workforce Investment Act (WIA), if the employer has exhibited a pattern of failing to provide OJT participants with continued long-term employment as regular employees with wages, benefits (including health benefits) and working conditions at the same level and to the same extent as other employees working a similar length of time and doing the same type of work.

² WIOA allows both OJT and Individual Training Accounts (ITAs) funds to be used simultaneously, to support Registered Apprenticeship (RA) opportunities. (For use of OJT contracts for apprenticeship programs see *The NJDOL WIOA Apprenticeship Policy*.)

In addition, employers must demonstrate the following:

- Registration for UI/DI taxes
- A W-9 on file with the Treasury
- Less than \$750 in open tax liability

OJT funds will not be used to directly or indirectly aid in the filling of a job opening which is vacant because the former occupant is on strike, or is being locked out in the course of a labor dispute, or the filling of which is otherwise an issue in a labor dispute involving a work stoppage. OJTs are intended to assist career seekers in reaching and surpassing a self-sufficiency wage threshold. Employers engaging in OJTs for lower waged jobs must demonstrate career pathways that lead to positions exceeding \$15.00 per hour.

OJT and the ETPL

Employers providing OJT are not subject to the requirements of the eligible training provider list and are not included on the State list of eligible training providers and programs.

Position Eligibility

In order to qualify for an OJT, an employer must certify that the position will minimally meet the wage of \$12.50/hour at a minimum of 30 hours per week with evidence that the position is on a career pathway towards higher level and/or higher paying jobs upon completing the OJT. Please note, the minimum wage will be rising to \$15.00 in 2024 with incremental increases planned until then. Any OJT experience, must comply with the state's current minimum wage rate.

Based on the priorities outlined in WIOA and the guiding principles of OJTs generally, Local WDBs may utilize discretion to extend the time in which an individual is expected to reach the self-sufficiency wage level. Local areas must integrate wage and career pathway progression timelines that align with standard industry practice and/or with collective bargaining agreements or similar formal arrangements, if they exist. Local areas must consider and build in plans for attaining self-sufficient wages within a reasonable period of time.

Non-Traditional Position Structures

For positions that are not designed around a traditional 40-hour week, waivers may be obtained. Employers must demonstrate that the position is aligned with industry standards and that the position will lead to a combination of wages levels and hours that will support a self-sufficient income level within a reasonable period of time.

The Local WDB must follow procedures for notifying NJDOL about any positions that fall outside of the standard position eligibility criteria highlighted in this policy.

Individuals in OJTs must be compensated at the same rates, including periodic increases, as trainees or employees who are similarly situated in similar occupations by the same employer and who have similar training, experience and skills. Individuals in OJTs must also be offered benefits and working conditions at the same level and to the same extent as other trainees or employees working a similar length of time and doing the same type of work.

Employer Referrals

- Employers are encouraged to refer interested candidates to the New Jersey One-Stop Career Centers for services.
- Employers must accept referral of, consider and interview Local WDB-referred OJT candidates.

Program Details and Expectations

OJT Reimbursement Rates and Caps

The maximum amount for each WIOA funded OJT per participant should not exceed \$10,000 over a six-month period. Local WDBs will typically reimburse an eligible employer up to 50 percent of an OJT participant's wage rate during the OJT (for the extraordinary costs of providing the training, including the potential lower productivity of the OJT participants, and additional supervision for OJT participants). Local WDB staff must review actual costs to ensure they are commensurate with the type of training being proposed.

In limited circumstances, based on factors including employer size, career seeker barriers, availability of funding, and other applicable factors, the local workforce board may determine it appropriate to develop plans that exceed the \$10,000 funding cap to provide additional support. Local WDBs must formally request a waiver from the NJDOL Director of Career Services via the WIOA Title I Program Oversight and Development (POD) team to waive the \$10,000 funding cap or six-month limitation.

For those OJT opportunities that are funded through temporary, grant or any other federal/state dollars, the costs per trainee can exceed the training cap established by this policy up to the maximum amount permitted by the relevant funding source.

In limited circumstances, local workforce boards may increase the reimbursement level to up to 75 percent or extend the period of reimbursement beyond six months, considering the following factors:

- The characteristics of the participants taking into consideration whether they are individuals with barriers to employment;
- The size of the employer, with an emphasis on small businesses;
- The quality of employer-provided training and advancement opportunities, for example if the OJT contract is for an in-demand occupation and will lead to an industry-recognized credential;
- Other relevant factors, as appropriate.

Local Workforce Development Boards must document the factors used when deciding to increase the wage reimbursement levels above 50 percent up to 75 percent or subsidizing employment for more than a six-month period. This documentation must be submitted to the WIOA Title I Program Oversight and Development at NJDOL with any waiver requests.

Waiver Requests

Any OJTs that fall outside of the standard criteria outlined in this policy with regards to employer and position eligibility, and wage, hour, and duration caps must be reported to NJDOL's Workforce Unit. A waiver may be obtained from the Director of Career Services. Local WDBs must submit documentation and requests to their technical assistance liaison on the WIOA Title I Program Oversight and Development (POD) team.

Developing Training Plans

Employers, local WDB staff, and OJT participants must co-develop specific training plans that outline the specific skill requirements for the OJT position, the specific skill needs and assets the trainee brings to the position, and a general overview of the training resources that will be dedicated to support the OJT participant. A training plan serves as a position-specific assessment, a plan for training delivery, and an opportunity to track skill attainment during the training. A sample training plan is included in Attachment A.

Key training plan elements include:

- **Job Description:** A job description may be obtained from the employer or local WDB staff may assist the employer in writing a job description for the on-the-job training position.
- **Skill Requirements:** Skill requirements include the list of skills needed to perform the job to the standards specified by the employer. Skill requirements may include use of specific mechanical tools, technology skills, communication skills, and/or project management skills.
- **Participant's Starting Capability:** A training plan must include an assessment of the skills identified for the trainee, usually through an interview with the participant's supervisor or by utilizing another skill assessment method. The assessment offers the employer the opportunity to customize and target skill development to best leverage the assets and meet the needs of the individual.
- **Participant's Ending Capability:** A training plan must also include an assessment of the identified skills at training's end to measure progress toward skill attainment result from on-the-job training activities.
- **Training Length:** The period of time required for a participant to become proficient in the occupation for which the training is being provided. Training plans should include details about the number of hours that the employer will dedicate to building the capacity in specific skill areas. This will be unique to the individual depending on their academic and occupational skill level, prior work experience, and the participant's individual employment plan.

Title I Assessment and Plan Development

In addition to the development of an OJT-specific training plan, as Title I participants, individuals must have access to a range of assessment opportunities and the development of a holistic employment/service plan through an IEP or ISS. Employment and service plans should align with OJT training plans and outline additional supports such as supportive services that Title I WIOA staff will help the participant to manage as part of their engagement in an OJT opportunity.

Regulatory Limitations and Prohibited Activities

USDOL policy offer specific information about restrictions in the use of WIOA funds regarding OJT opportunities.

1. *WIOA Title I funds must not be spent on specific types of costs or expenses.*

- Construction, purchase of facilities or buildings, or other capital expenditures for improvements to land or buildings;
- Sectarian activities;
- Wages of incumbent employees during their participation in economic development activities provided through a Statewide workforce investment system; Public service employment, except to provide disaster relief employment, as specifically authorized in section 194(10) of WIOA;
- Expenses prohibited under another Federal, State or local law or regulation;
- Subawards or contracts with parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal programs or activities;
- Contracts with persons falsely labeling products made in America;
- Foreign travel

2. *Expenditure of WIOA Title I funds must not be used to deter organized labor activities in any way.*

- Funds provided to employers for OJTs must not be used to directly or indirectly assist, promote or deter union organizing.
- OJTs are not intended to impair any existing contracts for services or collective bargaining agreements. When a program or activity authorized under Title I of WIOA would be inconsistent with a collective bargaining agreement, the appropriate labor organization and employer must provide written concurrence before the program or activity begins.

3. *The expenditure of WIOA funds must not support any efforts that result in the dislocation of workers.*

- Funds must not be used or proposed to be used for the encouragement or inducement of a business or part of a business to relocate from a location in the United States if the relocation results in any employee losing his or her job at the original location.
- Funds must not be used or proposed to be used for any business or part of a business that has relocated from a location in the United States, until the company has operated at the

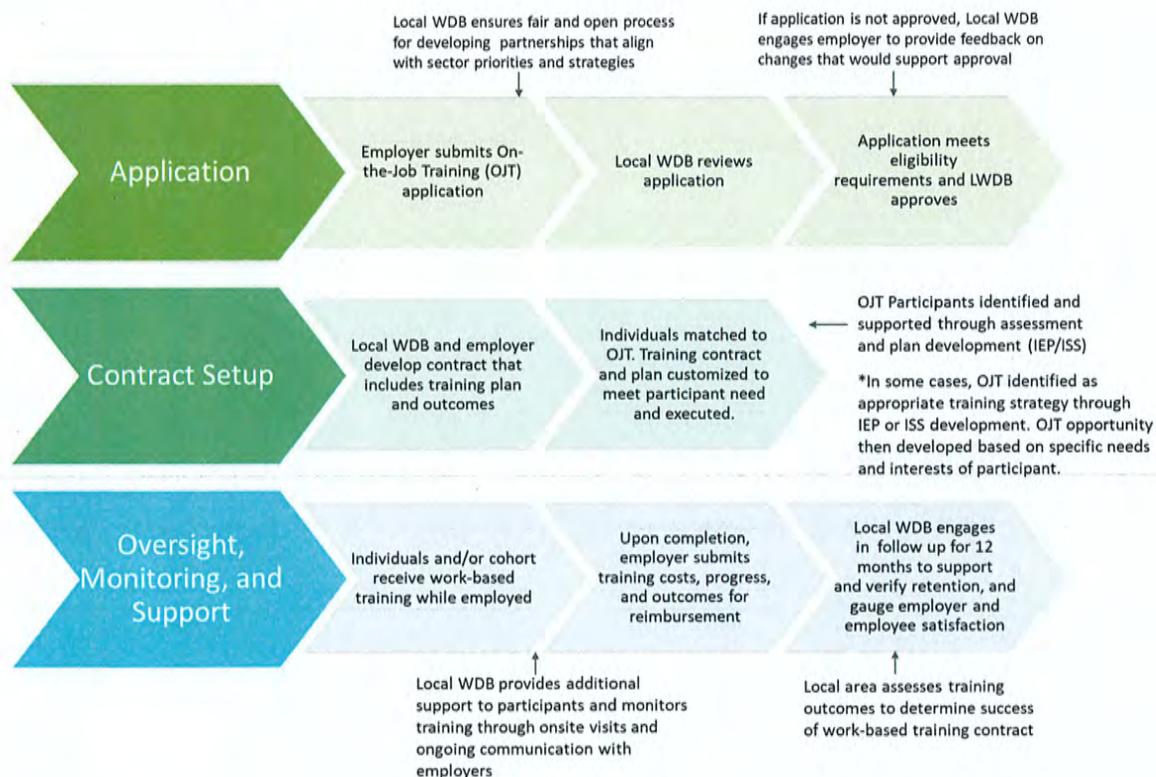
new location for 120 days, if the relocation has resulted in any employee losing his or her job at the original location.

- A participant in an OJT will not be employed in or assigned to a job if:
 - ✓ Any other individual is laid off from the same or any substantially equivalent job;
 - ✓ The employer has terminated the employment of any regular, unsubsidized employee or otherwise caused an involuntary reduction in its workforce with the intention of filling the vacancy with the participant; or
 - ✓ The job is created in a promotional line that infringes in any way on the promotional opportunities of currently employed workers.
- A participant in a program or activity authorized under Title I of WIOA must not displace (including a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits) any currently employed employee (as of the date of the participation).

Setting up OJT Operations

Key functions that local WDBs must set up to support OJT opportunities include (1) developing an application process, (2) setting up contracts, and (3) establishing oversight and monitoring procedures. Figure 1 provides an overview of key steps.

Figure 1: Overview of Local WDB Functions Related to OJTs



Application Requirements

The first step in establishing OJT programs is developing an application process that supports assessment of value of the training to both the employer and the employee and ensures that eligibility criteria of the employer, employee, and position are met. In addition, a review of applications must include considerations regarding additional funding sources that might be leveraged to support specific work-based training plans and activities, in addition to WIOA funds. Finally, the application must also support an assessment of the appropriate cost level of the OJT opportunity and wage reimbursement rate given the needs and resource of the employer.

Table 1 provides an overview of specific information and details that employers must provide as part of applications for OJT programs.

Table 1: Overview of Employer and Role Application Requirements

Employer Information	Role Information
<ul style="list-style-type: none"> • Company Name • Address • Billing Address (if different than physical address) • City/Zip • Phone • FEIN • DUNS • Employer layoff history • Length of business operations in NJ • Name/Title of Person(s) Authorized to Sign Documents • Employer's Product or Service • Person(s)/Title(s) Responsible for Supervision/Training of Trainee • Number of Full-Time Employees (working 32 hours or more) • Location/Telephone Number of Training/Worksite • Email address 	<ul style="list-style-type: none"> • Position (Actual Job Title) at start of training • Position (Expected Job Title) at end of training • Training Period (Dates) • Hourly Wage During Training • Number of Weeks Requested for Training • Hourly Wage at the end of training • Expected Training Benchmarks

Contract Requirements

Once an application has been approved, the next step is the development of an OJT contract. The contract incorporates information from the application process and the development of the individualized training plan for the OJT participant (see page 8). The training contract must include:

- Information related to participant, employer, and position eligibility
- Cost sharing and employer contribution specifications
- Information about expected training hours and sequence
- Information about skill development and training outcomes (wages and role at OJT completion)

In addition, the plan must be signed by the local WDB, the employer, and the employee.

Oversight and Monitoring Requirements

Once a training program is in its implementation phase, the Local WDB provides ongoing support as needed to participants and monitors and oversees training activities and outcomes, ensuring alignment with OJT contracts.

Monitoring is the responsibility of both the state and the Local WDB. OJT program monitoring must include onsite reviews to ensure and support a high quality of training experiences and ensure the validity and propriety of employer costs claimed.

Onsite monitoring of OJT must include (1) documentation of information received directly from the participants with the participant supervisor's perspective about how the training is progressing, and (2) a review of the employer payroll records to ensure wage costs are aligned with planned costs. Furthermore, local WDB monitoring should include a minimum of monthly communication with the employer to assess training progress, deter discontinuation of employment at the conclusion of the contract, and identify additional areas where supplemental Title I services can support participant success.

In addition, as part of WIOA monitoring, employers are also subject to monitoring from NJDOL to ensure that training plans and costs are aligned with WIOA policy, and that the execution of activities aligns with OJT contracts and plans established at the onset of training.

As highlighted in this policy, monitoring and oversight must include review of training plans, contracts, and implemented activities and outcomes to ensure alignment of expectations and actual training implementation, as well ensure that the cost of the specific OJT opportunity is ultimately commensurate with the benefit to employers and employees.

Past performance based on monitoring and oversight efforts regarding work-based training contracts must be considered in establishment of future contracts with employers.

OJT and Performance Measures

It is important to note that OJT and customized training are excluded from the credential attainment performance indicator because, although they often provide employment benefits to recipients of these services, they often do not result in a credential. However, USDOL and NJDOL encourage Local WDBs to consider OJTs that do result in a credential.³ While completion of a credential does not count towards to the credential attainment performance measure, it may as a measurable skill gain performance outcome.⁴

³ Please refer to TEGL 19-16, section 12.

⁴ Pleaser refer to TEGL 10-16 Change 1

It is important to note that a Registered Apprenticeship is one of several training modalities that can result in a credential. Coupling of an OJT with Registered Apprenticeship models may result in a credential attainment performance outcome.

References

- Workforce Innovation and Opportunity Act (WIOA), Public Law 113-128, enacted July 22, 2014
- Workforce Innovation and Opportunity Act Regulations, 20 CFR Parts 680, 683
- TEGL 10-16 Change 1: https://wdr.doleta.gov/directives/attach/TEGL/TEGL_10-16-Change1.pdf
- TEGL 13-16 attachment III: [Making Registered Apprenticeship Work for the Public Workforce System: Performance Outcomes \(doleta.gov\)](https://wdr.doleta.gov/directives/attach/TEGL/TEGL_13-16_attachment_III.pdf)
- TEGL 19-16 (see Section 12): https://wdr.doleta.gov/directives/attach/TEGL/TEGL_19-16.pdf

Contact:

Inquiries regarding this policy should be directed to WIOAPolicy@dol.nj.gov.

Attachment A: Sample On-the-Job Training Plan

INSERT OJT PROVIDER NAME HERE

ON-THE-JOB TRAINING (OJT) TRAINING PLAN

OJT Contract No:

Training Plan No:

Section 1: Contact and OJT Information

Complete the contact information for the employer and the participant.

EMPLOYER NAME:	CONTACT PERSON:	TELEPHONE #:
TRAINEE NAME:	EMAIL:	TELEPHONE #:
BEGINNING DATE:	END DATE:	TOTAL TRAINING HOURS:
HOURLY WAGE RATE: \$	REIMBURSEMENT RATE: %	MAXIMUM REIMBURSEMENT: \$

Section 2: Occupational Information

Complete the occupational information for the participant's skill level.

JOB TITLE:	O*NET SOC #:	HOURS/WEEK:
JOB DESCRIPTION:		
REQUIRED JOB SKILLS FOR OCCUPATION:		STARTING CAPABILITY: DATE MEASURED
1. JOB SKILL NEEDED		NOT SKILLED: <input type="checkbox"/> SOME SKILL: <input type="checkbox"/> SKILLED: <input type="checkbox"/>
2. JOB SKILL NEEDED		NOT SKILLED: <input type="checkbox"/> SOME SKILL: <input type="checkbox"/> SKILLED: <input type="checkbox"/>
3. JOB SKILL NEEDED		NOT SKILLED: <input type="checkbox"/> SOME SKILL: <input type="checkbox"/> SKILLED: <input type="checkbox"/>
4. JOB SKILL NEEDED		NOT SKILLED: <input type="checkbox"/> SOME SKILL: <input type="checkbox"/> SKILLED: <input type="checkbox"/>
5. JOB SKILL NEEDED		NOT SKILLED: <input type="checkbox"/> SOME SKILL: <input type="checkbox"/> SKILLED: <input type="checkbox"/>

Section 3: Training Information

Complete the training outline and estimated time for each skill.

SKILLS TO BE LEARNED:	ESTIMATED TRAINING HOURS:	END CAPABILITY DATE MEASURED
1. SKILL TO BE LEARNED	ESTIMATED TRAINING HOURS	BEGINNING: <input type="checkbox"/> INTERMEDIATE: <input type="checkbox"/> SKILLED: <input type="checkbox"/>
2. SKILL TO BE LEARNED	ESTIMATED TRAINING HOURS	BEGINNING: <input type="checkbox"/> INTERMEDIATE: <input type="checkbox"/> SKILLED: <input type="checkbox"/>
3. SKILL TO BE LEARNED	ESTIMATED TRAINING HOURS	BEGINNING: <input type="checkbox"/> INTERMEDIATE: <input type="checkbox"/> SKILLED: <input type="checkbox"/>
4. SKILL TO BE LEARNED	ESTIMATED TRAINING HOURS	BEGINNING: <input type="checkbox"/> INTERMEDIATE: <input type="checkbox"/> SKILLED: <input type="checkbox"/>
5. SKILL TO BE LEARNED	ESTIMATED TRAINING HOURS	BEGINNING: <input type="checkbox"/> INTERMEDIATE: <input type="checkbox"/> SKILLED: <input type="checkbox"/>
LIST SUPPLIES AND TOOLS NEEDED FOR TRAINING:		

Section 5: Signatures

All parties agree to provide or obtain training for the skills outlined in this Training Plan.

Authorized Signatures

DATE: _____

PARTICIPANT SIGNATURE: _____

TYPE/PRINT NAME: _____

DATE: _____

EMPLOYER SIGNATURE: _____

DATE: _____

OJT PROVIDER SIGNATURE: _____

TYPE/PRINT NAME: _____

TITLE: _____

TYPE/PRINT NAME: _____

TITLE: _____