



FAQs about the On-the-Job Training (OJT) Program

1. What is OJT?

OJT provides wage/salary reimbursements to employers to help compensate for costs associated with training a new employee. OJT training can assist employers who are looking to expand their businesses and who need additional staff trained with specialized skills. Employers are reimbursed a **minimum of 50% of the wage rate per hour** of OJT trainees to help defray training costs. Percentage of reimbursement (up to 90%) and length of reimbursable period varies with the size of the company and the specific skills to be acquired by the trainee.

2. What's in it for my company?

- We can assist you in recruiting OJT eligible candidates OR you may refer potential candidates to us to determine eligibility.
- You make the hiring decision and determine the job performance standards.
- You design and implement the training
- Reimbursement for the costs associated with training a new employee, usually calculated at a fixed percentage of the pay rate for the agreed-upon training period, generally 3 to 6 months
- Prompt payments with minimum paperwork.
- OJT staff to assist you through all phases of the OJT Contract Period.

3. Are there any restrictions?

Yes, for example:

- You cannot use OJT funded trainees to replace employees laid off within twelve months prior to the date of your application.
- You must agree to hire successful OJT trainees as regular, full-time employees (30+ hours per week)
- The rate of pay and benefits must be equal to that of those performing similar work.

4. How do we get the process started?

Please contact **Carmen Thomas, Talent Employment Solutions Supervisor** at Carmen.Thomas@ResCare.com for assistance.