

**Let us work with you and your company to provide assistance with an  
ON THE JOB TRAINING PROGRAM**

**PROGRAM PURPOSE--STANDARD OJT**

The purpose of the program is to provide an opportunity for **\*eligible candidates** to gain the knowledge and skills necessary for long-term, meaningful employment. **Employers are reimbursed** for the extraordinary costs of training individuals who do not possess all the skills required at the time of hire.

**ADVANTAGES TO USING THE OJT PROGRAM**

- Reduces employer costs to advertise and recruit job seekers
- Employer retains control of hiring, employment and discharge decisions; agrees to provide the participant with all benefits provided to other employees during the training period
- Employer designs the training plan
- Provides employer with quick job seeker referrals
- Cuts employer wage costs during the training period
- May be a single placement, or multiple placements

**GOALS OF OJT**

- Assists our Workforce Innovation Opportunity Act (WIOA) and TRADE participants who are **eligible and suitable** to get back to work
- Bridges the gap between the participants' current skills and skills the employers are seeking
- Promotes self-sufficient employment and career advancement; allows OJT participant trainee to secure employment with wages equal to, or exceeding, the region's self-sufficiency level
- Participant remains with the employer with at least 30 hours of employment per week

**MAJOR REQUIREMENTS OF THE OJT PROGRAM**

- The maximum length of an OJT is six months
- Employers are reimbursed a minimum of 50% of the training wage, a maximum of 960 hours, depending on the amount of training required based on the availability of funding at a minimum starting wage of **\$14.37 per hour**; **(\$11.00 per hour** minimum for qualified participants ages 18-24).
- **Hire date and start date of OJT must be the same. You must receive a countersigned Master Agreement for the OJT to be valid**
- OJT participants are treated in the same manner as all the other employees (wages, opportunity for advancement, etc.)
- Employer assumes payroll responsibility
- **PA CareerLink® requires a minimum of 14 business days to process and secure final approval from Southern Alleghenies Planning & Development Commission**

**Employers can contact:**

Debra Hoover (814) 445-4161, ext. 240  
PA CareerLink® Somerset County  
6022 Glades Pike, Suite 100  
Somerset, PA 15501

**\*WIOA/TRADE eligibility and suitability required**

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