

ON-THE-JOB-TRAINING (OJT) FACT SHEET: *REVISED: FEBRUARY 2016*

Custom designed training programs based on the employer's particular work force requirements.

- **OJT** Employers are reimbursed for up to 50% and 75% of the hourly wages, based on the employers and trainees eligibility requirements. Monthly timesheets are maintained by the employer and reported to the Business Service Representative.
- **OJT** Trainee(s) are hired for fulltime work, and they must work in a safe environment. OJT trainee(s) are not trained for seasonal or temporary positions.
- **OJT** Trainee(s) will follow the same company policies and rules as other employees and will be provided with wages and benefits that are equal to those doing the same type of work. **OJT trainees must be paid at least \$8.00 per hour in non-metropolitan counties and \$9.00 per hour in metropolitan counties/or the same wages as other entry-level employees in the same occupation.**
- **OJT** Trainees have a wage cap of **\$19.66 an hour** for **New Hires**. Employers may be entitled up to **\$35,000.00** per employer and per training year which is **July 1st – June 30th**.
- **Career Centers** maintain a pool of eligible applicants capable of meeting the employer's needs.
- **OJT** Trainee(s) cannot start to work before the Workforce Development Division in Montgomery approves the OJT Agreement; please allow **3-5 business days**.
- **OJT** Trainee(s) must not replace laid off workers.
- **The Employer** should retain OJT Trainee(s) after completion of the OJT Agreement.
- **Employers** must provide proof of Workmen's Compensation Insurance or onsite Health & Accident Insurance.
- **Immediate relatives** of the Employer are **not eligible** for the OJT Training Program(s).
 - **OJT** Trainee(s) must be determined eligible for Workforce Innovation and Opportunity Act (WIOA) services by the local Career Center.
 - **OJT** Employers must report any changes from the original agreement to the Business Service Representative immediately.
 - **OJT** Employers that use a **P.O. Box address**, will need to submit **(2) W-9s**, one with their physical address and one with their P.O. Box address.
 - **OJT** Employers are required to use the State of Alabama Accounting and Resource System (STAARS). ALL previous employers must activate their account in the Vendor Self Service (VSS) Portal. ALL new employers must register in the (VSS).
 - **OJT** Employers must complete a Certificate of Compliance form with the Alabama's Immigration Law (Documentation of completed form is required).
 - **OJT** Employers must enroll in the E-Verify program for employment verification (Documentation of enrollment is required).
- **NOTE:** The E-Verify Company Information Page information i.e. Employer Name, Address and FEIN must match the Employer 147C form information.
- The Business Service Representative initiates all paperwork, including the monthly invoices for reimbursement.

Business Service Representative: _____ **Phone Number:** _____