

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

- This program provides reimbursement to employers to help compensate for the costs associated with training so that workers can gain new skills in high-demand fields
- Assist employers who are looking to expand their business and need additional staff trained with specialized skills
- Provide the maximum reimbursement of the wage rate to help offset the extraordinary cost of training up to 50%

How would my company benefit from this program?

- You get a pool of pre-screened applicants for your position or you can find a candidate and refer them back to the NC Works Career Center for screening and approval for the program – you decide who to hire
- Reimbursement for the cost associated with training a new employee for the agreed-upon training period up to six months
- Prompt payments with minimum paperwork

Are there any restrictions?

- A company cannot use OJT funded trainees to replace employees laid off within six months to the date of your application
- It must be a full-time position
- The rate of pay and benefits must be equal with what you pay other employees doing similar work

Who selects OJT trainee(s)?

- Your company will determine the selection criteria for OJT trainees (e.g. job description with applicable criteria)
- The NC Works staff will identify candidates who meet the criteria and will refer them to your company but, you will make the final selection of OJT trainees

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

- The candidate will have to be screened for eligibility by the NC Works staff. Once approved, the OJT contract will move forward. *If the company has already hired the candidate, the OJT contract cannot be executed*

How do we get the process started?

- A standardized OJT contract will be complete which includes all of the terms of agreement for both Centralina Workforce Services and your company
- With this contract in place, we will start identifying and screening candidates for your company's position(s) or you can refer candidates back to the NC Works Career Center for screening

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

- It will not take much longer than hiring a non-OJT employee
- The process of writing, negotiating the contract and establishing a training plan will be based on the needs of the employer and eligibility of the individual