Orange County
Business Service Center
Linking Business & People

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On-the-Job Training

On-the-Job Training (OJT) provides unique opportunities for participants who already possess some job-related skills and the knowledge to "learn as they earn". By participating in training as an employee, the participant not only acquires new skills and knowledge, but also receives the same wages and benefits as current employees in the same or similar positions. The employer benefits by being reimbursed for part of the participant's wages during the training period, while having the services of a full-time employee. OJT is planned, organized and conducted at the employee's worksite. It is particularly appropriate for developing proficiency skills unique to an employee's job, especially jobs that are relatively easy to learn and require locally-owned equipment and facilities. Morale, productivity and professionalism will normally be high in those organizations that employ a sound OJT program.

Eligible participants are those who, as determined by the Local Workforce Investment Board, have not been earning a self-sufficient wage and are WIA enrolled. Eligible employers must commit to hiring participants who successfully complete their training programs.

On-the-Job Training (OJT)

- OJT focuses on jobs involving the introduction of new technologies, production or service procedures; upgrading to new jobs that require additional skills or workplace literacy; or other appropriate purposes identified by the OCWIB.
- The employer can be in the public, private non-profit or private sector.
- OJT provides knowledge or skills essential to the full and adequate performance of the job.
- The employer is reimbursed up to 50 percent of the wage rate of the individual for the extraordinary costs of providing the training and increased supervision related to the training.
- Minimum wage rate $15.00 hour.
- WIA enrolled participant.
- OJT is limited in duration, not to exceed a 90 day training period, based upon the demand occupation for which the participant is being trained, the participant's prior work experience and the service strategy.

This WIA Title I-financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. If you need special assistance to participate in this program, call (714) 670-0100. TDD/TTY users, please call the California Relay Service at (800) 735-2922 or 711. Please call 48 hours in advance to allow the One-Stop Center Satellite and Outstations to make reasonable arrangements to ensure accessibility to this program.