

# What is On the Job Training (OJT)?

- Through federal Workforce Innovation and Opportunity Act (WIOA) funding, employers can be reimbursed for up to 50% of a new hire's wages during on-the-job training. This support helps offset the extra costs of training a new employee.
- Before the employee starts, a training plan and OJT contract must be finalized. A Duluth Workforce Development Career Counselor will guide employers every step of the way, making the process simple and seamless.



**For more information,  
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# ON THE JOB TRAINING

**Benefits for Employers,  
Guidelines, & Details**



## Benefits of On the Job Training

- Businesses are reimbursed for part of the cost of training new employees.
- New employees learn skills while earning a wage.
- Career Counselors are available for consultation regarding work-related issues that may arise during OJT.
- Employees receive training specialized to their job duties and the employer's specific needs and procedures.
- Supports job placement for job seekers in need of specific training.

## Employer Requirements



- Executing an OJT contract prior to the first day of employment
- Assisting with creation of training outline/plan
- Evaluating employee throughout OJT contract period
- Monthly submission of reimbursement requests and evaluations

## On the Job Training Details

- OJT may be available for job seekers who are dislocated workers or who meet certain income guidelines or other criteria.
- An OJT contract MUST be signed by the employer PRIOR to the first day of employment.
- Participants in the OJT program must need training. Someone who already knows the job is not eligible for reimbursement under OJT.
- Participants must not have worked for the employer within the past two years.
- Contract length and reimbursable hours vary based on the job's complexity and the employee's existing skills.
- The business has the full hiring decision with the expectation that the new employee will continue working after the OJT is completed.
- OJT can be used for permanent positions only and, in most cases, must be full-time jobs (at least 30 hours per week).