



On-the-Job Training Program Frequently Asked Questions

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

- Provides reimbursements to employers to help compensate for the costs associated with skills upgrade training and loss of production for newly hired employees.
- Assists employers who are looking to expand their businesses and who need additional staff trained with specialized skills.
- The maximum reimbursement of the wage rate of OJT trainees to help offset the extraordinary cost of training is 50%.

How would my company benefit from this program?

- You get a pool of pre-screened applicants for your position – you decide who to hire.
- It is a great opportunity to bring on employees that are eager to learn new skills and up-skill your workforce.
- You will be assisted through all phases of documentation with monthly payments.

Are there any restrictions?

- OJT funded trainees cannot be used to replace employees laid off within six months prior to the date of your application.
- OJT trainees can only be hired for full-time positions.
- The rate of pay and benefits for an OJT trainee must be commensurate with what you pay other employees doing similar work.

Who selects the OJT trainees?

- Your company will determine the selection criteria for OJT trainees (e.g. high school diploma or GED, ability to lift 50 lbs., or any other applicable requirements).
- NCWorks Career Center staff will identify candidates who meet the criteria and will refer them to your company. Your company will make the final selection of OJT trainees.

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

- The candidate would need to be screened for eligibility by NCWorks Career Center staff. Once approved, the OJT contract would move forward.

How do we get the process started?

- A standardized OJT contract will be completed with your company that will contain all of the terms of agreement for both ECWDB and your company.
- Once the contract is in place, we will start to identify and screen candidates for your company's position(s).

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

- It will not take much longer than hiring a non-OJT employee.
- To ensure your needs are met, the process of writing, negotiating the contract and establishing a training plan will be based on your needs and the eligibility of the individual.

For more information on the program, please contact:

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