

On the Job Training



What is On the Job Training?

- Training provided to participants while engaged in work that provides essential knowledge and skills necessary to adequately perform on the job
- Provides partial reimbursement to the employer depending on participant's wage
- Is 640 hours or less depending on the occupation & content of the training and a part of a registered apprenticeship with DOL-Department of Labor

Who is Workforce Solutions?

Workforce Solutions is the public workforce system in the Houston-Galveston region. We help employers build a strong workforce and people build careers. We're here to help you find qualified candidates are trained and equipped with the right skills to fill your position.

Which Employers Are Eligible?

1. Do you have immediate job openings?
2. Does the position pay at least 10.00-12.00/hour?
3. Does the job opening have potential for an increase in wages?
4. Does the position offer potential growth?
5. Is the opening for 30 hours or more

Employers are reimbursed at 50-75% on hourly wages
If participating in a registered apprenticeship with DOL

If you answered "YES" to all five questions, Workforce Solutions may be able to assist pay your training cost for an eligible hire.

Employers Responsibilities

1. To consider OJT employees as regular employees, entitle to all benefits per employer policy as required by the state or federal law.
2. To notify Workforce Solutions prior to or immediately upon termination of employment.
3. To allow access to and maintain fiscal and other Employer records pertinent to the agreement.

How Do I Participate?

1. Contact your local Workforce Solutions Consultant to determine eligibility
2. Complete the OJT Eligibility Check list
3. Develop a job description and training plan with the Consultant.
4. Receive qualified OJT candidates.
5. Notify the Consultant once you have selected the OJT candidate of your choice.

How Am I Paid?

Employers are reimbursed at 50-75% on hourly wages intermittently throughout the training with:

- Receipt of timesheets & payroll documentation supporting total hours worked during training period, hourly wage during training period and
- An evaluation of the participant's progress according to the training objectives

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Workforce Solutions is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.


Workforce Solutions