



On-The-Job Training

Saves You Money, Builds a Loyal Workforce

On-the-job Training (OJT) assists eligible jobseekers registered through the American Job Centers to obtain private sector employment, and reimburses qualified employers up to 50% of wages for training new hires on-the-job. **There is never a fee paid by the jobseeker or the employer.**

Training examples include theoretical instruction, preparing employees for industry certification testing, or even the development of training standards. We ensure the success of every trainee by tracking the candidate's progress during and after the training period.

How It Works

- **Gain qualified, enthusiastic workers.** Business Services staff refers candidates from the South Central CT region for interviews. Candidates are screened and assessed for basic skills, aptitudes and interests before referral to employers. You make the final decision on candidate selection.
- **Save money on the cost of training new workers.** Once an OJT contract is signed, that person is placed on your payroll and training begins. Reimbursement comes from Workforce Alliance based on a contract incorporating an employee training plan, duration and hourly wage.
- **Starting hourly wage must be at least \$12.00 an hour.**

Example: \$12.00 per hour
 350 hours of training needed
 $\$12.00 \times 50\% = \$6 \times 350 = \$2,100$ = the reimbursement to the employer

- **Training takes place in your establishment.** Use your trainers, equipment and training techniques. Our Business Services Specialists help you design a realistic training plan for each job, based on complexity of skills and length of training. Once training ends, the hire stays on as a permanent employee.
- **Refer candidates to us.** Any individual you are considering for employment can be assessed prior to hiring for eligibility. Contact us about filling the openings you currently have available. Jobseeker eligibility is based on household income and employment status.

To learn more about on-the-job training and what it can mean for your business, contact Business Services Specialists at these American Job Center locations:

- New Haven: (203) 624-1493
- Hamden: (203) 859-3200
- Meriden: (203) 238-3688
- Middletown: (860) 347-7691