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On-the-Job Training

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On-the-Job Training (OJT) provides unique opportunities for participants to “learn as they earn”. By participating in this training the employee 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 initial training period, while having the services of a full-time employee.

OJT is planned, organized and conducted at the 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.

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 should demonstrate in good faith that individuals enrolled in OJT will be strongly considered for retention in unsubsidized employment.

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.
- All OJT must be sponsored by an employer/association from the public, private non-profit, or private sector.
- OJT provides knowledge or skills essential to the full and adequate performance of the job.
- For the extraordinary costs of providing the training and increased supervision related to the training, the employer is reimbursed up to 50 percent of the individuals wage.
- In order to be eligible the participant must be WIA enrolled.
- OJT Agreements must be signed prior to WIA participant’s date of hire.
- OJT is limited in duration, not to exceed a 500 hour 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. [29 CFR Part 37], WSD07-6, 08-OCWDA-16. If you need special assistance to participate in this program, call 714-670-0100. Please call 48 hours in advance to allow Satellite One-Stop Center to make reasonable arrangements to ensure accessibility to this program. [28 CFR 35.102-35.104 American Disabilities Act Title II]