On-the-Job Training

PROGRAM DESCRIPTION
The On-the-Job Training (OJT) Program offers reimbursement to employers who provide customized job training for participants. Employers can be in the public, private or nonprofit sector.

• Employers will be reimbursed for up to 50 percent of the participant wages during training
• Positions must be a minimum of 32 hours per week
• An OJT contract must be negotiated prior to the hire
• OJT contracts may be up to six months

BENEFITS TO EMPLOYERS
• Reimbursement will help to offset expenses incurred during new employee training for qualifying employees
• Opportunity to train employees to the specific methods of your company
• DWS will refer potential employees to you for interview and selection

EMPLOYER REQUIREMENTS
Employers must:
• Have a physical location in Utah, have at least one employee and be current in payment of Unemployment Insurance/Contribution taxes to the state of Utah
• Provide IRS Employer Identification Number
• Comply with all labor laws including wage and hour, and health and safety
• Have Workers Compensation or similar insurance for employees
• Intend to provide permanent employment and to maintain hours and wages beyond the OJT contract period

APPLICANT REQUIREMENTS
• DWS must determine eligibility for participants according to state and federal law before the individual is hired. Types of applicants that may be eligible include workers laid off from a previous position, economically disadvantaged workers who need to upgrade their skills and workers entering the workforce for the first time.

NEXT STEPS TO PARTICIPATE
• Participating employers must sign an agreement with DWS before hiring an OJT employee
• For additional information and to sign a contract to participate, please contact the nearest DWS Employment Center. Locations are available at http://jobs.utah.gov/regions/ec.html