

ON-THE-JOB TRAINING

HOW DOES AN EMPLOYER BENEFIT FROM PARTICIPATING IN THE OJT PROGRAM?

OJT offers an opportunity for your business to receive reimbursement for training up to 50% for training new employees in skills specific to his or her job. This reduces your overall cost as one or more new employees become fully integrated. For example: If you hire a new employee post COVID, you didn't have to train them on sanitizing procedures but now you do.

WHO CAN BE AN OJT EMPLOYER?

Any company or business which has an opening for a skilled worker and for which qualified individuals are not readily available; a company or business which has not relocated within the past 120 days; or if it has relocated within this period, the relocation has not caused a loss of employment at the previous location. The average amount per employee is approximately \$6,000 per trainee and some areas more or less depending on local policy.

ARE THERE ANY RESTRICTIONS?

Yes, for example:

You cannot use OJT funded trainees to replace employees laid off within six months prior to the date of your application.

The rate of pay and benefits must be commensurate with what you pay others for doing similar work.

HOW LONG WILL THE PROCESS TAKE TO GET THE OJT APPROVED?

This process will not take much longer than hiring a non-OJT employee. In order to ensure that your needs are met, the process of writing and negotiating the contract and establishing a training plan for the individual could take up to a month or more.

AS AN EMPLOYER, HOW DO I ACCESS OJT TRAINING DOLLARS?

The process is simple and there are no complicated forms. A Louisiana Workforce Commission staff person will contact you to discuss your needs, the position(s) for which you are seeking OJT training dollars and walk you through the process.

WHAT KIND OF POSITIONS ARE ELIGIBLE FOR CONSIDERATION?

Occupations with growth potential that result in continued employment.

CAN COMPANIES REHIRE ONE OF THEIR PREVIOUSLY RELEASED (LAID OFF) EMPLOYEES?

Yes, a business can re-hire a previous employee but it must be for a different position for which they would need training and the candidate must meet specific OJT requirements.

WHAT IF AN EMPLOYER HAS ALREADY SELECTED A CANDIDATE FOR OJT TRAINING?

If an employer has already selected a candidate and the candidate is approved by OJT staff as eligible, the company can set up an OJT with the employer candidate.

ON-THE-JOB TRAINING CONTACTS

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St. Martin
Allen
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