



WIOA Training Quick Facts

On-the-Job Training

On-the-Job Training (OJT) is a “hire-first” program. Employer agrees to hire, train, and retain the individual upon successful completion of the training program.

- Businesses may be reimbursed for up to 75% of the new employee’s wages and the extraordinary costs of the training.
- Workers have the opportunity to earn and learn.

How Does It Work?

OJT provides employers with a way to have new employees gain specific skills and employment competencies through supervised experience. Workers learn the processes, work tasks, tools and methods of a specific job or group of jobs in an actual work setting.

- We match qualified applicants with approved job openings.
- We work with you to design a training plan that meets your needs; you may be able to use an existing proprietary training plan.
- You get reimbursed a percentage of wages during the OJT period.
- *May support Apprenticeships.

Qualifying On-the-Job Training Applicants

- Applicants who are pre-qualified by our office and referred to you. OR
- Applicants you send to us for eligibility screening. We’ll notify you if they qualify.

On-the-Job Training is for Businesses that:

- Operate year round
- Enjoy low employee turnover
- Pay an hourly wage or salary equal to or more than minimum wage
- Realize the benefits of investing in their employees
- Employ one or more workers

OJT Provides:

- Hands on training,
- Payment to offset training costs,
- Opportunity to train employees your way,
- Investment in your company; and
- Workers earn and learn.

Visit www.illinoisworknet.com/training for additional information on how your business can benefit from this opportunity and others like it.



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