



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.

- Employers are reimbursed up to 50% of the new employee’s wages for up to 1040 training hours. This is an average savings of \$8000 per new trainee.

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.

- Create Training Plan
- Conduct Interviews
- WIOA eligibility screening
- Employee enrolled in OJT
- Company reimbursed monthly
- *May support Apprenticeships.

On-the-Job Training Employer Eligibility

- Public, private non-profit or Private Sector
- Staffing Agencies (with conditions)
- Pay an hourly wage or salary equal to or more than minimum wage
- Employ one or more workers
- New Hire Training Plan

OJT Provides:

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

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.
- Invite our Mobile Workforce Center to your hiring events for same day eligibility results.

Contact

Cassandra Dunham
cdunham@ccrpc.org
217.531.8276



**Illinois
Department of Commerce
& Economic Opportunity**