



# HOW DO I GET STARTED?

For more information on OJT or to recruit skilled workers, contact your local OhioMeansJobs Center.

or

by visiting  
<http://jfs.ohio.gov/owd/wia/wiimap.stm>

or

send an email requesting OJT information to  
[WIAQNA@jfs.ohio.gov](mailto:WIAQNA@jfs.ohio.gov)

## OJT Employer Comments:

“Thanks to On-the-Job training programs offered through state funding in Ohio, SPSI has changed its hiring practices for skilled positions within the company. On-the-Job Training has provided SPSI the capabilities to train potential employees who lack the skill set needed in today’s demanding industry.”

— Jerry Stethem, Executive Vice President and Chief Operating Officer, Scott Process Systems Inc.

“This program has provided Republic the opportunity to expand our steelmaking operations in Canton, Ohio, by adding approximately 55 employees (previously dislocated workers) to our production units to date and training them in operating and maintenance jobs.”

— Melisse Boyd, Director, Corporate Human Resources, Republic Engineered Products

John R. Kasich, Governor  
State of Ohio

Cynthia C. Dungey, Director  
Ohio Department of Job and Family Services

JFS 08109 (Rev 12/2013)

*An Equal Opportunity Employer and Service Provider*

Ohio | Department of  
Job and Family Services

# YOU HIRE, YOU TRAIN, WE PAY.

ON-THE-JOB TRAINING PROGRAM

OhioMeansJobs

This On-the-Job Training Program is funded by a U.S. Dept. of Labor grant administered by the Ohio Dept. of Job and Family Services in cooperation with local OhioMeansJobs Centers.

# WHAT IS ON-THE-JOB TRAINING?

On-the-Job Training (OJT) is a federally funded program that helps employers hire and train individuals for long-term employment.

This is an opportunity for an employer to work with the local OhioMeansJobs Center to recruit, pre-screen and hire new employees, and to train them in the specific skills they will need to help the business thrive.

The employer is reimbursed for the costs of training, and the decision to expand employment will boost the economy by creating opportunity.

A representative from your local OhioMeansJobs Center will assist you with identifying eligible individuals, setting up a training plan and completing the minimal paperwork needed to get started.

## Benefits to Employers

- Increased productivity
- Higher worker retention rates
- Reimbursement of training costs
- Training tailored to employer needs

## Key Features of the OJT Program

- Reimbursement of up to 50 percent of trainee wages during training period
- Minimal paperwork; easy process
- Not limited to specific job types

We look forward to helping you build the workforce you need using OJT!

## On-the-Job Training Requirements

- Each individual must be assessed and found eligible and suitable by the local OhioMeansJobs Center before being hired.
- The employer commits to hire and retain the individual if the individual completes a satisfactory training period.
- Employers will be reimbursed a percentage of the trainee's regular wages during the training period, up to \$8,000.
- The length of the training period will be based on the trainee's current aptitude compared with skills needed to perform the job, up to six months.
- Employers must offer the same treatment and compensation for workers in OJT as workers in the same or similar positions.
- Employers must not have laid off workers from the same or similar positions, and may not use OJT to displace current workers or reduce their hours, wages or benefits.

