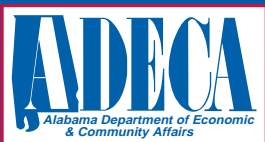


**Call Now!!  
No Cost  
No Obligation**

To obtain information for the On-The-Job Training Program contact the local Alabama Career Center at the location listed below.

Alabama Career Center:

- Equal opportunity employer/program
- Auxillary aids and services are available upon request to individuals with disabilities.

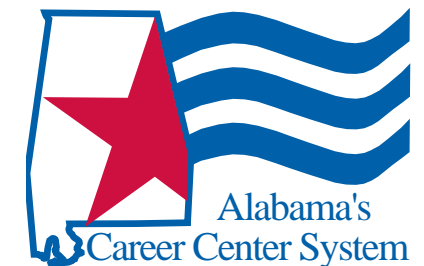


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ALABAMA DEPARTMENT OF  
ECONOMIC AND COMMUNITY AFFAIRS  
WORKFORCE DEVELOPMENT DIVISION

# ON-THE-JOB TRAINING (OJT) PROGRAM



BOB RILEY, GOVERNOR

NO COST

# ATTENTION EMPLOYERS!!

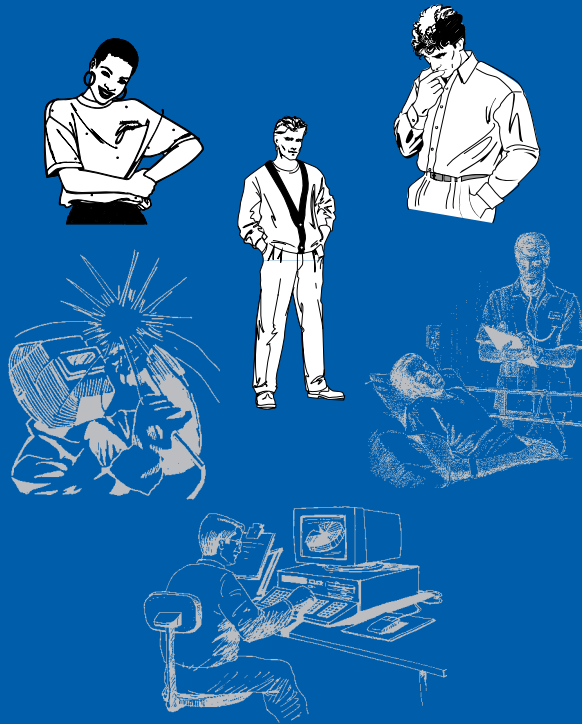
NO OBLIGATION

Funded by the U.S. Department of Labor, the Workforce Development Division of ADECA administers an On-the-Job Training Program. The OJT program gives individuals an opportunity to learn job skills and allows employers to train new employees while saving money on training costs. A Service Representative and the employer will create a training plan that defines training objectives and goals for the trainee(s).

Employers may receive up to a fifty percent reimbursement of hourly wages paid to a trainee. This reimbursement serves as an incentive to encourage employers to hire individuals who do not have all the required skills for a particular job.

Upgrade training also may be available for existing employees. A predetermined training period can range from 6 to 26 weeks based on the skill level of the participant(s) and the training occupation.

This program is designed to fulfill the employment needs of local employers by providing a trained workforce while increasing productivity and profits.



## OJT GOALS

- The ultimate goal of OJT is permanent employment upon successful completion of training.
- Position trainees in occupations that will enhance long-term employment.
- Build a skilled workforce for a growing Alabama economy.

## \$ EMPLOYER \$ BENEFITS

- Employers receive 50% monthly reimbursement of trainees' hourly wages.
- Employers make all hiring decisions.
- Employers tailor all training.
- Employers save recruiting, screening and training costs.
- Length of training is negotiable.
- Minimal paperwork for the employer.
- Increased cash flow and profits.
- No cost for OJT services.

## GENERAL REQUIREMENTS

- Trainees must meet Workforce Investment Act (WIA) eligibility requirements.
- Employers must have Workman's Compensation or approved on-site accident insurance.
- Training agreement must be approved before trainees begin to work.
- Full-time employment is generally required.
- Employer must provide a wage of at least \$7.00 an hour.
- Trainees receive the same wages and benefits as other employees holding the same or similar positions.
- Trainees abide by the same company policies as other employees.