

ON-THE-JOB TRAINING EMPLOYER



Frequently Asked Questions

Q: *What is On-the-Job Training (OJT)?*

A: A training program offered between an employer and a job candidate. The employer provides training in a demand occupation and receives reimbursement for up to 50% of the trainee's wages during the training period. The employer must pay at least \$10.00 per hour and offer full time employment. Prior to the start of the OJT both the employer and the trainee must meet eligibility requirements.

Q: *What are the beginning steps to participate in an OJT?*

A: Contact a Business Services Representative listed at the bottom of this page

Q: *How difficult is the eligibility process and what documentation is needed?*

A: A Business Services Representative will meet with you to complete a simple eligibility process. General documentation includes:

1. Employer Identification Number (EIN) and
2. Proof of current Workers' Compensation Insurance and
3. Complete an IRS W-9 Request for Taxpayer Identification and Certification form and
4. Post the position you are hiring on the Pure Michigan Talent Connect www.mitalent.org and
5. No layoffs for the position being filled and
6. Willingness to pay a fair and equitable wage (minimally \$10.00 per hour)

Q: *Who is an eligible trainee?*

A: A job seeker who meets OJT eligibility requirements.

Q: *I want to hire someone who has an OJT certification, what should I do?*

A: Contact the Business Services Representative listed on the OJT certification. Business Account Manager will schedule an appointment with you to review your company's eligibility and complete all required documentation.

Q: *How many weeks is OJT participation?*

A: Training weeks can be between 1 and 26 weeks depending upon funding eligibility criteria's.

Q: *How difficult is the reimbursement process?*

A: *The reimbursement process is extremely simple. Thirty days after the start of the OJT, a Business Account Manager, will meet with you to complete the 1st invoice and answer any questions you may have. Subsequent invoices will be emailed to you every 30 days until completion of the OJT.*

Q: *What if the OJT trainee resigns, or is terminated?*

A: Contact and inform your Business Services Representative that OJT has ended. Final invoicing will be processed as well as hiring services if needed.

Q: *Who do I call if I'm interested in hearing more about OJT?*

A: Contact your industry specific Talent Specialist:

Health Care / Medical	Information Technology	Manufacturing / Energy	Service / Agriculture
Jennifer Taylor (586) 469-5823 jrtaylor@macomb-stclairworks.org	Kristie Kabacinski (586) 783-1399 kkabacinski@macomb-stclairworks.org	Colin Miller (586) 469-5023 colin@macomb-stclairworks.org	Tiffany Saylor (586) 469-6296 tsaylor@macomb-stclairworks.org

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