GENERAL REQUIREMENTS

• Trainees must meet the Workforce Innovation and Opportunity Act (WIOA) eligibility requirements.
• Training agreement must be approved before trainees can begin to work.
• Full time employment is required.

For more information, visit www.madeinalabama.com

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ON-THE-JOB TRAINING

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Revised 10.9.19
On-the-Job Training

Facts

Employers

- OJT will reimburse employers up to 75% of hourly wages paid to trainees.
  
  10-50 employees, OJT will reimburse 75% of wages
  
  51 employees or more, OJT will reimburse 50% of wages.

- Employers must have a Federal Identification Number matching the exact company name submitted on the OJT agreement.

- Minimal paperwork is required by the Employer.

- Employers must provide a safe work environment and must provide proof of Workman’s Compensation.

- Employers are expected to retain OJT trainees after completion of the agreement.

Trainees

- OJT trainees must not replace laid off workers.

- Trainees must be full time employees and paid at least $8 per hour (metropolitan areas-$9).

- Trainees must receive the same or similar positions and abide by the same company policies as other employees.

- Employer can refer OJT applicants to the Alabama Career Center or choose from a pool of qualified applicants.

- Employer makes the hiring decision.

- Immediate relatives of the Employer are not eligible for the OJT agreement.