For more information on the On–the-Job Training program, contact your local Alabama Career Center.

swapte.org

alabamaworks.alabama.gov

Revised 4.28.2020

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

YOU HIRE.
YOU TRAIN. WE PAY.

proud partner

americanjobcenter

ON-THE-JOB TRAINING (OJT)

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.

On-the -Job Training

Facts

- 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.

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.