

On-The-Job Training (OJT)

What Is On-The-Job Training (OJT)?

A training service provided by the Tennessee Career Center to an employer in the public, private non-profit, or private sector that is provided to a paid participant while engaged in productive work in a job that provides knowledge or skills essential to the full and adequate performance of the job.

Employers are reimbursed up to 50 percent of the wage rate of the participant, for the extraordinary cost of providing the training and additional supervision; and is limited in durations as appropriate to the occupation for which the participant is being trained. Job-seeker participants will acquire additional skills with new technology, workplace literacy or new procedures.

How Many Employees Can I Hire?

The number of trainees in a contract per employer should be based upon the availability of jobs and eligible job seekers and governed by the following information:

- ** Companies with one or two employees – OJT contracted positions will not exceed one at any given time.
- ** Companies with 3 to 9 employees – OJT contracted positions will not exceed a ratio of 40% of the training employer's total number of employees at any given time.
- ** Companies with 10 or more employees – OJT contracted positions will not exceed a ratio of 25% of the training employer's total number of employees at any given time.



Other OJT Stipulations

- ** The length of training will be determined through an evaluation of the contents of the training, skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's individual employment plan.
- ** OJT must be jobs that offer "permanent" employment insofar as the employer can forecast, with no placement in obviously seasonal or otherwise temporary jobs.
- ** The eligible participant must be employed full time during OJT training as documented by the Employer's attendance records.



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