

On-the-Job Training

A Work-Based Training Opportunity from the West KY Workforce Board

**West Kentucky
Workforce**

What are West Kentucky Workforce Board On-the-Job Training Services?

On-the-Job Training (OJT) is work-based training providing the employer with an individual who is ready and willing to work while compensating the employer for lost production time and other training costs. The trainee learns and becomes proficient at the new skills required at the work site. The employer must guarantee that training is available on-site, and those new employees, in need of job-specific training, are provided that training.

A regular, full-time (30 or more hours per week) position (\$12.00/hour or higher) must be available at the end of the training period. It is recognized that an employer cannot always foresee future problems. A good faith effort to provide continued employment is expected, however this does not prohibit an employer from terminating participants.

Frequently Asked Questions

Q: Can I put employees to work right now?

A: All forms must be completed between the business and the WKWB, and the individual must have gone through the Career Center System to determine WIOA eligibility before an employee can be hired for an OJT.

Q: How much time and paperwork is involved?

A: After an initial contract is signed, all paperwork is prepared by the WIOA staff and brought to you for your approval and signature. Monthly you will be asked to provide proof of payment to the employee (check stubs).

Q: How many employees can I hire for OJT?

A: The determination is based on the type of business and total full-time workforce. For a business of 9 or less full time employees you are allowed one OJT employee; For business of 10 or more you can have up to 25 percent of your total full-time workforce.

Q: Can I hire non-Kentucky residents?

A: An OJT candidate must live or work in Kentucky.

Q: Can I use existing temporary employees?

A: Yes, if they meet WIOA eligibility, (which must be determined prior to beginning the training) and you plan to hire them full time.

Q: What does it cost my business to enroll? What are the benefits?

A: There are currently no fees for service at any of our Career Centers. OJT gives you the opportunity to select the employee, hire them and train them while we pay 50 percent of the negotiated training time costs associated with training.

Q: Are these my employees or WKWB's?

A: They are your employees, you hire them and they answer directly to you.

Q: Can individuals be pre-qualified (screened)?

A: Yes, we will pre-qualify to match your job description by sending you a pool of pre-qualified eligible individuals to interview for the position.

Where can I get more information about On-the-Job Training Services?

Mary Anne Medlock
Business Services Liaison
Purchase Area
Phone: 270-251-6187
maryanne.medlock@ky.gov

american job center

Tom Sholar
Business Services Liaison
Pennyrite Area
Phone: 270-886-9484
tom.sholar@ky.gov