

What businesses are saying about OJT:

OJT is a blessing! There would have been no way for us to hire our new employee without this program. We were able to bring aboard a new employee when we needed her...otherwise, we would have had to wait almost a year!

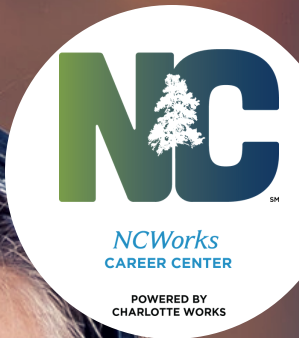
Andy Mielak
The Mielak Group, AAA Insurance

As the demand for our services grew, the need for more staff became evident. With the help of [the] OJT grant program, we were able to hire two new job developers, which allowed us to increase the number of clients we can serve and made [us] eligible to receive additional funding from other programs and entities in the area.

Kenny Smith
Grace-Mar Services

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**ON-THE-JOB
TRAINING GRANTS**

On-The-Job Training

A WAY TO SAVE

As an employer, you understand all too well the cost of hiring and training good employees. In many cases, candidates have the right combination of enthusiasm and intelligence but lack the **specific skills** needed for the job.

On-The-Job Training Reimbursement Grants (OJT) can help your Mecklenburg County business save money while adding to your company's competitiveness and productivity. Through OJT, you can enhance:

- job retention;
- transferable skills; and
- advancement opportunities for trainees.

ON-THE-JOB TRAINING



HOW DOES IT WORK?

Individuals can qualify for federal retraining programs like OJT. Your business can select an OJT trainee from our pool of pre-qualified referrals or submit a potential trainee to our OJT representatives.

Our representatives will work with you to develop a **Training Outline**. Candidates' skills will be evaluated using your position descriptions and other skills linked to success. Together, we produce a **Customized OJT Plan** and review the **OJT contract period**, including how trainee work hours are reimbursed. *Trainees can't begin work until the OJT contract is finalized.*

REIMBURSEMENT DETAILS

Employers receive reimbursements for up to 50 percent of the trainee's salary/hourly wage. The percentage may be based on company size, number of trainees, capacity for training and/or availability of funds.

A typical OJT contract period is three to six months. During that time, your representative will help you prepare:

- monthly invoices to promptly reimburse your trainee's completed training hours; and
- formal evaluations of your trainee's progress and skills attainment.