

On-the-Job Training (OJT) Individual Contract and Training Plan

WIOA provides for a workforce system that is job-driven. OJT opportunities provide structured training for participants to gain the knowledge and skills to be competent in the job for which they are hired and lead to stable employment. This training plan reflects an agreement between the employer and the vendor to ensure that specific skills will be attained by the trainee during an on-the-job training (OJT) opportunity.

Section 1: General Information

OJT Contract and Training Plan No:

OJT Master Agreement No:

Employer FEIN:

Section 2: Participant and Employer Details

Participant/Trainee Name:

Participant PID:

Business Name:

Employer Contact Name:

Telephone:

Email:

Section 3: OJT Information

OJT Start Date:

OJT End Date:

Total Training Hours:

Hourly Wage per Hour:

WIOA/TANF Percentage Reimbursement Rate:

Maximum Allowable Reimbursement:

Trainee Job Title:

O*NET SOC #:

Hours of Work per Week:

Total Cost of the OJT not to exceed \$7500: (see Section 4 of this Plan for details):

Job Description/OJT Position Details:

Section 4: Occupational Skills Training Outline

Complete the occupational training outline by entering the five skills for which this OJT provides training. Under TRAINING HOURS, enter the number of estimated training hours needed for the trainee to fully attain each designated skill.

OJT TRAINING PLAN SKILL ATTAINMENT OUTLINE				
SKILLS TO BE LEARNED <i>(may be learned concurrently)</i>	START DATE	END DATE	TRAINING/INSTRUCTION METHOD	TRAINING HOURS
TOTAL HOURS				

List supplies and tools needed for the above-mentioned skill attainment in the text box below:

Section 5: Wage Reimbursement Calculation

Employers will be reimbursed 50% of a participant's wage per hour. While the participant may be paid a higher hourly wage, employers will only receive 50% reimbursement of a participant's wage as reimbursement for the OJT. The maximum an Employer may receive for the duration of an OJT is \$7500.00 per participant. Requests for an increase in the reimbursement rate of up to 75% and for an increase in the funding cap must be submitted for approval to the SCPa Works Director of Programs.

OJT REIMBURSEMENT CALCULATION DETAILS:

Participant Hourly Wage:

Total Training Hours as listed in this Plan:

OJT Reimbursement (Hourly Wage x 50%):

Total Cost of OJT (OJT Reimbursement x Total Training Hours):

Section 6: Training Plan Agreement Signatures

All parties agree to provide or obtain training for the skills outlined in this Training Plan.

This OJT Training Plan reflects an Agreement for Services and shall be construed in unison with the OJT Master Agreement number _____ under the laws of the Commonwealth of Pennsylvania, the Department of Labor and Industry, Bureau of Workforce Development Administration and within SCPa Works Compliance regulations. If any provision of this Agreement for Services is determined to be invalid or unenforceable, all other provisions shall continue in full force and effect.

As set forth in WIOA Final Rule, the Employer shall hire and maintain the Participant(s) as a regular member of the Employer's workforce, subject to the same conditions of employment as the Employer's other regular employees as detailed at 20 CFR §680.700 Subpart F and remain in adherence to WIOA guidelines as described in WIOA Section 134(c)(3).

TRAINING PLAN APPROVAL:

The parties indicated below have read and reviewed this Agreement for Services for form, content, funding, and training restrictions, and find that everything is in order and ready for final signatures:

Agreement Approval, whereof the parties as indicated below, intending to be bound by this Agreement, have caused their proper and duly authorized officers to execute and deliver this Agreement to be approved and effective whereas indicative of the signatures and dates below.

Name of Employer:

Employer Contact Name:

Employer Signature:

Date:

Business Services/Vendor Contact Name:

Business Services/Vendor Signature:

Is the OJT Master Agreement accurate and up to date with addresses and signatures that reflect the current program year?

Date: