

# Department of Employment Services

# ON-THE-JOB TRAINING PROGRAM

*Closing the Skills and Employment Gap for D.C. Residents*



On-the-Job (OJT) training is a workforce development strategy where employers of all sizes have an opportunity to train, mentor and hire candidates as they become fully proficient in a particular skillset or job function.

Through the OJT model, candidates receive the hands-on training necessary to increase their skills, knowledge and capacity to perform the designated job functions. The OJT strategy ensures unemployed and underemployed jobseekers have a chance to enter and reenter the workforce through an “earn and learn” model. This streamlined approach developed between select employers and the Department of Employment Services (DOES) allows employers to be reimbursed at an established wage rate in exchange for the training provided to participating OJT candidates.

## **About the Program**

Pre-screened and job-ready candidates are matched with employers willing to provide skills-based, on-the-job-training. DOES will provide wage reimbursement from 50 to 75 percent of the candidate’s salary from one to six months (in some cases up to one year) for qualifying District of Columbia residents and employers. OJT employers maintain complete control over hiring decisions, and are assigned a DOES liaison to initiate recruitment efforts and provide support throughout the length of the OJT agreement. Clearly written OJT agreements detail the individual training outline, objectives, duration of agreement, and reimbursement rate. Wage reimbursements will be administered to employers within net 30 days (upon receipt of invoice).

## **Reimbursement Guidance 1**

- Category 1 - 50 Percent Reimbursement - Larger Companies (Number of Employees: 100 or more)
- Category 2 - 75 Percent Reimbursement - Small to Mid-size companies (Number of Employees: 99 or less)

**Note:** *The employer will receive the higher percentage amount from Guidance 1 and 2, even if the candidate falls into a lower percentage rate.*

## **Reimbursement Guidance 2**

- Category 1 - 50 Percent Reimbursement - Candidate is job ready with significant work experience and/or some post-secondary education.
- Category 2 - 75 Percent Reimbursement - Candidate is job ready with limited work experience or skillsets, possesses a high school diploma or GED. Other qualifiers include one of the following: youth ages 18 - 24, seniors 55 years or older, returning citizens, individuals with disabilities, chronically unemployed, homeless veterans, does not possess a high school diploma or GED, or is not job ready, but possesses the desire to work.

**Note:** *For both reimbursement Guidance 1 and 2, the length of the contract is based on the candidate’s skillset, occupational assessment, identified barriers to employment and other special criteria. The number of training hours will be determined during the finalization of the training plan.*

## **Employer Eligibility**

Employers participating in the On-the-Job training program must demonstrate that they have the fiscal and operational capacity to administer the proposed program. The following documentation will be used to assess eligibility:

- IRS Form W-9 (signed and dated)
- Valid and current business license
- Documentation proving taxes are in good standing in the firm's residing state
- Proof of Liability Insurance and Workers' Compensation
- Supervisor or Trainer's Resume
- Employer Profile and Job Order in DC Networks
- Training Outline (training time frame, reimbursement amount and hourly wage)
- Assurance Document
- Worksite Review

### Position Requirements

Positions considered for the On-the-Job Training program require:

- Minimum of 32 hours per week
- Pay rate between \$14 and \$23.95 per hour
- W-2 tax status
- 3:1 Employee to Trainee Ratio

**Note: Seasonal positions will not be considered.**

### Preferred OJT Occupations

Desired occupations are those that will develop a marketable skillset during the term of the On-the-Job training, including:

- Administration
- Property Management
- Assistant Manager
- Merchandising
- Account Executive
- Court Reporting
- Healthcare and Data Coding
- Information Technology and Cyber Security
- Law Enforcement
- Mechanical Engineering, Diesel Technicians and Auto Mechanics
- Hospitality
- HVAC
- Transportation Services

### Getting Started

There are several ways to connect with the DOES OJT program:

- Employer Information Sessions - DOES Business Services Group (BSG) hosts information sessions to identify potential employers for the OJT program. Announcements are made to all referring departments with information on the selected employer, number of positions, and basic level of proficiency required for the job function.
- Employer Solicitation by Programs - Candidates from different programs may solicit employers to participate in OJT. Employers engaged through this method must be referred to BSG for eligibility determination.
- Employer Referral - Employers may refer candidates for consideration. These candidates must be assessed by an internal program for eligibility.

**DOES OJT Program | 202-899-3690 | ojt@dc.gov | does.dc.gov**