

On-the-Job Training

Frequently Asked Questions - Employers

On-the-job training (OJT) is a training strategy that the workforce system can offer local employers and job seekers. OJT puts individuals to work earning a wage while receiving training. Even better, employers can be reimbursed for the costs associated with training this new employee. Both employees and employers can see the benefit from day one.

What is On-the-Job Training (OJT)?

- Training by an employer that is provided to a paid participant while he or she is engaged in productive work that provides skills essential to the full and adequate performance of the job.
- OJTs involve a “learn by doing” method that allows an employee to obtain industry skills on the job.

What is the benefit of an OJT to me as an employer?

- Assists with the costs of training new employees
- Training is aligned with skills required for the occupation
- You will realize gains in productivity as the worker learns on the job.

What types of jobs are eligible for an OJT?

- Jobs must be full-time, permanent positions with the employer.
- An emphasis is placed on “H3” jobs: High Wage; High Demand; High Skill.
- To find out if your company’s jobs are H3 jobs, please visit: h3.ne.gov/H3/

What is my financial obligation to Nebraska Department of Labor for providing OJTs?

- There is no financial cost for employers or workers to participate in OJT activities.

What paperwork is required for OJTs?

- Pre-award application (once per year for each worksite location)
- OJT contract and assurances (once per year for each worksite location)
- OJT training plan (a separate plan for each OJT participant)
- Employer reimbursement form

How long does an OJT last?

- OJTs are limited to the length of time that is appropriate to the training for the position and cannot exceed 6 months.

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Is there a limit on the number of OJTs my company can do?

- No, businesses have the option of hiring multiple people for OJTs.

Can I do an OJT with an existing or previous employee?

- No, this is not allowable.
- OJT participants must be enrolled in the NDOL program prior to working at the company.
- OJTs cannot be provided for individuals who previously worked at a company, regardless of their previous position or the length of time since their employment.

How much will my company be reimbursed for an OJT?

- Employers are eligible to receive up to 50% wage reimbursement for each worker in a qualified OJT.

What is needed for my company to be reimbursed for an OJT?

- A "Request for Reimbursement" form must be submitted at least quarterly, but no more than monthly.
- The request for reimbursement must be accompanied by official company payroll records.

Where are OJTs available in Nebraska?

- OJTs are available statewide.

How do I find out more about OJTs in my area?

- Contact your nearest Job Center. A complete listing of locations can be found at: dol.nebraska.gov/home/aboutus.

Equal Opportunity Employer/Program TDD: (800) 833-7352
Auxiliary aids and services are available upon request for individuals with disabilities.

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