



America's **Job** Center
of CaliforniaSM

CERTIFICATE OF OJT ELIGIBILITY

This candidate is eligible for the WIOA On the Job Training (OJT) Program*

An employer who hires and trains this individual may be eligible to receive reimbursement for wages paid.

**For more information about this program, please contact the San Bernardino County Workforce Development Department
at**

This certificate is valid for 90 days: from _____ to _____

Referred By

Telephone

*Subject to final verification and signed OJT Contract with Workforce Development.



On-the-Job Training (OJT) Program

What is On-the-Job Training?

On-the-Job Training (OJT) is a program offered by the San Bernardino County Workforce Development Department to assist businesses in offsetting the training costs for new employees.

How does it work?

The County will reimburse a percentage of the wages paid, for a period of 3 months (depending upon the nature of the position and the skills gap), while the employee is trained in their new job. There is a limited amount of paperwork and record-keeping involved.

What are the primary requirements?

OJT Contract must be completed prior to hire date.

- Prior to the first day of work, the employer agrees to an arrangement with the County to train the new employee and the amount of reimbursement.
- The employer must provide proof of a business license, workers compensation and tax identification number.
- A record of the trainees payroll hours and a performance evaluation must be submitted at the end of the training (complete or incomplete) to receive reimbursement.

Example

- Your company pays the employee \$18.00 per hour
- Workforce Development reimburses \$9.00 per hour for up to 3 months (480 hours)
- Reimbursement Total: \$4,320.00
- Now, multiply that by 2, 3, or more employees!

This is a temporary government program and is subject to change without notice. Funding for this program is limited and will be offered until funding sources are exhausted. Department of Workforce Development is a proud partner of America's Job Center of California SM Network. This WIOA Title-1 financially assisted program or activity, the WDB, are Equal Opportunity Employers. Auxiliary aids and services are available upon request to individuals with disabilities. For federal funding disclosure information, visit workforce.sbcounty.gov/about/ffd/.