



America's **JobCenter**
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
Curtis Compton: 909-948-6605

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 wp.sbcounty.gov/workforce/ffd/.