



A proud partner of the AmericanJobCenter<sup>®</sup> network

## What is OJT?

The KANSASWORKS On-the-Job Training (OJT) program helps local businesses train and retain skilled, productive workers. Companies train promising candidates with the necessary skills for the position. OJT is a cost-effective strategy for employers needing to expand or whose openings require specialized or technical skills.

OJT is a federal program funded through the Workforce Innovation and Opportunity Act (WIOA) which is intended to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy

## How does OJT work?

1. **An OJT opening is listed** with your local KANSASWORKS American Job Center. A KANSASWORKS representative works with a business to identify recruiting, training, or other workforce needs. When an OJT opportunity is identified, the representative confirms employer eligibility, establishes the necessary training tasks, and develops a position description which states the experience the job candidate must have to qualify.
2. **Recruitment.** Once listed the representative will begin searching the job seeker database to recruit candidates who qualify for the OJT position.
3. Once **the business has selected a candidate**, a training plan is developed with specific goals to be achieved based on the needs of the position and the skills of the candidate and the contract is signed.
4. **Upon contract approval** the business hires, trains, and supervises the candidate. The business submits a simple monthly timesheet for the OJT employee.
5. **Reimbursement.** KANSASWORKS reimburses the employer of up to 50 percent of the wage rate of the participant the extraordinary costs of providing the training and additional supervision related to the training.

## GET STARTED WITH ON-THE-JOB TRAINING

Contact **KANSASWORKS** for more information at **(877) 509-6757**.

Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.

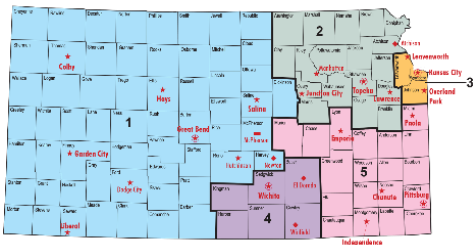
### Benefits to Employers

- Offset cost of training
- Training is customized to meet your needs
- Simple process and minimal paperwork
- We pre-screen applicants and the employer selects who to interview
- Develop local talent
- Additional training through Registered Apprenticeship may be available
- Other tax credits may apply
- A dedicated KANSASWORKS Professional to assist you

### Eligibility Requirements

- Companies operating in Kansas for the past 120 days
- Companies compliant on all Local, State, and Federal obligations.
- Laid off employees cannot be replaced by OJT funded employees
- Trainees must be hired as regular employees with comparable pay and benefits
- OJT position must be regular, full-time (minimum of 32 hours per week)

## GET THE SKILLS YOU NEED



Contact the KANSASWORKS Professional in your area.

Area 1	Area 2	Area 3	Area 4	Area 5
<b>Tucky Allen</b> Business Services Director	<b>Cathy Marcotte</b> Director of Training and Development	<b>Lars Leininger</b> Business Services Manager	<b>George Marko</b> Business Services Manager	<b>Irene Brennon</b> Project Director
316-303-2906	785-234-0500	913-577-5945	316.771.6643	913-937-9462
<a href="#">Email</a>	<a href="#">Email</a>	<a href="#">Email</a>	<a href="#">Email</a>	<a href="#">Email</a>
<a href="#">Website</a>	<a href="#">Website</a>	<a href="#">Website</a>	<a href="#">Website</a>	<a href="#">Website</a>

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