

On-the-Job Training (OJT) Key Questions & Answers:

Q: *As an employer, how do I access OJT training dollars?*

A: The process is simple and there are no complicated forms. A PACareerLink Business Services Team member can answer your questions over the phone or meet with you at your place of business to discuss your needs, the position(s) for which you are seeking OJT training dollars and walk you through the process.

Q: *Who can be an OJT Contractor / Employer?*

A: Any company or business which has an opening for a skilled worker and for which qualified individuals are not readily available. Employers must ensure that wages paid to OJT trainees are reasonable, considering industry, geographic location and trainee proficiency.

Q: *How do I benefit by participating in the OJT Program?*

A: Chester County's OJT program enables you to be reimbursed for up to 50% of a new employee's wages while they are in training, for a period of 12-16 weeks.

Q: *What kind of positions are eligible for consideration of OJT?*

A: Occupations with growth potential that result in permanent, full-time employment.

Individuals must complete core and intensive services at PACareerLink-Chester County and must be determined eligible and appropriate for the OJT program.

For more information about the On-the-Job Training Program and Chester County Business Services, contact a Business Services Team member at:

PACareerLink-Chester County
250 East Harmony Street, Coatesville, PA 19320
Phone (610) 384-9393

Online at:

www.pacareerlink.state.pa.us

Pennsylvania
CareerLink
CHESTER COUNTY

Chester County's On-the-Job Training Program is funded through the Workforce Investment Act and administered by the Chester County Workforce Investment Board.



CHESTER COUNTY
WORKFORCE INVESTMENT BOARD

Advancing Chester County's Workforce

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ON-THE-JOB TRAINING PROGRAM



*ADVANCING CHESTER
COUNTY'S
WORKFORCE*

Pennsylvania
CareerLink
CHESTER COUNTY

PACareerLink-Chester County

*Chester County's one-stop center
for employment and career
services*



PACareerLink-Chester County offers employers a comprehensive menu of services to meet your workforce development needs.

Their goal is to assist you with identifying and recruiting qualified and skilled employees.

If you're an employer, you understand all too well the cost of hiring and retaining qualified employees.

In many cases, candidates have the right combination of enthusiasm and intelligence but lack the specific skills you need for the job.

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

Chester County's On-the-Job Training Program can help your business save money while turning a great candidate into a productive and profitable employee.

OJT is training conducted by an employer for an individual while he or she is working and learning the skills and information necessary for productive and satisfactory job performance.



Employers are eligible for a 50% reimbursement of a new worker's salary while in training, not to exceed \$6,000.

Your Local Employment Connection in Chester County



PACareerLink will pre-screen and profile worker skill levels with the WorkKeys assessment system to ensure career readiness in specific industries.

To be approved as an OJT trainee, an individual must meet the eligibility criteria of the Workforce Investment Act for low-income adults, dislocated workers and/or youth.