



Tulsa Area Workforce Development Board, Inc.

Proudly serving Creek, Osage, Pawnee, and Tulsa Counties in Oklahoma

On-The-Job Training Policy

Board Approved: 10.25.2018

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TDD/TTY: 1-800-722-0353; Voice: 1-8020-522-8506

On-the-Job Training Policy

On-the-Job Training Policy Changes Overview

Most Recent Policy Changes:

Implementation by: 11.08.2018

Board Approval: 10.25.2018

Executive Committee Approval: 10.18.2018

Reason: To comply with Office of Oklahoma Workforce Development (OOWD) Oklahoma Workforce Development Issuance (OWDI) #10-2017.

Revisions: On-the-Job Training (OJT) Policy BD 02.20.2014

Tulsa Area Workforce Development Board

On-the-Job Training Policy

Board Approved: 10.25.2018

I. Purpose:

To establish a local policy on the use of On-the-Job Training (OJT) activities as a strategy for increasing the employment, retention, and earnings of workers in the local workforce development area and for increasing the occupational skills attainment of customers.

II. Authority:

- Workforce Innovation and Opportunity Act (WIOA) Sections 188
- WIOA § 3(44)
- Title 29 CFR Part 38
- Title 29 CFR Subpart F
- Training and Employment Guidance Letter #13-15
- Oklahoma Workforce Development Issuance #10-2017, change 1

III. Background:

On-the-Job Training (OJT)¹ activities shall be conducted in accordance with WIOA and the Tulsa Area Workforce Development Board Local Plan. In Oklahoma's rapidly changing economy, new and growing companies, face both uncertainties and possibilities. OJT provides the opportunity for employers to hire employees and provide them with the new and additional skills needed to perform successfully on the job. OJT provides participants the opportunity to receive training while employed and to be paid wages comparable to other employees in similar positions. For employers, OJT agreements with the TAWDB provide an opportunity to be reimbursed a percentage of the wages they pay to OJT participants while the participants acquire additional job skills. OJT gives employers the opportunity to tap into a pool of workers who are good candidates but need additional training to be able to perform successfully on a specific job.

OJT is a hire-first training service whereby employers provide the necessary equipment and training for specific jobs and allows the participant to "earn while you learn". The participant who successfully completes the OJT period is expected to be retained by the employer. OJT is only appropriate for the length of time necessary to be trained in the specific occupation, not to exceed 1,040 hours, without written permission from the Workforce Tulsa Executive Director.

IV. Local Policy:

The Service Provider must comply with all federal and state policies that provide guidance for On-the-Job Training service. In federal and state guidance, a few details have been left for the local boards to further define or provide guidance. Those areas are listed below with the local board's interpretation and additional guidance.

- A. OWDI 19-2017 Pg. 18 On-the –Job Training – Wage Reimbursement Factors** "Other factors the LWDB may determine appropriate such as, the number of employees participating in the training, wage and benefit levels of the employees, including both pre-and post-participation earnings, and relation of the training to the competitiveness of the participant."

Workforce Tulsa has chosen not to add additional criteria to the OJT Wage Reimbursement factors. However, written approval from the Executive Director of Workforce Tulsa must be obtained prior to the development of any OJT contract where wage reimbursement will increase from 50%.

¹ WIOA §3(44)

B. Serving Employers and Participants

For those participants who do not reside within the Workforce Tulsa area but are seeking an OJT with a company within the Workforce Tulsa area, Workforce Tulsa can provide an OJT, as a service to the employer.

C. Retention Rate

The Workforce Tulsa's designated staff may terminate an OJT contract if:

1. The State or Federal government terminates or reduces the funding which makes the contract possible,
2. The employer has violated the terms and conditions of the agreement, or
3. The employer does not retain at least 85% of the OJT participants hired within a 12-month period.

The Board may request a report of the outcomes and retention rates for all participants and employers.

V. Attachments

- A. OJT Contract
- B. OJT Contract Modification
- C. Pre-Award
- D. OJT Evaluation
- E. OJT Training Plan

VI. Compliance

- A. This policy shall be used in accordance with all other applicable federal, state, and local policies.
- B. The TAWDB is responsible for conducting oversight of local Adult/Dislocated Worker programs to ensure both fiscal and programmatic accountability. Local program oversight is conducted in consultation with the Chief local Elected Official.

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Contract No.: _____

Funding Source: _____

Participant Information	Employer Information
Name: _____	Company Name: _____
Address: _____	Address: _____
City: _____ State _____ Zip _____	City: _____ State _____ Zip _____
Phone: _____	Phone: _____
OSL ID: _____	FEIN or UBI: _____
Training Job Title: _____	NAICS Code: _____
O*NET Code & SVP Level: _____	Email: _____

A. Training Location and Supervisor

Training Facility Location: _____

Address: _____ City _____ State _____ Zip _____

OJT Supervisor: _____ Title: _____

Phone Number: _____

B. Alternate Supervisor

Alt. Supervisor: _____ Title: _____

Phone Number: _____

C. Training Schedule and Cost On-Site Training

Number of Hours Per Day: _____	Start Date: _____
Number of Weeks: _____	End Date: _____
Number of Hours Per Week: _____	Total Hours of Training: _____
Total Number of Hours: _____	

Starting Hourly Wage: \$ _____ Ending Hourly Wage: \$ _____ Reimbursement Rate: _____ %

Onsite Hrs _____ X Hr Rate _____ X Reimbursement Rate _____ % = Total On-site Training Cost \$ _____

Maximum Allowable Costs of Training _____

D. Job Description, Skills, and Competencies

E. Training Outline

Estimated Hours	Specific Occupational Skills to be Learned

Based on Employer Evaluation and/or minimum mastery of skills, training will be deemed to be successfully completed when:

Successful completions shall be retained for employment.

F. Concurrence of Collective Bargaining Agent

Is this On-the-Job Training occupation subject to a bargaining agreement? Yes No
Does the appropriate bargaining representative concur with this On-the-Job Training and rate of pay? Yes No

Name of Union _____
Phone Number

Union Representative Signature

G. Concurrence of Apprentice Committee

Apprenticeship Representative Signature _____
WIOA Representative Signature

H. Standards

Training

1. The OJT contract must be completed and signed before the OJT employee starts the OJT or training funds are expended.
2. The employer shall provide the training prescribed in the Training Plan and complete the evaluation and/or training progress forms that are provided by Workforce Tulsa. The OJT employee shall be the employer's employee, shall be on the employer's payroll, shall be entitled to the same consideration and shall be governed by the same policies as other employees. The employer shall extend to the OJT employee all of the entitled benefits offered all employees of the employer. The OJT employee must be provided with the same terms of employment, working conditions, wages, and fringe benefits provided to other employees in the same or similar positions.
3. The employer must collaborate in the development of a training plan for the OJT employee that includes competencies needed to be satisfactorily skilled in the OJT position. These competencies will be listed in the Training Plan. The employer will complete an evaluation to document competencies gained.
4. The employer certifies that this is not a temporary job. The OJT employee shall be retained by the employer in unsubsidized employment upon completion of the OJT period contingent on satisfactory job performance by the OJT employee.
5. The employer will provide an orientation to the OJT employee that covers the employer's rules, expectations, safety information, and benefits.

Fiscal

1. The Workforce Tulsa's designated entity shall reimburse the employer on a _____ (enter a term such as monthly or bi-monthly) as in an amount not to exceed the maximum training reimbursement. Reimbursable wages shall not include undocumented payments to the OJT employee. No reimbursement shall be made for work performed outside of the term of the Contract, or during periods of work stoppages, or for fringe benefits (e.g. paid holidays, sick leave, or vacation leave.) Overtime hours in excess of 40 hours per week shall be reimbursed at the regular rate of pay. The employer must pay the overtime rate in excess of the regular rate in full.
2. The OJT employer agrees to maintain adequate time and attendance, payroll, and other records to support amounts reimbursed under the OJT contract. Wages must be paid by check or direct deposit. Reimbursement time sheets must be signed in ink or by electronic means by both the employer and the OJT employee and must be uploaded into the state database. Inaccurate or incomplete timesheets or timesheets submitted more than thirty (30) days after the end of the training period may not be honored, at the sole discretion of the Workforce Tulsa's designated staff. Copies of the timesheet(s) are to be maintained along with a copy of the OJT Contract.
3. All reimbursement requests submitted by the employer shall be supported by business receipts, time and payroll records, and other records normally kept by the employer.
4. The employer shall preserve all OJT employee payroll records, fringe benefits, and personnel records for three (3) years after the end of the training period or longer if any litigation or audit is begun or any claim is instituted which involves these records. The employer shall retain the records beyond the three (3) year period until the litigation, audit findings, or claim has been resolved.
5. The employer agrees that at any time during normal business hours, and as often as deemed necessary, the Workforce Tulsa's designated staff, State of Oklahoma, U.S. Department of Labor, or other authorized Federal agencies or their agents may inspect and monitor any records or activities pertaining to this contract. Such inspection shall be made to determine if the employer is in compliance with the terms and provisions of this contract and if the OJT employee is making sufficient progress.
6. Wages are monies paid by the employer to an OJT participant for work the OJT participant performs. Tips, commissions, and piece work are not considered wages and are not eligible for reimbursement.
7. Workforce Tulsa, the State of Oklahoma, and the U.S. Department of Labor shall have unlimited rights to any data first produced or delivered under this agreement.
8. This contract may not be renewed, but may be modified with agreement from all parties.

Employer Assurances

1. The employer shall provide worker's compensation coverage for the OJT employee and assures that the training shall be provided in accordance with WIOA Sec. 181(a)(1)(A) and 20 CFR 683.275 for wage and labor standards.
2. Employer agrees not to discriminate in their hiring or employment practices and to comply with the Civil Rights Act of 1964, as amended, the Age Discrimination Act of 1975, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, and the American with Disabilities Act of 1990, as amended.
3. Employer agrees to adhere to the Workforce Tulsa grievance procedures if a complaint arises in connection with the OJT employee and/or the training, including contract performance.
4. The employer agrees that the OJT employee shall not be terminated from training without giving prior notice to the Workforce Tulsa's designated staff that signed the OJT Contract and reasonable opportunity is given for correction or improvement of performance. The employer also agrees that it will immediately notify Workforce Tulsa's designated entity if the OJT employee as an attendance or disciplinary problem or has demonstrated an inability to perform in accordance with the training outline contained in the contract. The employer understands that the termination of an OJT participant is subject to the Workforce Tulsa grievance procedures.
5. Employer will comply with Federal and State laws governing the OJT Program.
6. The employer further assures that OJT funds will not be used to assist, promote, or deter union organizing. 20 CFR 680.830.

7. The employer assures that the OJT employee(s) will not be employed to carry out the construction, operation, or maintenance of any part of a facility that is used or to be used for sectarian instruction or as a place for religious worship. 29 CFR 37.6(f)
8. The employer assures that the OJT employee will not be required to participate in religious or political activities.
9. No fees shall be charged to any OJT employee or employer for referral or placement services relative to this OJT Contract.
10. The employer certifies that no member of the OJT employee's immediate family is engaged in an administrative capacity for the employer, or will directly supervise the OJT employee. For the purpose of this Contract, immediate family is defined as spouse, children, parents, grandparents, grandchildren, brothers, sisters or person bearing the same relationship to the OJT employee's spouse. 20CFR 683.200(g).
11. Employer has not exerted any undue influence or engaged in conduct which would constitute a conflict of interest or the appearance of a conflict of interest in order to be awarded the funds under this Contract.
12. The employer assures they are not involved in a strike, lockout, or other unusual labor condition.
13. Employer agrees to comply with all applicable local, state and/or federal laws, and ordinances. The employer assures that they have not violated any anti-discrimination laws in its employment practices or delivery of services or other activities on the grounds of race, color, religion, national origin, age, sex, marital status, veteran status, sexual orientation, or the presence of any sensory, mental or physical disability, within the last three years.
14. The OJT must be conducted at the employers' place of business or affiliate site, and may not be subcontracted, unless written approval is received from the LWIB.

Additional Terms

1. Either party may terminate this contract at any time by giving ten (10) days advance written, and signed notice of intent to terminate to the other party. In the event the participant is terminated without notice (through no fault of the employer), or the participant fails to report without giving notice, notice of termination, must be provided to Workforce Tulsa immediately.
2. The Workforce Tulsa's designated staff may terminate this contract if:
 - a. The State or Federal government terminates or reduces the funding which makes this Contract possible
 - b. The employer has violated the terms and conditions of this agreement or
 - c. The employer does not retain at least 85% of the OJT participants hired within a 12-month period.
3. This contract may be amended by the mutual written agreement of the parties. All amendments shall be signed by both parties prior to the start date of the amendment and must be attached to the Contract.
4. Workforce Tulsa designated staff may unilaterally amend this Contract if there are changes in Federal, State or Local Laws, rules, regulations, or policies.
5. This Contract has been and shall be construed as having been made and delivered within the State of Oklahoma and it is agreed by each party hereto that the laws of the State of Oklahoma, both as to interpretation and performance, shall govern this Contract. Any action of law, suit in equity, or judicial proceeding for the enforcement of this contract or any provision thereof shall be instituted and maintained only in any of the courts of competent jurisdiction in the State of Oklahoma.
6. The employer agrees that no currently employed worker shall be displaced by the OJT employee including a partial displacement such as a reduction in the hours, wages, or employment benefits. The employer also agrees that no OJT employee shall be placed into a position that is currently vacated by an employee who is laid off or into a position in which the employer has terminated the employment of an employee with the intention of filling the position with an OJT employee. The employer further agrees that this Contract does not infringe in any way upon the promotional opportunities of current employees not involved in the OJT training.
7. No fees shall be charged to any OJT employee or employer for referral or placement services relative to this OJT Contract.
8. All services to be rendered or performed by the employer under this Contract shall be performed or rendered entirely at the employer's own risk. The employer expressly agrees to indemnify and hold harmless the Tulsa Area Workforce Development Board, d.b.a. Workforce Tulsa, its officers, agents, contractors, and employees from any and all liability, loss, or damage, including reasonable cost of defense that they may suffer as the result of claims, demands, actions, or damages to any and all persons or property, costs or judgments against the Workforce Tulsa which result from, arise out of, or are in any way connected with the services to be performed by the employer under this Contract.

I. Employer Certification

I Certify to the best of my knowledge that this information is true and correct and that I intend to pay the participant's wages during training, which will be reimbursed at a rate of - _____%, and retain the participant at the end of the OJT training period if satisfactory performance is maintained.

Authorized Employer Representative Signature

Date

Title

Phone Number

J. Agency Certification

A legitimate need for training and reasonable expectation of continued employment for the participant indicated on this individual OJT Contract has been established by the _____.

Therefore, this OJT Contract is approved.

Workforce Tulsa Designated Staff's Signature

Date

Tulsa American Job Center
201 W. 5th Street, Suite 200
Tulsa, OK 74103
Phone: (918) 796-1200

Sapulpa American Job Center
1700 S Main
Sapulpa, OK 70466
Phone: (918) 224-9430

On-The-Job Training Contract Modification

Section 1: Contract Information – Complete the contact information for the OJT Provider and the Employer.

OJT Provider: _____	Company Name: _____
Contact Person: _____	Contact Person: _____
Email: _____	Address: _____
Phone: () _____ Fax: () _____	City: _____ State _____ Zip _____
Address: _____	Phone: () _____ Fax: () _____
City: _____	FEIN or UBI #: _____
State _____ Zip _____	NAICS Code: _____
	Email: _____

Section 2: Current Training Data – Complete the blanks with information about the trainee’s data.

Current OJT Data	
OJT Participant Name: _____	Job Title: _____
O*Net SOC # _____	Hourly Wage: _____ Reimbursement Rate: _____
Maximum Training Hours: _____	Maximum Reimbursement: _____

Section 3: Modification Description – Complete this section with specific details that modify changes to the contract. This Modification incorporates the changes:

Section 4: Authorized Signatures – I hereby agree to the changes set forth in this modification. All other terms and conditions remain in full force and effect.

Employer Signature: _____

Date: _____

Type/Print Name: _____

Title: _____

OJT Provider Signature: _____

Date: _____

Type/Print Name: _____

Title: _____

Company Name:	Company Representative Name:	
Address:	Phone Number:	Title:
Phone Number:	Email Address	
Office Location:		

No funds provided under the Workforce Innovation and Opportunity Act (WIOA) shall be used, or proposed to be used, for the encouragement, or inducement of a business, or a part of business, to relocate from any location in the United States, if the relocation results in any employee losing his or her job at the original location. (20 CFR 683.260)

No funds provided under the WIOA shall be used, or proposed to be used, for the encouragement, or inducement of a business, or a part of business, to relocate from any location in the United States, if the relocation results in any employee losing his or her job at the original location. (20 CFR 683.260)

No funds provided under the WIOA shall be used, or proposed to be used, for training for a business that has relocated from any location in the United States, until the company has operated at that location for 120 days, if the relocation has resulted in any employee losing his/her job at the original location. (20CFR 683.260)

The purpose of this review is to determine whether a business establishment is new or expanding and if there is any relation to a loss of employment in another geographic area. The pre-award review is completed and documented jointly by the Workforce Tulsa Representative and the business establishment as a prerequisite to receiving WIOA Title I assistance.

All OJT Contracts must be provided in demand occupations or high growth, high demand occupations in the area.

- I, the Employer, attest WIOA assistance is not being sought in connection with any past or impending job losses at other facilities and I am requesting WIOA assistance to be used for On-The-Job Training.
- I, the Employer, attest there have not been any Worker Adjustment and Retraining Notification (WARN) notices filed.
- I, the Employer, attest there have not be ant wage and hour or child labor violations during the last 12 month period.
- I, the Employer, attest that the OJT activity will not impair an existing contract for services or collective bargaining agreement, and that no such activity that would inconsistent with the terms of a collective bargaining agreement will be undertaken without the written concurrence of the labor organization and the employer concerned.
- I, the Employer, attest that there is not a failure to provide WIOA enrolled training participants with continued long-term employment with wages, benefits, and working conditions equal to that of regular employees doing similar work for a similar length of time.
- I, the Employer, attest that as of this date we currently employ _____ employees.
- I, the Employer, attest out Workers' Compensation policy is current.
- I, the Employer, attest that no person was displaced as a result of relocation of the current business within the past 120 days.

As the authorized official for _____,
(Name of Company)

I certify that the WIOA Pre-Award Review information presented above is true and accurate.

As the employer and authorized official, I agree to defend, indemnify, and save the state of Oklahoma, Workforce Tulsa, and the reviewing entity harmless from and against any and all liability, loss, damage, cost, and expense, including court cost and attorney fees (whether or not litigation be commenced), of whatever nature or type, including WIOA disallowed costs, that the State or TAWDB may suffer incur or be required to pay, which result from _____'s
(Name of Employer)

failure to provide accurate information in response to the WIA Pre-Award Review.

Authorized Employer's Representative Name Title

Signature Date

This WIOA Pre-Award Review was conducted by _____, the **designated staff**, in accordance with WIOA State Policy on _____.
(Date)

Neither the State of Oklahoma, Workforce Tulsa, nor _____,
(Designated Entity)

as the entity conducting the review, shall be legally liable regarding the responses provided during the conduct of this review. Based upon this review, WIOA Title I assistance to this establishment is: _____.
(Approved/Disapproved)

Workforce Tulsa Representative Title

Date

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Employer:		Contract No.:		Review Date:	
Trainee:		Job Title:		Start Date:	
Current Trainee Status:	<input type="checkbox"/> still in training <input type="checkbox"/> completed, still employed <input type="checkbox"/> voluntarily quit <input type="checkbox"/> completed, not retained <input type="checkbox"/> terminated by employer				

OCCUPATIONAL TASK EVALUATION

After completion, discuss this evaluation with the OJT Trainee, as it will give him/her a better understanding of their job responsibilities.

EMPLOYER - Please rate the OJT Trainee's performance of the Training Outline tasks utilizing the following scale:

1 = no exposure/unacceptable 2 = limited skills - needs improvement 3 = moderately skilled - acceptable 4 = skilled

1.		1	2	3	4
2.		1	2	3	4
3.		1	2	3	4
4.		1	2	3	4
5.		1	2	3	4
6.		1	2	3	4
7.		1	2	3	4
8.		1	2	3	4
9.		1	2	3	4

For Administrative use only:

TOTAL POINTS: _____ **DIVIDED BY** _____ = **AVERAGE SCORE OF:** _____

BASIC WORK SKILLS EVALUATION

EMPLOYER - Please rate the Trainee for each characteristic utilizing the following scale:

1 = Unsatisfactory 2 = Fair 3 = Good 4 = Excellent

Cooperative	1	2	3	4	Relationship w/co-workers	1	2	3	4	Integrity	1	2	3	4
Follows Directions	1	2	3	4	Appearance	1	2	3	4	Productivity	1	2	3	4
Responsible	1	2	3	4	Attendance	1	2	3	4	Work Quality	1	2	3	4
Initiative	1	2	3	4	Punctuality	1	2	3	4	Conduct/Attitude	1	2	3	4

For Administrative use only:

TOTAL POINTS: _____ **DIVIDED BY 12** = **AVERAGE SCORE OF:** _____

By signature, all parties certify that the OJT Trainee has been made aware of the results of this performance evaluation.

Trainee Signature: _____

Date: _____

Employer Signature: _____

Date: _____

Workforce Tulsa Signature: _____

Date: _____

NOTE: This section is only to be completed by the Employer upon satisfactory completion of the OJT Trainee.

FINAL REVIEW

Certification of Competencies:

The Trainee is satisfactorily skilled in the required functions of the position, as indicated in the evaluation above and will continue employment as follows:

Job Title: _____ Hours/Week: _____ Wage: \$ _____ per _____

Employer Signature: _____ Date: _____

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Contract No.: _____

Funding Source: _____

Section 1: Contract and OJT Information – Complete the contract information for the Employer and the Trainee

Participant Information	
Name: _____	Start Date: _____ End Date: _____
Address: _____	Total Training Hours: _____ Hourly Wage: _____
City: _____ State: ____ Zip: _____	Reimbursement Rate: _____%
Phone: _____	Maximum Reimbursement: \$ _____
Employer Information	
Company Name: _____	
Address: _____ City: _____ State: _____	
Zip: _____	
Contact Person: _____	Phone: _____

Section 2: Occupational Information – Complete the occupational information for the Trainee’s skill level.

Employer Information	
Job Title: _____ O*Net SOC #: _____ Hrs/Week _____	
Job Description:	
Required Job Skills	Starting Capability
1. Job Skill Needed	Not Skilled: <input type="checkbox"/> Some Skilled: <input type="checkbox"/> Skilled: <input type="checkbox"/>
2. Job Skill Needed	Not Skilled: <input type="checkbox"/> Some Skilled: <input type="checkbox"/> Skilled: <input type="checkbox"/>
3. Job Skill Needed	Not Skilled: <input type="checkbox"/> Some Skilled: <input type="checkbox"/> Skilled: <input type="checkbox"/>

4. Job Skill Needed	Not Skilled: <input type="checkbox"/> Some Skilled: <input type="checkbox"/> Skilled: <input type="checkbox"/>	
5. Job Skill Needed	Not Skilled: <input type="checkbox"/> Some Skilled: <input type="checkbox"/> Skilled: <input type="checkbox"/>	
Training Plan/Skills Required <i>The number from the Job Skills section should match the number in the Training Plan Section, in reference to skills.</i>	Estimated Training Hrs.	Expected Results
1. Job Skill Training Plan		Beginning: <input type="checkbox"/> Intermediate: <input type="checkbox"/> Skilled <input type="checkbox"/>
2. Job Skill Training Plan		Beginning: <input type="checkbox"/> Intermediate: <input type="checkbox"/> Skilled <input type="checkbox"/>
3. Job Skill Training Plan		Beginning: <input type="checkbox"/> Intermediate: <input type="checkbox"/> Skilled <input type="checkbox"/>
4. Job Skill Training Plan		Beginning: <input type="checkbox"/> Intermediate: <input type="checkbox"/> Skilled <input type="checkbox"/> <input type="checkbox"/>
5. Job Skill Training Plan		Beginning: <input type="checkbox"/> Intermediate: <input type="checkbox"/> Skilled <input type="checkbox"/>
Signatures		
<p>I understand and agree to the above listed training plan.</p> <p>Trainee Signature: _____ Date: _____</p> <p>Printed Name: _____</p>		
<p>Employer Signature: _____ Date: _____</p> <p>Printed Name: _____</p> <p>Workforce Tulsa Signature: _____ Date: _____</p> <p>Printed Name: _____</p>		

Successful Completion <i>This section is to be completed at the end of the OJT contract.</i>	
The signatures below certify that the OJT Employee is <i>satisfactorily</i> <input type="checkbox"/> or <i>unsatisfactorily</i> <input type="checkbox"/> skilled in the functions of the position, as indicated in the evaluations provided and <i>will</i> <input type="checkbox"/> or <i>will not</i> <input type="checkbox"/> continue employment.	
Employer Signature: _____	Date: _____
Printed Name: _____	
Participant Signature: _____	Date: _____
Printed Name: _____	

TRAINING PLAN INFORMATION AND INSTRUCTIONS

Training Plans are used to outline the specific skill requirements for on-the-job training (OJT). They are also used as the assessment tool to document which skills the Trainee lacks at the start of the training and to measure skill attainment during the course of the training.

Job Description:

A job description may be obtained from the Employer or the OJT Provider may assist the employer in writing a job description, thus providing a “value-added” for the Employer. For assistance in writing a job description you may use the tasks and activities provided at the CareerOneStop Job Description Writer (<http://www.careerinfonet.org/jobwriter/>). Please modify these descriptions to be specific to the employer’s needs for the occupation.

Skill Requirements:

List the skills needed to perform the job to the standards specified by the Employer. Record skills as specifically and briefly as possible. For assistance in writing skill requirements you may use the tasks and activities provided at O*NET OnLine (<http://online.onetcenter.org>). Please modify these skills to be specific to Employer’s needs for the occupation. (Type of tools or software used)

Trainee’s Starting Capability:

Used to assess the trainee’s skill level near the beginning of the training period and to document skill deficiencies which will be addressed through training. The skills gap can be addressed in the list of “Skills To Be Learned”. The “Starting” and “Ending Capability” scores are based upon an interview with the Trainee’s supervisor or by utilizing another skill assessment method used by the employer

Training Length:

- a) The OJT Provider, working with the Employer, determines the job title for the OJT position by referencing O*NET OnLine (<http://online.onetcenter.org>).
- b) From O*NET OnLine, Job Zone/SVP parameters are obtained. Use these parameters as a beginning guide to determine the length of training.
- c) The OJT Provider considers the trainee’s past work experience, knowledge, and skills gap to assist in determining the length of training.
- d) An OJT contract must be limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided. In determining the appropriate length of the contract, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's individual employment plan. (WIOA sec. 101 (31) (C).)
- e) It may be necessary to deviate from the training schedule depending on the trainee’s ability to gain and retain knowledge of the various tasks within the occupation. If there is disruption of the planned training period through no fault of the trainee or the employer, provide modifications in writing with the Training Plan Modification Template.