ON-THE-JOB TRAINING (OJT)

Effective
July 1, 2026

Purpose
The purpose of this policy is to provide guidelines for On-the-Job Training (OJT) activities in accordance with Workforce Innovation and Opportunity Act (WIOA) legislation and Ohio's Comprehensive Case Management and Employment Program (CCMEP). This policy applies to WIOA and CCMEP funded services.

The OJT program of Stark Tuscarawas Workforce Development Board (STWDB) desires to maximize the employment opportunities for WIOA and CCMEP eligible individuals through training, thereby enabling these individuals on a path to attain economic self-sufficiency through employment. The focus of the OJT program is on the provision of structured, employer-based training for the individual lacking the specific skills necessary for employment. The financial reimbursement is provided to the participating employer for the purpose of defraying the "extraordinary" costs associated with training an under-skilled worker. The OJT program is designed to enhance the overall employability and job specific skills of the eligible youth, adult, or dislocated worker.

Applies To
1. Stark Tuscarawas Workforce Development Board (STWDB)
2. Workforce Initiative Association (WIA)
3. All Area Subrecipients OJT Providers
4. Contracted OJT Employers

References
1. ODJFS WIOAPL 15-22.1 On-The-Job Training (OJT) Policy
2. Workforce Innovation and Opportunity Act (WIOA)
3. Stark Tusc Local Policy - Local Definition For Self-Sufficiency Standard and Family Self-Sufficiency

Related Documents
Not applicable

Background
Under the Workforce Innovation and Opportunity Act (WIOA), there are additional work-based training options and flexibilities for adults, dislocated workers, and youth. Work-based training presents a great opportunity for fostering increased employer engagement, implementing sector strategies, and encouraging industry partnerships, as these types of training allow employers to train their employees while their employees continue to be productive members of the workforce. OJT is one such work-based training for the Adult and Dislocated Worker programs. OJT is considered a work experience under the WIOA Youth program.

OJT continues to be a key method of delivering training services to adults, dislocated workers, and youth. Through OJT activities provided under WIOA, adult, dislocated worker, and youth participants can obtain the skill sets necessary to fill the jobs that are available and that are being created in this economy. OJT is a type of training or work experience that is provided by an employer to a participant. During the training or work experience, the participant is engaged in productive work in a job for which he or she is paid, and the training provides knowledge or skills necessary to the full and adequate performance of the job. Employers

must commit to hire and retain the participant at the end of a successful training period. OJT activities support the development of a workforce with skills that meet the needs of employers and provide additional training options for workers and employers. OJT provides an incentive to employers to hire individuals and invest in their skill development, and trainees can earn a wage as they learn. It is a critical tool that helps job seekers enter successful employment.

Definitions

- ***Incentive:*** remuneration to participants for successful participation and achievement of expected outcomes as defined in the individual service strategy (ISS).

- ***Internship:*** a system of gaining on-the-job experience by placement in a work environment for a period of time with the goal to build technical and job awareness skills. Internships may be paid or unpaid.

- ***Job shadowing:*** a short-term unpaid activity which introduces a participant to the workplace and provides exposure to occupational areas of interest to increase career awareness. Job shadowing is limited and allows youth to observe only.

- ***On-the-job training (OJT):*** training by an employer that is provided to a paid participant while engaged in productive work in a job that:
    - Provides knowledge or skills essential to the full and adequate performance of the job;
    - Is made available through a program that provides reimbursement to the employer of a percentage of the wage rate of the participant; and
    - Is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, prior work experience of the participant, and the service strategy for the participant.

- ***Pre-apprenticeship programs:*** programs or set of strategies designed to prepare individuals to enter and succeed in Registered Apprenticeship programs and have a documented partnership with at least one, if not more, Registered Apprenticeship programs.

- ***Summer employment opportunities:*** an activity conducted mainly during the summer months which involves work experience as the primary strategy and must provide direct linkages to academic and occupational learning.

- ***Work experience:*** a planned, structured learning activity that takes place in a workplace setting for a limited period of time.

Policy & Procedure

Stark Tuscarawas Workforce Development Board does not offer On-the-Job Training (OJT) at this time.

Responsible Party

Executive Director, Stark Tuscarawas Workforce Development Board

Approving Authority

Board of Trustees, Stark Tuscarawas Workforce Development Board

Revision History

03-06-2024 | 07-01-2026