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## **On-the-Job (OJT) Training Program**

**Here's how you can be reimbursed 50% of your new employee's hourly rate for up to 6 months.**

### **1. How can I start the OJT Process?**

A meeting can be scheduled with a Business Service Specialist from the RI Dept. of Labor & Training and an OJT Contract Specialist from Department of Labor and Training. A Business Service Specialist can assist in posting your open job in employRI.org (the DLT jobs database) to determine if there are any qualified candidates.

### **2. What paperwork do I need to complete?**

The OJT Contract Specialist will e-mail an OJT Employer Application and a sample Training Outline, then work with you to create a Training Outline that details the training and hours required to complete the training. The OJT Contract Specialist can assist you in determining appropriate Prove It! assessment(s) to identify the candidate's level of accomplishment in essential functions of the job.

### **3. Do I need to register in Ocean state Procures?**

Employers must be registered in Ocean State Procures. (see the vendor registration guide)

### **4. What is the minimum hourly wage and hours per week to qualify for the OJT Program?**

The OJT position must provide an hourly wage of at least \$12.40 per hour. The maximum allowable reimbursement is \$21.00 per hour. The OJT position must provide a minimum of thirty (30) hours per week.

### **5. Can I select my own candidate?**

You select the candidate that best meets your requirements. You may select a candidate from employRI or you can interview and select a candidate from other sources.

### **6. What would disqualify a candidate from the OJT Program?**

Candidate cannot be related to the employer; candidate cannot be employed at time of referral; candidate must possess some of the skills required for the position; candidate cannot quit another job to take the OJT position.

### **7. How do I know if my candidate is eligible for the OJT Program?**

Send your candidate's resume to the OJT Contract Specialist who will arrange an appointment with a netWORKri counselor. The netWORKri counselor will interview the candidate and may administer Prove It! assessment(s). The counselor will review the Training Outline with your candidate to identify the skills the candidate must acquire for the job. The difference between the candidate's current skill level and the job requirements will determine the length of training.

### **8. What happens after my candidate meets with a netWORKri counselor?**

After the candidate has been determined eligible for the OJT Program by a netWORKri counselor, the OJT Contract Specialist will prepare and email an OJT Contract to you.

### **9. When can the candidate begin work?**

After the OJT Contract is signed by the employer and the Chief of Labor & Training Operations, the candidate can begin work.

### **10. How will I receive reimbursement under the OJT Program?**

A representative will visit your site about 2 weeks after the employee has begun work to meet with the supervisor and the employee. The representative will assist you with accurately completing the forms to expedite reimbursement.

**Interested in seeing if OJT is the right fit for your company?** Contact [Maria.Carlucci@dlt.ri.gov](mailto:Maria.Carlucci@dlt.ri.gov)