

ON-THE-JOB TRAINING

AN AMERICAN JOB CENTER & EMPLOYER PARTNERSHIP THAT WORKS!



AmericanJobCenter[®]
TENNESSEE



WHAT IS OJT?

- **SEC. 3 (44) THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) DEFINES ON-THE-JOB TRAINING (OJT) AS:**

THE TERM “ON-THE-JOB TRAINING MEANS 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 UP TO 50 PERCENT OF THE WAGE RATE OF THE PARTICIPANT, EXCEPT AS PROVIDED IN SECTION 134(C)(3)(H) (UP TO 75 PERCENT), FOR THE EXTRA ORDINARY COSTS OF PROVIDING TRAINING AND ADDITIONAL SUPERVISION RELATED TO THE TRAINING; 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, THE PRIOR WORK EXPERIENCE OF THE PARTICIPANT, AND THE SERVICE STRATEGY OF THE PARTICIPANT, AS APPROPRIATE.**

WHAT ARE THE REQUIREMENTS OF OJT?

680.700 OF THE FEDERAL REGULATIONS:

- **OJT IS PROVIDED UNDER CONTRACT WITH AN EMPLOYER OR REGISTERED APPRENTICESHIP PROGRAM SPONSOR**
 - **EMPLOYER CAN BE PUBLIC, PRIVATE NON-PROFIT, OR PRIVATE SECTOR**
- **OJT MAY NOT BE ENTERED INTO WITH AN EMPLOYER WHO UNDER PREVIOUS CONTRACTS EXHIBITED A PATTERN OF FAILURE**
 - **FAILURE TO PROVIDE CONTINUED LONG-TERM EMPLOYMENT WITH WAGES AND BENEFITS AS OTHER EMPLOYEES**
- **MUST BE LIMITED TO PERIOD OF TIME REQUIRED FOR THE PARTICIPANT TO BECOME PROFICIENT IN THE OCCUPATION BEING TRAINED FOR CONSIDERING**
 - **SKILL REQUIREMENTS OF THE OCCUPATION**
 - **ACADEMIC AND OCCUPATIONAL SKILL LEVEL OF PARTICIPANT**
 - **PRIOR WORK EXPERIENCE**
 - **PARTICIPANT IEP**

CAN EMPLOYED WORKERS RECEIVE OJT?

680.710 OF THE FEDERAL REGULATIONS

- **OJT CONTRACTS MAY BE WRITTEN FOR ELIGIBLE EMPLOYED WORKERS WHEN:**
 - **THE EMPLOYEE IS NOT EARNING A SELF-SUFFICIENT WAGE OR WAGES COMPARABLE TO HIGHER THAN WAGES FROM PREVIOUS EMPLOYMENT**
 - **THE REQUIREMENTS OF 680.700 ARE MET; AND**
 - **OJT RELATES TO INTRODUCTION OF NEW TECHNOLOGIES, NEW PRODUCTION OR SERVICE PROCEDURES, UPGRADING TO NEW JOBS THAT REQUIRE ADDITIONAL SKILLS, WORKPLACE LITERACY OR OTHER APPROPRIATE PURPOSES IDENTIFIED BY THE LOCAL WDB.**

WHAT CONDITIONS GOVERN OJT PAYMENTS?

- **OJT PAYMENTS ARE DEEMED TO BE COMPENSATION FOR EXTRA ORDINARY COSTS ASSOCIATED WITH TRAINING PARTICIPANTS AND POTENTIALLY LOWER PRODUCTIVITY DURING OJT**
- **EMPLOYERS MAY BE REIMBURSED UP TO 50% OF WAGE RATE (UP TO 75% UNDER 680.730) FOR EXTRA ORDINARY COST OF PROVIDING TRAINING AND ADDITIONAL SUPERVISION**
- **EMPLOYERS ARE NOT REQUIRED TO DOCUMENT SUCH EXTRA ORDINARY COSTS.**

LWDA 12 USES A “PERFORMANCE BASE” OJT PAYMENT METHOD. COMPANY IS ONLY PAID IF EMPLOYEE COMPLETES THE OJT.

BUSINESS SOLUTIONS



From Your Tennessee American Job Centers

• SERVICES

- **JOBS4TN ONLINE**
 - **POST JOB OPENINGS**
 - **SEARCH FOR QUALIFIED CANDIDATES**
 - **AUTOMATIC NOTIFICATION OF QUALIFIED CANDIDATES**
- **SCREENING & RECRUITMENT SERVICES**
 - **JOB FAIRS & CUSTOMIZED HIRING EVENTS**
 - **APPLICANT SCREENING**
 - **ASSESSMENTS**
 - **NATIONAL CAREER READINESS CERTIFICATE**
 - **VARIOUS OTHER ASSESSMENTS**
 - **EVENT & MEETING ROOM SPACE**
- **MOBILE CAREER COACH**
- **LABOR MARKET INFORMATION**

• GRANTS

- **ACT WORKKEYS JOB PROFILING**
 - **INTENSE ANALYSIS OF WORKPLACE SKILLS & SKILL LEVELS NEEDED - \$2000 (NO CHARGE TO EMPLOYER)**
- **FAST TRACK JOB TRAINING ASSISTANCE**
 - **COORDINATED WITH ECONOMIC & COMMUNITY DEVELOPMENT FOR NEW OR EXPANDING COMPANY - \$ VARIES**
- **ON-THE-JOB TRAINING**
 - **UP TO ½ OF WAGES FOR INEXPERIENCED NEW HIRES**
- **INCUMBENT WORKER TRAINING**
 - **UP TO \$25,000 AWARDED FOR SKILL UPGRADES**
- **WORK OPPORTUNITY TAX CREDIT**
 - **VARIOUS TAX CREDITS FOR NEW HIRES FROM SPECIFIC TARGET GROUPS**

BUSINESS SOLUTIONS



From Your Tennessee American Job Centers



- **OJT EMPLOYERS RECEIVE UP TO 50% OF WAGE REIMBURSEMENT FOR A SHORT TRAINING PERIOD FOR NEW HIRES WHO DO NOT HAVE ADEQUATE EXPERIENCE IN THE OCCUPATION & COMPANY WORK PROCESSES.**
- **ON-THE- JOB TRAINING GRANTS ENSURE **COMPANY** NEW HIRES LEARN **COMPANY** WORK PROCESSES – **THE COMPANY WAY!****

BUSINESS SOLUTIONS



From Your Tennessee American Job Centers

- **THE OJT PARTICIPANT RECEIVES THE SAME WAGES AND BENEFITS AS OTHER EMPLOYEES IN SIMILAR JOB.**
- **THE OJT PARTICIPANT, WHO MIGHT NOT HAVE BEEN HIRED DUE TO LACK OF EXPERIENCE & SKILLS, RECEIVES AN OPPORTUNITY TO “LEARN & EARN” ON THE JOB!**



HOW DO WE FIND OJT EMPLOYERS?

- **CURRENT PRACTICES FOR ESTABLISHED RELATIONSHIPS**
 - **WORK WITH ECD, INDUSTRIAL BOARDS & CHAMBERS ON NEW OR EXPANDING INDUSTRY**
 - **JOB ORDERS CALLED IN TO AJC (WOULD THEY CONSIDER AN INEXPERIENCED APPLICANT?)**
 - **REVISIT JOB ORDERS NOT FILLED WITH EXPERIENCE APPLICANTS**
 - **INCREASE AWARENESS WITH EMPLOYER GROUPS – SPEAKING ENGAGEMENTS & MEMBERSHIPS TO ORGANIZATIONS SUCH AS SHRM, ROTARY, INDUSTRIAL BOARDS**
 - **PROVIDING A VARIETY OF BUSINESS SERVICES – JOB FAIRS, JOB PROFILING, NCRC TESTING, IW GRANTS, ETC.**
 - **COLD CALLS TO EMPLOYERS –HOW CAN WE MEET THEIR NEEDS**
 - **NEWSPAPER AND OTHER MEDIA OUTLETS – WEBSITE, FACEBOOK, CHAMBER BLASTS, ETC.**
- **GAINING NEW BUSINESS**
 - **ASK FOR REFERRALS FROM CURRENT OJT PARTNERS**
 - **FEATURE EMPLOYER TESTIMONIALS ON MARKETING MATERIALS**

The screenshot shows a Facebook post from the page 'TN Career Centers of Northwest TN'. The post text includes a job opening for a Production Associate in Dyersburg, TN, with details on salary, hours, and application process. A yellow highlight is placed on the text: 'Visit www.JOBS4TN.GOV to create and post a resume, and search for more job listings in your area!'. The post features a photograph of a large industrial building with a flagpole. Engagement metrics are highlighted: '36,806 people reached' (circled in red), '534 shares' (circled in red), '837 likes +210 this week' (circled in red), and '36,913 post reach this week' (circled in red). The right sidebar shows the page's 'About' section with contact information and a 'Promote Website' button. Below the main post, two visitor posts by Marcia Fields are visible.

How do we find OJT Employers?

Facebook:
Over 800 page likes, 500 shares & 36,000 people reached in one week!

HOW TO FIND BUSINESSES – CAREER ONE STOP

www.careeronestop.org



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Find Local Help ▼

Toolkit ▼

Resources For ▼



Business Finder

About this data

The Business Finder includes contact information for nearly 12 million employers. Please note that not all businesses you locate are currently hiring. Use the contact information to learn about current openings.

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Use the Business Finder to locate businesses that may be hiring in your field.

Get started by entering a business name, industry, or occupation, and a location below.

**Search by Business Name,
Industry, or Occupation**

Location

Search

BUSINESS FINDER

www.careeronestop.org



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Job Search ▼

Find Local Help ▼

Toolkit ▼

Resources For ▼



About this data

The Business Finder includes contact information for nearly 12 million employers. Please note that not all businesses you locate are currently hiring. Use the contact information to learn about current openings.

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To request a change or addition, please contact Infogroup at employer.database@infogroup.com or visit www.expressupdate.com.



[Help](#)

Search by Business Name,
Industry, or Occupation

Truck Driver

Location

Dyersburg, TN

Search

Mc Clure Trucking Inc

Address: 1814 State Hwy E
COOTER, MO 63839

Distance:
24.0 Miles

Mailing Address: PO Box 72
Cooter, MO 63839-0072

Phone: 573-695-2222

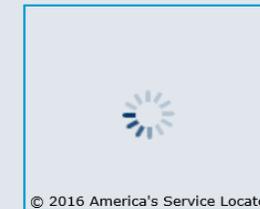
Key Contact: Jerry Mc Clure

Title: Owner

Description: Trucking-Heavy Hauling

Industry Code: 484200

Industry: Specialized Freight Trucking



Directions

OJT CONTRACT PROCESS

PRE-AWARD

DOCUMENT THE COMPANY COMPLETED TO GATHER BASIC EMPLOYER INFORMATION FOR CONSIDERATION FOR OJT CONTRACT

MUST BE SIGNED BY THE COMPANY SIGNATORY AUTHORITY

P-A REVIEW & APPROVAL

STEP-BY-STEP REVIEW PROCESS OF PRE-AWARD TO DETERMINE IF COMPANY QUALIFIES FOR OJT CONTRACT

COMPLETED & SIGNED BY BUSINESS SERVICES, APPROVED BY FISCAL DIRECTOR AND WIOA EXECUTIVE DIRECTOR

EMPLOYER ASSURANCES

LEGAL BINDING DOCUMENT THAT PROVIDES INFORMATION TO THE COMPANY AND PROVIDES ASSURANCE THE COMPANY WILL COMPLY WITH PROVISIONS IN THE DOCUMENT, LOCAL, STATE AND FEDERAL REGULATIONS AND LAWS

MUST BE SIGNED BY THE COMPANY SIGNATORY AUTHORITY

LWDA 12 does not award funds to the company at this point in the process

OJT PRE-AWARD

- **COMPANY DOCUMENTS THE FOLLOWING INFORMATION:**
 - **BASIC COMPANY INFORMATION**
 - **COLLECTIVE BARGAINING AGREEMENT**
 - **OPERATIONAL DATE & DOCUMENTED COMMITMENT IF <120 DAYS**
 - **# EMPLOYEES, CURRENT & PLANNED**
 - **STATUS OF ANY LAY-OFFS/DISLOCATIONS**
 - **PROPOSED TRAINING SITE**
 - **WORKMEN'S COMPENSATION**
 - **BRIEF NARRATIVE OF PROPOSED TRAINING**

PRE-AWARD REVIEW & APPROVAL

- **BUSINESS SERVICES COORDINATOR VERIFIES THE FOLLOWING INFORMATION:**
 - **PRE-AWARD COMPLETED & SIGNED**
 - **COORDINATION ANY COLLECTIVE BARGAINING**
 - **NEW EMPLOYER – DATE &/OR DOCUMENTATION OF INVESTMENT**
 - **LAYOFF/DISLOCATION STATUS**
 - **WORKMAN'S COMPENSATION (EXPIRE DATE)**
 - **PROPOSED TRAINING PLAN INCLUDED**
 - **JOB DESCRIPTIONS/TRAINING PLAN (MAY BE SUBMITTED POST APPROVAL, PRIOR TO PLACEMENT**
 - **ABILITY/RESOURCES TO PERFORM TRAINING – TOUR FACILITY, ETC.**
 - **FAILURE TO PERFORM**
 - **GRIEVANCE PROCEDURE**

EMPLOYER ASSURANCES

- **A LEGAL BINDING DOCUMENT INCLUDING:**
 - **PURPOSE**
 - **PROVIDE INFORMATION TO COMPANY ON OJT PROGRAM AND WIOA**
 - **PROVIDE ASSURANCE COMPANY WILL COMPLY WITH PROVISIONS, LOCAL, STATE AND FEDERAL OJT REGULATIONS**
 - **TERMS**
 - **THE LESSER OF ONE YEAR OR THE EXPIRATION OF DATE OF WORKMAN'S COMPENSATION COVERAGE)**
 - **CONSIDERATION**
 - **PAYMENT TO BE AUTHORIZED VIA WIOA OJT PARTICIPANT NEEDS ASSESSMENT**
 - **AMOUNT SHALL NOT EXCEED MAXIMUM SPECIFIED ON WIOA OJT PARTICIPANT NEEDS ASSESSMENT**
 - **AMOUNT PAYABLE ONLY UPON COMPLETION OF TOTAL NUMBER OF OJT HOURS (PERFORMANCE BASED)**

EMPLOYER ASSURANCES, CONT.

- **ASSURANCES AND CERTIFICATIONS**

- **INCLUDES 44 PROVISIONS OF COMPLIANCE, INCLUDING THE FOLLOWING :**

- **EMPLOYER REQUIRED TO PLACE A JOB ORDER IN WWW.JOBS4TN.GOV**
- **PARTICIPANT MUST BE AUTHORIZED BY LWDA BEFORE BEING EMPLOYED BY EMPLOYER**
- **NO CURRENTLY EMPLOYED WORKER CAN BE DISPLACED OR LAYOFFS EXIST IN SIMILAR POSITIONS**
- **OJT EMPLOYEES SHALL BE COMPENSATED (WAGE & BENEFITS) AS SAME RATE AS SIMILARLY SITUATED EMPLOYEES**
- **NO WIOA FUNDS CAN BE USED TO CONTRIBUTE TO RETIREMENT PLANS**
- **ALL OJT PARTICIPANTS MUST BE FULL-TIME EMPLOYEES (NOT LESS THAN 30 HOURS PER WEEK)**
- **OJT PARTICIPANTS MAY NOT BE EMPLOYED ON CONSTRUCTION, OPERATION OR MAINTENANCE OF ANY FACILITY USED FOR SECTARIAN INSTRUCTION OR A PLACE OF WORSHIP**

EMPLOYER ASSURANCES, CONT.

- **EMPLOYMENT OR EMPLOYEE LEASING AGENCY (STAFFING/HR) – MUST PROVIDE PERMANENT ON-GOING EMPLOYMENT AND HAVE DOCUMENTATION OF AGREEMENT WITH “HOST EMPLOYER” OF WHO WILL RECEIVE THE WAGE REIMBURSEMENT (EXCLUSIVE OF ANY FEES PAID TO STAFFING AGENCY).**
- **EXISTING EMPLOYEES OF EMPLOYMENT/EMPLOYEE LEASING (TEMP TO HIRE) COMPANY MAY BE ELIGIBLE**
 - **PREVIOUS EXPERIENCE WITH OTHER EMPLOYER + EXPERIENCE WITH STAFFING AGENCY+ TRAINING PERIOD FOR OJT < MAXIMUM ALLOWABLE TRAINING PERIOD IN CONJUNCTION WITH SVP LEVEL**
- **EMPLOYER MUST MAINTAIN AND MAKE ATTENDANCE & PROGRESS RECORDS AVAILABLE TO LWDA**
- **OCCUPATIONS BASED SOLELY ON COMMISSIONS AND/OR TIPS ARE NOT ELIGIBLE**
- **FAILURE TO SUCCESSFULLY TRAIN AND RETAIN OJT PARTICIPANTS MAY JEOPARDIZE FUTURE AUTHORIZATIONS**

No money obligated to employer at this point!

WIOA OJT PARTICIPANT NEEDS ASSESSMENT & AUTHORIZATION

PARTICIPANT CASE ID		GRANT TYPE		
PARTICIPANT NAME		WIOA COORDINATOR		
STREET ADDRESS		STREET ADDRESS		
CITY/STATE/ZIP		CITY / STATE / ZIP		
PARTICIPANT PHONE		WIOA PHONE		
PARTICIPANT EMAIL		WIOA EMAIL		

EMPLOYER ID		ON FILE WITH WIOA:	YES	NO
EMPLOYER COMPANY NAME		Pre-Award		
STREET ADDRESS		Employer Assurances		
MAILING ADDRESS		Worker's Compensation Ins.		
CITY/STATE/ZIP		Job Description (Attachment A)		
CONTACT PERSON		Training Plan (Attachment B)		
CONTACT PHONE		Employer Assessment		
CONTACT EMAIL		VOS Budget		

WHO ARE OJT PARTICIPANTS?

- **POTENTIAL APPLICANTS**

- **JOB SEARCH APPLICANTS COMING TO AJC**
- **JOB FAIR ATTENDEES**
- **APPLICANTS REGISTERED IN JOBS4TN.GOV**
- **RESEA REFERRALS**
- **APPLICANTS APPLYING ONLINE WITH COMPANY (REVERSE REFERRAL)**

- **ELIGIBLE APPLICANTS**

- **CONSIDERATION OF INCOME, BARRIERS &/OR EMPLOYMENT STATUS**
- **CONSIDERATION OF EDUCATION, TRAINING AND WORK EXPERIENCE**

WIOA OJT PARTICIPANT NEEDS ASSESSMENT & AUTHORIZATION

Job Title/Position		Hourly Wage for Job Title/Position	
Maximum Specific Vocational Preparation Level		Max. SVP Months	Max SVP Hours
Less prior experience/training in position/industry		Exp/Trng Months	Exp/Trng Hours
Maximum OJT based on SVP less experience/training		Max OJT Months	Max OJT Hours

<p>The above named participant is eligible and is hereby authorized to participate in the WIOA OJT Program with the named Employer who has agreed to all provisions setforth in the following documents, constituting the OJT Agreement: Pre-Award, Employer/Grantee Assurances, Worker's Compensation Insurance, Job Description, Training Plan, Employer Assessment and WIOA OJT Participant Needs Assessment and Authorization. Amounts authorized under this Agreement shall be deemed to be for the extraordinary costs associated with training the WIOA participant and is in compensation for the additional supervision and lower productiviety during training.</p>	OJT Training Hours Awarded		
	50% of Hourly Wage for Job Title/Position	\$	-
	Amount Authorized for OJT Position	\$	-
	Authorization Number		
WIOA Business Services Coordinator	Signature	Effective Date for OJT Position to begin	

Job Title/Position	Line Technician	Hourly Wage for Job Title/Position	\$ 16.51
Maximum Specific Vocational Preparation Level	5	Max. SVP Months	12
		Max SVP Hours	2080
Less prior experience/training in position/industry		Exp/Trng Months	Exp/Trng Hours
Maximum OJT based on SVP less experience/training		Max OJT Months	12
		Max OJT Hours	2080
		OJT Training Hours Awarded	320
		50% of Hourly Wage for Job Title/Position	\$ 8.25
The above named participant is eligible and is hereby authorized to participate in the WIOA OJT Program with the named Employer who has agreed to all provisions setforth in the following documents, constituting the OJT Agreement: Pre-Award, Employer/Grantee Assurances, Worker's Compensation Insurance, Job Description, Training Plan, Employer Assessment and WIOA OJT Participant Needs Assessment and Authorization. Amounts authorized under this Agreement shall be deemed to be for the extraordinary costs associated with training the WIOA participant and is in compensation for the additional supervision and lower productiviety during training.		Amount Authorized for OJT Position	\$ 2,640.00
		Authorization Number	101070
WIOA Business Services Coordinator	Signature	Effective Date for OJT Position to begin	8/15/2016

Job Title/Position	Line Technician	Hourly Wage for Job Title/Position	\$ 16.51
Maximum Specific Vocational Preparation Level	5	Max. SVP Months	12
		Max SVP Hours	2080
Less prior experience/training in position/industry		Exp/Trng Months	4
		Exp/Trng Hours	693
Maximum OJT based on SVP less experience/training		Max OJT Months	8
		Max OJT Hours	1387
		OJT Training Hours Awarded	320
		50% of Hourly Wage for Job Title/Position	\$ 8.25
The above named participant is eligible and is hereby authorized to participate in the WIOA OJT Program with the named Employer who has agreed to all provisions setforth in the following documents, constituting the OJT Agreement: Pre-Award, Employer/Grantee Assurances, Worker's Compensation Insurance, Job Description, Training Plan, Employer Assessment and WIOA OJT Participant Needs Assessment and Authorization. Amounts authorized under this Agreement shall be deemed to be for the extraordinary costs associated with training the WIOA participant and is in compensation for the additional supervision and lower productiviety during training.		Amount Authorized for OJT Position	\$ 2,640.00
		Authorization Number	101070
WIOA Business Services Coordinator	Signature	Effective Date for OJT Position to begin	8/15/2016

Example – prior experience Training

WIOA OJT PARTICIPANT NEEDS ASSESSMENT & AUTHORIZATION

EXAMPLE

PARTICIPANT ATTENDED CLASSROOM TRAINING PRIOR TO OJT WITH EMPLOYER

Job Title/Position	Registered Nurse	Hourly Wage for Job Title/Position	\$	20.59	
Maximum Specific Vocational Preparation Level	7	Max. SVP Months	48	Max SVP Hours	8320
Less prior experience/training in position/industry		Exp/Trng Months	24	Exp/Trng Hours	4160
Maximum OJT based on SVP less experience/training		Max OJT Months	24	Max OJT Hours	4160
		OJT Training Hours Awarded		320	
		50% of Hourly Wage for Job Title/Position	\$	10.29	
The above named participant is eligible and is hereby authorized to participate in the WIOA OJT Program with the named Employer who has agreed to all provisions set forth in the following documents, constituting the OJT Agreement: Pre-Award, Employer/Grantee Assurances, Worker's Compensation Insurance, Job Description, Training Plan, Employer Assessment and WIOA OJT Participant Needs Assessment and Authorization. Amounts authorized under this Agreement shall be deemed to be for the extraordinary costs associated with training the WIOA participant and is in compensation for the additional supervision and lower productivity during training.		Amount Authorized for OJT Position	\$	3,292.80	
		Authorization Number		93288	
WIOA Business Services Coordinator	Signature	Effective Date for OJT Position to begin		3/7/2016	

WIOA OJT INVOICE

- **BOTTOM PORTION OF 1 PAGE WIOA OJT PARTICIPANT NEEDS ASSESSMENT & AUTHORIZATION IS THE INVOICE**
- **AUTO POPULATES**
 - **PARTICIPANT NAME**
 - **INVOICE # (VOS AUTHORIZATION #)**
 - **AMOUNT DUE (PAY FULL AMOUNT AT COMPLETION)**
- **BUSINESS SERVICES COORDINATOR**
 - **CONTACTS COMPANY NEAR COMPLETION**
 - **VERIFIES START AND COMPLETION DATES**
- **COMPANY**
 - **SIGNS AND MAILES INVOICE, INCLUDING COPIES OF THEIR TIME RECORDS**

WIOA OJT INVOICE			
OJT Participant			
Employment Start Date		Invoice #	
OJT Training Hours Completed Date		Amount Due \$ -	
I certify to the best of my knowledge and belief that the information contained in this Agreement, including the Pre-Award, Employer/Grantee Assurances, Workman's Compensation Insurance, Job Description, Training Plan and Employer Assessment is true and correct and that payment is due and has not been previously requested.		Mail this Invoice &	
		Time Records to: Dyersburg State Community College	
		Attn: Business Office / WIOA	
		OR	
		1510 Lake Road	
		Dyersburg, TN 38024	
		Email this invoice a	
Company Signatory Authority	Signature and Date	Time Records to: roberson@dscc.edu	
FOR WIOA OFFICE USE ONLY			
Recommended for payment by:			
FOAP 220600 - _____ -74812-300		_____	
		Fiscal Review	Director of Finance and Administrative Services

2015-16 OJT BY SECTOR

- **MANUFACTURING – 87%**
- **BUSINESS SERVICES - 5%**
- **HEALTHCARE – 4%**
- **CONSTRUCTION – 4%**



2015-16 EMPLOYER PARTICIPATION

- **ACT WORKKEYS JOB PROFILING**
 - **9 COMPANIES**
 - **11 JOBS ANALYZED**
- **INCUMBENT WORKER GRANTS**
 - **6 COMPANIES**
 - **347 PARTICIPANTS**
 - **\$92,650 EXPENDED**
- **ON-THE-JOB TRAINING**
 - **22 COMPANIES**
 - **286 PARTICIPANTS**
 - **\$614,310 EXPENDED**

BEST PRACTICES – OJT RELATIONSHIPS

- **MAINTAIN CURRENT RELATIONSHIPS AND WORK TO BUILD NEW ONES**
- **PREPARE A SWOT ANALYSIS TO IDENTIFY OPPORTUNITIES IN YOUR DEMOGRAPHIC AREA**
- **DEVELOP A 30-60-90 DAY PLAN ON HOW TO INCREASE BUSINESS RELATIONSHIPS**
- **MAKE YOURSELF AN ASSET AND RESOURCE TO EACH COMPANY**
- **KEEP THE PROCESS SIMPLE AND EFFICIENT!**

QUESTIONS?

MARGARET PRATER

EXECUTIVE DIRECTOR

NORTHWEST TN WORKFORCE BOARD

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731-286-3585, EXT. 16

KRISTIE BENNETT

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731-352-8636