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**FAQs**

**Frequently Asked Questions About On-the-Job Training (OJT)**

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**Work-Based Learning Programs for Employers**

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

**1. What is the On-the-Job Training (OJT) Program?** The OJT Program is a federally funded initiative that provides financial incentives to employers for training new hires and upgrading the skills of existing employees. Funding is provided to employers as a result of the Workforce Innovation and Opportunity Act (WIOA) which is run by the US Department of Labor.

**2. Who administers the OJT Program in New Mexico?** The program is administered by the Workforce Connection of Central New Mexico (WCCNM) Board, available through all New Mexico Workforce Connection centers. (www.wccnm.org)

**3. What financial incentives are available for new hires under the OJT Program?** Employers can receive a subsidy covering up to 50 % of the trainee’s hourly rate for up to 1040 hours.

**4. How quickly can an OJT contract be executed?** OJT contracts may be executed in as few as five business days depending on whether all documentation from the employer is submitted in a timely manner.

**5. What are the reimbursement conditions for employers?** Reimbursement checks are issued monthly, with a company able to qualify for up to 10 OJT positions within any one program year (depending on availability of funds).

**6. What are the requirements for an OJT contract?** The employer shall collaborate on a training plan, train new employees, complete monthly timesheets/evaluations, and ensure candidates meet enrollment requirements.

**7. What industries does the OJT Program focus on?** The program targets stable or growing industries, including but not limited to: Healthcare, Commercial Construction, and Professional, Scientific, and Technical Service.

**8. What is the OJT Skills Upgrade Program?** This program offers a financial incentive for promoting individuals to higher positions that require new skills, with a subsidy of 50% of the trainee’s hourly rate.

**9. What is required for the OJT Skills Upgrade Contract?** Employees designated for OJT must have been with the company for at least 6 months, receive a new job title with a wage increase, and complete two skill assessments.

**10. What is the Employed Worker Training Program?** It reimburses employers for a portion of training costs for customized or incumbent worker training upon the successful conclusion of the training.

**11. What costs are reimbursable under the Employed Worker Training Program?** Tuitions, fees, registration, instructor wages, exam fees, and required training materials are reimbursable.

**Work-Based Learning**

**12. What are the internship opportunities under WIOA?** Internships are additional opportunities that provide structured learning experiences in a workplace setting for a limited period, with wages covered by WCCNM. In addition, all workers compensation payments are covered by WCCNM.

**13. What are transitional jobs under WIOA?** Transitional jobs provide work experience for individuals with qualifying “barriers to employment” to establish a work history and develop skills for unsubsidized employment.

**14. How can a business save money with an On-The-Job Training program?** We have seen companies save thousands of dollars when participating through our on-the-job training programs. For example, up to half of your new employees' wages are reimbursable, if you provide employee training, for up to six months depending on the training program.

**15. How can I learn more or start the process of participating in these Programs?** Use our Business Services Connector at [www.wccnm.org/employers](http://www.wccnm.org/employers) and create an account. A Business Consultant will get back to you within 2 business days!

Or, you can call Program Manager Patricia Georges at 505-588-1996 or email her at pgeorges@wccnm.org for more information.