

## GENERAL EMPLOYER ELIGIBILITY

- The participant cannot be a previous employee or have started employment prior to the execution of an OJT Agreement.
- The employer cannot have had any lay-offs in the past twelve (12) months.
- The position for which training is being proposed must be a permanent position.
- No current employee (s) may be displaced, have their hours reduced, or be denied a promotional opportunity as a result of entering into an OJT Agreement for a particular candidate referred by Oklahoma Works.
- There cannot be any employee(s) that previously occupied the OJT position currently on "lay-off" or "furlough status".
- Jobs that pay on a commission, incentive, or a piece-rate basis do not qualify.

## GENERAL OJT AGREEMENT STIPULATIONS

- Training shall be in accordance with the terms of any collective bargaining agreement that may apply. Union concurrence is required and expressly noted in OJT Agreements.
- Training reimbursements may be up to 50% of the wages paid by the employer. Customary wage increases may also be covered under an OJT Agreement.
- Reimbursements to the employer are based solely on actual hours worked.
- The employer agrees to retain the trainee as a permanent employee at the end of the training period, provided he or she achieved satisfactory (or better) job performance evaluations during the training period.



# LET'S CONNECT

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Oklahoma City Community College  
CFEST Program  
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# ON THE JOB TRAINING

**Commercial Food  
Equipment Service Technician**



# CFEST OCCC

## WHAT IS OJT?

- Earn while you learn model, designed for many occupations
- Significant amount of hands-on, task specific training
- High demand/high growth careers
- Training reimbursements may be up to 50% of wages paid by employer

### STEP 1

Complete OJT Application with COWIB

### STEP 2

Site Review by COWIB

### STEP 3

Application Approval

### STEP 4

Identify Your Applicant

### STEP 5

Begin OJT

## HOW IT WORKS

OJT reimburses local businesses for delivering customized training to fill the hiring needs of their businesses.

- You hire, we reimburse up to 50% of wages during the approval training period for up to 1040 hours per eligible hire
- Wages reimbursement will not exceed 30 days
- Provide wages and benefits equal to those provided employees working similar lengths, doing same type of work
- No money is required up front



## YOUR PART

Apply before you hire and provide training plan with transferable skills and instruction on the job.

- Complete application process
- Turnaround to start is usually within two weeks from submittal
- If things don't work out, you don't pay anything back - reimbursement is for training you already provided employee on the job

