

On-the-Job-Training

Helping Your Business!



Missouri Career Centers offer **On-the-Job Training (OJT)** to help your business save hiring and training costs for new hires.

The OJT Program Provides . . .

- Cost Savings:** 50% reimbursement of the wages of workers hired through this program for up to 1040 hours of On-the-Job-Training.
- Excellent Employees:** Workers that possess a proven work ethic with valuable skills gained from prior employment and education/training.
- Convenience:** Ongoing guidance and support from our staff, with minimal paperwork



OJT Program Steps



Contact your nearest [Missouri Career Center](http://www.missouri.gov/career-center) to confirm your eligibility.



Identify potential candidates who are: referred through a Career Center or are reverse-referred by you to a Career Center.



Develop, complete and sign the training agreement prior to the start date of the OJT employee.

Your Business Can Participate If:

- OJT position is permanent and full-time (32+ hours per week)
- Your business participates in E-Verify. You can learn more about E-Verify at <http://www.uscis.gov/e-verify>
- Contact us to learn more about how your business can participate!

For More Information Contact:

Missouri Career Center -

Phone:

Cell:

Email:

Missouri Division of Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY Users can call (800) 735-2966 or dial 7-1-1.