On-the-Job Training (OJT)
Learning the Skills You Need to Succeed

What is On-The-Job Training (OJT)?
An OJT program helps unemployed people re-enter the workforce. It gives businesses an incentive to hire and train them in full-time skilled or semi-skilled occupations.

The OJT program matches businesses with qualified job seekers who are eager to work, but need the specialized training only an employer can supply. In OJT programs, the business agrees to hire workers and train them in measurable skills. In exchange, the government agrees to reimburse the business for a portion of their wages. The government repays the business up to 50 percent of the trainee’s starting wage, for a set period that the trainee needs to master the required occupational skills.

As part of the OJT program, businesses may receive funds to help cover part of their training expenses.

How can I get involved with an OJT program?
There are several types of OJT programs:
- Local,
- State,
- Federal and
- Trade Act

Each one has different rules and requirements.
In general, an OJT program will require that a business:
- Have a physical location in New York State (profit or nonprofit).
- Commit to hire State residents for New York State-based jobs.

- Keep workers on the payroll for at least one year after they complete the subsidized training.
- Offer positions in full-time employment (35 hours per week)
- Provide wages of at least $10/hr. for the position.
- Not count commission, tips or bonuses toward base salary.
- Complete training in 6 months.

OJT will not cover:
- Intermittent, part-time (less than 35 hours per week) and seasonal occupations.
- Occupations requiring a specialized degree, certification or license.

Participants may not start training without prior approval.

How to Apply for the OJT Program
To apply for the OJT program, employers can fill out an application on the State Labor Department web site: www.labor.ny.gov. For more information, call 1-888-4-NYSDOL.

Job seekers interested in the OJT program should visit a One-Stop Career Center. To find the nearest One-Stop Center, call 1-888-4-NYSDOL or visit our web site: www.labor.ny.gov.