



# ON-THE-JOB-TRAINING (OJT) AGREEMENT & WORK ORDER WIA/WT

<b>OJT CONTRACT#</b>	<b>Funding Source:</b>
<b>Company Name:</b>	<b>Company FEIN# :</b>
<b>Address:</b>	
<b>City &amp; State:</b>	<b>Zip Code:</b>
<b>Telephone #:</b>	
<b>Trainee Name:</b>	<b>SS#:</b>

This contract by and between CareerSource Escarosa, Inc., hereinafter called “Escarosa”, and the Company OJT Contractor named above, hereinafter called “Employer”, is entered into for the purpose of providing on-the-job-training in accordance with the rules and regulations of either Workforce Investment Act (WIA), or Welfare Transition Program (WT).

**Employer agrees that they meet and understand the following guidelines necessary for On the Job Training:**

- a. A private sector business that has been in operation for at least one year prior to the current fiscal year.
- b. The positions available are newly created within the past three months.
- c. Job opening has been advertised on the Employ Florida Marketplace (EFM) management information system.
- d. Applicants have registered with EFM prior to their hire date and have met the eligibility requirements for the Workforce Investment Act (WIA).
- e. On the Job Training will not exceed \$6,000.00 per trainee and will not exceed \$50,000.00 per employer.
- f. All other policies regarding prior work experience, skill level of the occupation, skill level of the participant to justify an OJT.

**Employer agrees to:** Employ and train future trainees as specified on an individual work order that have been certified by CareerSource Escarosa to be eligible for services under either Workforce Investment Act (WIA), Welfare Transition Program (WT), which ever is applicable. The employer shall not place the trainee in training prior to the agreed upon training begin date and the reimbursable training shall be completed by the end date as indicated in this Work order or modification thereto in accordance with the agreement Terms.

**Employer further agrees to:**

- a. Comply with all Federal and State labor laws.
- b. Comply with the attached “General Terms and Assurances”.
- c. Submit billing for training cost stipulated in the General Terms Attachment D, Paragraph F.
- d. Complete periodic progress and performance reports pertaining to the participant being trained under this agreement.
- e. Provide training as specified in the Training Outline to the participant for the position specified.
- f. To employ a trainee only after work order is signed.
- g. Authorize a representative to sign all OJT Documentation
- h. Is under no obligation to hire trainees.

**Escarosa agrees to:** provide for Employer reimbursement of not more than 50% of the trainees training wage for the cost of providing the specified training and additional supervision related to the specified training period.

This training agreement will commence on or after the respective parties have signed this agreement and will expire on the date specified below or one year after the employer signs this agreement, whichever comes first.

<b>Position / ONET Code</b>	<b>Hourly Training Wage</b>	<b>Total Training Hours</b>	<b>Reimbursement Rate of 50%</b>	<b>Total Maximum Training Cost</b>	<b>Training Begin and End Dates</b>

The employer shall pay the trainee at the agreed upon training wage on the following payroll schedule: W\* BW SM M

**CERTIFICATION**

The Employer and Escarosa do mutually agree to all the terms and conditions set forth above and incorporated by reference in attachments and certify their legal authority to enter into this contract on behalf of their respective parties.

\_\_\_\_\_  
**CareerSource Escarosa Director                      Date**

\_\_\_\_\_  
**Employer Representative                      Date**

I certify that I will act as the agent for CareerSource Escarosa.

\_\_\_\_\_  
**Business Service Representative                      Date**

**Agreement Expiration Date:** \_\_\_\_\_