

4.2 On the Job Training (OJT)

(Fully countable core)

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Legal References:

- [RCW 74.08A.240 & 250](#)
- [WAC 388-310-0400](#)

The *On-the-Job Training* section includes:

- [4.2.1](#) What is Career Scope On The Job Training - OJT?
- [4.2.2](#) What are Career Scope services - OJT standards?
- [4.2.3](#) How is employer participation and reimbursement determined?
- [4.2.4](#) How is monitoring progress conducted?
- [4.2.5](#) What are wage progression Career Scope services OJT Standards?
- [4.2.6](#) What are Career Scope services OJT Limitations?
- [4.2.7](#) What is release time training?
- [4.2.8](#) How are records maintained?
- [4.2.9](#) eJAS Codes
- [4.2.10](#) Career Scope services OJT - Step-by-Step Guide

4.2.2 What are Career Scope Services - OJT Standards?

- A [WorkFirst On-The-Job Training Master Agreement](#), [WorkFirst On-The-Job Training Terms and Conditions](#), and the On-The-Job Training Contract outline the requirements and limitations of the On-The-Job Training. The [WorkFirst On-The-Job Training Master Agreement](#), and the [WorkFirst On-The-Job Training Terms and Conditions](#) are agreements between a local office and a specific employer to conduct training.
- Write the OJT contract for occupations with a high potential for sustained demand or growth.
- Contract ~~for wages~~ are at the hourly minimum wage \$12.00 an hour or higher ~~more~~. (Offices may establish higher wage standards for their local area). There is an Exception to the Rule (ETR) process to request approval for wage starting less than minimum wage \$12 per hour. An Exception to the Rule must be submitted using the [ESD Rule Exception Request Form](#) to the ESD WorkFirst Administration Unit and approved prior to starting the OJT. The exceptions to the rule are as follow:

There **are** four (4) options to request an OJT ETR to approve less than minimum \$12 per hour wage. Note: Should the employer offer one or any combination of the following, the \$12 per hour wage may be waived. Those options include:

- Employer provides medical coverage

- Employer provides dental coverage
- Employer provides retirement benefits
- Employer offers a defined career pathway with set wage increase milestones (to be included in the OJT ETR request).
- Write all OJT contracts for full time work. Full time work is defined as 32-40 hours a week.
- Write OJTs for *up to* twelve weeks depending on time needed to learn skills
- Reimburse an employer for up to and including 50% of the total gross wages.
- Reimburse for regular work hours only, no holiday or vacation hours.
- Reimburse pre-approved release hours for classroom or skills training at 50% of the initial starting wage.
- Build all wage increases into the original OJT contract.
- List specific occupational skills the employer will teach.
- Meet wage progression standards (listed below- 4.3.5) for a wage progression OJT.
- Do not write OJT contracts for occupations with other available funding sources, such as certified Nurse Aides.
- Apprenticeship positions are not appropriate for OJTs because the apprenticeship is already a training position.
- Meet all the standards, limitations and general conditions as outlined in the [WorkFirst On-The-Job Training Terms and Conditions](#).
- Obtain an approved Exception to the Rule for any exception to WorkFirst policy.
- Start training *only after* the Employment Security Department (ESD) Career Scope Supervisor, Career Scope Coach and the employer sign the On-The-Job Training contract, the [WorkFirst On-The-Job Training Master Agreement](#), and the [WorkFirst On-The-Job Training Terms and Conditions](#).

The Career Scope Supervisor reviews the OJT contract to ensure it:

- Lists skills to be learned
- Gives the time required to learn the skills
- Shows wages of ~~\$13.50 an hour~~ minimum wage or more
- Complies with OJT policy and items outlined in the [WorkFirst On-The-Job Training Terms and Conditions](#).

The ESD Career Scope Supervisor documents the review and justification for the contract in eJAS employment type notes.

After the ESD Career Scope Supervisor reviews and approves the contract and documents the review in eJAS employment notes, they sign the On-The-Job Training contract, the [WorkFirst On-The-Job Training Master Agreement](#), and the [WorkFirst On-The-Job Training Terms and Conditions](#). Then the Career Scope Coach and employer sign each document.

Within three business days of obtaining all signatures, send a copy of the OJT contract package to the ESD WorkFirst Administration Unit. The package contains the WorkFirst [On-The-Job Training Master Agreement](#), [WorkFirst On-The-Job Training Terms and Conditions](#), and the OJT contract.

When participants report their OJT earnings and hours to DSHS, their WorkFirst Program Specialist (WFPS) records the participant's actual hours of participation by updating the ACES [3G Earned IncomeARN](#) screen.

4.2.10 Career Scope Services OJT - Step-by-step guide

The Career Scope coach:

- Interviews an eligible participant who may benefit from OJT.
- Discusses possibility of an OJT for an eligible participant with an employer.
- Talks with the employer approving authority about work site standards, limitations and general conditions. Have the employer sign the [WorkFirst On-The-Job Training Master Agreements](#) and [WorkFirst On-The-Job Training Terms and Conditions](#).
- Figures percentage of subsidized employees for the employer. (Listed above in 4.2.3:-)
- Obtains an approved Exception to the Rule from ESD WorkFirst Administration Unit for any exception to WorkFirst policy.
- Negotiates expectations, length, content and employer reimbursement regarding the proposed OJT with the employer and employee.
- Determines justification for training. Document the justification in eJAS employment notes.
- Determines whether the prospective OJT employer is an established vendor in the automated system, and, if not completes a Statewide Payee and W-9 IRS Request for Taxpayer Identification Number and Certification form (accessible online through the Inside ESD Website eforms).
- Determines whether a Master Agreement Number exists and is current in JAS. If no Master Agreement Number exists, follow this procedure:
- Make sure you have the signed a [WorkFirst On-The-Job Training Master Agreements](#) and [WorkFirst On-The-Job Training Terms and Conditions](#) from the employer. (See step 3 above.)
- Creates the Master Agreement Number in JAS. (Consult ESD WF Internal Controls chapter on On-The-Job Contracts found in CATS for the procedure).
- Closes the JS component.
- Enters the OT component code and employment information in eJAS. The OT component may be entered for a future date. The OT component dates automatically fill as the start and end date on the OJT Training contract in JAS.
- Creates the contract in JAS: (Consult the ESD WF Internal Controls chapter regarding On-The-Job Contracts:-).
- Prints 4 copies of the OJT contract.
- Prints all vouchers for the contract period.

- Prints all WorkFirst On-The-Job Training Evaluation Forms for the contract period.
- The Career Scope Supervisor reviews and then documents the review and justification for the contract in eJAS employment type notes.
- After the Career Scope Supervisor reviews and approves the contract and also documents the review, they sign the WF On-The-Job Training contract, the WorkFirst [On-The-Job Training Master Agreement](#), and the [WorkFirst On-The-Job Training Terms and Conditions](#). Then the Career Scope Coach and employer sign each document.
- Delivers copies of vouchers and evaluation forms to the employer along with the individual's contract.
- Records the service in ~~SKIES eJAS, including as well as the~~ employment information.
- Notifies the WorkFirst Program Specialist (WFPS) that an OJT has been created.
- Informs the participant to report earnings to their WFPS.
- Monitors the individual's performance.
- Provides support services when necessary.
- For details on creating and modifying OJT contracts and creating and modifying OJT vouchers, refer to the ESD WF Internal Controls Manual.
- Within three business days of obtaining all signatures, sends copies of the On-The-Job Training Contract, the [WorkFirst On-The-Job Training Master Agreement](#) , and the [WorkFirst On-The-Job Training Terms and Conditions](#) to ECDD, attn: WorkFirst OJT, PO Box 9046, Olympia, WA 98507-9046.
- Maintains the signed original [WorkFirst On-The-Job Training Master Agreement](#), [WorkFirst On-The-Job Training Terms and Conditions](#) and On-The- Job Training Contract in the local office until one quarter after the program year ends. Then the office may archive the OJT documents for six years.

The WorkFirst Program Specialist:

- Enters the earnings in ACES [3G](#).