

Approved _____ X _____
Disapproved _____

Action Item 5

REVISIONS TO CAREERSOURCE FLORIDA WORKFORCE POLICY 009 ON-THE-JOB TRAINING

The primary responsibilities of the State Workforce Development Board (SWDB) are described in [s. 445.004\(6\)\(a\)-\(i\), F.S.](#), [20 CFR 679.100](#) and [679.130](#). The SWDB is responsible for assisting the state in aligning and enhancing the capacity and performance of the workforce development system and achieving the state's strategic and operational vision and goals as outlined in the State's approved Workforce Innovation and Opportunity Act (WIOA) Plan. The SWDB must approve policies for implementation by the CareerSource Florida network including those that impact local workforce development boards (LWDB).

CareerSource Florida Administrative Policy 009 – On-the-Job Training was implemented in May 2000 to provide program requirements to LWDBs for On-the-Job (OJT) training, an “earn and learn” model where eligible participants may upgrade, retool and increase employability skills. In February 2020, the SWDB approved revisions to this policy to provide guidance to LWDBs to deploy work-based training strategies for WIOA-eligible participants. In February 2025, the SWDB approved revisions to CareerSource Florida Workforce Policy 100 – Work-Based Training and Work-based Learning Opportunities. Information in Workforce Policy 009 – On-the-Job Training was duplicative and removed from this policy.

CareerSource Florida and the Florida Department of Commerce (FloridaCommerce) worked with executive directors and staff of LWDBs to revise CareerSource Florida Workforce Policy 009 – On-the-Job Training. The revised policy establishes guidelines and procedures for LWDBs and local workforce development regions to implement and sustain OJT to support the needs of businesses and improve employment outcomes for participants.

The revised policy requires LWDBs to provide OJT under a written contract using the standardized template approved by the SWDB and distributed to LWDBs by FloridaCommerce. LWDBs must develop local operating procedures (LOP) that govern the eligibility and training process. The addition of key objectives and measurable outcomes serve as guiding principles that define the strategic and operational goals of the policy, help ensure clarity, consistency, and effectiveness by outlining indicators of success and effectiveness.

FOR CONSIDERATION

- **Approve revisions to CareerSource Florida Workforce Policy 009 – On-the-Job Training.**

Attachments:

- On-The-Job Training Workforce Policy Development Tracker