



**POLICY
NUMBER
009**

Workforce Policy

Title:	On-the-Job Training		
Policy Type:	Programmatic		
Program:	Workforce Innovation and Opportunity Act		
Effective:	05/30/2000	Revised:	05/21/2025

I. PURPOSE AND SCOPE

This policy establishes guidelines and procedures for local workforce development boards (LWDBs) and local workforce development regions to implement and sustain On-the-Job Training (OJT) to support the needs of businesses and improve employment outcomes for participants. LWDBs must describe these programs in their Workforce Innovation and Opportunity Act (WIOA) local plans and ensure compliance with WIOA, the Trade Adjustment Assistance Program (TAA), U.S. Department of Labor (USDOL) regulations, Florida Law, guidance, and state requirements.

II. KEY OBJECTIVES

- Identify required elements of On-the-Job Training.
- Ensure all LWDB's utilize standardized OJT contracts without unapproved edits.
- Support employers with On-the-Job Training.
- Align practice with required performance metrics.
- Enhance workforce skills and employability.
- Support employers in workforce development.
- Promote in-demand occupations.

- Facilitate co-enrollment in eligible programs, effective training and supervision with eligible training providers, employers, and other stakeholders including WIOA combined planning partners.
- Monitor and evaluate program effectiveness.
- Expand opportunities to use OJT to support apprenticeships.
- Ensure compliance and accountability.

III. MEASURABLE PERFORMANCE OUTCOMES

Consistent with the requirements in Section II of Florida's WIOA Combined Plan, performance outcomes associated with this policy include:

- Employment (Second Quarter after Exit).
- Employment (Fourth Quarter after Exit).
- Median Earnings (Second Quarter after Exit).
- Credential Attainment Rate.
- Measurable Skill Gains.
- Effectiveness in Serving Employers.

Details specific to targets associated with the performance outcomes above can be found in Florida's WIOA Combined Plan and in each LWDB's local negotiated performance targets.

IV. BACKGROUND

Among the various training programs available through WIOA for eligible participants, OJT helps employers cover the costs of training new employees. OJT allows participants to earn while they learn, acquire transferable skills, and enhance their financial independence. OJT is uniquely suited to help individuals facing employment barriers to gain a foothold in the workforce. Individuals must meet WIOA eligibility criteria to participate in OJT programs.

Co-enrolling WIOA participants in multiple programs, including OJT, provides comprehensive support by using resources from different programs to meet the needs of job seekers. This approach allows participants to receive job training and educational services at the same time, improving employment outcomes and offering a more complete set of services tailored to their needs.

V. POLICIES AND PROCEDURES

The requirements of [Workforce Policy \(WP\) 100: Work-Based Training and Work-Based Learning Opportunities](#) are incorporated in this policy.

Consistent with 20 CFR 680.700, OJT is a work-based training that provides WIOA-eligible participants occupational skills training essential to the performance of a specific job. OJT provides reimbursement to the employer for up to 50% of the participant's wage rate for the costs of training and supervision related to training. LWDBs shall develop strategies to use this training method to address critical workforce needs, enhance skills of eligible participants and to aid eligible employers in attaining a qualified, skilled workforce with competencies needed to meet the employer's needs.

On-the-Job Training is training conducted by an employer that is provided to a paid participant while engaged in productive work in a job that:

1. Provides knowledge or skills essential to the full and adequate performance of the job.
2. Is made available through a program that provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, although LWDBs may increase the wage reimbursement level above 50 percent up to 75 percent under circumstances described in subsection G.1, below.
3. Is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate. “Limited in duration” refers to the time required for a participant to become proficient in the occupation for which the training is being provided. LWDBs should use information provided through O*Net, including Job Zones and Specific Vocational Preparation ranges, taking into account the participant’s skills and experience.

1. Participant Eligibility

1. Participants must meet WIOA and/or TAA eligibility and have been determined to need training services¹. LWDBs must apply the priority of services requirements for individuals receiving training services through local WIOA Adult formula funds in accordance with Administrative Policy 105 and 118, as applicable.
2. Individual Service Strategy (ISS)/Individual Employment Plan (IEP)²

Prior to receiving services, the individual employment plan (IEP) or individual service strategy (ISS), must be developed. The ISS/IEP is a living document that must be reviewed regularly by front-line staff and adjusted throughout participation, jointly with the participant. The details of the OJT assignment must be incorporated into the ISS and/or IEP and must include the participant’s details regarding the OJT assignment, as appropriate.

When enrolling a participant in OJT, LWDB staff must consider:

- a. The skill requirements of the occupation.
- b. The academic and occupational skill level of the participant;
- c. Prior work experience; and
- d. The participant’s service strategy.

Additionally, OJT may not be suitable for In-School-Youth (ISY) who may be enrolled in secondary school. However, OJT may be an appropriate strategy for eligible youth when the need is identified by the objective assessment and included in the service strategy.

3. Employed Workers

¹ For adults and dislocated workers, see [Administrative Policy 122](#). For youth, see [Administrative Policy 095](#).

² 20 CFR 680.170; see definitions in Section V.

OJT contracts may be written for eligible employed workers only when one of the following occurs:

- a. The employee is not earning a self-sufficient wage or wages comparable to or higher than wages from previous employment, as determined by the LWDB policy.
- b. The OJT relates to the introduction of new technologies, introduction to new production or service procedures, upgrading to new jobs that require additional skills, workplace literacy, or other appropriate purposes identified by the LWDB in the local operating procedures (LOPs).

2. Employer and Occupation Eligibility

1. Employer eligibility

LWDBs must enact policies to ensure that they do not enter into an OJT contract with an employer who has exhibited a pattern of failing to provide OJT participants with continued long-term employment as regular employees with wages and benefits and working conditions at the same level and to the same extent as other similarly situated employees.

2. Occupation eligibility

The LWDB is encouraged to place participants in OJT for occupations that are in demand in the local area.

Occupations or job types that are not suitable for OJT are occupations that are:

- a. Based on commission³;
- b. Seasonal in nature; or
- c. Less than full-time⁴.

3. OJT Contract Requirements

LWDBs must ensure that all OJT is provided under a written contract with an employer using the standardized contract template approved by CareerSource Florida and distributed to LWDBs by FloridaCommerce.

Using the template ensures consistency and compliance with organizational standards across the network and is supportive of employer engagement across the system. LWDBs may not alter or amend the language in the template. Any supplemental agreement language required to be added by the LWDB or local business may be accomplished through a locally created addendum to the agreement. Any such addendums will be subject to compliance monitoring. Failure to use the approved template may result in required corrective action.

When developing the local area's OJT strategy, the LWDB should use a readily available occupational information source, such as O*NET, or any other occupation classification model used to determine the appropriate duration of training. The duration of OJT for each participant must be

³ Salary based on sales and not an hourly wage.

⁴ Part-time is considered 20 hours per week or less/Full-time is considered 32 hours or more.

based on the amount of time it takes to learn the job. In determining the appropriate length of training, the academic and occupational skill level and prior work experience of the participant must also be taken into consideration. The length for the OJT must be included in the OJT contract with the employer and the participant's ISS/IEP. LWDBs must describe how they will define the duration of OJT in the LOPs. LWDBs must ensure OJT contracts do not exceed 12 months, except when a longer duration is necessary for occupations requiring extended training, such as registered apprenticeships. If an OJT exceeds 12 months, the LWDB must document the justification. To justify an OJT exceeding 12 months, staff must demonstrate that the participant's training needs, learning pace or specific circumstances require a longer duration. Staff should consider:

- Complex or Specialized skills – whether the job requires highly specialized or complex skills that cannot be acquired within 12 months
- Individual Learning Needs/Disabilities – whether the participant may require more time to grasp certain skills/concepts and acquire competencies
- Employer Needs – whether the employer requires a longer period to ensure that the participant is fully trained, especially when there are highly specialized or complex skills that must be acquired (i.e. apprenticeship)

When determining the appropriate OJT duration, LWDBs should use occupational data sources like O*NET or other classification models. The training length should reflect the time needed for the participant to gain proficiency, considering:

- Job-specific skill requirements
- Participant's prior work experience and education
- Individual Service Strategy (ISS) or Individual Employment Plan (IEP)

The OJT duration must be specified in the OJT contract and aligned with the LWDB's LOPs.

4. OJT Training Plan

The OJT training plan is a formal document detailing the structured job training and must provide participants with a combination of instruction in observable, and measurable job-readiness skills, general employment competencies and occupational skills. OJT may be combined with other career and training services, if appropriate. LWDBs must ensure that each OJT training plan is developed based on the participant's ISS/IEP, and the occupation the participant has selected. The OJT Training Plan must be agreed upon and signed by the participant, employer and the LWDB.

5. OJT In-Person Worksite Monitoring Visit

LWDBs must conduct an in-person monitoring visit to each worksite where an OJT participant is placed during the participant's OJT participation and at least once per year. The purpose of the in-person monitoring visit is to assess the appropriateness of the site and to ensure that it meets all the terms of the worksite agreement. The monitoring site visit must be recorded in a monitoring tool and must include the date of the visit, the name of the LWDB staff member who conducted the visit, names of participant(s) and supervisor(s), and the outcome of the visit. If a LWDB identifies any concerns with the site, the information must be recorded in the monitoring

tool. LWDB staff must ensure that all identified findings are resolved in order to continue the OJT and documented, including the steps taken, results and timeline.

6. Payments to Employers, Wages and Participant Hours

Payments to employers for OJT must be made based on the OJT contract and proper documentation of time worked, payroll records, and training accomplishments. OJT payments are compensation for the employers' "extraordinary costs" associated with training participants and potentially lower productivity of the participants while in OJT.

1. Wage Reimbursement Rate

LWDBs may adopt policies to increase the wage reimbursement level above 50 percent up to 75 percent. Such policies must describe factors to be used when deciding on an increase and must include the following:

- a. The characteristics of the participants, taking into consideration whether they are individuals with barriers to employment.
- b. The size⁵ of the employer, with an emphasis on small businesses.
- c. The quality of employer-provided training and advancement opportunities (for example, if the OJT contract is for an in-demand occupation and will lead to an industry-recognized credential); and
- d. Other factors the LWDB may determine appropriate (for example, the number of employees participating in the training, the wage and benefit levels of the employees, and the relation of the training to the competitiveness of the participant).

2. Wage Reimbursement Restrictions

The LWDB must ensure WIOA funds are not used to pay for the following:

- a. Paid or unpaid holidays.
- b. Sick leave.
- c. Vacation.
- d. Overtime hours.
- e. Fringe benefits; and/or
- f. Work performed outside the OJT contract.

3. Record Retention.

The LWDB and employers must retain records for each OJT employer and OJT participant for a minimum of five years. Records regarding the OJT assignment may be requested by FloridaCommerce, USDOL, and other state and federal agencies for monitoring purposes.

⁵ This refers to the number of employees.

7. Reverse Referral

Under certain circumstances OJT initiated through “reverse referral” may be permitted. Reverse referral occurs when an individual is referred to the career center from a prospective employer (under either formal or informal agreement) for assessment as to whether the individual meets the employer’s hiring requirements for a specific position and is eligible and suitable for an OJT. Employers must not make or have made a hiring decision prior to the participant becoming eligible for the OJT program through the local career center. Development of an OJT for an individual referred by the employer may be permitted only when:

1. The individual progresses through the intake process as with any other career center customer and meets all requirements for eligibility as specified in this policy.
2. The completed ISS/IEP indicates training is necessary for the individual to perform the work associated with the position for which the employer has an opening.
3. The employer meets all the eligibility requirements under this policy; and
4. The employer provides assurance that the individual has not previously been employed by the employer in the same or similar position.

8. General Guidelines

LWDBs must ensure that restrictions listed in WIOA section 181 and 20 CFR 680.840 are in effect for any OJT contract. Additionally, LWDB’s must ensure employers operating under an OJT contract are documented as such within Salesforce.

9. Registered Apprenticeship Programs and Pre-Apprenticeships

LWDBs are encouraged to partner with registered apprenticeship programs (RAPs) and pre-apprenticeship providers as part of a career pathway for job seekers and as part of a job-driven strategy for employers and industries. For more details about RAPs and pre-apprenticeships, see [Workforce Policy 100: Work-Based Training and Work-Based Learning Opportunities](#).

10. Local Operating Procedures

Local Operating Procedures (LOPs) help local areas further define and clarify how programs will be operated locally and are unique to each LWDB. LOPs govern the eligibility and training process and must specifically discuss the assessment tool used to determine a participant eligible for services.

LWDBs must develop LOPs that:

1. Clarify and define the eligibility criteria for OJT.
2. Govern and establish criteria, and eligibility for employed workers to participate in OJT.
3. Define the criteria used to determine when an employed worker is eligible for OJT.
4. Govern the eligibility, suitability, and training process, which must specifically discuss the initial assessment tool used to determine a participant eligible for services.
5. Details the process of reverse referrals.

6. Incorporate requirements of this policy and define how the OJT program will be implemented in the local area, including factors to be used when deciding on an increase in wage reimbursement rate.
7. Define the criteria for extending the duration of an OJT beyond 12 months.
8. Are publicly posted.

11. State and Local Monitoring

Services and activities provided under WIOA must be monitored annually for compliance with WIOA requirements by FloridaCommerce pursuant to Section 185(c), WIOA.

FloridaCommerce will monitor the requirements outlined in this policy and local operating procedures. Additionally, LWDBs must establish local monitoring policies and procedures that include, at minimum:

Roles of the employer, participant, and LWDB staff.

1. Local monitoring procedures of work-based training employers and worksites to ensure that all parties are, and remain in, compliance with federal and state laws, as well as state and local policies and procedures. LWDBs should include in the monitoring process visits to the worksite and interviews of participants and supervisors by individuals who are not responsible for the management of the worksite agreement or the case management of participants at the worksite; and
2. Validation of skills and competency attainment for participants.

LWDBs must ensure participating employers agree to cooperate with monitoring requirements conducted by the state, federal government, and LWDB and adhere to all applicable local, state and federal rules and regulations.

VI. IMPLEMENTATION

- This policy and any subsequent changes become effective upon issuance.
- LWDBs shall implement this policy by training LWDB staff on the updated OJT policy, developing/updating LOPs that involve engaging employers, and providing comprehensive participant assessments and support.
- LWDBs, CareerSource Florida and FloridaCommerce shall collect feedback as appropriate and use information that may include customer satisfaction surveys and input from Education and Industry Consortiums to improve how OJT and work-based training programs are used statewide to ensure high performance, accurate reporting, and documentation.
- FloridaCommerce shall monitor this policy, local policies, and track performance outcomes to ensure compliance with regulations.

VII. AUTHORITIES

[Public Law 113-128, Workforce Innovation and Opportunity Act](#)

[20 CFR 680.700 - 680.840](#)

[20 CFR 683.400](#)

[20 CFR 683.410](#)

[Training and Employment Guidance Letter \(TEGL\) 19-16](#)

[2 CFR Appendix II to Part 200, Contract Provisions for Non-Federal Entity Contracts Under Federal Awards](#)

[Chapter 445, Florida Statutes](#)

[CareerSource Florida Strategic Policy 2021.12.09.A.1 – Comprehensive Employment Education and Training Strategy](#)

[CareerSource Florida Workforce Policy – Work-Based Training and Work-Based Learning Opportunities](#)

VIII. HISTORY

Date	Description
05/21/2025	Updated policy to align with CareerSource Florida Work-Based Training and Work-Based Learning Opportunities Administrative Policy.
02/20/2020	Approved by CareerSource Florida Board of Directors.
06/11/2019	Revised and issued by the Florida Department of Economic Opportunity.
05/30/2000	Issued by the Agency for Workforce Innovation. This policy supersedes and replaces LET BJT 90-135.

IX. ATTACHMENT

[On-the-Job Training Agreement Template](#)