

On-the-Job Training

Helping Your Business!



Missouri Job Centers offer **On-the-Job Training (OJT)** to help your business save hiring and training cost for new hires.

The OJT Program Provides . . .

Cost Savings: 50% reimbursement of the wages of workers hired through this program for up to 1040 hours of On-the-Job Training.

Excellent Employees: Workers that possess a proven work ethic with valuable skills gained from prior employment and education/training.

Convenience: Ongoing guidance and support from our staff, with minimal paperwork.



OJT Program Steps

1



Contact you nearest Missouri Job Center to confirm your eligibility.

2



Identify potential candidates who are: referred through a Job Center or are reverse-referred by you to a Job Center.

3



Develop, complete and sign the training agreement *prior to the start date of the OJT employee.*

Your Business Can Participate If:

- OJT position is permanent and full-time (32+ hours per week)
- Your business participates in E-Verify. You can learn more about E-Verify at <http://www.uscis.gov/e-verify>
- Contact us to learn more about how your business can participate!

For More Information Contact:

Missouri Job Center:

Phone:

Cell:

Email:

For additional information about Missouri Division of Workforce Development services, contact a Missouri Job Center near you.

Locations and additional information are available at jobs.mo.gov or (888) 728-JOBS (5627).

Missouri Division of Workforce Development is an equal opportunity employer/program.

Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY Users can call (800) 735-2966 or dial 7-1-1.

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