



FAQs
Frequently Asked Questions About On-the-Job Training (OJT)
&
Work-Based Learning Programs for Employers

On-the-Job Training (OJT)

1. What is the On-the-Job Training (OJT) Program? The OJT Program is a federally funded initiative that provides financial incentives to employers for training new hires and upgrading the skills of existing employees. Funding is provided to employers as a result of the Workforce Innovation and Opportunity Act (WIOA) which is run by the US Department of Labor.

2. Who administers the OJT Program in New Mexico? The program is administered by the Workforce Connection of Central New Mexico (WCCNM) Board, available through all New Mexico Workforce Connection centers. (www.wccnm.org)

3. What financial incentives are available for new hires under the OJT Program? Employers can receive a subsidy covering up to 50 % of the trainee's hourly rate for up to 1040 hours.

4. How quickly can an OJT contract be executed? OJT contracts may be executed in as few as five business days depending on whether all documentation from the employer is submitted in a timely manner.

5. What are the reimbursement conditions for employers? Reimbursement checks are issued monthly, with a company able to qualify for up to 10 OJT positions within any one program year (depending on availability of funds).

6. What are the requirements for an OJT contract? The employer shall collaborate on a training plan, train new employees, complete monthly timesheets/evaluations, and ensure candidates meet enrollment requirements.

7. What industries does the OJT Program focus on? The program targets stable or growing industries, including but not limited to: Healthcare, Commercial Construction, and Professional, Scientific, and Technical Service.

8. What is the OJT Skills Upgrade Program? This program offers a financial incentive for promoting individuals to higher positions that require new skills, with a subsidy of 50% of the trainee's hourly rate.

9. What is required for the OJT Skills Upgrade Contract? Employees designated for OJT must have been with the company for at least 6 months, receive a new job title with a wage increase, and complete two skill assessments.

10. What is the Employed Worker Training Program? It reimburses employers for a portion of training costs for customized or incumbent worker training upon the successful conclusion of the training.

11. What costs are reimbursable under the Employed Worker Training Program? Tuitions, fees, registration, instructor wages, exam fees, and required training materials are reimbursable.

Work-Based Learning

12. What are the internship opportunities under WIOA? Internships are additional opportunities that provide structured learning experiences in a workplace setting for a limited period, with wages covered by WCCNM. In addition, all workers compensation payments are covered by WCCNM.

13. What are transitional jobs under WIOA? Transitional jobs provide work experience for individuals with qualifying “barriers to employment” to establish a work history and develop skills for unsubsidized employment.

14. How can a business save money with an On-The-Job Training program? We have seen companies save thousands of dollars when participating through our on-the-job training programs. For example, up to half of your new employees' wages are reimbursable, if you provide employee training, for up to six months depending on the training program.

15. How can I learn more or start the process of participating in these Programs? Use our Business Services Connector at www.wccnm.org/employers and create an account. A Business Consultant will get back to you within 2 business days!

Or, you can call Program Manager Patricia Georges at 505-588-1996 or email her at pgeorges@wccnm.org for more information.