

## **FACT SHEET ON APPROVAL OF OJT PROGRAMS**

VA can pay benefits for On-The-Job-Training (OJT) to eligible people if the training facility and program meet certain requirements. The main requirements are listed below.

### **Program**

- The OJT program provides all the job skills and related training the trainee needs to be fully qualified for the job.
- It's reasonably certain that the job for which the person is being trained will be available after the trainee completes the program.
- The job customarily requires between 6 months and two years of full-time OJT.
- The length of the OJT isn't longer than customarily required in the community.
- Progression and promotion to the next higher level depend on skills learned through OJT training and not just on such factors as length of service and normal turnover.

### **Wages**

- Wages paid to VA trainees in this program are at least equal to the wages paid to non-VA trainees at a similar level of training.
- The beginning wage must take previous training and experience into account.
- The beginning wage is at least 50% of the wage for a fully trained employee.
- The employer must give at least one increase in wages before the last full month of the program. (Government OJT programs don't have to meet this requirement.)
- By the last month of OJT, the wage must be at least 85% of the wage for a fully trained employee. (Government OJT programs don't have to meet this 85% requirement.)
- Upon completion of OJT, the wage should be at least equal to the wage for a fully trained employee.

### **Training Facility**

The training facility must:

- have adequate space, equipment, instructional material and instructors to provide satisfactory training.
- keep adequate records showing progress.
- make all records available to VA and the State approving agency at their request.
- grant credit to each trainee for previous training or experience (including experience in the military) and reduce or shorten the length of the total training appropriately.
- give a copy of the signed training agreement, program outline, and wage scale to the trainee, VA, and the State approving agency.
- comply with title VI of the Civil Rights of 1964 (no discrimination based on race, color, or national origin).

NOTE: These requirements are in 38 CFR (Code of Federal Regulations), section 21.4262 and title 38 U.S.Code, section 3677.