



The On-the-Job Training (OJT) Program provides employers with a 50% wage reimbursement, up to \$5,000, to offset the training costs of qualified individuals.

General Information:

- ◆ The vacant position must be full time, permanent, pay a minimum of \$10.00 an hour, and provide medical benefits.
- ◆ The OJT Contract must be completed prior to the new hire's start date. A company training outline, detailed job description, and proof of liability are required to complete the contract.
- ◆ Reimbursement occurs on a monthly basis. Training funds will be disbursed upon completion of a monthly invoice, and employee performance review.
- ◆ Holidays, vacation time, sick leave, and overtime are non-reimbursable hours.
- ◆ The new hire cannot have substantial prior experience for the areas in which training will be provided.
- ◆ The new hire cannot, in any capacity, be a previous employee of the business.

If you are interested in the OJT Program, please contact **Barbara Sankar** at **(570) 344-1042**, bsankar@edsolutions.com, or **Brianna Florovito** at **(570) 963-4653 ext. 3030**, bflorovito@edsolutions.com.

