

Thinking about Hiring? On-the-Job Training Lets You “Hire for Attitude While You Train for Skills”

Funds are available to help you hire an eligible applicant with 50% to 75% wage reimbursement during training. On-the-Job Training is a cost-effective way to staff positions with job-ready, pre-screened applicants.

YOU interview; YOU make the hiring decisions!

Who is this new employee?

We provide applicants that bring a wide variety of job skills and experience to your workplace. Candidates we refer are interviewed and assessed. Our qualified staff will carefully match our applicants to your job requirements. However, rest assured, you are never obligated to hire any person we may refer to you.

You may also refer your applicants for screening by our professional staff.



Reimbursement Rate is 50% – 75% of Employee’s Wages

On-the-Job Training contracts are paid for by the Eastern CT Workforce Investment Board (EWIB). The EWIB will reimburse the employer for a percentage of the employee’s wages from 8 weeks to a maximum of 26 weeks, depending on the amount of training needed.

Reimbursement rate is based on employer size:

- **75%** - 50 or fewer employees
- **50%** - 51+ employees

An OJT contract must be in place BEFORE a new hire starts.

On-the-Job Training Requirements

On-the-Job Training is a contractual agreement made between an employer and the Eastern CT Workforce Investment Board (EWIB). Participants must meet certain guidelines to be eligible for this program.

- The employer agrees to hire and provide on-the-job training to a qualified individual.
- Jobs must be permanent hires, and employ individuals for at least 32 hours per week.
- The wage and benefit package should be the same as other employees serving in similar positions. From day one, they are your employee and subject to your company’s policies.
- The length of training will be determined by the job description, and employee’s skill gap. We will assist you in developing a training plan that will best meet your specific needs.
- The employer agrees to submit monthly timecards and evaluations to the EWIB for reimbursement.

How do I get started?

Contact your Business Services Representative:

Joelle Garrett O 860-848-5932, C 860-941-6234, jgarrett@chamberect.com (Norwich/New London area)

Jeffrey Martel O 860-455-1555, C 860-428-1854, jmartel@qvcc.edu (Willimantic/Danielson area)



About the EWIB The Eastern CT Workforce Investment Board (EWIB) is a non-profit agency mandated through the federal Workforce Innovation and Opportunity Act (WIOA) of 2014. The EWIB oversees many workforce-related programs and agencies funded from a variety of sources, including the operation of three regional American Job Centers located in Montville, Danielson, and Willimantic.

OJTs are funded in whole, or in part, by the U.S. Department of Labor Employment & Training Administration with Workforce Innovation and Opportunity Act (WIOA) funds and other funds administered by the Eastern CT Workforce Investment Board (EWIB).