

# NVTAC

National Veterans Technical Assistance Center



## OJT — A JOB-DRIVEN TRAINING STRATEGY FOR HVRP VETERANS

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On-the-Job Training (OJT), one of the most historically successful placement and training approaches, involves teaching the skills, knowledge, and competencies that are needed to perform a specific job within the workplace and work environment. Over the past 4 decades, evaluations have found that subsidized OJT has positive employment

*In the medical residency, an intern follows a practicing physician as they visit patients in a clinical hospital environment. The relationship of the intern to the physician is one of apprentice to master, or using a sports analogy, player-to-coach. (Shoho 2012)*

and earnings outcomes (Bloom, M., Burrows, M. et al. 1997; Kleinman, Liu, Mastri, et al. 2012). OJT uses the regular or existing workplace tools, machines, documents, equipment, knowledge, and skills necessary for an employee to learn to effectively perform his or her job. It is a job-driven training strategy in which veterans can acquire specific occupational skills needed by an employer. The skills learned are based on the demands of the employer for qualified workers.

In order for OJT to be counted as a reportable HVRP activity it must be “Training by an employer that is provided to a paid participant while engaged in productive work in a job that: (a) provides knowledge or skill essential to the full and adequate performance of the job; (b) provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate. Usually in the OJT agreement, there is a promise on the part of the employer to hire the trainee upon successful completion of the training.”<sup>1</sup> During OJT, a trainee receives a salary or hourly wage, and may or may not be considered a regular employee. Although Homeless Veteran Reintegration Program (HVRP) dollars cannot pay for wages, they can pay for a variety of training costs. In most OJT circumstances, the employer is expected to hire the trainee as a regular employee upon completion of the OJT experience. The cost of HVRP-OJT is capped at half of the amount of the OJT participants’ wages. For example if a veteran is engaged in training with an OJT participating employer for 20 training hours a week at a rate of \$14 per hour, the cap for OJT for that week is \$140 dollars for training costs borne by the employer. If the OJT plan is for the veteran to be in this OJT slot for four weeks at the same level of participation, then the OJT maximum expense to HVRP is 4 X \$140.00 or \$560.00.

OJT occurs within the normal working environment an employee will experience on the job. It may occur as the employee performs actual work or it may occur elsewhere within the workplace using training rooms, training work stations, or training equipment.

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<sup>1</sup> US DOL-VETS, VOPAR Glossary, March 24, 2010 (See <http://www.dol.gov/vets/VMS/Addl%20Resources/VETSGlossaryofTerms.html> )

OJT is most frequently supplied by another employee who can competently perform the job that he or she is teaching.

OJT is occasionally performed by an external provider, as in the case of training on specialized equipment. As another example, a vendor could offer training about a marketing system that a group of employees is adapting to their own work procedures.

Although the goal of OJT is often to teach basic workplace skills, it also instills aspects of the workplace culture and performance expectations in the new employee. OJT is also the approach organizations use to provide new employee with onboarding information.

OJT is a one-on-one training located at the job site, where someone who knows how to do a task shows another how to perform it. OJT is probably the most popular method of training because it requires only a person who knows how to do the task and the tools the person uses to do the task. It may not be the most effective or the most efficient method at times, but it is normally the easiest to arrange and manage. Because the training takes place on the job, it can be highly realistic and no transfer of learning is required. It is often inexpensive, because no special equipment is needed other than what is normally used on the job. The flip side is that OJT takes the trainer and materials out of production for the duration of the training time. In addition, due to safety or other production factors, OJT is prohibitive in some environments.

*Many times, the best way to learn something is by doing it, and a new job is no exception. Knowing this, many employers participate in programs in which they provide on-the-job training to new and potential new employees. When organized and planned thoroughly, an on-the-job training experience can be a great way to learn a new career.*

When using OJT as a job-driven training strategy, organizations that receive HVRP grants from US DOL-VETS may not use grant funds to pay the wages of participants. Furthermore, the provision of stipends for training enrollees for the purposes of wage replacement is not an allowable cost under HVRP. Grantees purchasing OJT may use grant funds for reasonable costs of providing training and additional costs related to training. As early as 1983, William Plowden, former Assistant Secretary of Labor for Veterans Employment, said "...we are planning...to promote the development of jobs and training opportunities by providing reimbursement to the employer for a portion of the costs required to train a veteran. We think an employer may be better able to hire and train a veteran if we offer the employer some assistance with training costs." For example, funds could be used to purchase OJT training guidance and materials such as the Team OJT training system (<http://teamojt.com/>), if an employer needed to enhance its capacity to provide OJT.



OJT positions must be in demand in the local labor market, and market information can be used to establish that the OJT is for a demand occupation. OJT positions that occur in small businesses where the OJT covers a relatively broad range of functions that draw from several occupations are generally considered a unique occupation for labor market demand purposes. With these unique occupations,

the fact that an opening exists for the occupation at the business presupposes the existence of a demand for the occupation.

OJT is considered an occupational skill training that counts toward the provision that requires that 80 percent of HVRP enrollees participate in training. When an employer hires an OJT trainee, the HVRP is credited with a job placement.

HVRPs interested in developing an OJT component in their grant project must follow the guidance provided in the solicitation for grant applications (SGA) under which they applied for funding from the US DOL-VETS. Features of an OJT component in HVRP include three elements: 1) An Assessment and Eligibility Determination for OJT; 2) An OJT Training Plan for Trainees; and 3) An Agreement between an Employer and the HVRP.

### **An Assessment and Eligibility Determination for OJT**

Not all HVRP-enrolled veterans need OJT, nor will all participants necessarily benefit from it. For some veterans, OJT is the ideal strategy to acquire in-demand job skills, gain experience in a work environment, and receive needed support during the training period. So who needs OJT and who does not?

- ☐ Does the participant need to learn skills for the desired position, or have those skills already been acquired?
- ☐ Does the participant have a need for training?
- ☐ What is the best way for the individual to obtain the skills needed? (i.e., OJT or occupational skills training)?
- ☐ Can the position be obtained at this company without the OJT?
- ☐ Is this participant likely to succeed in training?

In addition, OJT candidates should:

- Have identified interests and aptitudes that match the prospective training;
- Have expressed an occupational preference based upon sound and current labor market information;
- Understand and/or exhibit the attitudes and behaviors that employers require;
- Appear motivated and committed to give a best effort; and
- Have sufficient basic work readiness and occupational skills to learn the job.

OJT candidates possess basic work readiness attributes, such as:

- ✓ Basic soft skills, including workplace interpersonal skills, problem-solving capacity, and the ability to follow multi-step directions;
- ✓ Skills that the specific OJT job requires and the skills to adjust to the workplace culture;
- ✓ An updated resume, cover letter, and/or portfolio and references;
- ✓ Basic computer skills;
- ✓ An appropriate wardrobe for job search, interviewing, and employment;
- ✓ An established work history (when possible);
- ✓ Sufficient skills to meet the minimum industry standards for the OJT Employer;
- ✓ Relevant training and certifications (when required); and
- ✓ Ability to resolve such employment barriers as transportation, child care, housing, health, or other barriers that can prevent successful OJT participation.

### **An OJT Training Plan for Trainees**

Candidates accepted for OJT should develop an individual training plan with the assistance of an HVRP employment specialist.

As part of the planning process, the OJT Trainee should express a willingness to accept employment with the employer with the intention of learning the trade for which the OJT is designed. He or she is expected to report to work every day and arrive on time, follow employer rules in regards to absences or tardiness, and comply with workplace safety protocol.

The Trainee should be prepared to ask questions for clarification of assignments; maintain tools and/or equipment if purchased by the OJT Service Provider; and notify his or her HVRP case manager of issues, concerns, and/or needs as they relate to the ability to perform duties and/or retain employment. In sum, Trainees need to commit to performing assigned responsibilities and applying skills/tasks that are in the Training Plan.

Appendix 1 is a sample training plan template.

### **An Agreement between an Employer and the HVRP**

An HVRP should not contract with an employer who has previously exhibited a pattern of failing to provide OJT participants with continued long-term employment with wages, benefits, and working conditions that are equal to those provided to regular employees who have worked a similar length of time and are doing the same type of work.

OJT is provided by an employer conducting legitimate business in the public, private nonprofit, or private sector. The employer should have a Federal Employer Identification Number (FEIN) and provide that in the agreement. A contract or written agreement should be developed between the employer and the HVRP that provides occupational training for veterans.

The OJT site should have the necessary equipment, materials, and supervision to provide adequate training. At the conclusion of the successful training, the employer should provide a long-term job and should demonstrate forecasts of sufficient work to provide long-term regular employment for the OJT Trainee. High turnover in the business should signal the HVRP to exercise caution in pursuing OJT with that employer. In general, the employer and the OJT site should be in a safe and healthy working environment that meets industry requirements and is free of health and safety violations.

An OJT contract should be limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided. In determining the appropriate length of the contract, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's individual employment plan.

Appendix 2 is a sample agreement between an HVRP and employer for OJT.

### **References**

Bloom, M., Burrows, M., et al. (1997). The Economic Benefits of Improving Literacy Skills in the Workplace. Ottawa ON: The Conference Board of Canada.

Kleinman, Liu, Mastri, Reed, Reed, Sattar, & Ziegler. (2012). An Effectiveness Assessment and Cost-Benefit Analysis of Registered Apprenticeship in 10 States. Mathematica Policy Research. Prepared for the U.S. Department of Labor, Employment and Training Administration.



## OJT Resources for HVRP Staff

Competency Model Clearinghouse @ [www.careeronestop.org/CompetencyModel/](http://www.careeronestop.org/CompetencyModel/)

O\*NET OnLine @ [www.onetonline.org/](http://www.onetonline.org/)

Certification Finder @ [www.careerinfonet.org/certifications\\_new/default.aspx](http://www.careerinfonet.org/certifications_new/default.aspx)

## Insert OJT Provider Name Here

### On-the-Job Training (OJT) Training Plan

OJT Contract No:

Training Plan No:

### Section 1: Contact and OJT Information

*Complete the contact information for the Employer and the Trainee.*

EMPLOYER NAME:	CONTACT PERSON:	TELEPHONE #:
TRAINEE NAME:	EMAIL:	TELEPHONE #:
BEGINNING DATE:	END DATE:	TOTAL TRAINING HOURS:
HOURLY WAGE RATE: \$	REIMBURSEMENT RATE: %	MAXIMUM REIMBURSEMENT: \$

### Section 2: Occupational Information

*Complete the occupational information for the Trainee's skill level.*

JOB TITLE:	O*NET SOC #:	HOURS/WEEK:
JOB DESCRIPTION:		
<b>RECORD JOB SKILLS FOR OCCUPATION AND STARTING CAPABILITY IN THE FIELDS BELOW:</b>		<b>DATE MEASURED</b>
1. JOB SKILL NEEDED		NOT SKILLED: <input type="checkbox"/> SOME SKILL: <input type="checkbox"/> SKILLED: <input type="checkbox"/>
2. JOB SKILL NEEDED		NOT SKILLED: <input type="checkbox"/> SOME SKILL: <input type="checkbox"/> SKILLED: <input type="checkbox"/>
3. JOB SKILL NEEDED		NOT SKILLED: <input type="checkbox"/> SOME SKILL: <input type="checkbox"/> SKILLED: <input type="checkbox"/>
4. JOB SKILL NEEDED		NOT SKILLED: <input type="checkbox"/> SOME SKILL: <input type="checkbox"/> SKILLED: <input type="checkbox"/>
5. JOB SKILL NEEDED		NOT SKILLED: <input type="checkbox"/> SOME SKILL: <input type="checkbox"/> SKILLED: <input type="checkbox"/>



## Section 3: Training Information

Complete the training outline and estimated time for each skill.

FILL OUT THE FOLLOWING FIELDS FOR SKILLS TO BE LEARNED; ESTIMATED TRAINING HOURS; AND END CAPABILITY		DATE MEASURED
1. SKILL TO BE LEARNED	ESTIMATED TRAINING HOURS	BEGINNING: <input type="checkbox"/> INTERMEDIATE: <input type="checkbox"/> SKILLED: <input type="checkbox"/>
2. SKILL TO BE LEARNED	ESTIMATED TRAINING HOURS	BEGINNING: <input type="checkbox"/> INTERMEDIATE: <input type="checkbox"/> SKILLED: <input type="checkbox"/>
3. SKILL TO BE LEARNED	ESTIMATED TRAINING HOURS	BEGINNING: <input type="checkbox"/> INTERMEDIATE: <input type="checkbox"/> SKILLED: <input type="checkbox"/>
4. SKILL TO BE LEARNED	ESTIMATED TRAINING HOURS	BEGINNING: <input type="checkbox"/> INTERMEDIATE: <input type="checkbox"/> SKILLED: <input type="checkbox"/>
5. SKILL TO BE LEARNED	ESTIMATED TRAINING HOURS	BEGINNING: <input type="checkbox"/> INTERMEDIATE: <input type="checkbox"/> SKILLED: <input type="checkbox"/>
LIST SUPPLIES AND TOOLS NEEDED FOR TRAINING:		

## Section 5: Signatures

All parties agree to provide or obtain training for the skills outlined in this Training Plan.

### Authorized Signatures

DATE:

TRAINEE SIGNATURE:

TYPE/PRINT NAME:

DATE:

EMPLOYER SIGNATURE:

DATE:

OJT PROVIDER SIGNATURE:

TYPE/PRINT NAME:

TITLE:

TYPE/PRINT NAME:

TITLE:

*Disclaimer: The tools, templates, and information provided in the OJT Toolkit serve as a general guide for states and local areas. Although every effort is made to ensure that the material within resource is accurate and timely, we make no warranties or representations as to the accuracy or completeness of the contents, whether the contents are current, or free from changes caused by third parties. All information is provided "as is" without warranty of any kind. No information provided in this site may be considered legal advice and it is the responsibility of each user of the OJT Toolkit materials to ensure that the materials meet all federal, state, and local requirements. Use of the materials does not imply compliance with USDOL requirements.*

## TRAINING PLAN INFORMATION AND INSTRUCTIONS

Training Plans are used to outline the specific skill requirements for On-the-Job Training (OJT). They are also used as the assessment tool to document which skills the Trainee lacks at the start of the training and to measure skill attainment during the course of the training.

### ***Job Description:***

A job description may be obtained from the Employer, or the OJT Provider may assist the employer in writing a job description, thus providing a “value-added” for the employer. For assistance in writing a job description, you may use the tasks and activities provided at the CareerOneStop Job Description Writer (<http://www.careerinfonet.org/jobwriter/>). Please modify these descriptions to be specific to employer’s needs for the occupation.

### ***Skill Requirements:***

List the skills needed to perform the job to the standards specified by the Employer. Record these skills as specifically and briefly as possible. For assistance in writing skill requirements you may use the tasks and activities provided at O\*NET OnLine (<http://online.onetcenter.org>). Please modify these skills to be specific to employer’s needs for the occupation (e.g., type of tools or software used).

### ***Trainee’s Starting Capability:***

Assess the Trainee’s skill level near the beginning of the training period and document skill deficiencies that will be addressed through training. The skills gap can be addressed in the list of “Skills to Be Learned.” The “Starting” and “Ending Capability” scores are based on an interview with the Trainee’s supervisor or by utilizing another skill assessment method used by the Employer.

### ***Trainee’s Ending Capability:***

Record the date on which the “Ending Capability” assessment is made and the skill level that has been obtained using the following rating scale:

Beginning: Can do only simple parts of the task.

Intermediate: Can do most parts of the task.

Skilled: Meets the Employer’s standard for the task.

### ***Training Length:***

- a) The OJT Provider, working with the Employer, determines the job title for the position to be trained for, referencing O\*NET OnLine (<http://online.onetcenter.org>).
- b) From O\*NET OnLine, Job Zone/SVP parameters are obtained. Use these parameters as a beginning guide to determine the length of training.
- c) The OJT Provider considers the trainee’s past work experience, knowledge, and skills gap to assist in determining the length of training.
- d) An OJT contract must be limited to the period of time required for a participant to become proficient in the occupation for which the training is being provided. In determining the appropriate length of the contract, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and the participant's individual employment plan. (WIA sec. 101 [31] [C].)
- e) It may be necessary to deviate from the training schedule, depending on the Trainee’s ability to gain and retain knowledge of the various tasks within the occupation. If there is disruption of the planned training period through no fault of the Trainee or the employer, provide modifications in writing with the Training Plan Modification Template.

**EXAMPLE OF AN OJT AGREEMENT:  
NEW CITY HOMELESS VETERANS REINTEGRATION PROGRAM (HVRP)  
ON-THE-JOB TRAINING CONTRACT<sup>2</sup>**

**CONTRACT #** \_\_\_\_\_

**SECTION 1: AGREEMENT SUMMARY**

This On-the-Job Training (OJT) Agreement is between the Employer and New City Homeless Veterans Reintegration Program (HVRP), herein after called the HVRP Trainee Referral Agency and (Name of Employer/OJT Provider), herein after called OJT Provider. Both parties agree to the terms and conditions set forth within this agreement. The agreement term commences on ( date ) and terminates on ( date ). The purpose of this agreement is to establish the general terms and condition under which HVRP may refer individual participants to the employer to take part in OJT as that term is defined: a) provide knowledge or skills essential to the full and adequate performance of a job. In determining the length of the training, consideration should be given to the skill requirements of the occupation, the academic and occupational skill level of the trainee, the prior work experience of the trainee, and the individual training plan and level of instructional guidance provided by the OJT Provider, as appropriate. Prior to referral, the HVRP and OJT Provider will agree upon the OJT contract period of time that would enable a trainee to become proficient in the occupation for which the training that is being provided. The OJT provider will oversee and manage the provision of training under this Agreement and will qualify for training reimbursement of the Trainee, for the extraordinary costs of providing the training and additional supervision related to the training. The OJT agreement will specify the number of telephone or on-site meetings that will take place between the HVRP representative and the OJT supervisor to ensure that progress is being made by the participant and to provide support as needed by the participant to successfully complete the OJT. The HVRP shall receive invoices from the Employer for reimbursement consistent with the amount specified in the agreement and terms and conditions included herein for training provided. The maximum training hour's reimbursement to the employer under this agreement will be determined by the Individual Training Plan. In no case can the total reimbursement of training hours exceed the hours identified in the training plan at the agreed upon training rate during the training period. The Agreement includes a Training Plan (to be attached) containing training milestones that will be used to assess a participant's progress. Upon satisfactory completion of the training plan by the trainee, without any violations to company policies the employer agrees to employ the trainee under conditions of employment in full accordance with all applicable federal, state, and local laws and ordinances (including but not limited to anti-discrimination, labor and employment laws, environmental laws or health and safety laws). 29 CFR 37.38(b). At the point of hire, the OJT contract ends and no further OJT reimbursements are processed. Employer and HVRP agree to all the terms in this OJT Agreement by affixing their signatures below:

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<sup>2</sup> This template draws from the work done at ECHO Housing, an HVRP in Evansville, IN.

## SECTION 2: HVRP and OJT PROVIDER/EMPLOYER INFORMATION

Complete the contact information for the OJT Provider and the Employer.

HVRP TRAINEE REFERRAL AGENCY: New City Services Corp.	CONTACT PERSON: Robert Brown	TELEPHONE #: 917-987-6543
ADDRESS: 1021 Main Street New City, TX	EMAIL: <a href="mailto:rbrown@newcity.org">rbrown@newcity.org</a>	FAX #: 917-987-6543
OJT/EMPLOYER NAME:	F.E.I.N. #	U.B.I. #:
OJT/EMPLOYER ADDRESS:	CONTACT PERSON:	EMAIL:
	TELEPHONE #:	FAX #:

## SECTION 3: TRAINEE INFORMATION

Complete the contact information for trainee and reimbursement rates.

TRAINEE NAME:	SOCIAL SECURITY #:	TELEPHONE #:
BEGINNING DATE:	END DATE:	ALTERNATE TELEPHONE #:
POSITION TRAINING TITLE:	O*NET SOC #:	O*NET JOB ZONE:
TOTAL TRAINING HOURS APPROVED:	HOURLY TRAINING REIMBURSEMENT RATE: \$	MAXIMUM TRAINING REIMBURSEMENT AMOUNT: \$

## SECTION 4: GENERAL PROVISIONS

### A. OJT/EMPLOYER TRAINING REQUIREMENTS:

The Trainee will be provided adequate training with all necessary instructions, equipment, mentoring staff development, workshops and materials. The OJT/Employer agrees to provide On-the-Job Training (OJT) in accordance with the Training Plan, included in this Agreement. The OJT training supervisor will meet by telephone or in person with the HVRP referral staff \_XXX\_ times per XXX\_ until the end of the agreed-upon training period. The OJT/Employer will make available to the HVRP any progress reports and/or training evaluations used during the OJT for HVRP review for the purposes of providing support and assistance to the trainee as necessary.

### B. PAYMENTS:

The OJT/Employer agrees to invoice HVRP for training costs up to the amount specified in this Agreement. Payments shall be based only upon actual training hours received by the Trainee. The final reimbursement invoice must be submitted within 30 days after the end of this Agreement. The Employer must submit a Training Reimbursement invoice monthly which must be accurate and complete. Any payment which is found to violate the terms of this Agreement must be returned by the Employer to HVRP. At the point of hire, OJT training cost reimbursements shall cease.

### C. COMMITMENT TO RETAIN:

Upon satisfactory completion of the training plan by the trainee, without any violations to company policies and procedures, the employer agrees to employ the trainee under conditions of employment in full accordance with all applicable federal, state, and local laws and ordinances (including but not limited to anti-discrimination, labor and employment laws, environmental laws or health and safety laws). 29 CFR 37.38(b).

### D. TRAINEE ELIGIBILITY:

The Trainee must complete an assessment and be determined eligible for OJT by HVRP, ensuring that the training program is consistent with the trainee's job goals. The Trainee must indicate that they are committed to acquiring the skills listed in the Training Plan and will attend each training session as per schedule and must not have been hired by the Employer prior to the beginning date of this Agreement.

### E. MAINTENANCE OF EFFORT, LAYOFFS AND RELOCATION:

No currently employed worker shall be displaced by the Trainee (including partial displacement such as a reduction in the hours of non-overtime work wages or employment benefits), nor shall the Trainee be employed in a job opening when any other individual is on layoff from the same or any substantially equivalent job or when the OJT/Employer has terminated the employment of any regular employee or otherwise reduced its workforce with the intention of filling the vacancy so created by hiring the Trainee. The hiring of the Trainee under this Agreement may not infringe upon the promotional opportunities of currently employed individuals.

### F. ATTENDANCE AND PAYROLL RECORDS:

The OJT/Employer shall maintain for the Trainee accurate daily time and training records showing hours trained in job specific skills.

### G. DISMISSAL POLICY:

Except for serious violations of Employer policies, the OJT/Employer will not dismiss the Trainee without contacting HVRP and allowing for counseling and corrective action to occur. In the event of dismissal for serious violations of Employer policies, the OJT/Employer must notify HVRP on the first training day after dismissal.

### H. TECHNICAL ASSISTANCE:

HVRP will provide assistance to both the OJT/Employer and the Trainee throughout this Agreement. Upon the employer hiring of the trainee, HVRP agrees to provide follow along job retention services to the employee and employer for a time period of not less than 90 days post hiring date.

**I. EEO/AFFIRMATIVE ACTION:**

No person shall be denied employment, excluded from benefits, or suffer discrimination under this Agreement because of race, color, religion, sex, marital status, sexual orientation, national origin, age, disability, political affiliation or belief, or solely because of his/her status as a trainee under this Agreement.

**J. DISPUTES:**

All disputes shall be resolved informally between the Trainee, the OJT/Employer, and HVRP. If resolution does not occur to the satisfaction of any party, the first step is to use existing grievance procedures, if any, established by the Employer to resolve disputes with Employees.

**K. DELEGATION/SUBCONTRACTING:**

The OJT/Employer shall not subcontract or assign training duties under this Agreement.

**L. TERMINATION FOR NON-PERFORMANCE:**

Failure to comply with any of the terms and conditions of this Agreement shall constitute grounds for termination. This Agreement may be terminated for non-performance by either the OJT/Employer or HVRP following written notice to the other party. Such notice must be posted by certified mail; return receipt requested and must specify and document the reason for termination.

**M. TERMINATION FOR CONVENIENCE:**

Either the OJT/Employer or HVRP may terminate this Agreement with ten (10) days advance written notice to the other party. Such notice must be posted by certified mail, return receipt requested.

**N. PROVISION OF FUNDING:**

If funds expected to be received by HVRP are suspended or terminated in whole or in part, funding for this Agreement shall cease

**O. MODIFICATIONS:**

This Agreement may be modified at any time by execution of a written, signed modification. If the Training Plan, the total training hours, the term of the Agreement or the work location change, the OJT Agreement must be promptly modified

**P. SAFETY:**

Throughout the duration of the training, the OJT/Employer shall ensure that the Trainee is provided with relevant safety instructions and equipment necessary for reasonable protection against injury and damage. Where special clothing or equipment is provided to the OJT/Employer's regular employees, the Trainee shall be provided the same type of clothing and equipment. Local, State, and applicable Federal health and safety standards shall be observed.

**Q. MONITORING AND AUDIT:**

The OJT/Employer agrees that HVRP Representatives have the right to monitor, audit, and review the progress of training and any documents and records pertaining to training for compliance with the terms of this Agreement. This shall include periodic on-site monitoring to ensure the propriety of reimbursements and that training is being provided as specified.

**R. CUSTOMARY PRACTICES APPLY:**

The OJT/Employer will ensure that the Trainee is made aware of all the customary practices of the Employer and normal requirements of the job including personnel practices and policies.

**S. HOLD HARMLESS:**

Each party shall take the responsibility for the actions of its own employees or agents when negligence occurs in the performance of this Agreement.

## SECTION 5: SIGNATURES

I hereby agree to all the terms and conditions in this OJT Agreement.

### Authorized Signatures

DATE:
OJT/EMPLOYER SIGNATURE:
TYPE/PRINT NAME:
TITLE:

DATE:
HVRP PROVIDER SIGNATURE:
TYPE/PRINT NAME:
TITLE:

DATE:
TRAINEE SIGNATURE:
TYPE/PRINT NAME: