

On-the-Job Training Assurances & Certifications Signature Page

Employer Name	Date
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I, _____
(Print Name of Authorized Employer Representative)

have received, read, understand, and agree to abide by the assurances and certifications as outlined by Central Minnesota Jobs and Training Services On-the-Job Training Agreement. I agree to keep the assurances and certifications on file.

Authorized Employer Representative Signature	Date
CMJTS Representative Signature	Date

On-the-Job Training Assurances and Certifications

Employer

Employer assures and certifies and will ensure that:

1. It will comply with the Workforce Investment Act (WIA) of 1998. Section 663.700 through 663.720 and with the regulations and policies promulgated hereunder.
2. It will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and in accordance with Title VI of that Act no person in the United States shall on the grounds of race, color, sex or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the employer received federal financial assistance and will immediately take any measures necessary to effectuate this agreement.
3. It will comply with Title VI of the Civil Rights Act of 1964 (42 USC 2000D), prohibiting employment discrimination where:
 - a. The primary purpose of the agreement is to provide employment or
 - b. Discriminatory employment practices will result in unequal treatment of persons who should be benefiting from the grant-aided activity.
 - c. No person with responsibilities in the operation of any program under the Act will discriminate with respect to any program job seeker or any application for such program because of race, religion, color, national origin, gender, age, political affiliation or beliefs.
4. In accordance with Section 504 of the Rehabilitation Act of 1973, as amended and regulation issued pursuant to said Act, it will not discriminate on the basis of handicap in providing employment and training services and employment opportunities funded by this contract.
5. In accordance with the Vietnam Era Veteran's Readjustment Act of 1974, as amended and regulations issued pursuant to said Act, it will not discriminate against a disabled veteran or veteran of the Vietnam Era in providing employment and training services and employment opportunities funded by this employer.
6. It agrees to comply with state and federal non-discrimination in employment laws, including, but not limited to, the Minnesota Human Rights Act, Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the Americans with Disabilities Act and all other laws and rules with respect to employees' accessibility issues.
7. It agrees to comply with all rules and regulations of the state and federal Child Labor Laws and Fair Labor Standards Acts and the Minnesota Employee Right to Know Act of 1983, and the Occupational Health and Safety Standards Act, when applicable.
8. It agrees to comply with the health and safety standards established under state and federal law otherwise applicable to working conditions of employees. (Public Law 97-300, Section 14 (a) (2))
9. It agrees to follow the President's Executive Order 12549 and the implementing regulation "Non-procurement Debarment and Suspension; Notice and Final Rule and Interim Final Rule," found in Federal Register Volume 53, Number 102, May 26, 1988, including Appendix B, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions"; unless excluded by law or regulation. This applies to a contractor with contracts of \$25,000 or more in a program year (July 1 - June 30).

10. It agrees that individuals receiving training on the job shall be compensated by the employer at such rates, including periodic increases, as deemed reasonable under regulations described by the Department of Labor, but in no event at a rate which is less than:
 - a. State and federal wage and labor standards.
 - b. The prevailing rates of pay for persons employed in similar occupations by the same employer.
 - c. For job seekers on federally funded or federally assisted construction projects, the prevailing rate established by the Secretary, in accordance with the Davis-Bacon Act, as amended, when such rates are required by the federal statute under which the assistance was provided.
11. It will provide worker's compensation protection to participants in On-the-Job Training (OJT) contracts at the same level and to the same extent as other employees of the employer who are similarly employed and who are covered by the State of Minnesota Worker's Compensation Statute; or, if other similarly employed employees are not covered by an applicable worker's compensation statute, it will provide OJT participants with medical and accident insurance benefits for injury or disease resulting from their participation, which shall be adequate and comparable to the medical and accident insurance provided under the State of Minnesota Worker's Compensation Statute.
12. It will pay unemployment insurance to the State of Minnesota for the trainee at the same level and to the same extent as other employees of the employer who are similarly employed and who are covered by the State of Minnesota's Unemployment Insurance Statutes, rules and regulations.
13. It will be in compliance with all applicable business licensing, taxation and insurance requirements.
14. It will continue to operate or establish and maintain a grievance procedure relating to terms and conditions of employment.
15. It assures that conditions of employment or training will be appropriate and reasonable with regard to the type of work, the geographical region, and the proficiency of the employee.
16. It agrees the participant does not currently possess skills necessary to perform this job, therefore, training is necessary.
17. It agrees training and related services will be, to the extent practical, consistent with the individual's fullest capabilities and will, to the extent possible, lead to employment opportunities that enable the trainee to become economically self-sufficient.
18. It will contribute, to the maximum extent feasible, to the occupational development or upward mobility of OJT participants.
19. It will not hire, except with prior approval from the Central Minnesota Jobs and Training Services (CMJTS) chief executive officer, a person for an OJT position funded by program funds if a member of that person's immediate family is engaged in a management capacity for the employer or for CMJTS. Immediate family is defined as husband, wife, son, daughter, mother, father, brother, sister or the above mentioned when so related by marriage (in-laws), uncle, aunt, niece, nephew, stepparent and stepchild.
20. It agrees that funds will not be used for construction except for the provision of reasonable accessibility and accommodation.
21. It agrees that funds will not be used for foreign travel.
22. It agrees that the OJT contract will not impair existing contracts.
23. It agrees that participants under this agreement shall not be employed on the construction, operation, or maintenance of any facility that is used or will be used for sectarian instruction or as a place of religious worship.
24. It agrees no program funds will be used to fund or assist political activities. This restriction included compliance with the Hatch Act, when applicable. (Public law 97-300, Section 141 (1))

25. It agrees no program funds will be used to assist relocating establishments unless it has been determined that such relocation will not result in increased unemployment in either area, or such relocation occurred more than 120 days prior to the OJT.
26. It agrees no program funds will be used to directly or indirectly assist, promote, or deter union organizing.
27. If the employees are a part of a collective bargaining unit, it shall have said bargaining unit sign a concurrence form stating that this Agreement does not interfere with their collective bargaining agreement.
28. It agrees no program funds will be used for lobbying activities in violation of 18 USCA 1913 or political activity of any nature.
29. It will not apply for increased reimbursement due to increased wages paid for overtime or shift differential, or hours of non-work such as paid holidays, vacation, sick days, time spent on jury duty, etc.
30. It will notify CMJTS immediately if any changes occur to the answers documented on the Pre-Award Checklist.
31. It is aware that falsification of information pertinent to this contract constitutes grounds for termination of this contract without payment. This contract may be terminated by CMJTS if the employer has failed to provide any of the services specified or has failed to comply with any of the provisions contained in this contract.
32. It agrees to allow CMJTS the right to monitor the OJT participant in the course of his/her daily work activities.
33. It is aware that this contract may be terminated upon 10 (ten) days if federal funds are withheld or authority for this training ceases.
34. It is aware that CMJTS will have a 30 (thirty)-day review period where it can require corrections and completion of all forms and information submitted. Should problems and concerns not be resolved, CMJTS may terminate this agreement with no further obligations.
35. It is aware that this contract may be modified. All modifications will be in written form and must have the signature of the three parties involved (employer, authorized CMJTS Representative and the CMJTS chief executive officer).
36. It is aware that wage reimbursement payments will be made to the employer by CMJTS as defined in this contract within 30 (thirty) days of receipt of properly certified invoices and payroll documents received from the employer.
37. It will submit reports as required by CMJTS and will maintain records and provide access to them as necessary for CMJTS, the State of Minnesota, or the Department of Labor to assure that funds related to this contract are being expended in accordance with the purposes and provisions of the program. In collecting, storing, using, and disseminating data on individuals in the course of providing services hereunder, it agrees to abide by all pertinent state and federal statutes, rules and regulations governing data privacy, including, but not necessarily limited to, the Minnesota Data Practices Act.
38. It agrees to indemnify and hold harmless CMJTS, its board members, employees and agents from and against any claims, suits, or damages resulting from or caused by any negligent act or omission, or any intentional tort of the employer, employees, or agents of one employer in the pursuit of performance of the services provided for by this Agreement.
39. It is aware that if ownership of the employer's business changes during the OJT, the employer of record agrees to notify CMJTS and that this OJT contract will be re-negotiated.

On-the-Job Training Contract

Agency Central MN Jobs & Training Services P.O. Box 720 Monticello, MN 55362 763-271-3700 763-271-3701 Fax
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Employer
Contract#
Name
Address
Fed ID#
Phone

THIS CONTRACT is entered into between Central Minnesota Jobs & Training Services, hereinafter called the Agency, and _____, hereinafter called the employer. The parties agree that the employer shall employ and perform all the on-the-job training services for the trainee for the period beginning on _____ and ending on _____.

The employer shall abide by the terms and conditions of the agreement set forth below, **Assurances and Certifications**, **Pre-Award Checklist**, and **Training Plan** that are part of this contract, and additional attachments if noted here:

AGREEMENT
<p>IT IS THE INTENT of this agreement to reimburse the employer for training costs incurred while providing the trainee with training and/or instruction, which will enable that person to assume meaningful employment in the employer's place of business. Said costs shall not exceed fifty (50) percent of the trainee's wage for a specified period of training.</p>

ON-THE-JOB TRAINING CONTRACT DATA

Codes	Est. Hours Per Training Week	Total Training Weeks	Total Training Hours	Hourly Wage	OJT Hourly Reimbursement	Total Reimbursement
ONET:						
NAICS:						

Trainee	Trainee's Social Security Number
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Job Title

TOTAL OBLIGATION OF AGENCY UNDER THIS AGREEMENT DOES NOT EXCEED

\$ _____

IN WITNESS WHEREOF, the parties hereto have executed this contract as of the dates shown below.

Agency Central Minnesota Jobs & Training Services	Employer		
By	By		
Title	Date	Title	Date

Incomplete On-the-Job Training Contract Termination

Participant Name	
OJT Employer	Contract Number
Start Date	Termination Date

Justification:

CMJTS Rep. Signature	Date
ES Signature	Date

Please return this form to the Accounting Department

Instructions

1. Fill out this form when your client does not complete or is terminated from an On-the-Job Training Contract.
2. Make a copy for your records and return the original to the Accounting Department.

On-the-Job Training Inter-Office Checklist

CMJTS Representative	Employment Specialist
Program	Trainee's Name
Business Name	

✓ if correct

	CMJTS Rep	Accounting	NA
Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ O*NET/NAICS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Federal ID #	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Justification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pre-Award Checklist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Workers' Comp Insurance Carrier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assurance & Certification Signature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Religious, Sectarian, Faith-Based	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Initial the appropriate box.			
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Problems Identified

Resolved

ACCOUNTING USE ONLY

Date Received	PO #
Contract Number	Vendor

On-the-Job Training Reimbursement Invoice

**Fill in the hours worked, sign below, attach a copy of timesheet or payroll record, and mail or fax to CMJTS at
 P.O. Box 720 ▪ Monticello, MN 55362 ▪ Phone 763-271-3700 ▪ Fax 763-271-3701**

Employer
Address
Phone

Contract #
Employee
Starting Date
Ending Date

Beginning Work Date	Ending Work Date	Month/Year _____ 20_____						Hours Per Week	
		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	

- Codes: **S** Sick
H Holiday
V Vacation
T Terminated

Total Hours	
Regular Hour Wage	
OJT Hourly Reimbursement	
Total Reimbursement Amount	

Is this the final invoice? (check one) Yes or No

I hereby certify that the hours shown above are the hours actually worked. I further certify that the hourly wage shown above is the hourly wage actually paid.	
Employee's Signature	Date
Employer's Signature	Date

FOR OFFICE USE ONLY

Contract # _____ Total Contract Hours	Previous Hours Claimed	Hours for Current Month	Total Hours Utilized

Contract Amount	Previous Costs Claimed	Cost for Current month	Total Costs to Date

Fund	Department	Program	Sub Program	Object Code	Amount

This voucher is authorization to pay the above costs (which is/are for goods and/or services) to charge the accounts as indicated above.	
Prepared by	Date

On-the-Job Training Justification

Trainee's Name	Employer
Occupation Recommended for Training	
Dates of Training	Program

Employment barriers identified (brief, but specific):

Length of Training:

O*NET Code	
O*NET Job Zone (1 to 5)	
Special considerations (- or +)	
Actual Weeks and Hours Contracted	

In your judgment, why is this training the best available training at this time for the trainee in the local labor market area?

I hereby certify that the justification for training is accurate to the best of my knowledge and that the trainee's past work history, academic skills, barriers to employment or other factors necessary to secure employment have been considered in making the decision to enroll the above-named trainee into this OJT contract.

Signature of CMJTS Representative	Date
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On-the-Job Training Contract Modification

Employer/Contract Number	
Trainee	Trainee's Social Security Number
Employer Name	Employer Address
Modification Date	Modification Submitted By

OJT modification affects: (check all that apply)

Funding level increased \$ _____ or decreased \$ _____	<input type="checkbox"/>
Rates of pay increased \$ _____ or decreased \$ _____	<input type="checkbox"/>
New ending date _____	<input type="checkbox"/>
Training time contracted: <ul style="list-style-type: none"> ▪ Hours increased by + _____ ▪ Hours decreased by - _____ 	<input type="checkbox"/>
New job description (O*NET Code) _____	<input type="checkbox"/>

Reason for Modification:

The above numbered contract is modified as follows:

New ending date _____ New total dollar amount _____

Authorized Employer Representative	Date
Authorized CMJTS Representative	Date
CMJTS Chief Executive Officer Barbara Chaffee, CEO	Date



On-the-Job Training

Policy and Procedures

On-the-Job Training Policy and Procedures

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INTRODUCTION

On-the-Job Training (OJT) is occupational training provided by an employer. An OJT contract provides for reimbursement of the employer's extraordinary costs associated with the training.

Under this definition of OJTs, training is provided under a contract with an employer in the private, private nonprofit, or public sector. The OJT contract documents the occupational training to be provided in exchange for up to 50 percent of the trainee's wage rate for a pre-determined training time. This reimbursement is intended to compensate for the employer's extraordinary costs associated with training, the lower productivity of the trainee, and additional supervision time related to the OJT.

The focus of the OJT program is individual-based. It is one possible outcome for a program participant following objective assessment of the participant in accordance with the appropriate program plan. OJT is designed to provide opportunities for participants to acquire skills and knowledge that will enable them to maintain unsubsidized employment.

OJT occurs while an individual is engaged in productive work, under appropriate supervision, learning the skills and information necessary for full and adequate performance of the job. From the start of the OJT, the trainee becomes a regular employee of the employer and is subject to the same conditions of employment as the other non-OJT employees.

CONTRACT POLICIES

These policy provisions apply to all OJT contracts designed to train job seekers for permanent employment.

- a. All trainees in OJT must be eligible under the regulations governing the funds that will pay for their training.
- b. OJTs are intended to train for full-time permanent jobs for program participants who lack the necessary skills for the job.
 - Full-time is defined as at least 30 hours per week for WIA Adult, WIA Youth, Dislocated Worker and MFIP Programs.
 - WIA Adult and Dislocated Worker OJTs may be written for a minimum of 20 hours per week when the trainee is over the age of 55, or is physically or mentally disabled. (documentation required)
 - Youth OJTs may be written for a minimum of 20 hours per week when the trainee is physically or mentally disabled. (documentation required)
 - MFIP OJTs for less than 30 hours are allowable if the number of hours worked per week meets the participation rates for the MFIP program.
- c. The minimum hourly wage for OJT must equal or exceed the federal or state minimum wage, whichever is higher.
- d. OJT employers must meet the conditions set forth in the *Assurances and Certifications* and the *Pre-Award Checklist* forms.
- e. The employer agrees to hire the trainee at the same wage rate and provide fringe benefits that are comparable to those received by non-OJT employees who are similarly employed.
- f. The business must meet appropriate standards for safety.
- g. If the OJT position is covered by a union agreement, a union representative must be consulted and sign off on the design of the training.
- h. OJT is not allowed for the following members of the employer's immediate family: husband, wife, son, daughter, mother, father, brother, sister or the above mentioned when so related by marriage (in-laws), uncle, aunt, niece, nephew, stepparent or stepchild unless prior approval is obtained from the Central Minnesota Jobs and Training Services (CMJTS) chief executive officer.
- i. OJT contracts may be written with CMJTS board members as long as the same procedure is used with them as with any other employer.
- j. OJT contracts written with a CMJTS employee's or spouse's business must have prior approval from the chief executive officer.
- k. OJT trainees may not remain on the job when persons in comparable positions, who are similarly employed, are on strike for the same employer.
- l. Job seekers should be informed of the purpose of OJT and that their training is funded by CMJTS with Department of Labor WIA funds, Dislocated Worker funds, or other appropriate funding source.

- m. OJT contracts will not be written with employers who pay on a piece-rate or commission-only basis.
- n. OJT contracts will not be written for temporary jobs.
- o. OJT contracts will not be written for seasonal jobs.
- p. OJT contracts must not be written with employers who have 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. (See Retention/Non-Retention)
- q. An OJT may not be written with a facility used for sectarian activities or religious worship. Participants must not be employed under OJTs to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place for religious worship. However, OJTs can be used for the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship if the organization operating the facility is part of a program or activity providing services to WIA participants. An OJT should not be done with a church or faith-based organization unless the area the work is performed in is a separate area where neither worship nor religious instruction takes place. An example could be a private or nonprofit day care program that leases space in a sectarian or religious facility but is completely separate from the sectarian or religious organization. (Use the *Religious/Sectarian/or Faith-Based Organization* form to document the above is true.)

OJT Referrals

A CMJTS representative may contact prospective employers to determine an employer's need for skilled employees. This can be done for a particular job seeker or a job can be developed in which to place future individuals who meet necessary requirements. Reverse referrals or employer referrals are allowed, but the job seeker must be program eligible and enrolled in such program before starting the OJT.

OJT Duration

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 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.

Refer to Addendum 2 for detail information regarding the length of the OJT.

OJT Reimbursement

OJT reimbursement will not exceed 50% of the trainees starting wage, multiplied by the hours of training allowed in the contract. Reimbursement at less than 50% is permissible and is subject to negotiations between the CMJTS representative and the employer. For OJT wage reimbursement, the employer must submit to CMJTS a completed *OJT Reimbursement Invoice* along with a copy of the employer's record of time worked and wages paid for the OJT employee. The employer is encouraged to submit an invoice to CMJTS monthly. However, invoices may be submitted according to the employer's pay periods or at the completion of the OJT. Both the employee and employer must sign and date the OJT Reimbursement Invoice when completed before it can be processed by CMJTS for payment. For exceptions to this policy, contact CMJTS' Accounting Department. OJT reimbursement does not include hours of non-work, when no training is taking place, such as paid holidays, vacation, sick days, time spent on jury duty, etc. Reimbursement is not increased for pay adjustments due to shift differentials or overtime. No individual OJT contract shall exceed \$5,000 without prior approval from the chief executive officer.

Certificates/Credentials

It is the policy of CMJTS to have the OJT employee obtain an approved certificate, credential or licensure as part of the OJT experience and training. A reference for qualifying certificates can be found in WIA Title I-B and Related Activities Manual, Chapter 8, Section 8.11: Adult Credentials, Issued July 9, 2007. (See Addendum 3.)

CONTRACT PROCEDURES

Contract Start-Up

- a. Discuss the purpose of OJT so the employer understands that OJT is a cost reimbursement contract to compensate extraordinary costs associated with training a program participant.
- b. Obtain the employer's input for completing the **On-the-Job Training Plan**. Every OJT must include a detailed training outline. The trainee should also be included in finalizing this procedure to assure that they have a clear understanding of their responsibilities and the skills to be taught.
- c. Review the terms and conditions of the **OJT Assurances and Certifications** with the employer.
- d. Review the **Pre-Award Checklist** with the employer and document the responses.
 - All questions #1 – 14, must be YES to constitute an acceptable contract.
 - Question #15 is NO unless the exception, as noted on page 3-r of **Contract Policies**, applies and is documented using the **Religious/Sectarian/or Faith-Based** organization form.
 - Question #16 may be YES or NO. if the position is covered by a collective bargaining agreement, review the conditions of training with the union representative. The purpose of this review is:
 1. To inform the union about the conditions of training;
 2. To ensure that the OJT does not displace employees who are similarly employed or prevent those on layoff from being recalled; and
 3. To obtain the union representative's signature to indicate that consultation occurred.
 - An improper response to these questions indicates a violation of the regulations. All efforts should be made to assist the employer to reach compliance. In the event that an employer cannot/will not comply, the CMJTS representative will inform the employer that the contract negotiations cannot proceed.
- e. Complete the **On-the-Job Training Contract** and review with the employer.
- f. Obtain the appropriate signatures on all paperwork. The employer's signature means that the information provided is correct and the employer will comply with terms stated. The CMJTS representative signature indicates that the information used is as provided by the employer. It also indicates this agency's intended commitment to the contract, pending final approval by the chief executive officer, per terms in **OJT Assurances and Certifications**.
- g. OJT contract must be dated on or before the first day of the contract. (Every effort should be made on the part of the CMJTS representative to submit completed contract to the administrative office before the contract starts.)

- h. Inform the employer that follow-up contacts with the job seeker and employer will occur. Both the employer and employee should have a phone number to reach a CMJTS representative, should problems arise.
- i. Submit the signed contract to the central office for administrative approval within 5 days. Ideally, OJT paperwork is hand-delivered or faxed to the Accounting Department the day the contract starts.
- j. The CMJTS representative will have the employer sign the training plan at the end of the contract. On the second page of the training plan, the employer should circle and initial each skill obtained to the employer's satisfaction and sign and date the training plan. This signed training plan becomes the verification of completion and should be kept with the participant's original file. The CMJTS representative completes the certificate attainment information on the same page and collects verification of certificate attained for the file.

Authorization and Contract Review Process

Once an OJT contract is written and signed by both the CMJTS representative and the employer, a contractual obligation has been entered into. However, the contract may be terminated upon 10 (ten) days if federal funds are withheld or authority for training ceases. CMJTS also has a 30-day review period from the date the contract is signed where it can require corrections and completion of all forms and information submitted. Should problems and concerns not be resolved, CMJTS may terminate the agreement with no further obligations. The contract review process consists of the following steps:

- a. The CMJTS representative shall immediately submit the appropriate OJT paperwork as noted on the OJT Interoffice Transmittal Form, including: completed **Contract, Training Plan, OJT Justification, Pre-Award Checklist and Assurances and Certifications Signature Page**, and forms for each OJT placement. All forms must be submitted together to the central office.
- b. The CMJTS representative will notify the employment specialist (ES) that a contract has been entered into and the ES or the CMJTS representative will complete the file documentation on Workforce One.
- c. The Accounting Department will receive data and initially review the OJT contract for completeness. Any contract requiring corrections will be returned to the CMJTS representative along with memorandum listing of items to be corrected.
- d. If the OJT contract is in order, the Accounting Department will submit the contract to the chief executive officer for approval.
- e. The Accounting Department will notify by letter the CMJTS representative, the ES, and the employer that the contract was finalized. Any changes in the contract will be noted in the letter.
- f. OJT invoices will be sent by the Accounting Department to the employer along with the contract acceptance letter.

- g. In the case of a non-approved contract, the CMJTS representative who entered into the contract negotiations with the employer is responsible for explaining why the contract was not approved. Any further questions by the employer are directed to the chief executive officer.

Follow-up

The CMJTS representative who initiated the contract and the ES are responsible for follow-up on each OJT contract. The purpose of the follow-up is to:

- Assure that the employer is meeting the contractual obligations.
- Obtain the OJT employee's feedback about the OJT.
- Assess whether the employee has a basic understanding of the training position, worksite rules and expectations.
- Identify and address any work adjustment problems.
- Increase the likelihood of job retention.
 - a. It is suggested that the CMJTS representative follow up with the employer on each OJT contract monthly, except the first several weeks of the OJT when more frequent contact may be warranted.
 - b. The ES should maintain regular contact with the employee monthly except the first several weeks of the OJT when more frequent follow up would be beneficial. Follow-up reports are case noted after each on-site visit and phone contact. The ES and CMJTS representative should communicate OJT progress by phone, email, and review of case notes.
 - c. Suggested guidelines for follow-up include:
 - 1. First visit: Call or visit the job site during the first day of the OJT to ensure that the person showed up on time, is appropriately dressed, and that there are no initial indicators on the part of the employer or the employee that this is a "bad" fit. If not made on the first day, an on-site visit to talk to the employer and the employee should be made during the first week.
 - 2. Second visit: Call or visit the job site to talk with both employer and employee to assess any adjustments needed or workforce problems. Determine the progress made in teaching the skills and if training is being provided on schedule.
 - 3. Continuing contact: Continue as above to the end of the contract. Monitor the progress being made in learning the skills outlined on the training plan. At least one on-site visit is recommended during the contract.

Contract Modification

If training will not be completed by the OJT contract end date, the CMJTS representative may complete an OJT **Contract Modification** and obtain approval from the employer and the CMJTS chief executive officer to extend the contract date and/or contract dollar amount. The CMJTS representative will justify why the modification is necessary. Modifications must be completed before the end of the initial contract. If the initial contract has expired, a new contract must be processed.

Retention / Non-Retention

CMJTS is evaluated on the retention of jobs by program participants; employers judge the effectiveness of our service by their continued satisfaction with the employee, and the employee judges our effectiveness by their continued employment and satisfaction level. There will be OJT participants who will not be retained by the employer. The reasons for the non-retention must be evaluated before doing another OJT with that employer and with the participant. It may be reasonable to develop another OJT contract for the participant if the participant has not been termed from the program. It may be reasonable to assist with job placement without further OJT. If the problems seem to be insurmountable, a referral to other resources may be in order (e.g., the participant might be in need of chemical dependency treatment or counseling). The employer should also be evaluated to look for patterns of non-retention and valid reasons for non-retention. These are difficult decisions and should be discussed with the CORE team or your supervisor.

OJT Termination

OJT contracts are terminated upon completion of training. In most cases, this will be on the pre-determined end date. If training has been completed prior to the end of the OJT contract, the contract should be terminated at that time. The employer will only be reimbursed up to that time.

Termination is accomplished when the employer submits the final invoice and the ES closes the OJT activity on Workforce One. Upon termination, the Accounting Department will send the employer notice that the contact has ended.

In the event that an OJT trainee does not successfully complete the OJT (e.g. the employee quits or is fired before the end date of the contract), the CMJTS Representative should complete the *Incomplete On-the-Job Contract Termination* form and submit it to the Accounting Department as stated on the bottom of that form.

Change in Company Ownership

In the event that there is a change in ownership of the employer's business, the CMJTS representative shall have the new owners execute a new contract with CMJTS as soon as possible in order to continue the OJT program. Failure of the new owners to execute a new contract will require the removal of the OJT employee from the OJT program.

ADDENDUM 1: TRAINING DEFINITIONS

On-the-Job Training

On-the-job training refers to occupational training provided by the employer to a new employee on the job in exchange for up to 50 percent of the trainee's wage rate for a pre-determined training time. The reimbursement is intended to compensate the employer for the extraordinary costs associated with the training, including lower productivity of the trainee and the additional supervision needed related to the OJT.

Industry-Specific Training

Industry-specific training generally refers to short-term training tailored to provide the skills needed to meet the workforce demands of a particular industry, e.g., welding, precision machine operation, etc. CMJTS has a history of coordinating industry-specific training following focus groups conducted with local businesses and training institutions, and recruiting program eligible people for the training. Industry-specific training assumes the intent of a business is to hire people who have successfully completed training, but no contract exists between the employer and the trainees.

Customized Training: (Workforce Investment Act of 1998, Section 663.715)

- Training designed to meet the special requirements of an employer (including a group of employers).
- Training conducted with a commitment by the employer to employ, or in the case of incumbent workers, continue to employ, an individual on successful completion of the training.
- Training which the employer pays for not less than 50 percent of the cost of the training.

Requirements for customized training for employed workers: (Workforce Investment Act of 1998, Section 663.720)

Customized training of an eligible employed individual may be provided for an employer or a group of employers when:

- The employee is not earning a self-sufficient wage as determined by Local Board policy;
- The requirements of 663.715 are met.
- The customized training relates to the purposes described in 663.705 (requirements for OJT contracts for employed workers); or other appropriate purposes identified by the Local Board.

663.705 requirements for OJT contracts for employed workers are as follows:

1. The employee is not earning a self-sufficient wage as determined by Local Board policy;
2. The requirements in 663.700 through 663.720 (OJT requirements) are met.
3. The OJT relates to the introduction of new technologies, introduction to new production or service procedure, upgrading to new jobs that require additional skills, workplace literacy, or other appropriate purposes identified by the Local Board.

Incumbent Worker (Workforce Investment Act of 1998, Section 665.220)

States may establish policies and definitions to determine what workers, or groups of workers, are eligible for incumbent worker services under this subpart. An incumbent worker is an individual who is employed, but an incumbent worker does not necessarily have to meet the eligibility requirements for intensive and training services for employed adults and dislocated workers.

ADDENDUM 2: GUIDELINES FOR DETERMINING THE LENGTH OF AN OJT CONTRACT

Steps to determine OJT length

1. Identify the O*NET code matching the job description.
2. Review the Details Report associated with the O*NET Code as found online, e.g. <http://online.onetcenter.org/link/details/codenumber>.
3. Compare Job Zone information below with the O*Net Details Report and Job Zone information for the OJT occupation. Note that some Details Reports will also include a section on Education, Training & Experience.
4. Follow general recommendations for Job Zones and SVP Ranges, adjusting as necessary, for individual job seekers.
5. Note O*NET codes at end of this addendum for jobs that are misclassified

O*NET Codes

A system that categorizes 12,000+ DOT codes into a broader system of 1,122 O*NET occupational units. O*NET codes fall into five Job Zones.

O*NET Job Zones <http://www.onetcenter.org/reports/SVP.html>

A Job Zone is a group of occupations that are similar in these ways:

- How most people get into the work.
- How much overall experience people need to do the work.
- How much education people need to do the work.
- How much on-the-job training people need to do the work.

SVP Range (Specific Vocational Preparation Range)

Average vocational preparation ranges correlating with O*Net Job Zones.

The five Job Zones are with correlating SVPs are

Job Zone 1 – Occupations that need little to no preparation
(SVP below 4)

Job Zone 2 – Occupations that need some preparation
(SVP 4 to less than 6)

Job Zone 3 – Occupations that need medium preparation
(SVP 6 to less than 7)

Job Zone 4 – Occupations that need considerable preparation
(SVP 7 to less than 8)

Job Zone 5 – Occupations that need extensive preparation
(SVP 8 or more)

Job Zone 1: Little or No Preparation Needed

(SVP Range below 4)

Overall Experience — No previous work-related skill, knowledge, or experience is needed for these occupations. For example, a person can become a general office clerk even if he/she has never worked in an office before.

Education — These occupations may require a high school diploma or GED certificate. Some may require a formal training course to obtain a license.

Job Training — Employees in these occupations need anywhere from a few days to a few months of training. Usually, an experienced worker could show you how to do the job.

Examples — These occupations involve following instructions and helping others. Examples include bus drivers, forest and conservation workers, general office clerks, home health aides, and waiters/waitresses.

Job Zone 2: Some Preparation Needed

(SVP 4 to less than 6)

Overall Experience — Some previous work-related skill, knowledge, or experience may be helpful in these occupations, but usually is not needed. For example, a drywall installer might benefit from experience installing drywall, but an inexperienced person could still learn to be an installer with little difficulty.

Education — These occupations usually require a high school diploma and may require some vocational training or job-related course work. In some cases, an associate's or bachelor's degree could be needed.

Job Training — Employees in these occupations need anywhere from a few months to one year of working with experienced employees.

Examples — These occupations often involve using your knowledge and skills to help others. Examples include drywall installers, fire inspectors, flight attendants, pharmacy technicians, retail salespersons, and tellers.

Job Zone 3: Medium Preparation Needed

(SVP 6 to less than 7)

Overall Experience — Previous work-related skill, knowledge, or experience is required for these occupations. For example, an electrician must have completed three or four years of apprenticeship or several years of vocational training, and often have passed a licensing exam, in order to perform the job.

Education — Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree. Some may require a bachelor's degree.

Job Training — Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers.

Examples — These occupations usually involve using communication and organizational skills to coordinate, supervise, manage, or train others to accomplish goals. Examples include dental assistants, electricians, fish and game wardens, legal secretaries, personnel recruiters, and recreation workers.

Job Zone 4: Considerable Preparation Needed

(7 to less than 8)

Overall Experience — A minimum of two to four years of work-related skill, knowledge, or experience is needed for these occupations. For example, an accountant must complete four years of college and work for several years in accounting to be considered qualified.

Education — Most of these occupations require a four-year bachelor's degree, but some do not.

Job Training — Employees in these occupations usually need several years of work-related experience, on-the-job training, and/or vocational training.

Examples — Many of these occupations involve coordinating, supervising, managing, or training others. Examples include accountants, chefs and head cooks, computer programmers, historians, and police detectives.

Job Zone 5: Extensive Preparation Needed

(SVP 8 or more)

Overall Experience — Extensive skill, knowledge, and experience are needed for these occupations. Many require more than five years of experience. For example, surgeons must complete four years of college and an additional five to seven years of specialized medical training to be able to do their job.

Education — A bachelor's degree is the minimum formal education required for these occupations. However, many also require graduate school. For example, they may require a master's degree, and some require a Ph.D., M.D., or J.D. (law degree).

Job Training — Employees may need some on-the-job training, but most of these occupations assume that the person will already have the required skills, knowledge, work-related experience, and/or training.

Examples — These occupations often involve coordinating, training, supervising, or managing the activities of others to accomplish goals. Very advanced communication and organizational skills are required. Examples include lawyers, instrumental musicians, physicists, counseling psychologists, and surgeons.

The following 33 codes are identified as being improperly assigned to Zones:

Occupations Identified as Clearly Misclassified		Suspicious Zone
85717B	Test Card and Circuit Board Repairers	1
27199B	Sociologists	3
25102	Systems Analysts, Electronic Data Processing	3
93926B	Rock Splitters	3
87808	Roofers	3
97905	Tank Car and Truck Loaders	3
87602	Carpet Installers	4
87105	Ceiling Tile Installers and Acoustical Carpenters	4
89908D	Exhibit Builders	4
89599B	Fur Garment Workers	4
89502D	Hat Patternmakers	4
89108	Machinists	4
89706	Paste-Up Workers	4
32517	Pharmacists	4
89712	Photoengravers	4
89715	Scanner Operators	4
89717	Strippers	4
34047F	Prompters	4
89905F	Potters	4
89721	Bookbinders	4
87402A	Painters, Construction and Maintenance	4
32999B	Pheresis Technicians	4
34058B	Athletic Trainers	5
89719A	Dot Etchers	5
87899C	Swimming Pool Installers and Servicers	5
22599E	Chemical Engineering Technicians	5
85999D	Gunsmiths	5
89121	Ship fitters	5
21505	Special Agents, Insurance	5
92512	Offset Lithographic Press Setters and Set-Up Operators	5
92529C	Plate Finishers	5
85721	Powerhouse, Substation, and Relay Electricians	5

ADDENDUM 3: ADULT PROGRAMS CREDENTIALS

WIA Title I-B and Related Activities Manual

Chapter 8: Adult Programs

Section 8.11: Adult Credentials

Issue Date: DRAFT Revision, July 9, 2007

Effective Date: July 9, 2007

Required Action

Action

United States Department of Labor Training and Employment Guidance Letter (TEGL) 17-05, issued February 17, 2006, has mandated changes in how the Workforce Investment Act (WIA) Title I-B Adult Program defines “credentials” for use in the Employment and Credential Rate as part of the performance standards. These changes are effective retroactively for those individuals who began program participation on or after July 1, 2006.

Who

WIA Title I-B Program Providers

Other Appropriate WorkForce Center System Staff

Background

Training and Employment Guidance Letter (TEGL) 17-05 provides a new term, “certificate” which replaces the term “credential” for adults in the calculation of the Employment and Credential Rate performance measure for those adults beginning program participation on or after July 1, 2006. The new term carries a new definition that is used in the calculation of the performance measure. This change has necessitated the rescission of Minnesota Department of Employment and Economic Development’s (DEED) past credential policy: Adult: 8.11, issued July 1, 2005.

Policy and Procedures

Training and Employment Guidance Letter (TEGL) 7-99, March 3, 2000, outlined the current 17 WIA performance measures by which local Workforce Service Areas (WSAs) and the state are evaluated. One of these measures is the Adult Credential and Employment Rate. The overall definition of this measure is defined as:

Of adults who receive training services

Number of adults who were employed in the first quarter after exit and received a certificate (previously called a credential) by the end of the third quarter after exit divided by the number of adults who exited services during the quarter.”

(NOTE: The numerator of this measure includes those who were employed in the first quarter after exit regardless of whether they were employed at registration. Certificates (previously called credentials) can be obtained while an individual is still participating in services and up to three quarters following program exit.)

Up until the issuance of TEGL 17-05, the definition of “credential” was largely left for the state to define. The Minnesota Department of Employment and Economic Development’s (DEED) previous issuance of policy Chapter 8, Section 8.11 (dated July 1, 2005) reflected Minnesota’s explanation of credential. However, TEGL 17-05 no longer allows this definition to be used for those WIA Title I-B Adult customers beginning program participants on or after July 1, 2006. States no longer have the flexibility previously defined in TEGL 7-99. However, the former definition will continue to be allowed for customers who were enrolled prior to July 1, 2006.

As indicated above, TEGL 17-05 provides a new term, “certificate,” which replaces the term “credential.” A certificate is defined as:

“A certificate is awarded in recognition of an individual’s attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. These technical or occupational skills are based on standards developed or endorsed by employers. Certificates awarded by workforce investment boards ARE NOT included in this definition. Work Readiness Certificates ARE ALSO NOT included in this definition (emphasis added). (Note: Minnesota’s acceptance of employer certifications for OJT and/or for non completion of coursework is also NOT included.) A certificate is awarded in recognition of an individual’s attainment of technical or occupational skills by:

- A state educational agency or a state agency responsible for administering vocational and technical education within a state.
- An institution of higher education described in Section §102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student financial assistance programs authorized by Title IV of the Act. (This includes community colleges, proprietary schools, and all other institutions of higher education that are eligible to participate in federal student aid programs.)
- A professional, industry, or employer organization (e.g., National Institute for Automotive Service Excellence certification, National Institute for Metalworking Skills, Inc., Machining Level I credential) or a product manufacturer or developer (e.g., Microsoft Certified Database Administrator, Certified Novell Engineer, Sun Certified Java Programmer) using a valid and reliable assessment of an individual’s knowledge, skills, and abilities.
- A registered apprenticeship program.
- A public regulatory agency, upon an individual’s fulfillment of educational, work experience, or skill requirements that are legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession (e.g., FAA aviation mechanic certification, state certified asbestos inspector).

- A program that has been approved by the Department of Veterans Affairs to offer education benefits to veterans and other eligible persons.
- Job Corps centers that issue certificates.
- An Institution of higher education which is formally controlled, or has been formally sanctioned, or chartered, by the governing body of an Indian tribe or tribes.

The following types of training activities will still have the potential of producing acceptable certificates for the purpose of counting in the Employment and Credential Rate performance measure:

- Classroom Training – Academic
- Classroom Training – Occupational Skills
- Customized Training
- Entrepreneurial Training
- ESL Training*
- GED Training*
- Literacy Training*
- OJT (requires the acquisition of a certificate as defined above)

**Requires that this training be conducted in conjunction with another unstarred training activity in order to be counted as training. If it is not conducted with such an activity, ESL, GED, and Literacy Training will be counted as an intensive activity. (Use “Short-term Pre-vocational Training for stand-alone ESL training, stand-alone GED training or stand-alone Literacy training and write in the case notes that the participant was in ESL training, GED training or Literacy training.*

Therefore, the following types of certificates/diplomas/degrees will be accepted for adult customers who began WIA Title I-B program participation subsequent to July 1, 2006:

- High School Diploma
- General Equivalency Diploma (GED)
- Associate of Arts (AA) or Associate of Science (AS) degree
- Bachelor of Arts (BA) or Bachelor of Science (BS) degree
- Certificates as defined above (indicated in WorkForce One as “other recognized credentials”)

Appropriate documentation must be maintained in the participant’s file. This documentation can include the following:

- Copies of degree or diploma certificates

- Copies of licenses and occupational certificates
- Copies of proof of recognition of certificates by the appropriate bodies

Documentation will be reviewed by DEED monitors during the course of monitoring visits and data validation efforts.

In summary, the following retroactive changes are being made in the counting of certificates for the purpose of calculating achievement on the Adult Employment and Credential Rate.

Enrollment on or before 6/30/06 “Credentials” (Former Minnesota Policy 8.11)

Counting High School Diplomas

Counting General Equivalency Diplomas (GED)

Associate of Arts (AA) or Associate of Science (AS) degree

Bachelor of Arts (BA) or Bachelor of Science degree

Occupational Skills License recognized by a governmental body, union, or appropriate industry
Occupational Skills Certificate or Credential recognized by a governmental body, union, or appropriate industry

Proof (e.g., transcript) that an individual has completed 50 percent or more of a required curriculum, with a grade point average of C or better (or an equivalent grade), and has obtained unsubsidized employment immediately upon leaving school. “Immediately upon leaving school” is defined within two calendar weeks.

Successful completion of an on-the-job (OJT) training contract as evidenced by an employer certification that the trainee has satisfactorily learned the required skills for the job. The required skills are indicated in the OJT contract.

Successful completion of a customized training program, including the appropriate classroom training, as evidenced by an employer certification that the trainee has satisfactorily learned the required skills as delineated by the employer. The required skills were delineated when the customized training was established

Enrollment on or after 7/1/06 “Certificates” (New Minnesota Policy 8.11)

Counting High School Diplomas:

No Change

Counting General Equivalency Diplomas (GED):

No Change

Counting Associate of Arts (AA) or Associate of Science (AS) degree:

No Change

Counting Bachelor of Arts (BA) or Bachelor of Science degree:

No Change

Counting Occupational Skills License recognized by a governmental body, union, or appropriate industry:

No Change

Counting Occupational Skills Certificate or Credential recognized by a governmental body, union, or appropriate industry:

No change

Proof (e.g., transcript) that an individual has completed 50 percent or more of a required curriculum, with a grade point average of C or better (or an equivalent grade), and has obtained unsubsidized employment immediately upon leaving school. “Immediately upon leaving school” is defined within two calendar weeks.

NO LONGER ALLOWED

Successful completion of an on-the-job (OJT) training contract as evidenced by an employer certification that the trainee has satisfactorily learned the required skills for the job. The required skills are indicated in the OJT contract.

NO LONGER ALLOWED

Successful completion of a customized training program, including the appropriate classroom training, as evidenced by an employer certification that the trainee has satisfactorily learned the required skills as delineated by the employer. The required skills were delineated when the customized training was established.

NO LONGER ALLOWED

REFERENCES

Cites/References

Tools and Resources Describing Skill Standards:

Career OneStop

(<http://www.careeronestop.org/CompetencyModel/search.aspx>)

A number of resources are described within the website.

- Scroll down to **Browse by Resource Type**.
- Select the Skill Standard from the scrollable menu box and click on the select button to obtain a list of brief descriptions and links to many types of skill standards.
- Go to the box higher up on the page, **Browse by High Growth/High Demand Industry** to search by industry. The resulting list will indicate which resources are skill standards.

Workforce3one.org

(<http://www.workforce3one.org/home.cfm>)

This website, especially the Grantee Solutions content, provides a number of competency models and career ladders. These models represent some of the work developed by the high growth grantees.

Cites

Training and Employment Guidance Letter (TEGL) 17-05, February 17, 2006

http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2195

Training and Employment Guidance Letter (TEGL) 7-99, March 3, 2000

http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=1201

Rescissions

WIA Title I-B and Related Activities Manual:

Chapter 8: Adult Training Programs, Section §8.11: Adult Credentials,

Issued July 1, 2005

Contact for Information

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On-the-Job Training Pre-Award Checklist

Business/Employer Name	OJT Trainee
------------------------	-------------

	YES	NO
1. Will you keep accurate daily records of the employee's hours of work and records of wages paid?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will you provide worker's compensation insurance coverage and unemployment insurance coverage for the employee as required by Minnesota state law? _____ <i>(Name of insurance carrier)</i>	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you have appropriate standards for health and safety in work and training situations?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the employee be paid at the same wage level and receive equivalent fringe benefits as provided to regular, new employees with comparable experience in a comparable position?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will you employ the employee without terminating, laying off, or reducing the hours of anyone in comparable positions or infringing on the promotional opportunities of other employees?	<input type="checkbox"/>	<input type="checkbox"/>
6. Will you certify that the employee will not be employed or job opening filled when any other individual is on layoff from the same or substantially equivalent job during the last 120 days?	<input type="checkbox"/>	<input type="checkbox"/>
7. To the best of your knowledge, is there sufficient work to provide long-term regular employment for this employee after the training has been completed?	<input type="checkbox"/>	<input type="checkbox"/>
8. Do you certify that you currently employ no one in the immediate family of the employee in a management capacity? (If "no," see Assurances and Certifications #19.)	<input type="checkbox"/>	<input type="checkbox"/>
9. Do you certify that you do not discriminate against applicants or employees on the basis of race, age, religion, color, political party, national origin, sex, disability, status with regard to public assistance, sexual orientation, marital status, and membership on a local human rights commission?	<input type="checkbox"/>	<input type="checkbox"/>
10. Will you withhold and make appropriate payments for state and federal income taxes and social security from the employee's paycheck?	<input type="checkbox"/>	<input type="checkbox"/>
11. Do you certify that you have not employed this person during the past two years?	<input type="checkbox"/>	<input type="checkbox"/>
12. Do you certify that this business has not relocated from another area in the last 120 days, which resulted in increased unemployment in that area?	<input type="checkbox"/>	<input type="checkbox"/>
13. Do you certify that these funds will not be used for construction except for the provision of reasonable accessibility and accommodation?	<input type="checkbox"/>	<input type="checkbox"/>
14. Do you certify that you will comply with the Minnesota Data Privacy Act and the Minnesota Right to Know Act?	<input type="checkbox"/>	<input type="checkbox"/>
15. Will the employee be employed in the construction, operation, or maintenance of any facility used or to be used for sectarian instruction or as a place for religious worship? See Contract Policies pg 3-r.	<input type="checkbox"/>	<input type="checkbox"/>
16. Is this position covered by a collective bargaining agreement? If so, the bargaining agent: _____ (union organization name) <input type="checkbox"/> concurs <input type="checkbox"/> does not concur <input type="checkbox"/> has no opinion on the activities proposed in this agreement: _____ <i>(Collective Bargaining Agent Signature)</i>	<input type="checkbox"/>	<input type="checkbox"/>

Authorized Employer Rep. (Print Name)	Authorized Employer Rep. (Signature)	Date
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On-the-Job Training Religious, Sectarian or Faith-Based Organization

I, _____
Authorized Employer Representative

certify the employee's training plan will not allow or require the On-the-Job Training (OJT) employee to participate in the operation, maintenance or promotion of any facility that is used for sectarian instruction or as a place of religious worship. I also certify that the position involved in this OJT involves responsibilities in the maintenance or operation of a facility that is not devoted primarily or inherently to sectarian instruction or religious worship. (29 CFR 37.6 (f).) I am willing to provide Central Minnesota Jobs and Training Services with a copy of my organization's 501 (c)(3) status.

Employer		
Address		
Authorized Employer Signature	Title	Date

CMJTS Representative	Date
CMJTS Chief Executive Officer	Date

On-the-Job Training Plan

OJT Trainee	OJT Job Title
O*Net Code	Number of Training Weeks/Hours
Employer	

Job Description

Will the trainee be earning a certificate with this contract? Yes No
 If yes, state name of certificate: _____

Is classroom training included in this contract? Yes No
 If yes, state name of training: _____

Tuition \$ _____ Paid by: CMJTS Employer Trainee

OJT Job Skill 1	Trainer:	_____ % of time to learn = _____ hours

OJT Job Skill 2	Trainer:	_____ % of time to learn = _____ hours

OJT Job Skill 3	Trainer:	_____ % of time to learn = _____ hours

OJT Job Skill 4	Trainer:	_____ % of time to learn = _____ hours

OJT Job Skill 5	Trainer:	_____ % of time to learn = _____ hours

Date	OJT Trainee
Employer	CMJTS Representative

PERFORMANCE MEASUREMENT (complete at end of contract)

Check "Achieved" and initial to verify the trainee is able to demonstrate the job skill to your satisfaction.
 Check "Not Achieved" and initial if trainee has not progressed to your satisfaction.

Job Skill 1: Achieved <input type="checkbox"/> Not Achieved <input type="checkbox"/>	Initial <input type="text"/>	Job Skill 4: Achieved <input type="checkbox"/> Not Achieved <input type="checkbox"/>	Initial <input type="text"/>
Job Skill 2: Achieved <input type="checkbox"/> Not Achieved <input type="checkbox"/>	<input type="text"/>	Job Skill 5: Achieved <input type="checkbox"/> Not Achieved <input type="checkbox"/>	<input type="text"/>
Job Skill 3: Achieved <input type="checkbox"/> Not Achieved <input type="checkbox"/>	<input type="text"/>		

Trainer/Employer Signature	Date
Certificate Earned	Date
Comments	