On-the-Job Training (OJT) is a federally-funded program created to reduce the cost of new hire training for employers!

**WHAT IS OJT?**
OJT reduces the cost of new hire training by reimbursing employers 50% of a new hires' wage, approximately $5,000. The OJT may last no longer than 6 months, and reimbursement occurs on a monthly basis upon receipt of an invoice and performance review. All paperwork must be completed prior to the first day.

**WHO IS ELIGIBLE FOR OJT?**
PA CareerLink® Lackawanna County Staff can refer eligible OJT participants to employers. Also, employers can refer any applicants to PA CareerLink® office staff for an eligibility screening. Eligible applicants must either be currently collecting unemployment benefits, or meet low income guidelines to qualify for OJT.

**HOW DOES OJT WORK?**
The position must be full-time, permanent, pay a minimum of $10.00/hr, and provide medical benefits. The applicant cannot have extensive, prior experience in the position for which they are hired, and cannot be a previous employee of the business. Holidays, vacation, sick time, and over time are non-reimbursable hours.

**WHERE DO I GET STARTED?**
For more information, please call or email a Business Service Representative listed below!

**Ralph Grudzinski - Business Service Rep**
- rgrudzinski@edsisolutions.com
- (570) 963-4671 ext 3065

**Allison Korteway - Business Service Rep**
- akorteway@edsisolutions.com
- (570) 963-4671 ext 3007

**Jodi Rosengrant - YA Business Service Rep**
- Jodi.Rosengrant@EquusWorks.com
- (570) 963-4671 ext 3040

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**EO Officer:** Cathy Gerard  Phone: (570) 963-3110  Email: c-cgerard@pa.gov

***Equal Opportunity Program Employer. Auxiliary aids and services upon request to individuals with disabilities.***