

ON-THE-JOB TRAINING (OJT)

HOW DOES AN EMPLOYER BENEFIT FROM PARTICIPATING IN THE OJT PROGRAM?

OJT offers an opportunity for your business to receive reimbursement for training up to 50% for training new employees in skills specific to his or her job. This reduces your overall cost as one or more new employees become fully integrated. For example: If you hire an a new employee post COVID, you didn't have to train them on sanitizing procedures but now you do.

WHO CAN BE AN OJT EMPLOYER?

Any company or business which has an opening for a skilled worker and for which qualified individuals are not readily available; a company or business which has not relocated within the past 120 days; or if it has relocated within this period, the relocation has not caused a loss of employment at the previous location. The average amount per employee is approximately \$6,000 per trainee and some areas more or less depending on local policy.

ARE THERE ANY RESTRICTIONS?

Yes, for example:

You cannot use OJT funded trainees to replace employees laid off within six months prior to the date of your application.

The rate of pay and benefits must be commensurate with what you pay others for doing similar work.

HOW LONG WILL THE PROCESS TAKE TO GET THE OJT APPROVED?

This process will not take much longer than hiring a non-OJT employee. In order to ensure that your needs are met, the process of writing and negotiating the contract and establishing a training plan for the individual could take up to a month or more.

AS AN EMPLOYER, HOW DO I ACCESS OJT TRAINING DOLLARS?

The process is simple and there are no complicated forms. You can reach out to your local OJT contact (see OJT contact list) and the you and the staff person will discuss your needs, the position(s) for which you are seeking OJT training dollars and walk through the process.

WHAT KIND OF POSITIONS ARE ELIGIBLE FOR CONSIDERATION?

You and the LWC staff person can discuss your business' eligibility but generally occupations with growth potential that result in continued employment can participate in OJT.

CAN COMPANIES REHIRE ONE OF THEIR PREVIOUSLY RELEASED (LAID OFF) EMPLOYEES?

Yes, a business can re-hire a previous employee but it must be for a different position for which they would need training and the candidate must meet specific OJT requirements.

WHAT IF AN EMPLOYER HAS ALREADY SELECTED A CANDIDATE FOR OJT TRAINING?

If an employer has already selected a candidate and the candidate is approved by OJT staff as eligible, the company can set up an OJT with the employer candidate.

ON-THE-JOB TRAINING (OJT) CONTACTS

Jacques Lasseigne
318-218-0845
Or
Candi Slate 318-
458-4438

Bossier
Webster
Claiborne
Lincoln
Natchitoches
Bienville
Desoto
Red River
Sabine
Caddo

Michael Robinson
225-276-5170
Or
Katrina Branson
318-362-3281

Ouachita
Morehouse
Union
West Carroll
East Carroll
Franklin
Madison
Caldwell
Jackson
Richland
Tensas

Lesley Galloway
985-265-0052
or
Lisa Williams
225-481-9438

Ascension
Washington
Tangipahoa
Assumption
St. Helena
Iberville
East Baton Rouge
West Baton Rouge
Livingston
East Feliciana
West Feliciana
Point Coupee

Laura Fanguy Rougeau
985-855-9196

Lafourche
Terrebonne
Assumption
St. Charles
St. James
St. John the Baptist



ON-THE-JOB TRAINING (OJT) CONTACTS

Shawn Vinnett
504-723-1600

St. Tammany
St. Bernard
Jefferson
Orleans
Plaquemines

Olivia Roberts
225-262-9441

Allen
Beauregard
Calcasieu
Vernon
Jefferson Davis

Michael Pritchard
337-484-2708
or
Rachelle Duhon
337-499-1758

Acadia
Vermillion
St. Mary
Iberia
St. Landry
Evangeline
St. Martin
Lafayette

James "Eric" Irby
318-623-9336

Avoyelles
Catahoula
Concordia
Grant
LaSalle
Rapides
Winn

