



Workforce Issuance

100 DCS 07.101.1

☒ **Policy** ☐ **Information**

To: MassHire Workforce Board Chairs
MassHire Workforce Board Directors
MassHire Career Center Directors
MassHire Fiscal Officers
MassHire DCS Operations Managers

cc: WIOA State Partners

From: Beth Goguen, Director
MassHire Department of Career Services

Date: October 7, 2025

Subject: **On-the-Job Training (OJT)**

Purpose: To provide MassHire Workforce Boards, MassHire Career Center Operators and other local workforce partners with guidance on the development and implementation of local On-the-Job Training (OJT) policies for their respective areas.

Background: WIOA sec. 3 (44) defines “On-the-Job Training” as:

“Training by an employer that is provided to a paid participant while engaged in productive work in a job that –

- (A) provides knowledge or skills essential to the full and adequate performance of the job;
- (B) provides reimbursement to the employer of up to 50% of the wage rate of the participant, for the extraordinary costs of providing the training; and

An equal opportunity employer/program.

Auxiliary aids and services are available upon request to individuals with disabilities.

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(C) is limited in duration as appropriate to the occupation for which the participant is being trained, considering the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.”

WIOA Regulations at §680.700 through §680.840 contain the provisions for conducting OJT. The regulations cover specific information regarding general, contract, and employer payment requirements. The regulations also provide for the inclusion of employed workers as participants in OJT under certain conditions (§680.780).

Policy: MassHire Workforce Boards will develop a local On-the-Job Training (OJT) policy compliant with all requirements under the Workforce Innovation and Opportunity Act of 2014 (WIOA) and consistent with the guidance as provided in Attachment A. This policy is in effect for all Workforce Innovation and Opportunity Act funds provided through the MassHire Department of Career Services.

Action Required: Please ensure that all appropriate local staff are informed of the content of this policy.

Effective: Immediately

Attachment: A: OJT Procedural Guidance
B: Sample Employer Eligibility Checklist
C: Sample OJT Skill Gap Form
D: Sample OJT Contract
E: Sample OJT Justification Form
F: Sample Employer Invoice Monthly
G: Sample OJT Monthly Progress Report
H: Sample OJT Local Monitoring Report

References: Workforce Innovation and Opportunity Act (WIOA); WIOA Regulations at 20 CFR (Subpart F) §§ 680.700 through 680.840.

Inquires: Please direct all inquiries to PolicyQA@mass.gov.