***ATTACHMENT E***  **Massachusetts On-the-Job Training (OJT)**

**OJT Justification Form**

*This form summarizes the Career Center decision that the OJT Trainee and employer have been determined eligible for an OJT. Documentation for this summary must be included in the OJT Trainee’s files, OJT files, and in MOSES.*

*This form must be submitted to the OJT Operator with the OJT Contract.*

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| --- | --- |
| Career Center: | Designated OJT Operator: |
| OJT Trainee Name:  Moses ID: | Employer Name:  Employer ID:  OJT Course ID: |
| **OJT Trainee Eligibility Criteria:**  Trainee meets WIOA eligibility requirements for OJT   * Adult * Dislocated Worker * Youth * U.S. Citizen /Legal Resident * Selective Service Compliant   The Trainee is unable to obtain or retain employment that leads to self-sufficiency without retraining based on the following documentation:  Limited Basic Skills (Based on Test Scores)  Lack of Marketable Skills (Assessment)  Lack of Credentials  Other Issues (Indicate)  The OJT choice is appropriate based on the following assessment(s):  Skills: Assessment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Indicate Assessment Type and Name*  Other Assessment(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Indicate Assessment Type and Name*  Employer indicates Trainee possesses prerequisites necessary to participate in OJT  OJT Job Title: | Employer OJT Criteria:  OJT Employer Eligibility Checklist is complete  Employer has been determined eligible to participate in OJT  Employer commits to providing long-term employment for successful OJT Trainee  Employer has been issued a Certificate of Good Standing from the Department of Revenue within 6 months *(certificate attached)*  General OJT Criteria:  OJT Operator indicates that sufficient funds are available to allow the Trainee to complete the OJT  OJT LMI Information is in MOSES  Labor market data supports the OJT  Labor Market Summary (Briefly note): |

I attest that the above information is true and accurate and documented in the job seeker case file, OJT files, and in the MOSES system.

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Prepared By Career Center Director

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_