

Massachusetts On-the-Job Training (OJT)

OJT Forms Glossary

(Listed by Attachment Number to MassWorkforce Issuance 10-92)

D) OJT Employer Eligibility Checklist

The OJT Employer Eligibility Checklist is used to assess whether an interested employer is eligible to participate in the OJT. It is to be completed by the Business Services Representative (BSR), or other designated Career Center staff person based on discussions with the employer, and then signed by both the BSR and employer. Note: local areas must submit completed and signed forms to the designated Primary Operator in order to receive voucher payments.

E) OJT Pre-Contract Form

The OJT Pre-Contract Form identifies the major components of an OJT Contract such as the employer, OJT trainee, contract dates and contract amount. This form is to be completed by the BSR or other Career Center designee and submitted to the designated Primary Operator as soon as the requisite OJT contract details are available. After the form is submitted, the Primary Operator authorizes continuation of OJT Contract development upon verification that OJT funds are available.

F) OJT Contract

The OJT Contract specifies the terms and conditions of on-the-job training, and is to be signed by the Primary Operator and the employer. Local areas are responsible for reviewing the terms and conditions of the contract with the employer and securing the employer signature. Local areas are also responsible for relaying any employer questions or concerns about the contract to the Primary Operator. Note: local areas must submit a draft of the OJT Contract to the Primary Operator for approval prior to obtaining the employer signature. Any changes or modifications to this OJT Contract must be authorized by the designated Primary Operator.

G) OJT Justification Form

The OJT Justification Form accompanies the OJT Contract when being submitted to the Primary Operator. The form summarizes the employer's and trainee's OJT eligibility and must be signed by the person preparing the form as well as Career Center management. All OJT eligibility information must be documented in MOSES and also kept on file at the Career Center.

H) Signatory Authorization for OJT Employers

The Signatory Authorization form allows a representative of the employer/corporation who is not authorized to make contractual decisions for the employer the ability to execute contracts on the employer's behalf. The form is completed and signed by the employer, and may be substituted by comparable forms generated by the employer.

I) OJT Monthly Progress Report

The OJT Monthly Progress Report allows employers to rate the OJT trainee on her/his professional skills and training plan progress. The employer must complete the form and review it with the trainee. Following the review, the form is to be signed by both parties and submitted to the OJT local area contact where it is to be kept on file.

J) OJT Local Monitoring Report

The OJT Local Monitoring Report serves as a guide for local area monitoring of OJTs. It is designed to be an accompaniment to on-site and off-site monitoring and covers issues such as OJT training plan progress, adherence to OJT Contract terms and conditions, and solicits feedback from the OJT employer and trainee. Monitoring should be conducted at least twice per OJT, but can be done more frequently. Completed reports should be kept on file at the Career Center.

K) OJT Contract Modification Request

The OJT Contract Modification Request form is used when there is a need to modify the OJT Contract dates, training length, contract amount, or other contract terms and conditions that significantly alter the course and content of the original contract. It is to be completed by the local area and submitted to the Primary Operator for approval.

L) On-the-Job Training (OJT) Employer Invoice

The Employer Invoice is the training (wage) reimbursement invoice. The form is to be signed by both the employer and appropriate local area representative, then submitted to the Primary Operator for payment. Frequency of the invoice is contingent upon the terms specified in the OJT Contract.

M) On-the-Job Training (OJT) Local Area Voucher Invoice

The Local Area Voucher Invoice is the invoice completed by the local area and submitted to the Primary Operator to receive the voucher payment that is attached to either NEG or Rapid Response-funded OJTs. Note: the Primary Operator will make voucher payments upon receipt of the employer invoice for the voucher-eligible OJT.

N) Certificate of Good Standing and/or Tax Compliance

This form offers an example of a Certificate of Good Standing.