

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 Primary Operator with the OJT Contract.

Career Center: OJT Trainee Name: Moses ID:	Designated Primary Operator: Employer Name: Employer ID: OJT Course ID:
<p style="text-align: center;">OJT Trainee Eligibility Criteria:</p> <p><input type="checkbox"/> Trainee meets the eligibility requirements for OJT</p> <ul style="list-style-type: none"> <input type="checkbox"/> Dislocated Worker <input type="checkbox"/> Laid-off on or after 1/1/2008 <input type="checkbox"/> Unemployed 22 weeks or longer <input type="checkbox"/> U.S. Citizen / Legal Resident <input type="checkbox"/> Selective Service Compliant <p>The Trainee is unable to obtain or retain employment that leads to self-sufficiency without retraining based on the following documentation:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Limited Basic Skills (Based on Test Scores) <input type="checkbox"/> Lack of Marketable Skills (Assessment) <input type="checkbox"/> Lack of Credentials <input type="checkbox"/> Other Issues (Indicate) _____ <p><input type="checkbox"/> The OJT choice is appropriate based on the following assessment(s):</p> <p>Skills: Assessment: _____ <i>Indicate Assessment Type and Name</i></p> <p>Other Assessment(s): _____ <i>Indicate Assessment Type and Name</i></p> <p><input type="checkbox"/> Employer indicates Trainee possesses prerequisites necessary to participate in OJT</p> <p>OJT Job Title: _____</p>	<p style="text-align: center;">Employer OJT Criteria:</p> <p><input type="checkbox"/> OJT Employer Eligibility Checklist is complete</p> <p><input type="checkbox"/> Employer has been determined eligible to participate in OJT</p> <p><input type="checkbox"/> Employer commits to providing long-term employment for successful OJT Trainee</p> <p><input type="checkbox"/> Employer has been issued a Certificate of Good Standing from the Department of Revenue within 6 months (<i>certificate attached</i>)</p> <hr style="border: 0.5px solid black;"/> <p style="text-align: center;">General OJT Criteria:</p> <p><input type="checkbox"/> Primary Operator indicates that sufficient funds are available to allow the Trainee to complete the OJT.</p> <p><input type="checkbox"/> OJT LMI Information is in MOSES</p> <p><input type="checkbox"/> Labor market data supports the OJT</p> <p>Labor Market Summary (Briefly note): _____</p>

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.

Print:

Prepared By

WIA Coordinator

Career Center Director

Signature:

Date: