

# MassWorkforce Issuance

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**Workforce Issuance No. 11-28**

☒ **Policy**   ☐ **Information**

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**To:** Chief Elected Officials  
Workforce Investment Board Chairs  
Workforce Investment Board Directors  
Title I Administrators  
Career Center Directors  
Title I Fiscal Officers  
DCS Regional Managers

**cc:** WIA State Partners

**From:** George Moriarty, Director  
Department of Career Services

**Date:** April 25, 2011

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

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**Purpose:** To provide revised guidance to Local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce investment partners with respect to development and implementation of local WIA On-the-Job Training (OJT) policies for their respective areas. This Policy replaces MassWorkforce Issuance No. 00-41, On-the-Job Training and Customized Training (10/18/2000). A separate, revised policy issuance will address customized training.

**Background:** WIA §101(31) 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
  - (C) is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.”

WIA Regulations at §663.700 through §663.720 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 (§663.705).

**Policy:** Local areas will develop a local On-the-Job Training (OJT) policy compliant with all requirements under the Workforce Investment Act of 1998 (WIA) and consistent with the guidance as provided in Attachment A. This policy is in effect for all Workforce Investment Act funds provided through the Department of Career Services.

**Action**

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

**Effective:** Immediately.

**References:** Workforce Investment Act (WIA); WIA Regulations at 20 CFR Parts 663.700 through 663.720.

**Inquiries:** Please email all questions to [PolicyQA@detma.org](mailto:PolicyQA@detma.org). Also, indicate Issuance number and description.

**Attachments:** Attachment A: OJT Procedural Guidance  
Attachment B: Sample Employer Eligibility Checklist  
Attachment C: Sample OJT Skill Gap Form  
Attachment D: Sample OJT Contract  
Attachment E: Sample OJT Justification Form  
Attachment F: Sample Employer Invoice Monthly  
Attachment G: Sample OJT Monthly Progress Report  
Attachment H: Sample OJT Local Monitoring Report  
Attachment I: Sample MA Certificate of Good Standing