

FACT SHEET ON APPROVAL OF OJT PROGRAMS

VA can pay benefits for On-The-Job-Training (OJT) to eligible people if the training facility and program meet certain requirements. The main requirements are listed below.

Program

- The OJT program provides all the job skills and related training the trainee needs to be fully qualified for the job.
- It's reasonably certain that the job for which the person is being trained will be available after the trainee completes the program.
- The job customarily requires between 6 months and two years of full-time OJT.
- The length of the OJT isn't longer than customarily required in the community.
- Progression and promotion to the next higher level depend on skills learned through OJT training and not just on such factors as length of service and normal turnover.

Wages

- Wages paid to VA trainees in this program are at least equal to the wages paid to non-VA trainees at a similar level of training.
- The beginning wage must take previous training and experience into account.
- The beginning wage is at least 50% of the wage for a fully trained employee.
- The employer must give at least one increase in wages before the last full month of the program. (Government OJT programs don't have to meet this requirement.)
By the last month of OJT, the wage must be at least 85% of the wage for a fully
- trained employee. (Government OJT programs don't have to meet this 85% requirement.)
- Upon completion of OJT, the wage should be at least equal to the wage for a fully trained employee.

Training Facility

The training facility must:

- have adequate space, equipment, instructional material and instructors to provide satisfactory training.
- keep adequate records showing progress.
- make all records available to VA and the State approving agency at their request.
- grant credit to each trainee for previous training or experience (including experience in the military) and reduce or shorten the length of the total training appropriately.
- give a copy of the signed training agreement, program outline, and wage scale to the trainee, VA, and the State approving agency.
- comply with title VI of the Civil Rights of 1964 (no discrimination based on race, color, or national origin).

NOTE: These requirements are in 38 CFR (Code of Federal Regulations), section 21.4262 and title 38 U.S.Code, section 3677.