

**On-the- Job Training Agreement**

This On-the-Job Training (OJT) Agreement is between Crawford County Job & Family Services (hereafter referred to as CCJFS) and \_\_\_\_\_ a local employer, (hereafter referred to as the Contractor.) Funding is made available to assist businesses in training and retaining a skilled, productive workforce.

This agreement is effective on \_\_\_\_\_ and shall remain in effect through \_\_\_\_\_. This agreement may be cancelled by either party with thirty (30) days written notice. CCJFS may suspend or terminate this contract immediately upon delivery of written notice to Contractor if CCJFS has discovered any illegal conduct on the part of the Contractor.

The Contractor will be paid a percentage of each Trainee's regular wages as specified in the individual's training plan during the Training Period. Payment may be requested on the day Probationary Training is complete and again once the Retention Period (Post-Probationary Training) is complete (90 days after Training Period). Payments must be requested within 30 calendar days after Training or Retention period, using the OJT Invoice Form specified by the CCJFS. Late invoice submission may void payment rights. Total reimbursement will not exceed the \$6,000 per fiscal year allowable for all training services, (ITA, OJT etc). OJT Rules, the OJT Employer Checklist, and any Training Plans are included in this Agreement by reference. This agreement may be modified, in writing, at any time.

Material deviations from this agreement, Training Plans or OJT rules may void the right to reimbursement or may result in repayment by the Contractor of funds previously received from CCJFS.

The Contractor and CCJFS agree to all the terms in this OJT agreement by signing below.

FOR THE CONTRACTOR:

FOR CCJFS:

Company Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

Date

\_\_\_\_\_  
Authorized Signature

Date

\_\_\_\_\_  
Printed Name & Title\_\_\_\_\_  
Printed Name & Title\_\_\_\_\_  
Contact Person & Email Address\_\_\_\_\_  
Contact Person & Email Address\_\_\_\_\_  
Contact Phone Number\_\_\_\_\_  
Contact Phone Number