

ON-THE-JOB TRAINING



can
save you.



Time
Money
and
Effort

Join the partnership
which finds and trains
good workers.

OJT PROGRAM

The Vermont Department of Labor's (VDOL) On-the-Job Training program helps you defray some of the costs associated with hiring and training new workers while providing trainees with the most practical learning experience. The program operates on the proven premise that you, the employer, provide the best training.

Advantages To You As An Employer

- No cost access to a carefully screened pool of available, job ready employees.
- You set the qualifications, interview and select the individual.
- You are reimbursed for costs which exceed your customary training costs for new employees.
- The reimbursement can equal up to 50% of the employee's wages depending upon the training required.
- As a partner, VDOL will work with you to follow the progress of the employee during the training period.

How It Works

- A contract is prepared by VDOL staff, and signed by you, prior to the training start date.
- You help design the training.
- The duration of the training depends upon the skill level of the job. The trainee is expected to work a minimum of 30 hours per week. Training is expected to bring the trainee to an entry level stage.
- You retain all customary employer rights.
- Employees meet your job standards because YOU train them on YOUR equipment.

Eligible Employers

- Eligibility is simple and quickly determined. Contact your local VDOL Resource Center for details.

Additional Training

- VDOL can arrange classroom training to complement the OJT. We work cooperatively with your area technical centers, Community College of Vermont and other educational institutions.

For more information about the On-the-Job Training program or other services the **Vermont Department of Labor** provides to employers, please contact your local VDOL Resource Center.

Barre	5 Perry Street	476-2600	Newport	100 Main Street	334-6545
Bennington	150 Veterans Mem. Dr.	442-6376	Rutland	200 Asa Bloomer Bldg.	786-5837
Brattleboro	232 Main Street	254-4555	St. Albans	20 Houghton Street	524-6585
Burlington	63 Pearl Street	863-7676	St. Johnsbury	1197 Main Street	748-3177
Middlebury	1590 Route 7, South	388-4921	Springfield	56 Main Street	885-2167
Morrisville	63 Professional Drive	888-4545	White River Jct.	220 Holiday Drive	295-8805

Equal Opportunity is the Law - The State of Vermont is an Equal Opportunity/Affirmative Action Employer. Applications from women, individuals with disabilities, and people from diverse cultural backgrounds are encouraged. Auxiliary aids and services are available upon request to individuals with disabilities. 711 (TTY/Relay Service) or 802-828-4203 TDD (Vermont Department of Labor). Interpretative services are available for limited English proficiency customers. For more information please visit: <http://www.dol.gov/oasam/programs/crc/ISpeakCards.pdf>