



Proud  
PARTNER

CareerForce™

# ANOKA COUNTY *On-the-Job Training*

## ANOKA COUNTY

### *OJT Program*

Our staff are committed to providing high quality individualized services for:

- OJT eligible job seekers



## Anoka County JOB TRAINING CENTER

1201 89TH AVE NE SUITE 235  
BLAINE, MN 55434

### THESE SERVICES ARE AVAILABLE TO QUALIFIED INDIVIDUALS

Upon request, the information in this flyer is available in alternate formats for individuals with disabilities.

Equal opportunity employer & service provider.

Updated 03/2019

[i/jtc/share/ojt/ojt\\_flyers/ojt\\_trifoldflyer.pub](#)



*A Training Benefit for Employees*

*A 50% Wage Reimbursement for Employers*



## Anoka County JOB TRAINING CENTER

*Working together to empower you to be successful in finding employment in an in-demand job with opportunities to build a strong successful career.*

## What are the Benefits of On-the-Job Training (OJT)?

- Eligible new employees can “earn and learn” by receiving “hands-on” training during their normal work day.
- Employers receive 50% reimbursement of an eligible new employee’s initial wages (typically the first three months). If skills required of the position are needed, the employer agrees to train the employee to perform those skills and other criteria are met.

## How Does it Work?

- Employer interviews qualified a job seeker from Anoka County Job Training Center for a permanent, fulltime position (some program exceptions apply).
- If the job seeker has skill gaps that the employer can train them to perform on the job, the employer contacts the OJT Representative to discuss the possibility of an OJT contract.
- The OJT Representative will visit the worksite to write the OJT contract once criteria are met. The contract will include specifics about training, time frame, reimbursement amounts, and each party’s responsibilities. The contract must be signed before the employee’s first day of work.
- Employers submit monthly invoices, and employer and the employee provide monthly updates to OJT Representative about the training offered and training progress.
- Upon successful completion of the contract, the employee remains a fulltime, permanent employee.



## ALL LEADING TO EMPLOYMENT

IN A CHANGING AND GROWING  
GLOBAL COMPETITIVE WORKFORCE

### Where Does OJT Money Come From?

State and Federal Funding  
(your tax dollars at work!)



To learn more, request to speak to  
an OJT Representative:

763-324-2284

[www.anokacounty.us/JTC](http://www.anokacounty.us/JTC)

OR

**STOP BY**

Anoka County Job Training Center

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