

On-the-Job Training Credential

Proposed Requirements:

- 1) For a participant to receive a credential the occupation must have an SVP Code of 3 or better in the Dictionary of Occupational Titles. Exceptions will be considered, however, they are contingent upon the approval of the Executive Director of the New River/Mount Roger WIB.
- 2) For participants to receive a credential the OJT Contract must be for 400 hours of training at a minimum
- 3) For participants to receive a credential a “Statement of Work/Job Specific Skills Rating Sheet” must be completed and scored by the employer. The participant must have a rating of proficiency or outstanding proficiency on at least 80 percent of the “Skills to be Learned”.
- 4) The skills to be learned must be skills that are transferable to other companies competing in the same market area.
- 5) All “Statement of Work/Job Specific Skills Rating Sheet” must be approved by the Assistant Director of the New River/Mount Roger WIB, prior to the start of the OJT Contract.
- 6) The “Monthly Performance Rating” section of the Monthly timesheets will be used to track participants progress in attaining the “Skills to be Learned”.
- 7) For a participant to receive a credential, the employer must retain the participant after completion of OJT Contract.
- 8) At the end of the OJT Contract, all participants who successfully complete their training and who are hired as a regular full-time employee of the OJT employer will receive a Locally Recognized Occupational Skills Certificate.
- 9) Prior to the start of the OJT, Program Operators must demonstrate by way of assessments that the participant has the interest and abilities necessary to succeed in the OJT occupation if properly trained.