



Workforce Innovation and Opportunity Act (WIOA) Title I Guidance Letter

Subject: On-The-Job Training Policy and Procedures

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Overview

This guidance letter provides information to local workforce development boards (WDB) regarding the development, implementation, and monitoring of On-The-Job Training (OJT) policies, contracts, and procedures.

General Information

The Employment and Training Administration (ETA) of U.S. Department of Labor (DOL) has published a "toolkit" that includes tools, templates, and information regarding On-The-Job Training Policy and Procedures. The document is designed to assist OJT providers by providing minimum standards and suggestions for operating federally funded OJT programs. The document also provides suggestions for developing consistent protocols and processes across workforce areas for outreach in order to build effective OJT programs.

The Office of Workforce Investments (OWI) encourages all local WDBs to reference the [On-The-Job Training Toolkit](#) when developing OJT policies, contracts, and other procedures, including monitoring of OJTs.

Contact

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