

## **On-The-Job Training**

### ***FAST FACTS***

- The State of New Hampshire has On-the-Job Training (OJT) funding available to help offset employer training costs when hiring individuals from the New Hampshire Employment Program (NHEP).
- The OJT funding helps reimburse companies for training based on a formula of up to 50% of the new employee's wages for the specified training period, typically the first three to six months.
- Employers are encouraged to contact local NHEP Employment Counselors (contact numbers listed below) to post job openings for which their company is "willing to train."
- NHEP Employment Counselors or NHEP representatives then screen and refer candidates to the company for job interviews based on the criteria provided by the employer.
- Upon selecting an OJT job candidate **but prior to hiring the individual**, the employer contacts an NHEP representative to advise of their intent to hire and their desire for OJT funding.
- An NHEP representative will then assist the employer in developing the training outline and executing the OJT contract.
- An NHEP representative will also continue to remain involved as a resource to the employer and new worker throughout the entire OJT contract period to help ensure a successful training period and long-term employment relationship.
- The employer may exercise a termination option at any time during the contract should employee performance or business conditions make that necessary.
- Many NHEP participants meet the federal criteria of a "targeted group" and the employer may also be eligible to claim the Work Opportunity Tax Credit (up to \$2,400 per individual during first year or up to \$8,500 over 2 years) for the new worker upon completion of the OJT period. For more details please contact the State WOTC Coordinator at (603) 228-4079 **prior to hiring**.

If you are interested in hearing more about the OJT program, contact the NHEP Team closest to you or NHEP's Business & Industry Coordinator at (603) 271-9320.

Berlin	752-7800/800-972-6111	Littleton	444-6786/800-552-8959
Claremont/Lebanon	542-9544/800-982-1001	Manchester	668-2330/800-852-7493
Concord	271-6201/800-322-9191	Nashua	883-7726/800-852-0632
Conway	447-3841/800-552-4628	Portsmouth	433-8300/800-821-0326
Keene	357-3510/800-624-9700	Somersworth	332-9120/800-862-5300
Laconia	524-4485/800-322-2121		