



**WORKFORCE INNOVATION AND OPPORTUNITY ACT
ON-THE-JOB TRAINING AGREEMENT**

EMPLOYER:	CONTRACT NUMBER: OJT
ADDRESS:	FUND NUMBER:
	MAXIMUM CONTRACT AMOUNT:
FEID NUMBER:	PROVIDER:
	ADDRESS:

I. This Agreement is entered into by the above named CareerSource Chipola, herein referred to as Provider, and the above named Employer to provide On-the-Job Training as specified in the Training Outline.

II. The Employer Agrees:

- A. Upon receipt of authorization from provider staff, to provide employment and/or training as specified in Training Outline provided for each individual trained under this Agreement.
- B. To train participant(s) identified on Training Outline(s) to function adequately at the entry level of the occupation as it exists in the place of employment, as evidenced job descriptions to be attached for each individual to be trained.
- C. To be the lead developer of training and use employees of his/her organization to provide on-the-job training.
- D. To submit invoices with substantiating documentation for reimbursement monthly and maintain documentation at the worksite for audit purposes.
- E. To hire participants at the inception of the Agreement as a member of his/her regular workforce and to retain trainee(s) as permanent employee(s) at the conclusion of the Agreement provided the trainee(s) functions adequately at entry level.
- F. To the extent permitted by the State law, the Employer agrees to hold harmless and, if necessary defend and indemnify CareerSource Chipola, its service providers and the State of Florida from all claims, liabilities, suits of any nature whatsoever arising out of, because of, or due to any breach related to the implementation of this Agreement.
- G. To follow the company's grievance procedure for resolving grievances which involve the trainee(s).
- H. To only request reimbursement up to the amount of expenses incurred and for no more than the lesser of the total amount approved for each individual covered in this Agreement or the maximum amount listed as the "MAXIMUM AMOUNT OF CONTRACT" above.

III. The attached Assurances and Certifications are made a part of this Agreement by specific reference and the applicable provisions, requirements and guidelines contained within them shall be binding on the parties of this Agreement.

IV. The Provider agrees:

- A. That it has ascertained that the occupation for which training is proposed is in demand in the local labor market.
- B. That the training time as outlined on the Training Outline(s) does not exceed the maximum allowed for the occupation according to the SVP level.
- C. To provide the reimbursement of training costs at the percentage of wages paid for the specific period as agreed upon in the training outline for each individual included in this Agreement. This will be supported by the monthly employer invoices based upon the initial wage rate also, agreed upon in the training outline(s).

- D. To determine the eligibility and refer WIOA eligible applicants to the employer prior to employee selection.
- V. The authorized representative executes this Agreement below on behalf of the parties, and can be modified or revoked by either party upon fourteen (14) days notice.
- VI. Any Agreement between the Provider and a business/organization represented on the CareerSource Chipola Board of Directors must be approved by a two thirds vote of the Board prior to begin date of the On-the-Job Training Agreement. Approval will be documented by Attachment and signed by the CareerSource Chipola Executive Director or his designee and become a part of this Agreement.
- VII. **This Agreement will begin on _____ and end no later than _____.**
All contracts are contingent upon the availability of funds. The Provider retains the right to terminate this Agreement upon written notice based upon lack of program funding.

NAME OF EMPLOYER:

NAME OF THE PROVIDER:

Signature/Date

Signature/Date