

Regional Program Standards

Focus: ☒ WorkSource Centers ☐ Youth Program Services

Topic: On-the-Job Training

Date: October 1, 2025

☐ New

☒ Revised

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Overview

The purpose of an On-the-Job Training service (OJT) is to assist businesses in training skilled, productive workers. OJT's may be used to help train newly hired employees and employees hired to regular permanent employment through a staffing service relationship. These *Regional Program Standards* outline how an *OJT Agreement* and subsequent *OJT Training Plans* are to be developed by OJT Contractors.

In addition, all Contractors are provided with the *OJT Development Manual*, which includes detailed information on OJT development with guidance relative to the product's rules and regulations.

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Standard OJTs

Structure

The *OJT Agreement* and accompanying *OJT Training Plan* outline a collaborative framework through which employers are reimbursed for providing hands-on training to individuals who show strong potential and alignment with the employers' workforce, while continuing to build an individual's proficiency in key aspects of the position for which they are training for. OJT training payments to employers are compensation for the extraordinary costs associated with training the participant and to compensate for the lower productivity of the participant during the training period.

OJT Agreements are signed by employers and OJT Contractors. *OJT Agreements* are non-financial. When a Trainee is identified and determined eligible in the program(s) that will be funding the OJT, a *OJT Training Plan* is completed, and at that point training funds are obligated.

The OJT payment to the employer is divided into two parts – the first payment upon completion of training and the final payment upon completion of the retention period. The total OJT reimbursement amount may not exceed 50% of the Trainee's gross earnings during the training period (not including sick, holiday or vacation time), up to an OJT maximum established for each funding source, **whichever is less**. The total OJT reimbursement obligation – the sum of the training and retention payment amounts – is calculated and documented in the *OJT Training Plan* and is the amount obligated for the training activity.

The OJT maximum for Workforce Innovation and Opportunity Act (WIOA) formula funds is established at **\$5,000**. For other discretionary grant projects that allow OJTs as a service, a different maximum may be established through *Regional Program Standards* for the project.

To effectively implement an OJT the employer must have adequate supervisory staff or other skilled workers who are available to instruct the trainee. The number of trainees participating at any business cannot represent a disproportionate share of the employer's work force. The number of trainees placed into OJT positions at any given time is:

- One trainee for businesses with five or fewer employees; and
- No more than two trainees for businesses without an established OJT retention record (i.e. newly enrolled businesses).
- No more than two trainees in a program year.

A reasonable ratio may vary with circumstances such as the size, number of employer worksites and nature of the business. If sufficient benefit to the trainee can be documented an exception may be granted with Worksystems' approval. Exception justification is to be documented in the participant file and made available for monitoring.

It is a regional priority for OJT resources to be made available to employers in Worksystems' targeted sectors which provide in-demand occupations with high job quality characteristics: Clean Energy, Construction, Healthcare, Early Childhood Education and Manufacturing. Additionally, Worksystems primary service areas are Multnomah and Washington Counties; employers intending to utilize services outside this service area require pre-approval from Worksystems.

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For new hires, the job should be expected to last at least one year and provide at least 30 hours of work each week. The wage in the *OJT Training Plan* must be at least \$21 per hour with employer supported benefits available within the first 90 days of employment.

Benefits are defined as one or more of the following types supported, paid or managed by the employer: Medical and/or Dental insurance coverage, paid sick and/or vacation time off and/or a retirement plan which meets the definition set by the Internal Revenue Service.

Trainees

The OJT service can be particularly successful for individuals who:

- Are unable or unlikely to obtain employment without retraining.
- Are low income, receiving unemployment insurance or public assistance or needing to earn a wage while learning an occupational skill.
- Are individuals with barriers to employment who need help finding their next job.
- Are individuals who can learn the skills necessary for the occupation more easily and thoroughly on the job.
- Need supervision as they learn specific skills for an occupation.
- Are in a Registered Apprenticeship program.

OJT may also be a good option for currently employed individuals not earning a self-sufficient wage or not earning wages sufficiently comparable to or higher than wages from previous employment. Participants of an OJT program can acquire additional skills by being introduced to new technologies, upgraded skills or increasing their workplace literacy.

All OJT trainees must be determined eligible for and enrolled in the grant or project that is providing funding for the OJT, including completion of all required eligibility and enrollment documentation. This may include the WIOA Adult or Dislocated Worker program (or both) and/or any discretionary grant(s).

The following must be considered before placing the participant in an OJT program:

- Does the participant need to learn skills for the desired position, or do they already have those skills?
- Does the participant need training?
- What is the best way for the individual to obtain the skills needed – OJT, Occupational Skills Training, or both? If both, is an Apprenticeship program appropriate?
- Can the position be obtained at this business without OJT training? If a need for OJT cannot be documented, then a direct placement or referral to other services should be considered.
- Is the OJT occupation the participant is engaging in correctly classified so that adequate training time can be determined?
- Does the training time for that occupation allot enough time for the participant to learn the job? Does the training time adjusted (longer or shorter) reflect, if needed, time for any additional assistance the participant may need?

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OJT specialists have the option of pre-qualifying participants for OJT services. In this situation, the OJT specialist provides the participant with a letter which can be used in interviews as an added incentive for the employer to consider them for hire.

Employer Set-Up

When an employer is interested in entering into an *OJT Agreement* begin by completing the *OJT Employer Checklist*. The checklist must be updated when the business is sold or transferred, when any other major changes affecting training, hiring or job retention occur, or every two years, whichever provides for the most current version to be on file. Every employer must have a completed, current and signed checklist on file.

The checklist is divided into two sections:

- Information Items designed to trigger discussion around the employer's business and workforce needs.
- Assurances and Compliance Items that are regulatory and may prevent writing the OJT if an irresolvable problem is surfaced (refer to the *OJT Development Manual* for additional details).

When the employer representative signs the form, they are attesting to the validity of the regulatory information. The *OJT Employer Checklist* becomes a part of the *OJT Agreement* by reference.

Note: If the employer has entered into OJTs during the previous two years, the retention rate must either be at 75% or an acceptable corrective action plan must be in place. If a lower retention rate has occurred, a reasonable explanation or a corrective improvement must be documented. If fewer than five OJTs have completed in the previous two years, the small sample size should also be considered. This calculation is to take into consideration all OJTs written within the Local Area – if an employer indicates they've used OJTs in the past, check in with the Worksystems Contract Manager to determine regional experience (if any). Refer to the *OJT Development Manual* for further details and information.

On-the-Job Training Agreement and Rules

An *OJT Training Agreement* is completed after the *Employer Checklist* has been finalized and any issues that may have surfaced have been resolved.

The *OJT Agreement* will cover identified positions for which the employer expects to need help filling or for which the employer is interested in hiring a candidate that requires some training to become fully qualified.

The *OJT Agreement* and OJT rules must be reviewed and discussed with the employer to assure they understand the intent of the *OJT Agreement* as well as the restrictions that apply. Both the employer and the OJT Contractor signature is required on the *OJT Agreement*.

On-the-Job Training Plan and Instructions

The *OJT Training Plan* is the document which obligates training funds for a trainee and outlines the planned training activities to be accomplished during the training period. Instructions for conducting the skill assessments are included on the form.

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Prior to developing the OJT with the employer, all trainees must:

- Be determined eligible for and enrolled in the project or grant funding the OJT.
- Complete all required documentation.
- Complete a skills assessment which confirms training is required to meet the employer's entry-level standards for the position.

Skills to be Learned are documented in the *OJT Training Plan*. Document the skills in plain language, basing the score primarily on the Supervisor's judgment. Training is presumed to be needed when the *Skills to be Learned Starting Capability* scores are either a 1 (beginning) or a 2 (intermediate) and can be raised to a 3 (skilled) by the end of the training period. Refer to the *OJT Development Manual* for further detail and information (Section VI.E).

Training need, training completion, and training length are determined for each individual trainee, using the *OJT Training Plan* Instructions. The duration of the training period should be estimated as follows:

- The OJT Contractor representative, working with the employer, determines the job title for the position to be trained for, referencing the Occupational Network (O*Net).
- From O*Net, SVP parameters are obtained. It is within these parameters that the length of training is set (see *OJT Development Manual* Section VI.D).
- An OJT must be limited to the period of time required for a participant to become proficient in the occupation for which training is being provided. In determining the appropriate length of the plan, consideration must be given to the skill requirements of the occupation, the academic and occupational skill level of the participant, prior work experience, and any disability.
- No OJTs should be written with a training period of less than four weeks or more than 26 weeks.

Exceptions to any of the *OJT Training Plan* requirements must be documented using the *OJT Exceptions Form* and require Worksystems' OJT Contractor Manager approval. Exception justification is to be documented in the participant and employer file and made available for monitoring.

Supplemental Training Plan

Supplemental training tied to training on-the-job may be negotiated using the *OJT Supplemental Training Plan*. For example, a computer class that is scheduled during normal work hours that would help the trainee better complete their job duties. The employer would agree to release the trainee for the class and the trainee agrees to attend and make satisfactory progress in the class.

Supplemental training is highly encouraged when appropriate and may be paid for in whole or in part by the employer, the OJT Contractor or by the trainee. WorkSource training funds may be used for supplemental training required as a part of the *OJT Training Plan*, as allowed by the rules of the funding source. Refer to the *OJT Development Manual* for further detail and information (Section VI.F).

Training Plan Modification

Modifications to the *OJT Training Plan* may be executed as needed, such as an extension of the training period or a change to the *OJT Training Plan* elements. Refer to the *OJT Development Manual* for further detail and information (Section VI.J).

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Payment

There are two pay points for OJT obligations – at the completion of training and at the end of the retention period. The total OJT payment may not be more than 50% of the actual gross wages earned during the training period (not including sick, holiday or vacation time), up to the OJT maximum established for the funding source, **whichever is less**. One-half of the payment is made at the completion of training and the remainder paid 90 days later at the successful retention of the trainee in the position.

Exception Note: In the event that the grant funding will expire prior to the completion of the 90 day retention period OJT Contractors may pay the retention payment prior to the end of the 90 day retention period, with the assurance from the employer that the trainee is in good standing and it is anticipated they will remain employed through the retention period with the expectation of continued employment at 30 or more hours per week. This exception requires the Worksystems' OJT Contractor Manager approval. Exception justification is to be documented in the participant and employer file and made available for monitoring.

- **Training Period Invoice:** Once all the *Skills to be Learned* listed in the *OJT Training Plan* have been scored at 3 (skilled), an invoice may be submitted for the training period. The standard for scoring a 3 is *Meets the Employer's standard for the Task*. Scoring should consider the employer's normal expectation for an employee in the same position at the same pay grade and with similar job tenure. Exceptions may be made on a case-by-case basis.

To invoice for the Training Period payment, the trainee must still be employed and expected to work at least 30 or more hours each week in the normal course of business after the training and retention periods. No material compliance issues may be outstanding.

The employer should complete all components of the training period invoice, using the calculation on the invoice to compute the appropriate billing amount. Documentation of the wages and training completion is required with the invoice.

- **Retention Period Invoice:** The remainder of the OJT reimbursement may be requested after 90 days have elapsed from training completion and the trainee has retained employment which is expected to provide 30 hours or more of paid work each week.

Exceptions may be granted on occasion. An example of a situation where an exception might be made is when a trainee voluntarily changes jobs to increase their pay rate or gain other significant benefits. If the trainee quits or is fired for cause (disqualifying them from receiving unemployment compensation) an exception may also be granted, particularly if the employer has a good retention track record and continues to hire through WorkSource.

Exceptions must be documented using the *OJT Training Exceptions Form* and require Worksystems' OJT Contractor Manager approval. Exception justification is to be documented in the participant and employer file and made available for monitoring.

Total OJT reimbursements for an individual trainee should not exceed the amount obligated as shown on the *OJT Training Plan*, including any subsequent modifications. Refer to the *OJT Development Manual* for further details and information (Section VII).

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Terminated Trainees

If a trainee is laid off or terminated during the training period, the employer is not eligible for any OJT payment.

If the trainee voluntarily leaves during the training period the employer will be reimbursed for up to 50% of the actual wages paid from the training start date to the date the trainee terminated (less sick, holiday or vacation time paid prior to separation). Payment is not split between training period and retention.

If the Trainee leaves on their own or is terminated for cause during the retention period, the employer should be reimbursed for all training costs (both the training payment and the retention payment). A meeting with the employer should try and determine:

- Did the trainee go to another employer at an equal or better salary as a result of the training received?
- Are there circumstances that need to be addressed in future referrals?
- Can a replacement re-fill the position with or without another OJT?

If the Trainee is laid off during the retention period, the employer does not qualify to receive the retention payment. Refer to the *OJT Development Manual* for further detail and information (Section VII.C).

Exceptions

From time-to-time a participant or work conditions may not fit the OJT model outlined in these standards. In these types of extenuating circumstance exceptions may be considered. Recognized exceptions include:

- The trainee is not expected to be fully skilled (all 3s on the Ending Capability score) at the end of the training period, but substantial training has occurred and the trainee is expected to be retained and trained further by the employer. The trainee should have gained a significant number of score points overall: 1 scores to 2s and some 2s to 3s, for example. An extension of the training period past the 26 weeks may be warranted, or the employer may deem the participant trained to a satisfactory level to maintain employment in the position.
- A trainee's individual circumstances should also be considered. For example, the OJT length or amount may be adjusted to reasonably accommodate a disability or other extenuating circumstance.

Exceptions must be documented using the *OJT Training Exceptions Form* and require Worksystems' OJT Contractor Manager approval. Exception justification is to be documented in the participant and employer file and made available for monitoring.

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Staffing Service OJTs

While OJTs are designed to be hire-first and provide training opportunities in jobs that are expected to last a minimum of one year, positions that originate through a staffing service can be valid entry points into long-term permanent/regular employment.

All Standard OJT rules defined within these *Regional Program Standards* and the information included in the *OJT Development Manual* apply to OJT Contracts written with the involvement of a Staffing Service agency except as noted within this Staffing Service OJTs section.

Structure

OJT Agreements for positions that originate with staffing services are signed by the staffing agency, employer and OJT Contractor representatives – a separate *OJT Agreement* form is provided for Staffing Service relationships. The OJT payment is made directly to the employer and is not paid to the staffing service.

Position Standards

OJT Contracts may be developed for positions that originate with a staffing service when:

- The employer where the trainee is placed by the staffing service agrees to provide training and enter into the *OJT Agreement*.
- The OJT position is expected to transition from temporary to regular employment with the company that is providing the training within 30 days of the end of the training period.

Employer Set-Up

When working with a staffing agency, the *Employer Checklist* is completed for the employer that will be training the participant. When the employer representative signs the form, they are attesting to the validity of the regulatory information. The *Employer Checklist* becomes a part of the *OJT Agreement* by reference.

- If the staffing service has entered into OJTs in the previous two years, the rate of trainees that transition into permanent/regular employment must be either 75% or there must be an acceptable corrective action plan in place. If a lower transition rate has occurred, a reasonable explanation or a corrective improvement must be documented. If fewer than five OJT's have transitioned in the last two years, the small sample size should also be considered.
- If the employer has entered into OJTs during the previous two years, the retention rate must either be at 75% or an acceptable corrective action plan must be in place. If a lower retention rate has occurred, a reasonable explanation or a corrective improvement must be documented. If fewer than five OJTs have completed in the previous two years, the small sample size should also be considered. This calculation is to take into consideration all OJTs written within our Local Area – if you have an employer that indicates they've used OJTs in the past, check in with the Worksystems OJT Contract Manager to determine regional experience (if any). Refer to the *OJT Development Manual* for further details and information.

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Agreement and Rules

The *OJT Training Agreement* that includes the staffing agency signature is completed after the *Employer Checklist* has been finalized and any issues that may have surfaced have been resolved. The *OJT Agreement* and OJT rules are to be reviewed and discussed with the employer and the involved staffing agency to assure they understand the intent of the *OJT Agreement* as well as the restrictions that apply. The employer, the staffing agency and the contractor sign the *OJT Agreement*.

Trainees not hired by Employer

If the Trainee completes all required training within the planned training period (including any plan modifications) but is not hired as a permanent/regular employee of the company within 30 days of the end of the training period, payment will not be made to either the employer or the staffing agency.

Monitoring

OJT Contractors are to monitor engagement of OJT employers.

Monitoring includes evaluation of performance to ensure that employers are complying with the terms of the *OJT Agreement*. This includes a determination of whether training is being provided in accordance with the plan, payment of wages is timely and at the specified rate and the maintenance of records and working conditions are in keeping with Federal requirements.

Effective monitoring requires the desk review of all correspondence from the employer, including OJT Reimbursement Invoices and the requisite documentation.

Additionally, visits to the OJT training site by OJT Contractor staff are required at least once during the training period. Observation of the workstation and interviews with both the trainee and the Supervisor (preferably separate interviews) should be used to determine whether benefits and working conditions remain unchanged, whether the trainee is being paid on time at the proper rate, and if the *OJT Training Plan* is being followed and on-track for completion. OJT Contractor Staff must use the *OJT Training Plan Review Form* to record their evaluation of OJT training service.

Any deviations from the *OJT Agreement* should be dealt with promptly, either with a corrective action plan or by suspension or termination of the *OJT Agreement* if serious violations have occurred. If problems are found that are deemed correctable, a second, follow-up visit must be made during the training period to ensure that the required changes or adjustments were made.

The *OJT Training Plan* is used to guide the trainee evaluation process. It should be referenced each time OJT Contractor staff make an on-site visit to ensure that all key training elements are being addressed. Visits to the employer should be documented in the employer file. The entry should identify when the visit was made, what was observed, who was interviewed, a summary of the content of the conversation and any items of concern that need to be addressed.

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Performance

Additional goals may be established in Contract Statements of Work or as required by individual funding sources.

Performance Measure Definition	Performance Measure Calculation
Number of Signed OJT Agreements The number of signed, unexpired <i>OJT Agreements</i> in place during the reporting period.	
Number of OJT Positions Advertised to Worksystems' Partners The number of OJT eligible position descriptions circulated to Worksystems partners.	
Number of OJT Participant Placements	Number of Work Based Training Services with a start date in the reporting period where Service Type is "OJT" and status is Started or Completed.
Percent of OJT Training Completers Of all participants placed in an OJT, the percent with a status of "Completed"	Denominator = All participants with an OJT service with an End Date in the reporting period Numerator = All participants with an OJT service status of Completed.
Percent of OJT Training Completers Retained Of all participants completing their OJT training period, the percent who are still employed 90-days after their placement end date.	Denominator = All participants with an OJT service status of Completed. Numerator = All participants with a retention confirmation 90 days after their OJT end date.

Data Points

Number of New Business Outreach/Contacts

The number of new business contact attempts made by the Contractor during the reporting period.

Number of Employer Events Attended

The number of events attended by the Contractor during the reporting period where networking with target industry employers was possible.

Number of Worksystems/WorkSource/APN Events Attended

The number of events attended by the Contractor during the reporting period where networking with key participant referral sources was possible.

Number of OJT Participants With Prior Engagement in Coaching Services (EOP, PCEF, ELW, WorkSource, NextGen)

The number of OJT participants who had an established relationship with a Career Coach prior to their OJT enrollment.

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Additional Performance and Data Requirements

I-Trac Data Entry

I-Trac data entry for OJT services is entered only in the fund being used to fund the OJT service. If the participant receiving OJT services is an established participant of another Service Provider, OJT Contractors may use the existing fund I-Trac record but will limit data entry to case notes and the following data elements:

Performance Element	I-Trac Data Entry Fields
Placed in OJT Placement	Services Tab Work Based Training Control OJT Service Start of OJT – Entry of all data fields Status = Started
Completed OJT Training Period	Services Tab Work Based Training Control Work Experience Service End of OJT training period= Update of Status field (required) and Planned Credential or Measurable Skill Gain field (if applicable) Payments Tab Training and Education Service Payment – When invoice is received from employer, enter payment information for first installment payment.
Completed OJT Retention Period	Payments Tab Training and Education Service Payment – When invoice is received from employer and retention is confirmed, enter payment information for second installment payment.

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File Documentation Requirements

Participant and business file documentation may be paper located in a physical file (to be kept in a secure [locked] file location); may be kept in a secure electronic file (secure means limited access/access requiring system permissions and is not in a folder accessible by all staff and with no security built in); or maintained in I-Trac. The following standard forms will be used and are provided as Word document forms by Worksystems.

Requirement	Detail	Location
OJT Employer Checklist	The OJT Employer Checklist is completed when a business expresses interest in OJT services. Information and questions are designed to trigger discussion around the employer's business and workforce needs or identify compliance items that are regulatory and may participation. The checklist must be completed prior to beginning OJT services. It must be updated when the business is sold or transferred, when any other major changes affecting training, hiring or job retention occur, or every two years, whichever provides for the most current version to be on file. Every employer must have a completed, current and signed checklist on file.	Business File
OJT Agreement and Rules	<i>OJT Agreements</i> are signed by employers and OJT Contractors. <i>OJT Agreements</i> must be signed by all parties before OJT services can begin. If the business intends to hire via a staffing agency, the staffing agency version of this form is required.	Business File
OJT Employer File Tracking and Checklist	The OJT Employer File Tracking and Checklist is designed to track employer engagement and employee retention over time. This document should be updated when a new OJT service begins, completes and any time a payment is issued to a business.	Business File
OJT Participant File Checklist	The OJT Participant file checklist lists all documentation necessary for a participant file, including multiple support documentation items. The file checklist should be updated when a participant begins or ends an OJT training service, as well as any time a payment is issued to a business for wages earned by the participant.	Participant File
OJT Justification Form	The OJT Justification form is completed by the OJT specialist and documents all reasons the participant	Participant File

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	was deemed eligible for an OJT service. When possible, OJT specialists should collect documentation (resumes, emails, assessment test, etc.) which support the statements on the Justification form. The OJT Justification form must be complete prior to the start of the OJT service.	
OJT Training Plan	The <i>OJT Training Plan</i> is the document which obligates training funds for a trainee and outlines the planned training activities to be accomplished during the training period. The <i>OJT Training Plan</i> must be completed and signed prior to start of the OJT service. <i>OJT Training Plans</i> are unique to individual participants and should not be duplicated. Any skills to be learn listed on the training plan should be applicable to the associated job description supplied by the business, be skills that would not be part of the normal onboarding or training process for all employees and be assessable/measurable. The <i>OJT Training Plan</i> must be updated when the participant completes their training period. If participant is employed through a staffing agency, the staffing agency version of this form is required.	Business File and Participant File
OJT Training Plan Addendum (if applicable)	The <i>OJT Training Plan Addendum</i> may be used when more than 6 skills are identified for a participant's <i>OJT Training Plan</i>.	Business File and Participant File
OJT Training Exception Request (if applicable)	The <i>OJT Training Exception Request</i> is used to request permission to write a <i>OJT Training Plan</i> or payment amount not allowed by the <i>OJT Regional Program Standards</i>. The Exception request is submitted by the OJT specialist to Worksystems for approval.	Business File and Participant File
OJT Supplemental Training Plan (if applicable)	The <i>OJT Supplemental Training Plan</i> is written and agreed to by the business, participant and OJT specialists. It identifies trainings external to the business which may assist the participant in their skill attainment and job retention. Supplemental training may be paid for in whole or in part by the employer, the contractor or by the	Business File and Participant File

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	trainee. WorkSource training funds may be used for supplemental training required as a part of the <i>OJT Training Plan</i> , as allowed by the rules of the funding source.	
OJT Training Plan Review Form	The <i>OJT Training Plan Review</i> document is used to evaluate the <i>OJT Training Plan</i> progress. The OJT Specialist completes the form by conducting an onsite visit to the employer and meeting with the trainer/supervisor and Trainee.	Business File and Participant File
OJT Training Plan Modification (if applicable)	The <i>OJT Training Plan Modification</i> document is used to indicate a change to agreed upon training periods, fund obligations, <i>OJT Training Plan</i> amendments.	Business File and Participant File
OJT Invoice – Training Period	OJT Invoice – Training Period is submitted when the trainee has completed their training period and has meets the employer’s standard for all skills listed in the training plan. In order to submit and accept an invoice, the trainee must be employed and expected to work at least 30 or more hours each week in the normal course of business after the training and retention periods. Documentation of wages earned during the training period must accompany the invoice. Exceptions may be granted when a trainee voluntarily changes jobs to increase their pay rate or gain other significant benefits, quits or is fired for cause (disqualifying them from receiving unemployment compensation. If participant is employed through a staffing agency, the staffing agency version of this form is required.	Business File and Participant File
OJT Invoice – Retention Period	OJT Invoice – Retention Period is submitted 90 days after training completion and the trainee has retained employment which is expected to provide 30 hours or more of paid work each week. In order to submit and accept an invoice, the trainee must be employed and expected to work at least 30 or more hours each week in the normal course of business after the retention period. Exceptions may be granted when a	Business File and Participant File

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	trainee voluntarily changes jobs to increase their pay rate or gain other significant benefits, quits or is fired for cause (disqualifying them from receiving unemployment compensation. If participant is employed through a staffing agency, the staffing agency version of this form is required.	
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In addition to required forms, Contractors are required to maintain copies of support documentation including:

Requirement	Detail	Location
Job Description	A copy of the job description for the OJT position.	Participant File
O*Net Summary Report	The O*Net Summary should match the job title and job code of the OLMIS Occupational Summary and job description supplied by the business.	Participant File
Wage Documentation	When submitting an OJT Invoice – Training Period, wage documentation must be submitted by the business. This can be timesheets, payroll records, paycheck stubs or other documentation that clearly shows the wages earned during the specified training period.	Business File and Participant File

Quality Job Standards

Worksystems is committed to advancing access to quality jobs for all participants served by the public workforce system to access careers with living wages, benefits and other job quality characteristics. In partnership with regional workforce boards in SW Washington and Clackamas County, Worksystems launched an initiative to develop and implement a community-based definition of a Quality Job that includes: 1) living wages; 2) worker engagement; 3) predictable hours; 4) comprehensive benefits; 5) accessible hiring and onboarding practices; and 6) training and advancement opportunities.

Using labor market data, Worksystems identified high-growth sectors and targeted occupations that align with our Quality Job definition in (1) advanced manufacturing; (2) clean energy; (3) construction; (4) early childhood education; and (5) healthcare and social assistance. These targeted occupations offer competitive starting wages, employer-sponsored benefits, and opportunities for advancement. Many targeted occupations do not require a degree, and value skills gained through training programs, On-the-Job Training, Registered Apprenticeships, military service and other lived experiences.

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Career Coaching services are designed to assist participants in accessing quality job pathways to employment by educating them about Worksystems targeted sectors and targeted occupations. Ongoing guidance and training regarding Career Coaching with an emphasis on job quality and targeted occupations will be provided by Worksystems.

Contracted services focused on quality jobs include, (but aren't limited to):

- Help job seekers understand what makes a quality job—beyond just wages— and how to job search using the quality jobs framework.
- Help participants evaluate employment opportunities in Worksystems' targeted sectors and develop individualized plans that align with their unique career and education goals and circumstances.
- Help participants recognize when a job only meets some - or none - of the quality job characteristics, while explaining when a role is a useful first step toward a quality job.
- Identify and/or develop training and work experience opportunities that help participants develop essential skills as indicated by industry partners, including adaptability, communication, collaboration, analysis/solution mindset and self-awareness.

The Quality Jobs Framework is a tool to support personalized career planning. Career Coaches should use it to guide conversations about job quality and career goals. Not all job opportunities will meet every standard, but they may represent critical steps toward a quality career. Coaches play a key role in helping participants recognize quality jobs, set long-term goals, and continue progressing on their employment journey.

Quality Jobs Framework

Worksystems, in partnership with workforce boards in SW Washington and Clackamas County, launched an initiative to define what makes a *Quality Job* based on community input. The resulting framework highlights the following key standards:

- **Living Wages**
Jobs that pay enough to meet basic needs, considering location and family size. Wages alone do not indicate Quality Jobs; other standards must be considered alongside.
- **Worker Engagement**
Jobs that include worker voice through internal channels or union representation.
- **Predictable Hours**
Jobs offering clear, reliable scheduling—whether part-time, full-time, flexible, seasonal, or with overtime options.
- **Comprehensive Benefits**
Jobs with employer-supported benefits like healthcare, paid leave, and retirement plans, ideally with employer cost-sharing.
- **Accessible Hiring and Onboarding**
Jobs that value diverse experiences, including military service, caregiving, apprenticeships, and on-the-job training.
- **Training and Advancement**
Jobs with clear career pathways and/or access to structured learning such as apprenticeships.

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Other Quality Job Indicators

- Labor Representation - Unionized jobs typically offer higher wages, better benefits, and stronger worker voice.
- [B Corp Certification](#) - Third-party verified companies meet high standards for worker well-being, transparency, and accountability.
- [Benefit Corporation](#) - Legally commit to purpose, accountability, and transparency—often a step toward B Corp certification.
- [Employee Stock Option Program \(ESOPS\)](#) - Employee-owned participants have larger retirement account balances than comparable workers nationwide and have better job security.
- [Partners in Diversity](#) - Employers aligned with this network show a commitment to equitable hiring.
- [Apprenticeships](#) – Employers who participate in Registered Apprenticeships Provide structured, paid training and career progression for job seekers.