



On-the-Job Training creates opportunity for businesses to onboard new hires effectively, ensuring mastery of job-specific skills and abilities.



MISSION

Transforming lives by assisting individuals with disabilities to fully participate in their communities through meaningful employment.

VISION

Dedicated professionals leading the field of vocational rehabilitation, delivering exceptional experiences to every customer, every time.

VALUES

- **Transparency** through clear, honest communication with customers, staff, and partners
- Acting with **Integrity**, upholding the ethics and values of our profession
- Promoting a culture of **Empowerment** for customers and staff
- Advancing rehabilitation practices through **Innovation**
- **Collaboration** with customers, staff, and partners that produces results
- Commitment to **Diversity, Equity**, and **Inclusion** in all its forms to achieve excellence

Visit

dshs.wa.gov/dvr/business-services-team-bst

to contact a Business Specialist in your area who can answer your specific questions and meet your needs, or call Toll Free at 888-468-9763 for more information.

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State and Federal funds are used to deliver DVR services. The VR program receives approximately 78 percent in Federal funds and 22 percent in State funds. For detailed information on the dollar amount of Federal funds for the program, please visit <https://rsa.ed.gov/fiscal/grant-awards>

Invest in Your Workforce

On-the-Job Training



Division of Vocational Rehabilitation



Transforming lives

What is On-the-Job Training?

On-the-Job Training (OJT) is a direct job-placement service provided at the work site to meet customer and business needs.



It's Easy to Expand Your Workforce with On-the-Job Training

Here's how it works:

1. Business hires a DVR customer qualified for the job into a permanent position;
2. The OJT Agreement form that outlines the terms and purpose of the OJT is completed and signed by the customer, business, and VR counselor.
3. During the course of the OJT, the DVR customer is an employee of the business with all the rights and privileges of an employee on probationary status.
4. Business provides the new employee with the same on-the-job orientation and training available to all other new employees.
5. For training costs incurred over and above what the business would normally incur to train a new employee, a training fee is agreed upon between the business and DVR and paid to the business.
6. Upon completion of the OJT time frame, the business will retain the employee if the employee has met probationary requirements.
7. If additional training or supports are needed for the employee, DVR may be contacted to help the employee retain their job.

A benefit of OJT is no-cost DVR consultation and technical assistance on disability-related issues, including reasonable accommodations that are requested and necessary.

Benefits of On-the-Job Training to Your Business

- Pre-screened, qualified applicants;
- No-cost recruiting;
- Opportunity to train a new employee on the job at a negotiated "reduced cost" to your business;
- Work Opportunity Tax Credit available for hiring an individual with a disability;
- A diversified workforce; and
- Support services from DVR to ensure successful job retention of your new hire.

