

Dr. Mardy Leathers, DMgt, Director

Office of Workforce Development

Dear Employer:

The individual supplying you with this letter is certified as eligible for the State of Missouri's **On-the-Job-Training (OJT) program**. This is one of the benefits available to trade-affected workers through the federal Trade Adjustment Assistance (TAA) program.

Employers who participate in the OJT program use their own training system to teach the new hired employee the knowledge and skills necessary for successful, permanent employment within their company.

As an OJT employer:

- You make the hiring decision
- You determine the job performance standards
- You determine which skills the employee needs to develop
- You receive a reimbursement of up to 50% of the trainee's wages during the training period
- You receive prompt reimbursement payments

This is an incentive program for employers to hire trade-affected workers over other applicants. **Please note that OJT must be pre-approved and cannot be funded after the employee begins employment.** To learn more about the OJT program and the benefits to your company, please contact a Missouri Job Center Trade Act Representative or a Trade Navigator before you hire. To locate a Missouri Job Center, please visit <https://jobs.mo.gov/> or send an email to [DWDTradeActHelp@dhewd.mo.gov](mailto:DWDTradeActHelp@dhewd.mo.gov).

Thank you for considering this individual as a future employee!

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