

Northwest Workforce Service Area Letter 107

Subject: On-the-Job Training Policy and Procedure

Issuance Date: 1 January 2004, Revised 17 March 2011

Effective Date: 1 January 2004

Action: To establish an official policy and procedure for operating the On-the-Job Training component under the Workforce Investment Act (WIA) programs within the Northwest Workforce Service Area.

Who: Workforce Investment Board Members, Local Elected Official Board Members, and Program Providers.

Background: On-the-Job Training (OJT) means training by an employer in the private or public sector given to a participant who, after objective assessment and in accordance with the Individual Service Strategy (ISS), has been referred to and hired by an employer. There must be a contracted agreement with the employer to provide occupational training prior to the start of the On-the-Job Training. The reimbursement to the employer is for the extraordinary costs of training incurred by the employer in preparing the employee for successful entry level employment. It is expected that the employee will be retained by the employer on a full-time basis after the reimbursement ends and that the employee will continue to perform and receive benefits similar to other employees functioning in that capacity.

On-the-Job Training is an employment opportunity in which a participant is placed in a position and is given skill training by an employer meeting On-the-Job Training contractor eligibility. The objective of On-the-Job Training is to provide the participant with:

1. Structured skill training that improves the participant's skill level through closer than normal supervision.
2. Work experience that enables the participant to progress to entry level performance that would be competitive in the job market.
3. The opportunity for continued employment because the employer has stated the intention to retain the participant on a permanent basis upon successful completion of the training agreement.

A. General Provisions:

The following policy provisions are general in nature and they apply to all On-the-Job Training agreements within the Northwest Workforce Service Area:

1. All participants enrolled in On-the-Job Training must be eligible under the regulations governing the program utilized to fund the training costs.
2. The need for On-the-Job Training participation must be documented in the participant's Individual Service Strategy. A Northwest Private Industry Council OJT Justification Form must be completed for each participant seeking On-the-Job Training. (Attachment A). All determinations of On-the-Job Training should be referenced in the Workforce One case notes.
3. On-the-Job Training participants must be informed of the purpose of On-the-Job Training and must be informed that their training is reimbursed through an On-the-Job Training contract with their employer. Participants should receive copies of the On-the-Job Training contract, the On-the-Job Training schedule, the employer job description and any other information pertinent to the participant's training.
4. The minimum hourly wage for On-the-Job Training participants must equal or exceed the prevailing State and/or Federal minimum wage whichever is higher. The trainee is to receive wages and fringe benefits equal to those of regular employees who are similarly employed.
5. A union representative must be consulted about the design of the On-the-Job Training agreement if the On-the-Job Training position is covered by a collective bargaining agreement. The union representative is to sign off on the On-the-Job Training agreement.
6. The trainee's employment will not cause other employees to lose their jobs, a reduction in their non-overtime hours or prevent persons on lay-off from returning to work. Trainees may not remain on the job when persons similarly employed by the same employer are on strike or on lay-off.
7. Nepotism clauses must be followed and the employer may not place members of their immediate family under On-the-Job Training. Immediate family is defined as wife, husband, child, mother, father, brother, sister, and persons similarly related as a result of marriage, such as son-in-law, mother-in-law, step-parent or step child, and aunt, uncle, niece or nephew.

B. Occupational Eligibility:

1. On-the-Job Training jobs are expected to be those that have good earning potential and some prospects for career advancements. Priority should be given to Occupations in Demand listed in the annual MnCareers Supplement for the Northwest Workforce Service Area. Dead-end jobs and those jobs requiring only minimal training are not intended to be used for On-the-Job Training.
2. Jobs such as nursing that have licensing requirements or long periods of training associated with them are not appropriate for On-the-Job Training.
3. On-the-Job Training is not intended to train employees for upgrading into more responsible positions with a business. This training and its associated costs are expected to be borne by the employer.
4. On-the-Job Training is not intended to prepare laid-off workers for re-employment in the same occupation. Training of former employees and planning to enter former occupations should be considered only after periods of significant separation that clearly indicates that they are no longer clearly associated with the former employer or the occupation. The training provided in those instances should cover only those job functions that are significantly different and require new skills.
5. All On-the-Job Training positions should meet the requirement for full-time employment. Full-time employment is defined as employment of at least 32 hours per week. On-the-Job Training positions may be less than full-time if the hourly wage rate times the number of hours worked is greater than the minimum wage rate times 40 hours per week.
6. All On-the-Job Training positions should be full-time in nature and delivered either concurrently or sequentially as documented in the Individual Service Strategy.
7. The following are examples of occupations for which On-the-Job Training will not be approved:
 - a. Occupations that are paid on the basis of a commission.
 - b. Occupations that are paid on the basis of a piece-rate production.
 - c. No participant will be employed by a Sectarian Institution for work involving the construction, operation, or maintenance of any part of any facility used for sectarian instruction or as a place for religious workshop, nor for any work which will release any other person for the performance

of such sectarian duties.

C. Employer Eligibility and Responsibility:

Most employers are eligible for On-the-Job Training assistance under all of the Programs currently being operated within the Northwest Workforce Service Area. This eligibility does create some inherent responsibilities for the employer who elects to participate in On-the-Job Training and employers must be made aware of the following situations when on-the-job participation is discussed with them:

1. Any private-for-profit company, private non-profit company or any public agency is eligible to participant as an employer under On-the-Job Training.
2. Any firm or agency in violation of local, State, or Federal labor laws is NOT eligible for On-the-Job Training assistance.
3. Any firm or agency experiencing abnormal labor conditions such as a strike or a lockout is NOT eligible for On-the-Job Training assistance.
4. The employer utilizing On-the-Job Training must comply with all applicable health and safety standards and labor laws pertinent to employment including EEO, ADA, Affirmative Action, Data Practices, Minimum Wage Laws, the Right to Know Act, WIA Title I law and al applicable State of Minnesota policies and procedures covering On-the-Job Training.
5. Employers must demonstrate that they are capable of providing the proper quality and quantity of instruction under On-the-Job Training as determined by the Program Case Manager.
6. The employer must assure that each On-the-Job Training participant will be provided working conditions and fringe benefits to the same extent as other non On-the-Job Training employees similarly employed.
7. Only those participants who have been assessed and for whom on-the-job training has been documented as an appropriate activity in the participant's Individual Service Strategy shall be referred to an employer for participation in an on-the-job training agreement. An individual referred by an employer may be enrolled into on-the-job training with that employer only upon completion of an objective assessment and an Individual Service Strategy in which on-the-job training with that employer has been determined to be an appropriate activity and the employer has not already hired the individual.
8. Training of former employees and those planning to enter former occupations should only be a consideration after periods of significant

separation that clearly indicates that they are no longer associated with the former employer of the occupation. The training provided in those instances should cover only those job functions that are significantly different and require the learning of new skills.

9. On-the-Job Training contracts are not to be executed with employers who have had previous On-the-Job Training Contracts and have exhibited a pattern of failing to provide On-the-Job Training participants continued long-term employment.
10. On-the-Job Training will not be offered to employers to entice relocation from one area to another.

D. Contract Development:

The following is intended to define the responsibilities associated with developing an on-the-job training agreement and to provide a step by step outline to assist in the development of such an agreement. (Attachment B - On-the-Job Training Agreement).

1. Discuss fully the purpose of on-the-job training with the employer so that the employer understands that on-the-job training is not a wage subsidy to the employer or a payment for providing employment to the participant, but is simply reimbursement for the extraordinary costs associated with training a new employee.
2. Completely review all the terms, conditions and contents of the on-the-job training agreement with the employer and make sure the responsibilities of the Workforce Service Area are clearly understood by both parties.
3. Review the Pre-Award Checklist of the on-the-job training contract with the employer and document the responses. All questions must be answered YES to constitute an acceptable contract. A **NO** response to any of the items indicates a violation of State or Federal law and/or a violation of the intent of on-the-job training and contract negotiations should immediately cease.
4. Inform the employer that the contract will be monitored during the life of the agreement to insure full compliance with all terms and conditions of the on-the-job training contract.
5. Develop a training outline with the employer which accurately reflects the actual training the employer will be responsible to provide the trainee during the life of the on-the-job training agreement. (Attachment D - On-the-Job Training Outline)
The training outline must include at least the following contents:

- a. Activities must be described clearly to show that the employer is obligated to conduct training.
 - b. Skills to be learned should be separately listed with training times estimated for each.
 - c. Training times must be reasonable. It's alright to use the common sense approach.
 - d. Training times must be geared to both the complexity of the job and the abilities of the trainee.
 - e. The training outline must identify the individual or the job title of the person(s) responsible for the training.
 - f. Training must be able to be monitored. Trainee, supervisor and/or trainer should all be knowledgeable about its contents.
6. Review the conditions of training with the union representative if the on-the-job training position is covered by a collective bargaining agreement. This should ensure that the union is aware of the conditions of training and that the on-the-job training position does not displace employees similarly employed, or prevent those on layoff from being recalled. If the union representative refuses to sign the contract, determine the reason for refusal and turn the matter over to your supervisor. An on-the-job training contract may be approved without union concurrence if the disagreement is contrary to the spirit and intent of on-the-job training.
 7. Meet with the participant to insure that the participant fully understands the purpose of the on-the-job training component and the obligations that the employer, the employee and the case manager have to each other under the on-the-job training agreement. All on-the-job training agreements must be justified in the participant file and must be fully consistent with the participant's Individual Service Strategy.
 8. The On-the-Job contract must be negotiated and signed by both the employer and the program provider prior to the time the client begins training. Both the employer and the trainee are to receive copies of the On-the-Job Training Contract.

The completed contract is to be submitted to the Northwest Private Industry Council along with the appropriate MIS forms as soon as possible upon completion of the on-the-job training contract.

E. Contract Length:

An On-the-Job Training contract for a participant must be limited to a period not to exceed the period generally required for the acquiring of skills and knowledge for the position within a particular occupation.

ALLOWABLE TRAINING DURATION TABLE		
DOT Code Skill Level	Training Weeks	Total Maximum Hours
10	26	1040
11	24	960
12	22	880
13	19	760
14	17	680
15	16	640
16	15	600
17	14	560
18	13	520
19	12	480
20	10	400
21	9	360
22	6	240
23	4	160

Maximum training time is determined by utilizing the DOT Code Allowable Training Duration Table shown above in the following manner. Add the middle three digits of the nine digit DOT code. This sum is the DOT skill level code. The skill level code can be located on the Allowable Training Duration Table to determine the maximum hours of training.

Disabilities, skill level, prior education and work experience are all necessary factors in determining the length of any on-the-job training contract. The following table takes these factors into account and combines with the Allowable Training Duration Table to determine maximum on-the-job training contract length. Locate the box in the chart below that most accurately reflects the combination of related work experience and related education. The percentage shown here should be multiplied times the maximum number of hours from the Allowable Training Duration Table. This will give you the maximum number of hours to be utilized in the training of this individual.

RELATED WORK EXPERIENCE	EDUCATION					
	0	1 Year	2 Years	3 years	4 Years	5 Years
0 - ½ Years	100%	90%	80%	70%	60%	50%
½ - 2 Years	90%	80%	70%	60%	50%	40%
2 Years	80%	70%	60%	50%	40%	30%
3 Years	70%	60%	50%	40%	30%	20%
4 Years	60%	50%	40%	30%	20%	10%
5 Years	50%	40%	30%	20%	10%	0%

This process will be utilized in the determining the maximum length of on-the-job training contracts. Contracts may be negotiated for less hours. In the majority of situations, contracts should be negotiated for less than the maximum length. Staff needs also to be aware of program objectives such as average costs per client.

F. Modifications:

On-the-job training contracts may be modified to reflect changes in the conditions originally contracted to. These changes may include such things as an employee salary increase, lost time due to employee health issues, lost time due to a company wide shutdown, and a change in job duties. See Attachment C for the NWPIC OJT Modification Form.

G. Reimbursement:

Payment is intended to reimburse employers for the extraordinary costs of training and is not intended to be a subsidy or to provide money for economic development. Since an on-the-job training contract is a cost reimbursement contract, an employer must place the trainee on the company payroll and request reimbursement for training costs only after they occur. Although covering extraordinary costs of training, payment is calculated on a percent of the wages paid, not to exceed 50% of the contracted salary, for the negotiated number of hours in the on-the-job training contract. The following factors need to be taken into consideration when invoicing for employer reimbursement.

1. Commissions and fringe benefits are not considered in computing employer reimbursement.
2. OJT trainees will be paid on the basis of a standard work week which for reimbursement purposes may not exceed 40 hours per week.

3. All legal holidays which fall within the contract period and for which the employer pays all employees shall not be considered days in which training occurred.
4. All days on which an employee is on either, annual or sick leave, jury duty, etc., where the trainee is in fact not being provided actual training, may not be counted as days in pay status for reimbursement purposes.
5. Reimbursement for On-the-Job training costs is to be completed on a monthly basis. Invoicing may be done through the mail or at the worksite when coordinated with staff monitoring activities.
6. Copies of the employer payroll records used to document hours worked must be signed by both the employer representative and the client. Copies must be attached to the On-the-Job Training Invoice before payment will be authorized by the Northwest Private Industry Council.
7. The Northwest Private Industry Council On-the-Job Training Invoice must be used to obtain employer reimbursement. (Attachment E).

H. Monitoring:

Monitoring of on-the-job participants will take place, at a minimum, of once every thirty days. This contact may be by phone, by e-mail or by an actual worksite visit and the results of the contact must be fully documented in the client record. Monitoring of the employer and the on- the-job training worksite must be conducted at least once during the life of the on-the-job training contract and file documentation, at a minimum, must show:

1. A record of employee job performance.
2. Record of actual training provided based on the occupation for which the employee was hired and documentation that the work activities performed on the job are those described in the On-the-Job Training description and training outline.
3. The accuracy of the employer's records, such as payroll, time and attendance records and verification that the contractual wage is related to the employer wage scale.
4. Compliance with all WIA rules and regulations.

I. Credentialing:

Because the completion of On-the-Job training is no longer considered a credential, the NWPIC requires that all On-the-Job training be combined with the award of a certificate as defined by TEGL 17-05. Participants who will not earn a certificate through a qualifying activity such as classroom training (academic or occupational), or obtain other industry recognized credential as part of the OJT, will be required to obtain a general certificate through completion of a 10-hour OSHA Safety Training Course. This training can be accessed through the following website: <http://campus.oshainstitute.com>.

1. OSHA Safety Training Vouchers are purchased and tracked by the NWPIC Administrative Staff.
2. Program Staff obtain an OSHA Training Course Voucher for a participant by submitting the Request for OSHA Training Form (Attachment F) to the NWPIC.
3. Participants are required to complete the OSHA Training Course by the end of their OJT.

Attachments

- A. Northwest Private Industry Council On-the-Job Training Justification Form
- B. Northwest Private Industry Council On-the-Job Training Contract
- C. Northwest Private Industry Council On-the-Job Training Modification Form
- D. On-the-Job Training Outline
- E. Northwest Private Industry Council On-the-Job Training Invoice
- F. Request for OSHA Training Form

Contact:

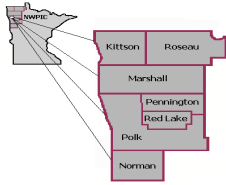
Amanda Grzadzielewski
NWPIC Executive Director
220 Pennington Avenue South, Suite B
Thief River Falls, MN 56701
Phone/TTY: (218) 683-5460
Fax: (218) 683-5461
E-Mail: agrzadzielewski@nwpic.net

ATTACHMENT A

NWPIC

ON-THE-JOB TRAINING

JUSTIFICATION FORM



NORTHWEST PRIVATE INDUSTRY COUNCIL

OJT JUSTIFICATION FORM

Client Name:

Training Occupation:

List specific barriers to employment that prevent the client from obtaining and retaining employment:

Formula used to determine the length of training:

1. DOT Code
2. Maximum Weeks Allowed (+)
3. Related Education (-)
4. Related Work Experience (-)
5. Special Considerations (+) (Document)
6. Actual Weeks Negotiated

Describe why, in your judgment, the training to be provided is not a duplication of skills already acquired, reasons for placing the client in this training and why this training is the best available option at this time for the client in the local labor market.

I hereby certify the justification for training is true and correct, and that the client's past work history, academic skills, employment barriers and other factors necessary to obtain and secure employment have been fully considered in making the decision to enroll this client into on-the-job training.

Case Manager Signature

Date

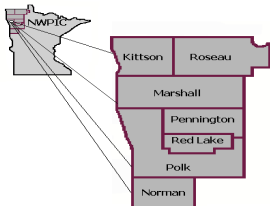
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ATTACHMENT B

NWPIC

ON-THE-JOB TRAINING

CONTRACT



NWPIC ON-THE-THE TRAINING CONTRACT

Employer: _____ Address: _____
 Phone: _____ Supervisor: _____

I. PRE AWARD CHECKLIST - THE EMPLOYER AGREES WITH THE FOLLOWING:

		YES	NO
1.	To hire and train the Trainee as specified herein.		
2.	To provide Trainee with wages and fringe benefits as received by Employer's comparable employees.		
3.	To provide Trainee Workers Compensation and Reemployment Compensation coverage.		
4.	To comply with the applicable health and safety standards and labor laws pertinent of employment including EEO, ADA, Affirmative Action, Data Practices Act, Minimum Wage Law and Right to Know Act.		
5.	To withhold and deposit all taxes applicable to Trainee's wages.		
6.	To keep accurate records of Trainee's attendance and wages.		
7.	That Trainee is not currently employed by Employer.		
8.	That Trainee was not previously employed by Employer to do the same job.		
9.	That Trainee's employment will not cause other employees to lose their jobs, a reduction their non-overtime hours or prevent persons on lay-off from returning from work.		
10.	That Employer's business, or any part thereof, was not relocated during the past year.		
11.	That the Trainee is not an immediate family member of any person serving in an administrative capacity for Employer. Immediate family includes wife, husband, child, mother, father, brother, sister and persons similarly related as the result of marriage, such as son-in-law, mother-in-law, etc., step-parent or step-child and aunt, uncle, niece or nephew.		
12.	The employer agrees to adhere to the WIA Title I law, regulation, an all applicable State of Minnesota policies and procedures and amendments thereof during the term of this agreement.		
13.	That Employer will abide by the CHECKLIST, TRAINING DATA, TRAINING SCHEDULE AND PROVISIONS of this contract.		

II. TRAINING DATA:

1. Trainee _____	2. Program _____
3. Job Title _____	4. DOT _____
5. Contract Start Date _____	6. Contract End Date _____
7. Starting Wage \$ _____	8. Reimbursement Rate <u>50%</u>
9. Training Hours _____	10. Wage-based Reimbursement \$ _____
11. Ancillary Expenses \$ _____	12. Contract Maximum \$ _____

CONTRACT APPROVAL

Participant Signature: _____ Date: _____
 Staff Signature _____ Date: _____
 Employer Representative Signature: _____ Date: _____

Is Trainee's job represented by a Union? Yes: _____ No: _____

If YES, Agent concurs _____ does not concur _____ has no opinion _____ relative to this training.

Union Agent Signature: _____ Date: _____

III. PROVISIONS

1. The purpose of this agreement is to hire and train the Trainee for long term employment by the Employer.
2. The Agency agrees to reimburse the Employer for training costs associated with the purpose as specified herein.
3. Training must be consistent with the Trainee's Job Title and as specified in the Training Schedule and must occur within the start and end dates of the contract to qualify for reimbursement.
4. Assuming contractual compliance, the Agency will reimburse the Employer for training costs incurred at a rate derived by multiplying the Trainee's non-overtime Starting Wage by the Reimbursement Rate specified herein for each completed hour of training, plus pre-approved ancillary expenditures, if any. Time off from work, whether paid or unpaid, does not count as training.
5. The Agency reserves the right to withhold all or part of the reimbursement to the Employer for cause such as, but not limited to, falsification of information, failure to perform training as specified, failure to provide wages and benefits as stated and other causes of noncompliance as determined by Agency. The Agency may limit future contracting with employer for cause as determined by Agency.
6. The Agency reserves the right to terminate this agreement if contractual conditions are not met. This agreement may be modified in writing by consent of both parties. It may be terminated within 15 days written notice if funds for this purpose are withheld from the Agency, or by the employer for cause.
7. The Employer, not the Agency, shall be the Trainee's employer of record during the training period and shall comply with all laws, rules and regulations applicable to an employer - employee relationship.
8. If the Employer is a sectarian institution, the Trainee may not be involved in the operation, maintenance or repair of facilities used for religious instruction or worship.
9. The Employer shall not assign or transfer any rights or obligations under this contract without the prior written consent of the Agency.
10. The Employer shall hold the Agency harmless from liability, including cost of litigation, or all suits or damages in conjunction with this contract resulting in any part from action or omission by any employee, agent or representative of the Employer.
11. The Agency will not reimburse the Employer for any training costs which occur when the Job Title or duties performed by the Trainee are affected by legal labor dispute. Trainee may not perform anti-union activities.
12. The Employer shall retain attendance and payroll records related to this contract for a period of not less than six years or if disputed, by audit, until the audit is resolved.
13. The Employer agrees to grant Agency access to Trainee records, and to conduct reasonable follow-up with the Trainee during training.
14. The Employer certifies the accuracy of the information contained herein.
15. Conditions not specifically expressed herein shall be interpreted at the discretion of the Agency.

IV. ATTACHMENTS

1. OJT Training Schedule
2. Employer Job Description
3. DOT Job Description
4. Other

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ATTACHMENT C

NWPIC

ON-THE-JOB TRAINING

MODIFICATION FORM

**NORTHWEST PRIVATE INDUSTRY COUNCIL
WORK EXPERIENCE/ON-THE-JOB TRAINING
SUBGRANT MODIFICATION**

Employer Name	Participant
Employer Street Address or Box Number	Participant Social Security Number
Employer City, State and Zip Code	Program Funding Source
Employer Contact Person	Case Manager
Employer Telephone	Effective Date of Modification

Except as hereby modified, all terms and conditions of said sub-grant as heretofore modified remain unchanged and in full effect. The sub-grant is modified as follows:

New Ending Date	
New Total Number of Hours	
New Rate of Reimbursement	
New Total Education Costs	
New Total Dollar Amount	

Changes herein have the following effect of funds in this sub-grant:

No Change _____ Increased By \$ _____ Decreased By \$ _____

Participant Signature: _____ Date: _____

Staff Signature: _____ Date: _____

Employer Representative Signature: _____ Date: _____

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ATTACHMENT D

NWPIC

ON-THE-JOB TRAINING

OUTLINE

NORTHWEST PRIVATE INDUSTRY COUNCIL

On-the-Job Training Outline

Very often On-the-Job Training contracts simply contain the job description taken verbatim from the Dictionary of Occupational Titles or from the employer's job description. Sometimes it is broken down by job components with a projected training time identified for each component. The training outline must convey the message that training is being conducted and that actual skills are being taught and that the client is learning new skills.

OJT contracts should be designed for individuals to move into entry level jobs providing them with the skills and knowledge to advance into more complex jobs. The following items must be taken into consideration when completing the training outline:

1. Activities must be described clearly to show that the employer is obligated to conduct training.
2. Skills to be learned should be separately listed with training time estimated for each.
3. The training time must be reasonable. Use the common sense approach.
4. The training times must be geared to both the complexity of the job and the abilities of the trainee.
5. The training outline must identify the name of the individual or the job title of the person or persons responsible for the delivery of training at the worksite.
6. The training outline must be able to be monitored. The trainee, the worksite supervisor and/or the trainer should all be knowledgeable about the contents of the training outline.

Automotive Technician: 620.281-038 *Front End Mechanic (automobile service) alignment mechanic; axle-and-frame mechanic; chassis mechanic; wheel alignment mechanic.*

Job Description: *Aligns wheels, axles, frames, torsion bars, and steering mechanism of automotive vehicles, such as automobiles, buses, and trucks: Drives automotive vehicle onto wheel alignment testing machine. Straightens axle and steering rods and adjust shims, tie rods, and joining pins to align wheels, or installs new parts, using hand-tools. Places wheel on balancing machine to determine where counterweights must be*

added to balance wheel. Hammers counterweights onto rim of wheel. Installs shock absorbers. Strengthens frame, using hydraulic jack, chassis aligner, and acetylene torch.

Training Outline:

1. Learn to operate wheel alignment machines. Develop skills required to measure, caster, camber, toe-in, toe-out, king pin inclination at requisite levels of precision for various types of systems used on contemporary passenger cars, i.e., double wish bone coil suspension systems, McPherson strut system, torsion bar system, etc.

Trainer: Assigned lead worker (Specify by name)

Hours: 160

Performance Measurement: Demonstration of skills required to operate equipment and tools used to align front-end components according to specifications.

2. Instruction in the disassembly and assembly of component parts of various front end systems noted in item #1. Learn to remove and replace springs, shocks, ball joints, king pins, struts, steering rods, tie rods, steering arms, idler arms, etc. Become thoroughly familiar in the operation of power tools and hydraulic equipment used in the above operations.

Trainer: Assigned lead worker (Specify by name)

Hours: 200

Performance Measurement: Demonstration of ability to remove and replace springs, shocks, ball joints, king pins, struts, etc. using power tools and hydraulic equipment.

3. Learn to operate with required skill, equipment used to remove and replace tires from wheels. Learn to operate various items of equipment to balance wheels on and off vehicles, static and dynamically, using computerized balancing equipment.

Trainer: Assigned lead worker (Specify by name)

Hours: 80

Performance Measurement: Demonstration of skills required to operate tire changing and wheeling balancing equipment.

TOTAL:

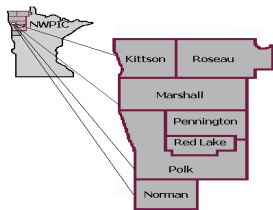
HOURS: 440

ATTACHMENT E

NWPIC

ON-THE-JOB

TRAINING INVOICE



OJT Invoice

Northwest Private Industry Council
 220 Pennington Avenue South, Suite B
 Thief River Falls, MN 56701
 Phone: (218) 683-5460
 Fax: (218) 683-5461

Employer Name	Program Funding Source
Employer Street or Box Number	Invoice # _____ of _____ CHECK IF FINAL INVOICE _____
Employer City, State and Zip Code	Invoice Period From: _____ To: _____
Employer Contact Person	Participant Name
Employer Telephone	Participant SS#

I. WAGE REIMBURSEMENT	TYPE	HOURS	HOURLY RATE OF REIMBURSEMENT	TOTAL DOLLAR AMOUNT
1. Hours Worked To Date				
2. Amount Previously Invoiced				
3. Reimbursement This Invoice				
II. EDUCATIONAL COSTS				
1. Educational Costs To Date				
2. Amount Previously Invoiced				
3. Reimbursement This Invoice				
III. TOTAL REIMBURSEMENT DUE				

EMPLOYER CERTIFICATION: I hereby certify that the actual expenditures reported on this OJT invoice are taken from the books of original entry, and that such expenditures have been valid and consistent with the terms of the OJT sub-grant.

 Staff Signature/Date

 Employer Representative Signature/Date

Vendor # _____ Voucher # _____ Project Element _____ Dollar Amount _____ Check Date _____ Check # _____

 Accounting Signature/Date

 Authorized NWPIC Signature/Date

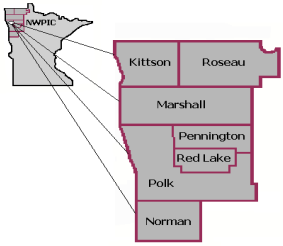
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ATTACHMENT F

NWPIC

REQUEST FOR

OSHA TRAINING FORM



NORTHWEST PRIVATE INDUSTRY COUNCIL

220 Pennington Avenue South, Suite B

Thief River Falls, MN 56701

Phone: 218.683-5460

Fax: 218.683-5461

REQUEST FOR OSHA TRAINING

Participant Name: _____ Case Manager: _____

Participant SS#: _____ Program: _____

OSHA Course: General Industry _____ Construction Industry _____

Participant Email: _____ Required Completion Date _____

OSHA Institute Campus Registration Instructions

New User

Step 1: Visit the OSHA Institute Campus at: <http://campus.oshainstitute.com>

Step 2: Register

- Click on New User
- Enter valid voucher number in the field provided
- Click "submit information"

Step 3: Begin courses

- Click on the Getting Started module
- Remember that you must complete the assessment at the end of each module in order to complete the entire module

Existing User

Step 1: Visit the OSHA Institute Campus at <http://campus.oshainstitute.com>

Step 2: Click on the "sign in" link in the navigation bar to the left

Step 3: Enter your email address and password when prompted

Step 4: Click on the Course link to begin or continue taking the course

Note: Participant should verify that their computer is capable of displaying OSHA Institute courses by visiting: <http://campus.oshainstitute.com> PRIOR to requesting voucher number.

OFFICE USE ONLY

Voucher #: _____ Date Issued: _____

NWPIC Signature: _____ Date: _____

NWPIC 03-17-11