

## FREQUENTLY ASKED QUESTIONS

**Q** How does the trainee get paid?

**A** Trainees are paid by the employer in the same way that other employees are paid. The VR counselor will issue an authorization for reimbursement of the gross wages paid to the trainee, including taxes deducted from the trainee's check.

**Q** Who pays for uniforms, background checks, or other necessary costs for the trainee?

**A** VR will pay for these items if the trainee needs them in order to work.

**Q** After the OJT is completed, is the employer required to offer a job?

**A** The employer is not required to offer a job.

**Q** Who is responsible for reasonable accommodations?

**A** VR and the employer are responsible for reasonable accommodations such as modifying job duties and/or changing the style of training and communication.

If the trainee requires specialized equipment to perform the job due to his/her disability, the VR counselor will purchase this separately. The equipment will remain the property of VR or the individual at the end of the OJT.

## FOR MORE INFORMATION

(850) 245-3399  
(800) 451-4327

TTY users dial 711 to connect with the telecommunications relay service (TRS). Video phone users can call through the video relay service (VRS).

[www.Rehabworks.org](http://www.Rehabworks.org)



VR is affiliated with



An equal opportunity employer/program. It is against the law for the Division of Vocational Rehabilitation (VR) of the Florida Department of Education, as a recipient of Federal financial assistance, to discriminate against any individual in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief.

The application process used by VR to determine eligibility for services, any subsequent services, and the entire VR process are subject to these non-discrimination requirements. Auxiliary aids and services are available upon request to individuals with disabilities.



## Success Through Mentoring

An Employer's Guide to

# ON-THE-JOB TRAINING



## WHAT IS VOCATIONAL REHABILITATION?

Vocational Rehabilitation (VR) is a federal-state program that helps people who have physical or mental disabilities get or keep a job. VR is committed to helping people with disabilities find meaningful careers, and On-the-Job Training (OJT) is one way of preparing them for success in the workplace.



## WHAT IS ON-THE-JOB TRAINING?

On-the-Job Training (OJT) is an opportunity for you, the employer, to mentor a person with a disability, helping them develop the skills needed to realize their career goals. During OJT, the trainee interacts on a regular basis with employees who do not have disabilities, holds a regular position, and is paid no less than minimum wage. OJT helps people with disabilities get used to the employment environment while gaining valuable work experience.

## BENEFITS TO EMPLOYERS

By participating in OJT, you have the opportunity to see if the job and your business are a good fit with the trainee.

VR may provide:

- Reimbursement for the trainee's salary
- Support services (uniforms, tools, bus passes)
- Job-site assessment and any needed accommodations

In addition, federal tax credits may be available to employers who hire individuals with disabilities into permanent positions.

Businesses who participate in OJT or internships for people with disabilities are 4.5 times more likely to hire a person with a disability (which can help you fulfill your 503 obligations if you are a Federal contractor).



## WHO ARRANGES ON-THE-JOB TRAINING?

VR staff will arrange an OJT and coordinate placing the person in the training and any follow-up services needed.

Staff will work closely with all parties to develop an OJT experience that will benefit both the trainee and the employer.

After training begins, VR staff will continue to offer support to the trainee and employer, including assistance with invoicing.

## HOW DO I PARTICIPATE?

To participate in the rewarding OJT program:

1. Visit the New Vendors page on VR's website: [www.Rehabworks.org](http://www.Rehabworks.org).

Before participating in OJT, vendor registration is required. We can help you with your application, or you can follow the instructions under "How to Register to Become a Vendor." If you have any questions, contact Vendor Registration at (866) 580-7438 or by email at [vrvendors@vr.fl DOE.org](mailto:vrvendors@vr.fl DOE.org).

2. Develop an agreement with VR staff and the trainee that establishes salary, the type and length of training, and lists any other costs associated with training.

We look forward to working with you to create the best possible training experience for all involved. If you'd like more information, contact a VR Business Relations Representative at [VRBusinessRep@vr.fl DOE.org](mailto:VRBusinessRep@vr.fl DOE.org).