On-the-Job Training

Did You Know?
Businesses that participate in OJT or internships for people with disabilities are 4.5 times more likely to hire a person with a disability.

The Florida Department of Education, Division of Vocational Rehabilitation (VR) helps eligible individuals with physical or mental disabilities find, get or keep a better job.

What Is On-the-Job Training?
On-the-Job Training (OJT) is an opportunity for 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.

Who Arranges On-the-Job Training?
VR staff or employment providers will arrange an OJT and coordinate placing the person in the training and any follow-up services needed. All parties will work closely together to develop an OJT experience that will benefit both the trainee and the employer.

After training begins, VR staff or an employment provider continues to offer support to the trainee and employer, including assistance with invoicing.
On-the-Job Training Program

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Benefits for Employers
By participating in OJT, you have the opportunity to see if the job and your business are a good fit for the trainee. Other benefits that VR provides may include:
- Reimbursement for the trainee’s wages, taxes and benefits.
- Support services (e.g., uniforms, tools, bus passes).
- Job-site assessment and needed accommodations.
- Workers’ Compensation coverage for adult and youth work experience participants.

Fact vs. Myth

**Myth:** Accommodations will be too expensive.
**Fact:** Most accommodations are free or cost less than $500, and VR will provide advice on how to make accommodations, if needed.

**Myth:** If I hire a person with a disability, I will have to give them extensive training.
**Fact:** VR offers qualified applicants who are ready to work or OJT to get the employee properly trained for the job.

**Myth:** My employees are not comfortable working with a person who has disabilities.
**Fact:** Workers with disabilities can have a positive effect on coworkers, and VR offers on-site and virtual Disability Awareness Training.

**Myth:** There are no benefits from hiring a person with disabilities.
**Fact:** People with disabilities have fewer scheduled absences and stay on the job longer than those without disabilities. This also helps businesses to reduce turnover costs.

**Myth:** It is too costly to participate in OJT.
**Fact:** VR will pay for uniforms, background checks and other necessary costs for the trainee including specialized equipment. Trainees are paid the way any other employees are paid, and VR reimburses the employer for the gross wages.

How Do I Participate?
1. A VR employment service provider or your business may become the employer of record for an OJT. Visit the New Vendors page at http://rehabworks.org/vendors_new.shtml to learn how to register to become a new vendor.

   If you have any questions or need assistance, contact Vendor Registration at 866-580-7438 or email at VRVendors@vr.fldoe.org.

2. Coordinate 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. For more information, contact a VR Business Relations Representative at VRBusinessRep@vr.fldoe.org.

Contact Vocational Rehabilitation

850-245-3401  850-245-3394  VRBusinessRep@vr.fldoe.org

www.RehabWorks.org

The Florida Department of Education, Division of Vocational Rehabilitation (VR) is an equal opportunity employer. It is against the law for VR 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. VR program receives 78.7 percent of its funding through a grant from the U.S. Department of Education. For the 2019 Federal fiscal year, the total amount of grant funds awarded were $161,156,579. The remaining 21.3 percent of the costs ($43,616,711) were funded by Florida State Appropriations. Revised October 2019.