



On-the-Job Training

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

What Is On-the-Job Training?

On-the-job training, also known as OJT, is a hands-on method of teaching the skills, knowledge and competencies needed for an individual to successfully perform a specific job within the workplace. Trainees learn in a real, or simulated, working environment where they practice job duties with guidance from a job coach, supervisor, colleague or other experienced employee.

OJT can shorten an employee's time-to-proficiency. They also enable OJT Employer Vendors to attract qualified talent and quickly identify top candidates. There is no obligation to hire participants when the OJT is complete and VR can reimburse up to 110 percent of the participant's wages. Additionally, VR may be able to support the customer on the job with tools, equipment, uniforms and accommodations.

**LARGE
PRINT
VER.**

Who Arranges On-the-Job Training?

Our agency will arrange the OJT, pre-screen appropriate candidates, and provide any follow-up services as needed. After training begins, VR will provide continued support for you and the trainee.

Advantages for Businesses that Participate in OJT

1. Immediate Productivity

The OJT process helps participants to learn job duties quickly and gives them hands-on experience in your work environment. It uses your existing workplace tools, machines, documents, equipment and knowledge to teach a trainee how to effectively do a job. OJTs also provide an opportunity to determine if the trainee would be a good fit for your company, after the training is complete, at no cost to you.

2. Cost Efficiency

OJTs take place as a part of the regular work day. Participants are trained by existing employees performing their jobs which means business operations are not impacted and budgeting for expenses related to classroom training is not necessary.

3. Team Building

Participants in OJT become a contributor to your team early on. Learning from peers makes it easy for trainees and current employees to connect. Moreover, trainees become familiar with the workplace practices and culture of your company.



How do I get more information about becoming an OJT provider?

- Visit the New Vendors page on Rehabworks.org.
- Contact Vendor Registration at 866-580-7438 or VRVendors@vr.fl DOE.org.
- Contact a VR Business Relations Representative at VRBusinessRep@vr.fl DOE.org.

Contact Vocational Rehabilitation



850 - 245 - 3399
800 - 451 - 4327



www.Rehabworks.org



Florida Department of Education
Division of Vocational Rehabilitation
Employment Programs
325 W. Gaines St., Suite 1144
Tallahassee, FL 32399-0400



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 2021 Federal fiscal year, the total amount of grant funds awarded were \$176,521,122. The remaining 21.3 percent of the costs (\$47,775,094) were funded by Florida State Appropriations. Revised October 2022.