

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 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.

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.

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 sponsors 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.

Contact Vocational Rehabilitation



850-245-3401



850-245-3394



VRBusinessRep
@vr.fldoe.org



www.RehabWorks.org



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

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