|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **On the Job Training (OJT):  N/A** (Employers can be reimbursed up to 75% for an OJT) | | | | | | |
| 1. Does the IEP reflect OJT as an appropriate activity? | | | | | Yes | No |
| 2. Does the training plan outline the skills to be learned? | | | | | Yes | No |
| 3. Does the file contain evidence to justify the length of training? | | | | | Yes | No |
| 1. Were the OJT training plans signed by:   Employer  Local Workforce Agency  Trainee  Union (if applicable)  ODJFS Trade Program (if applicable) | | | | | Yes | No |
| 1. Timely monitoring? | Yes | No | | Documentation: | | |
| 6. Does the reimbursement amount reflect an appropriate percentage of wages based on the local OJT policy? | | | | | Yes | No |
| 7. Date Entered Training: | | | 8. Date Exited Training:  *(if active, mark N/A)* | | | |
| 9. OJT Employer: | | | 10. OJT Job Title: | | | |
| 11. OJT Begin Wage: | | | 12. OJT Ending Wage: | | | |
|  | | | | | | |

Monitoring Guide – Attachment A-5

**On the Job Training Review**