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| --- |
| **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**