

Department of Community Colleges and Workforce Development	Number: 589-10.01
	Revised: 07-25-12
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SUBJECT: Back to Work Oregon – National Career Readiness Certificate/ On-the-Job Training Programs	

Purpose: To implement Senate Bill 5508 National Career Readiness Certificate program/On-the-Job Training (NCRC/OJT) which will provide funds to the Local Workforce Investment Boards (LWIB) to provide NCRC/OJT's to trainees. This policy is effective for the time period of July 1, 2011 to June 30, 2013.

References: Senate Bill 5508 (Section 31), Oregon Administrative Rule 589-007-0800

Definitions: OJT: On-the-Job Training consists of a contract between a local Workforce program and an employer such that the employer provides training to a paid participant while engaged in productive work in a job. The trainee is hired first by the employer, before the beginning of the program. The employer is to provide participant/trainee knowledge or the skills essential to ensure full and adequate performance of the job. The Workforce Program operator will provide reimbursement to the employer for the extraordinary cost of training the participant/trainee.

NCRC: The National Career Readiness Certificate is a nationally recognized certificate that documents three foundational workplace skills which have been found to be highly important to the majority of jobs. These skills areas are Applied Mathematics, Reading for Information, and Locating Information.

Participant/Trainee: An unemployed individual, 18 and older, who has been registered in the WorkSource Oregon system. An unemployed individual may also be deemed co-enrolled and eligible for training services under WIA title 1B by the program operator.

Policy: This policy is to provide guidance to the seven Local Workforce Investment Areas (LWIAs) for implementation of OAR 589-007-0800 to provide National Career Readiness Certificates and On the Job Training Contracts (NCRC/OJT) for eligible participants throughout the State of Oregon.

NCRC/OJT funds are being made available to LWIAs to assist eligible participants in upgrading their current skills and by assisting employers with the cost of hiring and training of new employees.

All LWIAs must have OJT policies in place and follow their existing policies and procedures. The program will be operated in collaboration with the WorkSource Oregon, Oregon Employment Department, Veteran's groups, Vocational Rehabilitation, Department of Human Services, Community Colleges, and local businesses to identify eligible applicants experiencing unemployment who can achieve gainful employment through the program. Participant/trainees must be Oregon residents.

Trainees will be hired into long-term employment with a portable certificate and receive employer provided training as the intent of this program is to place unemployed individuals into long-term permanent positions. The trainee is a paid employee of a company. The company has agreed to provide the training via a contract with the Workforce program. Employers may be reimbursed up to 50 percent of the wage rate of an OJT participant during the training period for the costs of providing the training and additional supervision related to the OJT. Reimbursement will follow local policies and the

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OJT contract will specify the payment schedule. Only private sector employers are eligible to participate in this program.

Positions that qualify for an OJT must be full-time and provide wages as determined by local policies. Participating employers must demonstrate that:

- The capacity and resources to adequately train the OJT candidate exist,
- Adequate payroll and record keeping systems are in place,
- Successful completion of training will lead to long-term, full time employment,
- OJT positions covered by collective bargaining agreements have the explicit agreement of the bargaining agent,
- The rate of pay, fringe benefits and working conditions offered to the OJT trainee are the same as similarly situated employees in similar positions in the local labor market.
- Adequate Worker Compensation or accident insurance coverage is in effect.

A participant may not be placed in an OJT if:

1. Any other individual is on layoff status with recall rights from the same or any substantially equivalent job; in compliance with the employer’s layoff policy or those of the LWIA.
2. The employer has terminated the employment of any regular employee with the intention of filling the vacancy with an OJT participant.
3. The OJT position infringes on the promotional opportunities of currently employed workers. It should be noted that the prohibited displacement may also include a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits of any currently employed employee.

National Career Readiness Certificate

Trainees must be pre-assessed to determine if they are eligible for the OJT and if they can reasonably be expected to earn an NCRC by the completion of the OJT training period. However, there may be trainees for whom an NCRC is not the most appropriate assessment/certification. For those rare cases, assessment should be based upon the trainee’s ability to be successful in the OJT.

The trainee will be given an opportunity to earn an NCRC prior to placement in the OJT, or during the training period. Since some employers may “prefer” OJT candidates with an NCRC, the opportunity to earn an NCRC prior to OJT placement may be a benefit for the trainee. However, an NCRC will not be required to compete for an OJT position. The goal is to ensure that all OJT participants/trainees, for whom an NCRC is appropriate, are able to earn an NCRC by completion of the OJT period, in order to improve their marketability with employers and provide a valid certification of their skill levels.

Allowable Expenditures

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For allowable expenditures see: WIA 1B Policy 589.10.06 – Allowable Cost
(<http://www.oregon.gov/CCWD/pdf/WIA1B/589-10.6.pdf>)

Expected Program Outcomes:

Tracking and reporting to CCWD the outcomes of the Oregon NCRC/OJT Program in the local workforce investment area shall include but are not limited to:

- The number of trainees placed into OJTs each month
- The number of employees completing OJT training each month
- The number of employees retained 90 days after completing OJT training each month
- The number of participants that earned a National Career Readiness Certificate and a brief explanation of why other participants did not.
- The number of employers participating in the program
- The number of signed NCRC letter(s) of commitment for each month from employers participating in the program
- Characteristics of program participants,
 - Length of unemployment
 - Wage at dislocation
 - Wage at OJT placement (wage only without benefits)
 - Type of job filled - by occupational codes
- Amount of funds obligated in state-funded OJT contracts

Monthly Progress Report:

In addition to the Expected Program Outcomes, Monthly Progress Reports must include the following:

- Narrative summary on the progress of the Back to Work Oregon program in the local area including any challenges and successes for the month.
- Program Success Stories. A minimum number of success stories are required for each LWIA based on the number of OJT commitments.

Timeline:

Funds will be available from July 1, 2011 through June 30, 2013. All funds must be obligated, with participants placed in training with an OJT contact in place by August 31, 2012 to comply with the expenditure of funds and completion of training plans by June 30, 2013.

Recapture/Reallocation of OJT Funds:

All funds not obligated by August 31, 2012, will be recaptured and reallocated to other LWIB for the NCRC/OJT program, for the purpose of full expenditure by the end of the grant.