



MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT  
DIVISION OF WORKFORCE DEVELOPMENT  
**ON-THE-JOB TRAINING**  
**ELIGIBILITY NOTIFICATION**

DATE OF ISSUANCE

PARTICIPANT'S NAME

ADDRESS

Dear Employer:

The above-named individual may be eligible for On-The-Job Training (OJT). If you hire this person for a job that requires training on your part, you may be eligible for reimbursement, through the Workforce Innovation and Opportunity Act (WIOA), for as much as half the wages you pay this individual during the specified period of training. This reimbursement would be to compensate you for the extraordinary expenses for training on the job.

For you to be eligible for reimbursement, **the contract procedures and negotiations for On-The-Job Training must be completed** between the employer and the staff of the Missouri Job Center **prior to the individual starting work**. A contract will be negotiated depending on the availability of funds at the time of hire.

This certificate expires on \_\_\_\_\_ .

(EXPIRATION DATE)

For further information, please call \_\_\_\_\_

(JOB CENTER CONTACT)

at \_\_\_\_\_ .

(JOB CENTER TELEPHONE NUMBER)

\_\_\_\_\_  
(SIGNATURE OF JOB CENTER REPRESENTATIVE)

Missouri Division of Workforce Development is an equal opportunity employer/program.  
Auxiliary aids and services are available upon request to individuals with disabilities.  
Missouri TTY Users can call (800) 735-2966 or dial 7-1-1.