

On-the-Job Training Credential

To receive the Western Virginia's Workforce Development Board's Locally Recognized Occupational Skills Credential: One-The-Job Training, a participant must

- 1) The occupation must have a SVP Code of 3 or higher in the Dictionary of Occupational Titles. Exceptions will be considered, however, they are contingent upon the approval of the President of the Western Virginia Workforce Development Board.
- 2) The OJT contract must be for 320 hours of training at a minimum
- 3) Complete a "Statement of Work/Job Specific Skills Rating Sheet" and have it scored by the employer. The participant must have a rating of proficiency or outstanding proficiency on at least 80 percent of the "Skills to be Learned."
- 4) Receive approval of the "Statement of Work/Job Specific Skills Rating Sheets" from the Western Virginia Workforce Development Board President prior to the start of the OJT Contract.
- 5) Use the "Monthly Performance Rating" section of the monthly timesheets to track participants progress in attaining the "Skills to be Learned."
- 6) the Program Operator, prior to the start of the OJT, must demonstrate, by way of assessments (CareerScope) that the participant has the interest and abilities necessary to succeed in the OJT occupation if properly trained. Exceptions will be considered, however, they are contingent upon the approval of the president of the Western Virginia Workforce Development Board.
- 7) Successfully complete their training and retain employment with the OJT employer after completion of the Contract.