

Major Opportunities On-The-Job Training Program FAQ

What is the Major Opportunities On-the-Job Training Program?

Major Opportunities on-the-job training is a construction pre-apprentice training program. Employers that hire individuals with little or no construction training and provide them with on-the-job, occupational skill training can receive up to 50% of the employees' wages to compensate for the costs of training. Employers must give priority to participants who are members of a minority group.

Participants must be paid the same wages, including periodic increases and provided with the same benefits and working conditions as other employees in related occupations with similar training, experience and skills. Employers are expected to retain participants as full-time employees upon satisfactory completion of training.

What are the requirements for an employer to qualify for Major Opportunities on-the-job training?

- Give priority to individuals in minority groups
- Be in good standing with all payments required by the state
- Abide by all ethical requirements that apply to persons who have a business relationship with the state
- Be in full compliance with all health, safety and environmental regulations
- Pay more than \$10 an hour for the on-the-job training position
- Agree to list the position on IndianaCareerConnect.com
- Agree to periodic site visits during the duration of the on-the-job training, and to make any modifications to the training plan that may result from those visits
- Agree to hire the participant upon satisfactory completion of on-the-job training
- The on-the-job training position cannot take the position of employees that are laid off, unless employees have been called back and refused, or 120 days have lapsed since the lay-off occurred
- On-the-job training can't impair any existing collective bargaining agreement
 - If inconsistencies with the bargaining agreement exist, the employer must obtain written concurrence from the appropriate labor organization
- Cannot have a pattern of failing to comply or retain employees under previous on-the-job training agreements

How do I apply for the Major Opportunities on-the-job training program?

Eligible construction employers must fill out an [application](#) and submit it to DWD. In the application, employers must indicate the specific job title(s), number of on-the-job training positions, and training plan(s) for which funding would be used.

Training activities must be described clearly. Skills to be learned during training should be listed separately with training times estimated for each. Training times must be reasonable and must be geared to both the complexity of the job and the abilities of the trainee. The training plan must identify the job title of the person(s) responsible for the

training, be easy to monitor, and the participant, supervisor and trainer should be knowledgeable about its contents.

A separate training plan should be submitted for each job title for which Major Opportunities on-the-job training is being requested.

Do I have to know who I am going to hire for the position before I apply for Major Opportunities on-the-job training?

It is not necessary for an employer to have a particular individual in mind for the position when submitting the application. An employer could hire an eligible participant for the training position at any time. However, DWD recommends that employers wait until they are notified of approval before hiring.

Do I have to submit a new application for every job title that I want to secure Major Opportunities on-the-job training?

No. You can submit up to three job titles with every application. You do need to submit a different training plan for each job title. For more than three job titles, you will need to submit a new application.

What is the difference between a job title and an on-the-job training position?

A job title is the type of job you are trying to fill. Common job titles in construction might include: laborer, electrician, or carpenter.

On-the-job training positions are the spaces available within each job title for training participants. For instance, a construction company may have 3 training positions available for their “carpenter” job title.

How many on-the-job training positions can I request?

There is no maximum number of training positions that an employer may request.

Whom may I hire for an on-the-job position?

Employers have the discretion to hire individuals who meet their needs and qualify for the position. Employers must follow the participant eligibility guidelines outlined below, giving priority to individuals who meet the guidelines and are in minority groups. In order to hire outside of these guidelines, an employer must request a special exception in writing. DWD may deny any such request. In order to be eligible for an on-the-job training position, individuals:

- Must be residents of the state of Indiana and be able to work legally in the United States

- Must have limited or no construction experience. Limited construction experience is defined as 6 months or less of experience on a construction site

- Must not be current or former employees of the employer

- Must not be immediate relatives of an employer’s administrative or supervisory staff

Must not have failed to comply with or voluntarily complete previous on-the-job training agreements.

Do I have to notify DWD when I hire for an on-the-job training position?

Yes. You must fill out and submit a participant form for each participant hired. This is also an opportunity to modify the position information or training plan for that participant.

When can I start training my new hire?

Employers should wait until they have a fully executed contract from DWD before beginning on-the-job training. This can take up to 45 days after initial DWD approval. DWD will not reimburse wages for any training that occurs before the contract is fully executed.

How do I get reimbursed?

Employers should fill out and submit the request for reimbursement form to DWD. You can only be reimbursed for a participant's wages if a participant form has been submitted.

Employers may submit a request for reimbursement a maximum of once every thirty days for all on-the-job training hours worked during that period. Once the invoice has been approved, it may take up to 35 days to receive reimbursement.

Am I expected to retain the participant once they have completed their on-the-job training?

Yes. As part of the contract, employers must agree to retain participants as regular employees upon successful completion of the training.

An employer that has a history of failing to retain employees after they complete training may be deemed ineligible for applying for additional on-the-job training positions.

What if I have disciplinary issues with a participant?

An employer must notify DWD immediately if a participant has an attendance or disciplinary problem or has demonstrated an inability to perform in accordance with the training plan. Just as employers have the right to hire participants, termination for just cause rests with employers. However, employers must agree that trainees will not be terminated without prior notice and reasonable opportunity for correction or improvement of performance, which includes notifying DWD.

Will my contract be monitored?

DWD will conduct a site visit to monitor each on-the-job training agreement at least once during the contract period. This is to ensure that both the employer and participant are benefiting. It is also an opportunity to make modifications to the training plan or offer additional WorkOne services if necessary. If adjustments to the original training plan are deemed necessary, additional monitoring visits may be warranted.