

Dear Employer:

The worker supplying you with this letter is certified as eligible for the State of Minnesota's **On-the-Job Training (OJT) Program**. This is one of the benefits available to them through the federal Trade Adjustment Assistance Act (TAA). Employers participating in the OJT program use their own training system to teach the newly hired worker the knowledge and skills necessary for successful, permanent employment within their company.

As an OJT employer:

- You make the hiring decision
- You determine the job performance standards
- You determine which skills the employee needs to develop
- You receive a reimbursement of up to 50% of the trainee's wages during the training period
- You receive prompt reimbursement payments

This is an incentive program for employers to hire trade-affected workers over other applicants. **Please note that OJT must be pre-approved and cannot be funded after the employee starts work.**

To learn more about the OJT program and the benefits to your company, please contact our TAA staff **before you hire** at (651) 259-7543 / 1 (888) 234-1330 or email deed.taa@state.mn.us.

Thank you for considering this individual as a future employee!