



RETRAINING GRANT APPLICATION — OJT

Veteran's Name: _____

Date of Birth: _____

WDVA Base File # _____

The law states that an applicant must be engaged in a structured on-the-job training program (OJT) that meets program requirements promulgated by the department by rule. The OJT must be completed within two years from the date the application is received by the Wisconsin Department of Veterans Affairs.

Name of Employer: _____

Name of OJT Program: _____

Date OJT Started: _____

Job Training Completion Date: _____

All of the following requirements shall be met for approval of a grant for engagement in a structured on-the-job training program:

- (a) The employer is planning, upon completion of the veteran's training program, to employ the veteran for the position for which the veteran has been trained and the employer reasonably expects that such a position will be available to the veteran on a stable and permanent basis at the end of the training period.
- (b) The training program is not for employment which consists of seasonal, intermittent or temporary jobs.
- (c) The training content of the program is adequate to accomplish the training objective of the program taking into account the occupation for which training is to be provided and the content of comparable, available training opportunities which lead to the occupation.
- (d) The wages and benefits to be paid to the veteran participating in the training program will not be less than the wages and benefits normally paid to other employees participating in a comparable training program.
- (e) The employment of a veteran under the program will not result in the full or partial displacement of currently employed workers.
- (f) The employment of the veteran under this program will not be in a job while any other individual is on layoff from the same or substantially equivalent job or the opening for which was created as a result of having terminated the employment of any regular employee or otherwise having reduced the work force with the intention of hiring a veteran under this program.
- (g) The employer will not employ in this program a veteran who is already qualified by training or experience for the job for which training is to be provided.
- (h) The employer will consider the veteran's prior training in the field for which he or she is being trained and will shorten his or her training program appropriately.
- (i) Each participating veteran will be employed full time in the program of job training.
- (j) The training period under the proposed program is not longer or shorter than the training period that employers in the community customarily require new employees to complete in order to become competent in the occupation for which training is to be provided.
- (k) There are in the training establishment or place of employment such space, equipment, instructional material, and instructor personnel as needed to accomplish the training objective.
- (l) The employer will keep records adequate to show the progress made by each veteran participating in the program and otherwise to demonstrate compliance with the requirements of the program for at least 3 years. The employer will make these records and accounts available for examination by the department as may be required.

I certify that the above information is accurate and the program requirements are met.

Employer Signature: _____

Date: _____

Phone: _____