



On-the-Job Training

You hire, you train, we reimburse

Get reimbursed for the cost of training. Funds are available to help qualifying Idaho employers train new employees. You plan, organize and conduct the training at your workplace.

Earn as you learn.

Benefits to business

- Reimbursement offsets training costs
- It's customized training - your way
- Simple process with minimal paperwork

Benefits to employee

- Get practical hands-on training
- Employment

Is every job seeker and local business eligible?

No, but contact your local office to find out. See office listing at labor.idaho.gov/OfficeDirectory.

Can I choose an applicant to hire or do you send me someone?

It's your choice. Send us someone to prescreen for you, or ask who we might already have available to interview.

How long does it take to set up the contract?

Just a few business days depending on the employer/employee response time.

Who pays the employee during the training period?

You do. We help offset the training costs for the employee you've hired through reimbursement.

How is the reimbursement calculated?

Reimbursement is based on wage level, type of training and level of difficulty as determined by the Department of Labor.

When do I receive the training reimbursement?

Submit an invoice to receive payment within approximately three weeks.

What else should I know?

The written contract must be established between the employer and the Department of Labor before the first day of work.

Qualifying job openings must be full time, non-seasonal, paying a minimum of \$10 per hour.

What's the process?

- Call your local Department of Labor office to have your business and job opening prescreened.
- Allow us to connect with your potential employee by phone to determine eligibility. A Department of Labor consultant will complete all the paperwork for the employee's enrollment. This must happen prior to the first day of work.
- A local workforce consultant will complete a short worksite visit during the contract period.
- Submit your invoice for payment.

Need More Information?

Contact your local office - see labor.idaho.gov/OfficeDirectory

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DEPT. OF LABOR

labor.idaho.gov

Idaho Department of Labor
C.L. "Butch" Otter, Governor · Kenneth D. Edmunds, Director
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