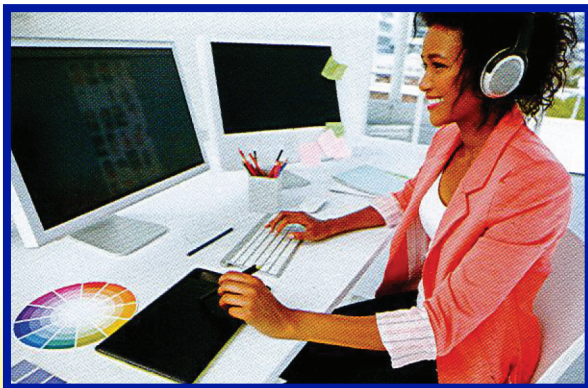


## ACCES-VR provides:

- Pre-screened, skilled job applicants
- Assistance with the application process for Federal and NYS tax credits
- Ongoing follow-up services to ensure your satisfaction
- Consultation and assistance on reasonable accommodations
- Technical assistance on the Americans with Disabilities Act (ADA)
- No-cost training on disability awareness and etiquette



[www.acces.nysed.gov/vr/job-training-ojt](http://www.acces.nysed.gov/vr/job-training-ojt)

## New York State Education Department ACCES-VR

Contact us at:  
1-800-222-JOBS (5627)

Or check out our website at:  
[www.acces.nysed.gov/vr](http://www.acces.nysed.gov/vr)

Your local District Office contact is:

*Business card or label here*

**ACCES VR**

**Adult Career and Continuing  
Education Services -  
Vocational Rehabilitation**

a proud partner of the American Job Center network

## On-the-Job Training Program

**Reduce training  
costs while gaining a  
skilled employee**

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The University of the State of New York  
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Vocational Rehabilitation  
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Albany, NY 12234  
[www.acces.nysed.gov/vr](http://www.acces.nysed.gov/vr)

## On-the-Job Training

**Program:** On-the-Job Training (OJT) is a program in which ACCES-VR can reimburse a new employee's wages for a mutually agreed upon length of time, contingent on the complexity of the job and the length of training time needed. The expected outcome is permanent employment.

**Rationale:** There are many jobs for which there are no formal training programs available. ACCES-VR recognizes these gaps in skills training and offers you, the employer, incentive to train a qualified candidate.

**Benefit:** Employers know their business and staffing needs. By using the OJT program, employers have the opportunity to provide training according to industry needs, while gaining a reliable and dependable employee.

**OJT: You set the standards, you train, you gain a skilled employee**

## On-the-Job Training

- Provides 100% wage reimbursement for up to 26 weeks
- Employees can be part-time or full-time

### The OJT process:

- With ACCES-VR's assistance, you complete an OJT agreement, outlining the specific training that will be provided, the time frame for training, and the job title
- ACCES-VR assists you to become a vendor, enabling reimbursement of wages
- The employee is put on your payroll and covered under the same benefits as other employees
- You provide the training as outlined in the agreement
- You provide monthly evaluations of trainee progress and wage documentation during the OJT period



### How to start an OJT:

- Consider qualified ACCES-VR candidates for your job openings
- Discuss options for OJT programs with ACCES-VR when preparing to extend a job offer

#### **Mission:**

*ACCES-VR assists individuals with disabilities to achieve and maintain employment and to support independent living through training, education, rehabilitation, and career development.*

#### **Vision:**

*All individuals with disabilities who want to work will have the opportunity to achieve employment and independence.*