



# On-the-Job Training

IDAHO  
DEPT. OF LABOR

## Your 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/directory](http://labor.idaho.gov/directory).

### 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 Idaho 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 Idaho Department of Labor before the first day of work. Qualifying job openings must be full time, non-seasonal, paying a minimum of \$12 per hour.

### What's the process?

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

For more information contact your local Idaho Labor office. Find the directory online at [labor.idaho.gov/officedirectory](http://labor.idaho.gov/officedirectory).

Idaho Department of Labor

[labor.idaho.gov](http://labor.idaho.gov)



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