



*Ensuring job seekers  
have the skills to meet your  
business expectations.*

## FULL SERVICE CENTERS

**Annapolis Career Center**  
80 West Street, Suite A  
Annapolis, MD 21401  
410-269-4429

**Arnold Career Center**  
Arnold Station  
1460 Ritchie Hwy, Suite 207  
Arnold, MD 21012  
410-793-5635

**Arundel Mills Career Center**  
Sales and Service Training Center  
7000 Arundel Mills Circle  
Hanover, MD 21076  
410-777-1845

**Glen Burnie Career Center**  
7480 Baltimore Annapolis Boulevard  
Suite 100  
Glen Burnie, MD 21061  
410-424-3240

## LIMITED SERVICE CENTERS

**BWI Career Center**  
*(BWI Jobs only)*  
Second Floor Ticket Counter  
BWI Airport, MD 21240  
410-684-6838

**Fort Meade Career Center**  
*(for Military and Spouses)*  
Building 4432  
Fort Meade, MD 20755  
410-674-5240

**Freetown Career Center**  
*(Senior Focused)*  
7831 Huff Court  
Pasadena, MD 21122  
410-437-3052

*Services offered through  
federal grant funds awarded to  
the State of Maryland under  
the Workforce Investment Act.*

## ON-THE-JOB TRAINING

The On-the-Job Training (OJT) funding assistance program is a short-term wage subsidy program for employers to offset the cost of occupational training of a newly hired worker who would otherwise not be hired due to lack of required skills not readily available through conventional training.

### PROGRAM HIGHLIGHTS

OJT is a funding incentive program administered by Anne Arundel Workforce Development Corporation (AAWDC).

- ▶ Employers receive a direct reimbursement rate of 50-90% (depending on the size of the company) of newly-employed individual's hourly wage up to three months.
- ▶ Funding assistance is available for new hires only. Individuals previously employed by a company are not eligible for OJT training assistance.
- ▶ Wage reimbursement cap is set at \$23.50 per hour.
- ▶ Training must relate to certain skills required to do the job for which the individual is hired.
- ▶ OJT employer training application and employee application must be approved AND contracts for business and individuals executed prior to hiring and beginning of training.

### ELIGIBILITY

Eligibility requirements refer to both businesses and the training participants. To receive funding reimbursement, all requirements must be met.

- ▶ Private sector employers (for-profit and non-profit), as well as local, county, and state government agencies are eligible.
- ▶ Employers must have a permanent physical location in Maryland.
- ▶ Training participants are limited to dislocated (unemployed) workers with prolonged unemployment referred by AAWDC and/or enrolled in the Maryland Workforce Exchange.
- ▶ Trainees must be hired as a regular full-time employee with benefits, working at least 32 hours weekly.
- ▶ Individuals participating in training must be eligible for a W-2 and reside in Anne Arundel County or work at a site in Anne Arundel County.
- ▶ Employer must continue full-time employment upon successful completion of OJT training.

**For more information, contact:**

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