

OJT TRAINING SUMMARY

1. Name & Phone Number of Immediate Supervisor _____

2. Trainee's Name _____

3. Training Data:

a. Occupation _____

b. O*NET Code _____

c. Job Zone Level _____

d. Beginning Wage per Hour \$ _____

e. Wage per Hour at Completion of Contract \$ _____

4. Job Description

5. Training Area/Job Duties	Hours
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Hours _____

6. Cost Calculation

Hours per Week	x	No. of Weeks	=	Total Hours	x	Wage per Hour	x	Rate	No. of Trainees	=	Total Cost
_____		_____		_____		_____		____%	_____		\$ _____
_____		_____		_____		_____		____%	_____		\$ _____
_____		_____		_____		_____		____%	_____		\$ _____
Total Cost											\$ _____

7. Formula

Formula for on-the-job training: Number of hours of training per week x numbers of weeks of training = total number of hours of training x wage per hour x 50% plus (if applicable) hours of classroom training x wage per hour x 100% x number of trainees = total cost.

Instructions for completing the Training Summary

1. Contract Number - Enter contract number assigned by the Agency as shown on the cover page of the contract.
2. Modification Number - Enter modification number (if applicable).
3. Name & Phone Number of Immediate Supervisor - Enter name and phone number of trainee's immediate supervisor.
4. Enter Participant's Name
5. Training Data - Enter as follows:

Provide the correct occupational title in relation to the O*NET Code.

Assign the correct O*NET code for the occupation.

Provide the Job Zone Level code number for the occupation.

Indicate the trainee's beginning wage per hour.

Indicate the trainee's wage per hour at the completion of the contract.

6. Job Description -- Provide a brief description of the job which the trainee will do.
7. Training Area/Job Duties and Hours -- Provide a concise description of the training areas and hours of training for each element.
8. Cost Calculation -- Calculate the cost of the training using the appropriate formula.

Example:

Employment Interviewer (occupation), 21508, OJT trainee. Job Zone Level 3

40 (number of hours of training per week) \times 30 (number of weeks of training) = $1,200$ \times $\$7.50$ (wage per hour) \times $.50$ (rate of reimbursement) \times 2 (number of trainees) = $\$9,000$ PLUS

30 (number of hours of classroom training) \times 1 (the number of weeks of classroom training) = 30 \times $\$7.50$ (wage per hour) \times 100% (rate of reimbursement) \times 2 (number of trainees) = $\$450$. $\$9,000 + \$450 = \$9,450$ total contract cost.

9. A copy of the Training Summary will be provided to the trainee(s).