

**Department of Labor and Workforce Development
On-the-Job Training - Mentorship Funding
Employer Information**



The Division of Employment and Training Services (DETS) focuses on the use of work base learning opportunities as a means to ensure workers obtain good jobs that lead to long term careers and self-sufficiency.

Work based learning includes on-the-job training and registered apprenticeships. Mentorship funds are used to offset costs to employers while mentoring new trainees/apprentices. DETS promotes the creation of new USDOL Nationally Recognized Apprenticeship programs and employers may utilize OJT Mentorship funds for apprenticeship programs that are within the first five years of sponsorship.

Mentorship funds may be used when an employer has recently (within the past six months) acquired a new trainee/apprentice and has assigned a journey level/seasoned employee to deliver training and mentorship to the new hire. Mentorship funds are paid to the employer for a specific participant enrolled in a State or Federally funded training program located through the job center.

Employers who wish to utilize mentorship funds need to have a training plan for the trainee/apprentice in place. If a registered apprenticeship, the training plan has already been developed through the National Office of Apprenticeship and the employer does not need to create an additional plan to utilize mentorship funding.

The maximum number of weeks for mentorship funding is 26 with total reimbursement not to exceed \$4000.

To utilize mentorship funds:

1. Contact _____ at the job center at (907)_____ to set up an appointment to complete the OJT mentorship agreement and to collect worker information.
2. If a registered apprenticeship, job center staff will obtain the Standards of Apprenticeship for the position from the Office of Apprenticeship. If not a registered apprenticeship, provide a training plan showing what will be taught and associated timeline. A training plan template will be provided by job center staff.
3. Once job center staff determines the trainee/apprentice eligible for a state or federal job training program, the specifics of the mentorship agreement, including hourly wage, length of mentorship, etc. will be determined and a signed agreement put in place.
4. The employer will submit an invoice for the mentorship activity to the job center and will receive payment for the mentorship activity. A sample invoice will be provided if needed.