

On-the-Job Training (OJT) Program Timelines

- 1. Business Eligibility – 5-10 Business Days**
 - On-going eligibility determination and due diligence check
- 2. Application Process and Training Plan – 15 Business Days**
 - Includes Pre-Qualification, Application Submission; and Determination
- 3. Kickoff Meeting and Program Schedule – 5 Business Days**
 - This commences only when the eligible new hire has been recruited and is ready to start to OJT. Allow 5 business days that includes verification of the new hire(s) eligibility.
- 4. Contract Award and Execution – 5 Business Days**
- 5. Implement Training – Up to 30 Days to Start**
 - Includes a site visit by SBS during training
- 6. Training Document Submissions – Weekly or Biweekly**
 - Timesheets and payroll records are submitted during training
- 7. Training Completion – Up to 90 Days**
 - Up to 280 hours based on approval
- 8. Reimbursement – 45 to 60 business days**
 - A reimbursement check is sent

