

Business Eligibility Criteria for On-the-Job Training (OJT) – CHECKLIST 1

STEP1: This eligibility checklist is your first step in determining if your business meets the preliminary criteria to seek participation in the OJT Program. All Items 1 - 6 must be checked. Proof of documentation for items 1. and 2. below, in addition to trainee’s eligibility documentation must be emailed along with this checklist at: OJTEmployerdocuments@sbs.nyc.gov

Business Name:

Phone Number:

Email Address:

Today's Date: (mm/dd/yyyy)

1. **Is a registered entity doing business in one of New York City’s Five Boroughs:** Manhattan, Queens, Brooklyn, Bronx, and Staten Island

The business must provide the following documentation to verify this requirement:

New York State Certificate of Incorporation, and if applicable,

Certificate of Assumed Name (also known as Doing Business As (d/b/a) certificate DBA Document; OR

Certificate of Authority allowing a foreign or out-of-state entity to do business in New York State; AND

A valid Certificate of Insurance that covers: Worker’s Compensation, Disability Benefits, and Employer Liability Insurance. **If accepted to participate in the program, the sponsoring agency must be added as holder on the insurance certificate as follows:**

Workforce Development Corporation (WDC) c/o NYC Department of Small Business Services, 110 William Street, 8th floor, NY, NY 10038

2. **Is in operation for at least 1 year as documented by a valid Employer Identification Number (EIN)**

In the following fields, please provide your EIN number for verification purposes: **EIN #** –

3. **In need of hiring for full-time, permanent positions that meet the following criteria:**

Regular work schedules consist of a minimum of 30 work hours per week; AND

New Hire/Trainee will be a **W-2 employee** for a newly created position; AND

Earn at least \$15 per hour with or without health benefits. * Minimum Wage is aligned with NY State General Minimum Wage and subject to increase.

4. **Is able to demonstrate a clear need to train employees on-the-job during the business’ typical on-boarding process**

5. **Has the organizational capability and financial resources to hire the New Hire/Trainee at the time of contract-signing and cover all associated expenses; AND**

6. **Has the ability to meet and comply with all OJT Program guidelines, deadlines, administrative requirements, and documentation requests, including:**

Preparing and implementing a training plan to develop the New Hire/Trainee’s skills;

Maintaining an open communication, and meeting with the OJT Program Staff as needed, and specifically, for a kick-off meeting and site visit(s);

Submitting all Trainee’s Timesheets and Payroll electronically at OJTEmployerdocuments@sbs.nyc.gov and as agreed either Weekly or Bi-Weekly;

Reporting any changes to or issues with the new hire’s status or performance in a timely and proactive manner throughout the training period.

7. **The business applicant acknowledges to have been informed about the New Hire Eligibility Checklist #2**

I therefore acknowledge to have reviewed all the business requirements along with the New Hire Checklist, in order to seek qualification in the OJT program.

Contact Name:

Signature:

Initials:

* **NOTE:** Please refer to [Preferred Business Criteria- OJT Guidelines](#) for additional information on qualifying your business for the OJT program