



Workforce Training

Quick Facts

Class-sized training is business driven and designed to meet the special requirements of an employer.

On-The-Job Training (OJT) is a “hire-first” program in which the employer enters into an agreement with an Illinois workNet Center to hire, train, and retain the individual upon successful completion of the training program. Through this program, businesses may be reimbursed for up to 90% of the new employee’s wages and the extraordinary costs of the training.

Incumbent Worker Training (IWT) programs help local employers develop and implement training programs for current employees who need new or upgraded skills in order to retain employment.



Class-sized Training

The Workforce Innovation and Opportunity Act (WIOA) offers Class-sized training that is short term skill upgrade training for groups of dislocated workers. Training is off-the-shelf curricula but may be offered at a non-traditional time and/or setting and must directly lead to job placement and may be combined with On-The-Job training or may include Bridge Contextualized Learning and/or limited Work Experience. Class-sized training may be provided to eligible unemployed persons and, in some cases, to eligible employed workers.

Businesses May Qualify if They:

- Commit to hire or retain persons who successfully complete the customized or class- sized training program.
- Have workers not earning a self-sufficient wage and they need training in one of the following:
 1. The introduction by the employer of new technologies;
 2. The introduction to new production or service procedures; or
 3. Upgrading to new jobs that require additional skills / workplace literacy.

On-the Job Training

On-The-Job Training (OJT) assists with the costs of training new employees and provides access to a workforce with the skills necessary to sustain and grow businesses and a regional economy. OJT Provides:

- Hands on training;
- Payment to offset training costs;
- Opportunity to train employees your way; and
- Investment in your company.

How On-The-Job Training Works

OJT provides employers with a way to have new employees gain specific skills and employment competencies. This is accomplished through exposure in an actual work setting, to the processes, work tasks, tools and methods of a specific job or group of jobs.

- We match qualified applicants with approved job openings.
- We design a training plan that meets your needs; you may be able to use an existing proprietary training plan.
- You get reimbursed a percent of wages during the OJT period.

On-The-Job Training is for Businesses That...

- Operate year round
- Enjoy low employee turnover
- Pay an hourly wage or salary equal to or more than minimum wage
- Realize the benefits of investing in their employees
- Employ one or more workers

Qualifying On-The-Job Training Applicants

- Applicants who are pre-qualified by our office and referred to you. OR
- Applicants you send to us for eligibility screening. We'll notify you if they qualify.

Incumbent Worker Training

Incumbent Worker Training (IWT) provides employers with a means of working with their current employees who need to improve their skills in order to avoid being laid off from a company which is at risk of downsizing or closing. IWT Provides:

- Hands on training
- Payment to offset training costs
- Opportunity to train employees your way
- Investment in your business

How it Works

Interested employers must meet certain criteria in order to participate. Employers must be in a targeted industry, which are defined locally. Department of Commerce workforce representatives can assist the employer in determining if their industry qualifies under local guidelines as an eligible target industry. The next step will be to determine whether the business meets qualifying “At Risk” indicators defined below:

- We help you design a training plan that meets your employee’s needs.
- You may get reimbursed up to 100% of the costs of training during the IWT period.

How a Business Qualifies

If the employer has been assessed as meeting the target industry criteria, the next step is to determine if they meet one or more of the following qualifying “At Risk” indicators. These include:

- Declining sales
- Supply chain issues
- Adverse industry/market trends
- Changes in management philosophy or ownership
- The worker does not have in-demand skills
- There is a strong possibility of a job if the worker attains new skills

IWT Approval Process

Once a company’s eligibility to participate has been determined the workforce representative will work with the employer to outline the training program and assist with identifying a trainer, if needed. A detailed description of the proposed program will then be forwarded to the Illinois Department of Commerce and Economic Opportunity for final approval.