

Northern Virginia Workforce Investment Board

Process for Review and Approval of On-The-Job Training Agreements

January 2004

1. SkillSource Center staff (case manager) develops agreement with Northern Virginia-based business to accept an On-The-Job Training assignment, within authorized industry clusters and maximum hourly OJT subsidized rates.
2. SkillSource Center Manager reviews OJT Training agreement and forwards to NVWIB/SkillSource Group, Inc. Executive Director for preliminary consideration and approval. (Draft Agreement is to be forwarded via email to david.hunn@myskillsource.org or by fax at 703-752-1609.
3. Following preliminary NVWIB Executive Director approval, SkillSource Center staff will acquire Employer signature.
4. Completed and signed OJT Training Agreement will be mailed/couried to:

**David Hunn
Executive Director
Northern Virginia Workforce Investment Board
8300 Boone Blvd., Suite 450
Vienna, VA 22182
(703) 752-1606**

5. Executive Director will sign OTJ Training Agreement and return signed copy to Ms. Kim-Chi Lee of the Falls Church SkillSource Center, for recordation and payment processing; Kim-Chi Lee can be reached at (703) 533-5409 and fax at (703) 237-3476. All payments on approved OJT Training Agreements will be made by Kim-Chi Lee and the NVWIB Fiscal Manager, Jeff Beeman.