

On-the-Job Training (OJT) Reimbursement Program

Apply for funding to supplement the cost of training new hires in entry-level occupations

Hillsboro's On-the-Job Training (OJT) Reimbursement program supports local businesses by supplementing the cost of training new hires in entry-level occupations with little to no experience. This program is designed to **incentivize diverse hiring practices** that provides job seekers the opportunity to pursue a **new career path in key industries**, including advanced manufacturing, technology, and food manufacturing.

Employers can submit reimbursement applications for up to \$1,500 per employee per fiscal year, **capped at \$11,000** per fiscal year (July – June). **Priority and additional incentives of \$500 per employee** will be reimbursed when hiring and/or training Hillsboro residents, historically and currently underserved populations, and participants from local workforce programs including those listed below:

- Hillsboro residents
- Hillsboro WORKs interns
- BIPOC, AAPI, or Latino/Hispanic employees
- Hillsboro Advanced Manufacturing Youth Apprenticeship Program graduates
- Women employees
- Centro de Prosperidad clients
- Veterans
- Forest Grove High School Mechatronics Program graduates
- Employees with a disability
- Hillsboro School District graduates
- PCC Future Connect scholars

Application Process



Submit a **pre-application [Interest Form](#)** indicating an estimated reimbursement request amount, and estimated number of participating employees.



Complete a First Source Hiring Agreement.



After training is complete, submit the **[OJT Reimbursement Form](#)**, including employee and training program details.



Upload a W9 to the **[City's secure file transfer platform](#)** for review and approval.

✓ Program Requirements:

- The training must have occurred **after January 1, 2023**, to be eligible for reimbursement.
- All participants must be employees of the business partner and any businesses it represents.
- The business partner pays wages to the employees who successfully complete the training program.
- The business partner must employ the program participants for at least 60 days after the completion of training.
- Funds must be used only to reimburse wages for new, entry-level hires in need of skills training to meet job requirements.
- The business partner must document and provide program data as required or requested by the City of Hillsboro, including:
 - Brief description of skill development
 - Number of employees trained
 - Trainee demographic data, as possible

