



CWP Policy and Procedures Transmittal

Transmittal Number: 19-01

Effective Date: January 1, 2019

To: CWP Staff and Subrecipient Staff

From: Julie Watson, Compliance & Accountability Administrator

A handwritten signature in blue ink, appearing to read "Julie Watson", is positioned to the right of the "From:" line.

Issue Date: January 8, 2019

Subject: **2-65 On-the-Job Training (OJT) Policy and Procedures**

With this transmittal, we issue the CWP On-the-Job Training (OJT) Policy and Procedures for CWP's staff and CWP subrecipients' staff. The purpose of this issuance is to provide standardized policy and procedures for the administration of OJT by CWP and CWP subrecipients.

This policy is in section 2-65 of the CWP Policy and Procedures manual which is accessed through a link on the CWP website at <http://capitalworkforce.org>. Select "Partners" located on the top banner of the CWP website. Once on the Partners page, select Section 2, CWP General Policy and Procedures. Forms related to the OJT procedures are accessed through Section 8, Forms, of the CWP Policy and Procedures manual through the same link.

Questions regarding program policies should be addressed to the CWP program manager.

Please retain these policy and procedures for your reference.