

TRAINING PLAN - PON 3982

On-the-Job Training (OJT) for Energy Efficiency and Clean Technology Program



INSTRUCTIONS

Submitting a New Hire Application

Applications to reserve funding for a New Hire through the NYSEERDA On-the-Job Training (OJT) Program must be submitted via the NYSEERDA Portal at <https://portal.nyserda.ny.gov/login>.

To complete an application, you will need to upload:

1. Job Description for the New Hire
2. Training Plan (pages 2-3 of this form)

Developing a Training Plan

Training plans are a key element of a successful OJT engagement. The training plan maps out the steps your business will take to help the new hire achieve proficiency in their new role. Participation in the OJT Program requires a well-developed training plan for each new hire for NYSEERDA to approve the new hire application and award funding. Your New York State Department of Labor (NYSDOL) Business Service Representative can assist in the development of this training plan and must approve it before submission to NYSEERDA.

Training Plans must include:

1. **Job Duties** – The primary activities and tasks the new hire will perform in their position during the OJT period.
2. **Frequency** – How often the employee will be completing each job duty (e.g., daily, weekly, monthly, occasionally)
3. **Training Method** – Describe how your new hire will gain proficiency in each listed job duty. Include details on the specific trainings that will be provided.
4. **OJT Hours** – List the number of hours per job duty, and corresponding training, your new hire will spend learning each task. Provide a comprehensive breakdown of hours. The total number of OJT hours shown must equal eligible hours for the program: 960 hours for members of a priority population or disadvantaged community (as defined on the [Workforce Development and Training Definitions](#) page) and 640 hours for individuals who are not members of priority populations or disadvantaged communities.

For detailed instructions on how to complete this form and example training plan resources, please access the user guide here: <https://knowledge.nyserda.ny.gov/pages/viewpage.action?pageId=76120659>

Your new hire **and** a representative from the NYSDOL must sign the Training Plan prior to submitting your New Hire Application.

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NEW HIRE AND BUSINESS INFORMATION

Name of New Hire _____ Job Title _____

Business Name _____ Current Number of Employees* _____

**Enter the number of employees of the business who receive an IRS W-2 form, excluding principals and owners*

#	Job Duties	Frequency	Training Method	OJT Hours
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

#	Job Duties	Frequency	Training Method	OJT Hours
11				
12				
13				
14				
			Total OJT Hours	

NEW HIRE ACKNOWLEDGMENT

I, the undersigned New Hire, acknowledge this training plan for my On-the-Job Training period. I certify that I am not a relative of the business owners, principals, or hiring managers of the business at which I will be hired, as the word "relative" is defined in the PON.

New Hire Signature

Print New Hire Name Date

NEW YORK STATE DEPARTMENT OF LABOR REPRESENTATIVE ACKNOWLEDGMENT

OSOS ID O*Net Code

Priority Population / Disadvantaged Community Category (if applicable)

Verification Documentation Type (if applicable)

NYSDOL Representative Signature

Print NYSDOL Representative Name Date

