



OJT TRAINING PROGRESS REPORT

While in the WIOA approved on-the-job (OJT), the trainee must make satisfactory progress and complete the training by the end date specified in the OJT contract. This form must be completed at least every 30 days. Send the completed form to the WIOA Career Advisor working with the trainee.

Failure to complete the form and submit it in a timely manner may result in termination of the WIOA contract.

TRAINEE INFORMATION

Name (First, MI, Last): Click or tap here to enter text.

OJT Position Title: Click or tap here to enter text.

OJT Start Date: Click or tap here to enter text. **OJT End Date:** Click or tap here to enter text.

Company Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

EMPLOYER REPRESENTATIVE

1. Is the trainee making satisfactory Progress? Yes No
2. Is it possible for the trainee to complete the OJT by the end date listed above? Yes No
3. Is trainee meeting the attendance requirements? Yes No

Explain if answer is No to any item above: _____

SIGNATURES

Employer Representative Name (please print): _____

Employer Representative Title: _____

Employer Representative Signature: _____ Date: _____

Trainee Signature: _____ Date: _____