



OJT Agreement No.:
Training Plan No.:

On-the-Job Training Invoice Training Period

Employer Name		Employer Address	
Trainee Name:			
Training Period:		Begin Date	and End Date

Training Invoice Date <small>Please submit invoice within 30 days of the Training Period end date.</small>		
Gross Wages		\$
<small>Gross wages are the wages paid to Trainee for work performed during the Training Period</small>		
Training Payment Requested		\$
<small>Payment requested is equal to one-fourth of the Gross Wages amount or \$2,500, whichever is less.</small>		

I certify that the above-named Trainee has completed Training, is still employed, is expected to work at least thirty (30) hours each week, and has been paid wages owed.

Employer Signature: _____

Date:

Type/Print Name:

Title:

For Office Use Only

Gross wages and training completion have been documented by _____ by (check all that apply):

- Completed Training Plan
- Time sheets
- Payroll records
- Paycheck stubs
- Other (list):

Signature: _____

Date:

Organization Name:

Type/Print Name:

Title: