What is Vocational Rehabilitation?

The Division of Vocational Rehabilitation (VR) is a federal-state program that works with people who have physical or mental disabilities to prepare for, gain or retain employment. VR is committed to helping people with disabilities find meaningful careers, and On-the-Job Training (OJT) is one way of preparing them for success in the workplace. VR has received money from the American Recovery and Reinvestment Act (ARRA) and will invest some of it to create new OJT opportunities.

Benefits to Employers

By participating in On-the-Job Training with VR, you may receive reimbursement for:

- Trainee’s salary
- Fees associated with training

VR may also provide:

- Support services (uniforms, tools, bus passes)
- Job-site assessment and any needed accommodations

In addition, tax credits may be available to employers who hire individuals with disabilities into permanent positions. These credits are available through the Internal Revenue Service (IRS) and include the Architectural/Transportation Tax Credit, Small Business Tax Credit, and Work Opportunity Tax Credit. For more information, please contact the IRS, VR or the contracted VR provider who arranges the OJT.

Who Arranges On-the-Job Training (OJT)?

VR certified contract providers will arrange On-the-Job Training between an employer and VR, and will provide placement and follow-up services. Providers work closely with all parties to develop an OJT experience that will benefit both the customer and the employer. The provider will work with the customer, employer, and VR to develop an agreement that establishes salary, the type and length of training, and covers any other costs associated with training. After the customer begins his/her training, the provider continues to provide support for both the customer and the employer, including assistance with invoicing.

How Do I Participate?

If you are interested in participating in the rewarding OJT program, follow the steps below:


Before participating in On-the-Job Training, you must become a vendor with the state of Florida and VR. To apply for vendor certification, follow the instructions under “How do I become a vendor?” If you have any questions, contact the Vendor Certification Unit at (866) 580-7438.

2. Develop an agreement with the provider, customer, and VR that establishes salary, the type and length of training, and covers any other costs associated with training.

We look forward to working with you in a joint effort to create the best possible training.

What is On-the-Job Training (OJT)?

On-the-Job Training is an opportunity for you, the employer, to mentor an individual with a disability. You can help that person develop skills and gain experience that will provide opportunities to advance in his/her career, or to perform a job in your industry. OJT occurs in the community where the trainee interacts on a regular basis with employees who do not have disabilities, performs in comparable positions, and is paid no less than minimum wage. OJT helps people with disabilities get used to the
Frequently Asked Questions

Q: How does the trainee get paid?
A: Trainees are paid by the employer in the same way that other employees are paid. The employer includes the number of hours worked and the hourly rate in the monthly training progress report to VR. Upon receipt and approval, the VR Counselor will issue an authorization for reimbursement.

Q: Who is responsible for Workers’ Compensation?
A: The employer is responsible for Workers’ Compensation. However, costs associated with Workers’ Compensation can be included in the “training fees” for which the employer is reimbursed.

Q: How does wage reimbursement impact the employer?
A: The employer treats OJT funds from DVR as income. The employer shows the OJT funds as income when received and as an expense when paid.

Q: After OJT is completed, is the employer required to offer a job?
A: No employer is required to offer a job.

Q: Who is responsible for reasonable accommodations?
A: The employer is responsible for reasonable accommodations for a successful OJT outcome. This may include modifying job duties and/or changing the style of training and communication.

If the trainee requires specialized equipment to perform the job due to his/her disability, the VR counselor will purchase this separately. The equipment will remain the property of VR or the individual at the end of the OJT.

Permanent modifications will not be.

An equal opportunity employer/program. It is against the law for the Division of Vocational Rehabilitation (VR) of the Florida Department of Education, as a recipient of Federal financial assistance, to discriminate against any individual in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief.

The application process used by VR to determine eligibility for services, any subsequent services, and the entire VR process are subject to these non-discrimination requirements. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment or via the Florida Relay Service at 711.

The Department of Education Division of Vocational Rehabilitation is a proud partner in Florida’s Next Generation Strategic Plan for education.