

Foreign Labor Certification

November 2005

1) How do I place a job order with the State of Ohio?

The new PERM regulations require that employers filing permanent alien labor certification applications must post a job order (not a **Bulletin Board posting**) within the area of intended employment for a period of 30 days. Employers/attorneys may contact a One Stop Center in the area of intended employment to post a job order. For the One Stop Center nearest the job site, please visit the website at <http://www.ohioworkforce.org> and click on the map in the lower left-hand corner. You will need to have the employer's Federal Employer Identification Number (FEIN) available. Employers/attorneys may post a job order through the Ohio Job Placement Service, Sharing Career Opportunities and Training Information (SCOTI), by visiting the website at http://scoti.ohio.gov/scoti_lexs/. To successfully enter the job posting, complete the employer's profile using the employer's Federal Employer Identification Number (FEIN). To assure the job order remains in **OPEN** status for the full 30 days, we recommend you use **100** as the maximum number of referrals. If you have any questions, please contact the SCOTI Help Desk at 1-888-385-2588. The attorney of record may be used as the contact. The option for the Public Disclosure field should state - **Full**. The Display On Internet selection should be - **Immediate**.

2) How do I file a Prevailing Wage Request?

E-mail ForeignLabor@odjfs.state.oh.us and request the Prevailing Wage Request form. To better serve our customers, Ohio FLC is currently working toward online filing of Prevailing Wage requests. Please watch for this updated feature on our website at www.jfs.ohio.gov/owd/flc.