**TRAINING PROGRAM FORM**



 NOTE: Submit Training Program(s) to the Project Manager at the Pre-Construction Conference.

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| If you have assigned training requirements to your sub-contractor(s), each subcontractor shall complete and submit a separate Training Program form prior to subcontractor starting work. Prime contractor shall review, sign, and submit forms for subcontractors. |
| (1) PRIME CONTRACTOR       | (2) CONTRACT NO.       | (2a) BUNDLE NO.      |
| (3) SUBCONTRACTOR (IF APPLICABLE)      | (4) PROJECT MANAGER      |
| (5) PROJECT NAME       | (6) NUMBER OF POSITIONS      | (7) HOURS       |
| APPROVAL REQUEST: Approval is requested to provide training, as required by contract, in the following areas. |
| (8) APPRENTICESHIP/TRAINEE CRAFT | (9) NUMBER OF TRAINEES PROJECTED | (10) HOURLY ASSIGNMENT PER TRAINEE | (11) TOTAL HOURS ASSIGNED TO CRAFT | (12) BOLI APPROVED? | (13) ESTIMATED START DATE |
|       |       |       |       | [ ]  YES[ ]  NO\* |       |
|       |       |       |       | [ ]  YES[ ]  NO\* |       |
|       |       |       |       | [ ]  YES[ ]  NO\* |       |
|       |       |       |       | [ ]  YES[ ]  NO\* |       |
|       |       |       |       | [ ]  YES[ ]  NO\* |       |
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| AFFIRMATIVE ACTION -- While placement of minorities and females in on-the-job training positions on **State-funded** highway construction projects is not a requirement of these provisions, contractors are encouraged to make systematic and direct recruitment efforts through public and private sources which are likely to yield minorities and females available for training under this contract. This training commitment is not intended, and shall not be used, to discriminate against any applicant for training, whether a member of a minority group or not. The training and upgrading of minorities and women toward journeyperson status however is a primary objective of this training provision. Accordingly, the contractor shall make every effort to enroll minority trainees and women trainees to the extent such persons are available within a reasonable area of recruitment (documentation will be required if non-protected persons are proposed). |
| **\* PROGRAMS NOT APPROVED BY BOLI – For contractors not registered as a training agent with a JATC, ODOT received approval from FHWA for standard in-house training programs that may be adopted on federal-aid projects only. The standard training programs are Carpenter Trainee, Cement Mason Trainee, Ironworker Trainee, Utility Trainee, and Construction Assistant. If none of these standard training programs are adequate, the contractor shall submit a detailed breakdown of the hours assigned to the various skills of the trade. In addition to completing the above section, the contractor must provide the following standards:** |
| A. MINIMUM QUALIFICATIONS -- The Contractor shall establish minimum qualifications for persons entering the training program. (No employee shall be employed as a trainee in any classification in which he/she has successfully completed a training course leading to journeyperson status or in which he/she has been employed as a journeyperson). |
| B. WORK SKILLS -- Provide an outline of the work processes in which the trainee will receive supervised work experience and training on-the-job and the allocation of the approximate time to be spent in each major process shall be set forth in these standards. |
| C. TERMS OF TRAINING -- State in hours the estimated number of hours required for completion to journeyperson status -- not to exceed 1,000 hours for any one individual. |
| D. PROGRAM MONITORING -- State the method for recording and reporting the training completed. |
| E. RATIO OF TRAINEES -- The numeric ratio of trainees to journeypersons. It shall be consistent with proper supervision, training, safety and continuity of employment. The ratio language shall be specific and clear as to application in terms of job site and workforce during normal operations (considered to fall between 1:10 and 1:4). |
| I understand and will comply fully with the plans and specifications under which this training is being performed, and will report subsequent revisions to the training program as changes occur. |
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| PRIME CONTRACTOR'S SIGNATURE | DATE |  | SUBCONTRACTOR'S SIGNATURE | DATE |
| THIS AREA FOR DEPARTMENT OF TRANSPORTATION USE ONLY |
| [ ]  **APPROVED**[ ]  **DENIED** | SIGNATURE | DATE      | TITLE      |
| NOTE: FHWA concurrence is required for final approval of programs not approved by BOLI. |
| FEDERAL HIGHWAY ADMINISTRATION CONCURRENCE |
| FHWA APPROVAL (IF APPLICABLE) | DATE      | TITLE      |

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**INSTRUCTIONS FOR TRAINING PROGRAM**

1. Name of Prime Contractor for this project
2. ODOT Contract Number ((2a) bundle number if applicable)
3. Name of Subcontractor (if subcontractor performing portion of OJT Requirement)
4. Name of ODOT or Constultant Project Manager.
5. Name of project from front cover of contract book
6. Number of positions (From Section 3 of On-The-Job Training Special Provisions)
7. Number of Hours (From bid item)
8. Craft(s) in which this contractor is providing training – Acceptable apprentice crafts are Carpenter, Cement Mason, Electrician, Equipment Operator, Ironworker, and Laborer. In addition, exact name of adopted in-house training program may be listed here.
9. Number of apprentices/trainees for this craft
10. Number of hours for each apprentice/trainee in this craft
11. Total number of hours this craft (column 9 multiplied by column 10)
12. JATC Approved? Are you a registered training agent with a BOLI approved apprenticeship program? If yes, submit copy of the certification from the appropriate apprenticeship committee. If no, see section “Programs Not Approved by BOLI”.
13. Estimated date training will start in this craft

ADDITIONAL INFORMATION

* + Add up total number of apprentices/trainees assigned to each craft from column 9 for all contractors. This number should match the number in box 6.
	+ Add up total number of hours assigned to each craft from column 11 for all contractors. This number should match the number in box 7.
	+ Ensure subcontractor has signed and dated form if applicable.
	+ Prime contractor sign and date form for submittal to project manager at preconstruction conference.