



## ODOT TRAINEE MONTHLY PROGRESS RECORD

HOURS AND THE TYPE OF TRAINING RECEIVED BY THOSE PARTICIPATING IN ODOT'S ON-THE-JOB TRAINING PROGRAM

1. ODOT Trainee Monthly Progress Record forms will be sent to the contractor at the time of contract award. All required forms are posted on the Office of Civil Rights website at <http://www.oregon.gov/ODOT/CS/CIVILRIGHTS/forms.shtml>
2. Trainees are responsible for completing the form and submitting a copy to their company foreman/superintendent, on a monthly basis. The contractor is responsible for submitting the form to the Project Manager, who will then forward the Monthly Progress Record to the Office of Civil Rights.
3. All Reports must be submitted to the ODOT Project Manager by the 5th of each month.

**TRAINEE:**

1. PLEASE COMPLETE ALL OF THE INFORMATION ON THIS FORM PRIOR TO SUBMITTING IT TO YOUR EMPLOYER.
2. PLEASE MAKE THREE COPIES OF THIS FORM, SUBMIT THE ORIGINAL AND ONE COPY TO YOUR COMPANY FOREMAN/SUPERINTENDENT. KEEP ONE COPY FOR YOUR RECORDS.
3. THE COLUMN FOR "HOURS BROUGHT FORWARD" SHOULD BE THE SAME AS "TOTAL HOURS TO DATE" ON YOUR LAST MONTH'S RECORD.

**COMMENTS:**