



**Department of Transportation & Public Facilities  
Civil Rights Office (DOT&PF CRO)  
On-the-Job (OJT) Training Program**

**Project Name:** \_\_\_\_\_

**Project Number** \_\_\_\_\_

**Project Hours - 500**

Section 645, entitled “Training Program” in the Special Provisions, specifies the number of minorities and/or woman to be trained and the number of hours of training provided under the term of this contract. Contractors desiring to use DOT&PF OJT approved training program(s) (instead of those approved by USDOL/OA) must:

- Complete Sections 1(A) through 5; use additional sheets, if necessary and reference appropriately
- Must provide training in skilled construction trades
- Contractors complete OJT form
- Contractors are encouraged to contact the DOT&PF Civil Rights Office for assistance with developing approvable training programs prior to bid opening

**Section 1: Contractor Information**

Contractor Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone # \_\_\_\_\_

E-mail \_\_\_\_\_

**Section 1A: Trainee Minimum Qualifications**

Minimum Starting Age: \_\_\_\_\_

High School Diploma Yes  No

Other Level of Education and/or Experience:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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**Section 2: Job Classification Information**

Job Classification (Title): \_\_\_\_\_

REQUIRED SKILLS FOR POSITION	STARTING CAPABILITY DATE MEASURED
1. JOB SKILL NEEDED	NOT SKILLED: <input type="checkbox"/> SOME SKILL: <input type="checkbox"/> SKILLED: <input type="checkbox"/>
2. JOB SKILL NEEDED	NOT SKILLED: <input type="checkbox"/> SOME SKILL: <input type="checkbox"/> SKILLED: <input type="checkbox"/>
3. JOB SKILL NEEDED	NOT SKILLED: <input type="checkbox"/> SOME SKILL: <input type="checkbox"/> SKILLED: <input type="checkbox"/>
4. JOB SKILL NEEDED	NOT SKILLED: <input type="checkbox"/> SOME SKILL: <input type="checkbox"/> SKILLED: <input type="checkbox"/>
5. JOB SKILL NEEDED	NOT SKILLED: <input type="checkbox"/> SOME SKILL: <input type="checkbox"/> SKILLED: <input type="checkbox"/>

\*ATTACH JOB DESCRIPTION

**Section 3: Employer Training Information**

*Complete the training outline and estimated time for each skill.*

TRAINING TO BE PROVIDED	ESTIMATED TRAINING HOURS	END CAPABILITY DATE MEASURED
1. SKILL TO BE ACQUIRED	ESTIMATED TRAINING HOURS	BEGINNING: <input type="checkbox"/> INTERMEDIATE: <input type="checkbox"/> SKILLED: <input type="checkbox"/>
2. SKILL TO BE ACQUIRED	ESTIMATED TRAINING HOURS	BEGINNING: <input type="checkbox"/> INTERMEDIATE: <input type="checkbox"/> SKILLED: <input type="checkbox"/>
3. SKILL TO BE ACQUIRED	ESTIMATED TRAINING HOURS	BEGINNING: <input type="checkbox"/> INTERMEDIATE: <input type="checkbox"/> SKILLED: <input type="checkbox"/>
4. SKILL TO BE ACQUIRED	ESTIMATED TRAINING HOURS	BEGINNING: <input type="checkbox"/> INTERMEDIATE: <input type="checkbox"/> SKILLED: <input type="checkbox"/>
5. SKILL TO BE ACQUIRED	ESTIMATED TRAINING HOURS	BEGINNING: <input type="checkbox"/> INTERMEDIATE: <input type="checkbox"/> SKILLED: <input type="checkbox"/>
LIST EQUIPMENT AND TOOLS NEEDED FOR TRAINING RELATED TO THE POSITION:		



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**Section 4: Third-Party Related Instruction**

*Complete the training outline and estimated time for each skill.*

<b>SKILLS TO BE LEARNED:</b>	<b>ESTIMATED TRAINING HOURS</b>	<b>END CAPABILITY DATE MEASURED</b>
1. SKILL TO BE LEARNED	ESTIMATED TRAINING HOURS	BEGINNING: <input type="checkbox"/> INTERMEDIATE: <input type="checkbox"/> SKILLED: <input type="checkbox"/>
2. SKILL TO BE LEARNED	ESTIMATED TRAINING HOURS	BEGINNING: <input type="checkbox"/> INTERMEDIATE: <input type="checkbox"/> SKILLED: <input type="checkbox"/>
3. SKILL TO BE LEARNED	ESTIMATED TRAINING HOURS	BEGINNING: <input type="checkbox"/> INTERMEDIATE: <input type="checkbox"/> SKILLED: <input type="checkbox"/>
4. SKILL TO BE LEARNED	ESTIMATED TRAINING HOURS	BEGINNING: <input type="checkbox"/> INTERMEDIATE: <input type="checkbox"/> SKILLED: <input type="checkbox"/>
5. SKILL TO BE LEARNED	ESTIMATED TRAINING HOURS	BEGINNING: <input type="checkbox"/> INTERMEDIATE: <input type="checkbox"/> SKILLED: <input type="checkbox"/>
<b>LIST EQUIPMENT AND TOOLS NEEDED FOR TRAINING RELATED TO THE POSITION:</b>		



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**Section 5: Required Certifications for the Position**

The Contractor shall actively assist the Trainee with getting certification(s) in order to gain marketable skills.

OSHA 10            CPR/First Aid/AED            Fork Lift     

Fitness Card            CDL A            Fast Track CDL     

Department of Labor National Career Readiness Certificate (*where feasible*)     

**Other Certificates Provided by Employer:**

\_\_\_\_\_  
\* Contractor will provide copies of the certifications received no later than the completion of project to the Civil Rights Office.

**Section 6: OJT Wages**

Trainee Wages shall be paid prevailing Davis-Bacon fringes, plus the following during their training (See Section 645 wage requirements).

1<sup>st</sup> Half:      \$ \_\_\_\_\_ = \_\_\_\_\_ % journey scale

3<sup>rd</sup> Quarter:      \$ \_\_\_\_\_ = \_\_\_\_\_ % journey scale

4<sup>th</sup> Quarter:      \$ \_\_\_\_\_ = \_\_\_\_\_ % journey scale

**This OJT Training Program has been developed and approval is hereby requested for use on the above referenced project.**

\_\_\_\_\_  
Signature of Authorized Company Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone

\_\_\_\_\_  
E-mail



**Department of Transportation & Public Facilities  
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Approved  Disapproved

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
ADOT&PF Civil Rights Office OJT Coordinator

\_\_\_\_\_  
Date

**Section 7: Contractor Responsibility**

1. It is the responsibility of the Contractor to provide each Trainee with a copy of the OJT Training Program, Job Description and Training Timeline prior to the start of the project
2. Each Trainee will be reviewed upon completion of each section of training. The review shall be in writing and indicate the number of hours of training received.
3. The Trainee shall participate in the review, sign and receive a copy of the review.
4. The close out evaluation should indicate capability level reached
5. The area in which the Trainee did not advance in level from its initial starting capability, the Contractor will attach documentation as part of the close out evaluation which explains the reason(s) a higher capability was not reached.
6. If the Contractor fails to comply with their OJT approved training program the ADOT&PF will enforce the measures outlined in the Spec 645-5.01

**Section 8: DOT & PF Civil Rights Office (CRO) Monitoring**

1. The CRO will conduct an on-site visit to assess the OJT Training program at the project hour's half-way mark when feasible.
2. The CRO will coordinate the on-site with the Project Engineer



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**Section 9: Trainee Assistance**

1. On a case-by-case basis the CRO may be able to assist with partial funding for the Trainee to receive certification(s).
2. The CRO upon completion of the Trainee OJT Training Program will issue a "DOT&PF Civil Rights Office" Certificate of On-the-Job Completion for FHWA funded Projects" that will reflect completed hours.
3. The Trainee will go on a list that will be posted on the CRO website for Primes to solicit for future employment opportunities
4. The Trainee will be eligible for the OJT 50% Reimbursement Program not to exceed \$500 dollars which administer through the CRO. The dollar amount may change due to FHWA grant monies received per fiscal year.