

**LOUISIANA
DEPARTMENT OF TRANSPORTATION
AND DEVELOPMENT**



**ON-THE-JOB TRAINING
PROGRAM MANUAL**

OCTOBER 1, 2008

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INTRODUCTION

In 2008, the Louisiana Department of Transportation and Development (LADOTD), Louisiana Associated General Contractors (LAGC), Federal Highway Administration (FHWA), and contractors partnered to create the on-the-job training (OJT) program to be utilized on LADOTD's construction projects. A goal to provide training to a minimum of 15 individuals was established for the OJT program for the year 2008 – 2009.

The OJT program was developed in conformity with FHWA requirements and also addresses the concerns of the contracting community in regard to work force issues such as recruitment, employment, retention, and training needs.

This manual describes the requirements and procedures of the Department's OJT program. Contractors and DOTD personnel should adhere to this manual in implementing and monitoring the on-the-job training program on the Department's projects.

For assistance in program implementation and monitoring, please contact Gene McArdle, Training Program Manager, of the Compliance Programs Section at (225) 379-1775 or genemcardle@dotd.la.gov.

ON-THE-JOB TRAINING PROGRAM MANUAL

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CHAPTER I

EXTERNAL TRAINING PROGRAMS

1. TRAINING PROGRAMS UTILIZED. The Department recognizes and approves the use of four categories of external training programs for on-the-job training of the contractor's employees pursuant to training supplemental specifications of the contract should a contractor train on a project. The four categories are as follows:

a. PROGRAM FOSTERED AND ADMINISTERED BY THE SECRETARY OF LABOR, USA.

(1) The principal programs in this category are the formal apprenticeship programs administered by the joint apprenticeship committees and councils of the various labor unions and registered with the state of Louisiana.

(2) Also in this category are various specialized training programs developed from time to time by the U.S. Department of Labor to meet specific economic needs of the nation as, for example, veterans' training programs and programs to train or retrain unemployed individuals. These specialized training programs are reviewed and evaluated to determine if the training afforded by a particular program meets the standards and objectives of the Department.

b. ESTABLISHED AND PROVEN HIGHWAY INDUSTRY TRAINING PROGRAMS. In this category are those training programs developed by recognized trade associations whose members and affiliates are engaged in highway and heavy construction work and, therefore, understand the particular training needs of the industry.

c. PROGRAMS DEVELOPED BY PRIVATE ENTITIES. These types of programs must meet or exceed all criteria applied to other approved training programs and be reviewed and approved by the Department and the Federal Highway Administration.

d. PROGRAMS DEVELOPED BY INDIVIDUAL CONTRACTOR FOR COMPANY USE ONLY.

(1) Such a program must meet or exceed all criteria applied to other approved training programs and be submitted in proposed form to the Department's Compliance Programs Section for review and approval and forwarding to the FHWA Division Administrator for approval prior to its use.

(2) The submission of a company-designed training program will not serve to relieve the contractor of any training obligation of a contract during the period in which the company-designed program is being reviewed and/or pending its written approval by the Department and FHWA.

2. OJT VOLUNTARY APPROACH TRAINING PROGRAM. The Department currently has a training program which allows contractors to voluntarily train on projects. Job Training Supplemental Specifications describing the training program are included in the Construction Proposal for all projects that may support training.

3. OJT SUPPORTIVE SERVICES PROGRAM. The Department provides OJT supportive services on an informal and as requested basis to contractors who participate in the training program.

4. IMPLEMENTATION OF TRAINING REQUIREMENTS. Procedures for program implementation are contained in the Job Training Supplemental Specifications (see pages 3-6) and the Job Training Special Provisions (see page 6) which are made a part of the contract and also included in the Department's Contract Compliance Program Manual in Chapter V.

5. MONITORING TRAINING PROGRAM IMPACT. Monitoring the impact of training on the employment of minorities and women is central to the Department's overall monitoring of the contractor's compliance with EEO contract provisions.

a. Contract provisions encourage the contractor to seek out persons for enrollment in training programs as a means of productive employment and progress.

b. Compliance personnel look for a proportionate representation of minorities and women to be enrolled as trainees when assessing the contractor's work force.

c. Most training records, as well as other records pertaining to the contractor's work force, reflect the race and sex of the individual employee.

d. A combination of records, observation and interview are used to assess the training program's impact on all trainees, including minorities and women.

**LOUISIANA
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
SUPPLEMENTAL SPECIFICATIONS
ON-THE-JOB TRAINING**

The Louisiana Department of Transportation and Development (LADOTD) has partnered with the Louisiana Associated General Contractors (LAGC) to ensure that on-the-job training is provided on a voluntary basis by contractors performing work on LADOTD's federally assisted construction projects.

The LAGC has committed that its member contractors will enroll a minimum of 15 trainees statewide during the period July 1 through June 30 annually. It is anticipated that this annual training goal will be increased in future years as participation in the program grows.

The LADOTD on-the-job training program will be monitored by the Compliance Programs Section. At all times it will be the responsibility of the contractor to comply with the Job Training Supplemental Specifications. LAGC will provide support to their member contractors in the area of on-the-job training as they would in any contractual activity. LAGC has committed to assisting contractors in areas such as recruitment, record keeping, graduation certificates, and ongoing encouragement of contractors to participate in the training program. LAGC has expressed their willingness to work with LADOTD and FHWA in making the contracting industry as strong as possible in all areas, including on-the-job training.

Non-LAGC members are encouraged to participate in the LADOTD on-the-job training program. No aspect of the LADOTD/LAGC partnership is designed to eliminate the right of any non-LAGC member to participate in the training program described in these specifications. If any non-LAGC member does not utilize a previously approved training program, he/she is directed to develop and submit a training program to LADOTD for approval by LADOTD and FHWA.

Although training under this contract is not limited to minorities and females, contractors should be aware that one of the objectives of the training program is to increase the participation and skills of minorities and females in highway construction. Contractors must exert good faith efforts to comply with the Equal Employment Opportunity contract requirements governing recruitment and upgrading when seeking to fill vacancies in the work force and select candidates for the training program. Adequate documentation of good faith efforts should be maintained and submitted to the Compliance Programs Section Training Program Manager (TPM) when requested.

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On-The-Job Training

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These supplemental specifications are in implementation of 23 USC 140(a). Training under this contract shall be optional to the successful bidder, provided the item for which training is requested is less than 70 percent complete. If the contractor elects to provide training under the contract as established in these specifications, he may submit a written request to the project engineer's office with a copy to the TPM. A plan change will be prepared to incorporate a pay item using the trainee hours stated in the Special Provisions elsewhere herein. Training will only be reimbursed after the approval of this plan change.

It is intended that training under these supplemental specifications be in crafts directly related to highway construction. Therefore, training in classifications such as clerk-typist, secretary, bookkeeper, fireman, office engineer, estimator, timekeeper, and unskilled or common laborer will not be approved for participation under these supplemental specifications.

No employee shall be employed as a trainee in any classification in which he/she has successfully completed a training course leading to journey person status or in which he/she has been employed as a journey person. The contractor shall satisfy this requirement by completing the Contractor's Trainee Enrollment & Interview Form for each potential trainee. The completed form shall be electronically submitted to the TPM for review and approval.

The contractor will be reimbursed \$3.00 per hour of training provided in accordance with an approved training program. Reimbursement will be made for training hours in excess of the number specified herein. This reimbursement will be made even though the contractor receives additional training program funds from other sources, provided such other sources do not specifically prohibit the contractor from receiving other reimbursement. The contractor will be reimbursed for the number of trainee hours actually trained on the project in accordance with these supplemental specifications.

The contractor will be credited for each trainee employed on the project that is currently enrolled or becomes enrolled in an approved training program and will be reimbursed for such trainees as provided in these supplemental specifications

The minimum length and type of training for each classification selected by the contractor will be established in the training program approved by the Department, Federal Highway Administration (FHWA), and/or Office of Federal Contract Compliance Programs (OFCCP). The Department, FHWA, and/or OFCCP will approve a program if it is reasonably calculated to meet the Equal Employment Opportunity obligations of the contractor and to qualify the average trainee for journey person status in the classification concerned by the end of the training period. Apprenticeship programs registered with the U. S. Department of Labor, Bureau of Apprenticeship and Training or with a state apprenticeship agency recognized by the Bureau and training programs approved but not necessarily sponsored by the U. S. Department of Labor, Manpower Administration, Bureau of Apprenticeship and Training will also be considered

acceptable, if it is being administered in a manner consistent with the equal employment obligations of federal-aid highway construction contracts.

It is normally expected that a trainee will begin training on the project as soon as feasible after start of work utilizing the skill involved and remain on the project as long as training opportunities exist in his/her work classification or until he/she has completed the training program.

Enrollment of trainees in excess of the required number will be permitted, with approval, to allow the contractor to maintain the required continuous effort to complete the training of individual trainees.

Trainees will be paid at least 60 percent of the appropriate minimum journey person's rate specified in the contract for the first half of the training period, 75 percent for the third quarter of the training period, and 90 percent of the last quarter of the training period, unless apprentices or trainees in an approved existing program are enrolled as trainees on this project. In that case, the appropriate rates approved by the Departments of Labor or Transportation in connection with the existing program shall apply to all trainees being trained for the same classification who are covered by these supplemental specifications.

The contractor, prior to the start of training, shall provide notice to each person to be trained under these supplemental specifications of that person's designation as a trainee, the training program and classification under which training will be provided, the length of the training program, and the hourly wage rate to be paid to the trainee. This requirement shall be fulfilled by use of the Contractor's Trainee Enrollment & Interview Form.

Upon graduation, the contractor shall issue the trainee a certificate showing the type and length of training satisfactorily completed along with a permanent photo identification card designating the bearer as a graduate journey person of the appropriate training program.

The contractor shall electronically submit the Contractor's Trainee Enrollment & Interview Form for each employee on the project who is enrolled as a trainee in an approved training program or apprenticeship program. The trainee enrollments shall be submitted to the TPM within the first payroll period in which each trainee or apprentice is assigned to the project.

In order to collect the \$3.00 per hour reimbursement for training, the contractor shall electronically submit to the project engineer's office each week that training is conducted on the project the Contractor's OJT Weekly Reporting Form along with the payroll. For projects where weekly payroll submission is not required, the Contractor's OJT Weekly Reporting Form shall be submitted to the project engineer's office.

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On-The-Job Training

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At anytime during the life of the project, provided that the item for which training is requested is less than 70 percent complete, a subcontractor may elect to train. The subcontractor should follow the steps described above in order to participate in the on-the-job training program. If the subcontractor does not utilize a previously approved training program, he/she is directed to develop and submit a training program to the TPM for approval by LADOTD and FHWA.

Contractors are to train according to their work force needs and as training opportunities exist on a project. If a trainee graduates from a training classification, training opportunities no longer exist in the approved classification, or a contractor's work force needs change, a trainee could be enrolled in a different classification. The Contractor's OJT Change Form is to be used when these circumstances necessitate enrolling a current trainee or a graduate in a new classification. Multiple enrollments of an individual should not be used to diminish the objectives of these specifications, but to enhance the trainee's career growth, benefit the contractor's operations, and improve the contracting industry overall.

All required forms can be found on the LADOTD website on the Compliance Programs page and the Construction Letting Information page under Doing Business with DOTD. Instructions for completing any required form may be obtained from the TPM.

It is the goal of the LADOTD/LAGC partnership to maintain a voluntary on-the-job training program, but revisions to the program may be deemed necessary should participation fall below acceptable levels.

USE ON FEDERAL PROJECTS ONLY. OBTAIN TRAINEE DETERMINATION FORM FROM DESIGN FOR PROJECTS WITH AN ESTIMATE OF \$750,000 OR MORE. INCLUDE SUPPLEMENTAL SPECIFICATION, ON THE JOB TRAINING.

**STATE PROJECT NO(S).
SPECIAL PROVISION**

PARTICIPATION IN JOB TRAINING (07/08): If the contractor desires to participate in job training, as provided by Supplemental Specifications elsewhere herein, he/she shall submit a written request to the project engineer with a copy to the Compliance Program Section. According to the design formula, the number of potential trainees has been established as . For the purposes of reimbursement, this number of trainees has been translated into an estimated thousand trainee hours. The pay item for Trainee Reimbursement; will be established in the contract in accordance with the Supplemental Specifications for On-The-Job Training and the above hours.

Should the design formula not indicate that the contract could support training; a contractor may still train upon the approval of the Department.

CHAPTER III

OJT RESPONSIBILITIES

1. HEADQUARTERS AND DISTRICT PERSONNEL. The OJT responsibilities of the Compliance Programs and District personnel are as follows:

a. **EEO/LABOR COMPLIANCE SPECIALIST.** The EEO/Labor Compliance Specialist assists the Contract Compliance Unit in monitoring the contractors' programs and maintaining liaison between the Contract Compliance Unit and the districts in the interpretation and dissemination of information. The EEO/Labor Compliance Specialist is also the manager of the Department's contract training program and has the following OJT responsibilities and duties:

- (1) Monitor the progress and effectiveness of the training programs being utilized.
- (2) Furnish the project engineer with information relative to the contractor's approved training program or programs, the number of trainees the contractor proposes to train in each selected classification, and the approximate starting time for training.
- (3) Maintain a training history of trainees, both presently and previously enrolled on the Department projects.
- (4) Conduct an investigation, when requested by the project engineer, to determine the contractor's compliance with the training requirements and develop a written report of findings and recommendations.
- (5) Review the contractor's training efforts at completion of a project and recommend to the Construction Estimates Engineer whether or not payment for training hours provided should be made.
- (6) Ensure that contractors and subcontractors have filed current required reports and have completed all previous required reports.
- (7) Seek the cooperation of unions, contractors, appropriate state agencies and other related organizations in the establishment of skills training programs.

b. **DISTRICT PERSONNEL.** The project engineers are responsible for monitoring the contractor's program on a continuing basis and assuring compliance with the EEO requirements contained in the contract and providing information and reports to the

the Contract Compliance Unit. In addition to their engineering responsibilities, the project engineers have been assigned the following OJT responsibilities and duties:

(1) Discuss the OJT requirements with the contractors and subcontractors at preconstruction conferences in the absence of Compliance Programs Section personnel.

(2) Maintain a separate file relative to the Job Training Supplemental Specifications and training provided by contractors.

(3) Monitor each trainee's progress to ascertain that each is being paid the established rate and has received the training set forth in the approved training program being utilized.

(4) Check the contractor's request for reimbursement for training for accuracy and completeness, check the contractor's payrolls against the form and, if found to be correct, enter the amount requested in the progress estimate.

(5) Supply contractors with needed reporting forms.

(6) Periodically interview trainees to determine their views on the quality of training being provided by the contractor and maintain a record of such interviews.

(7) Provide assistance to the Contract Compliance Unit and EEO/Labor Compliance Specialist in securing pertinent information from contractors and subcontractors relative to compliance with the contract OJT requirements.

(8) Monitor, on a continuing basis, the contractor's program to assure compliance with the OJT requirements of the contract. The project engineer will conduct periodic inspections of the project site and secure documentation when needed to determine that the contractor has taken appropriate action to meet the following requirements.

(a) The following notices and posters are prominently displayed in areas readily accessible to employees and applicants for employment:

1) Standard EEO poster.

2) Company EEO policy statement.

3) Notice requesting employees to refer minority group and female applicants for employment consideration.

4) Notice advising employees of the name, address and telephone number of the company EEO officer.

5) Information on available training programs and the entrance requirements for each.

(9) Assess, on a continuing basis, the efforts and progress of the contractor in fulfilling the training requirements of the contract by means of on-site inspections to observe the actual training, records review, discussions with the contractor, and by other means.

(10) Request an investigation by the EEO/Labor Compliance Specialist when evidence is found indicating insufficient effort is being made by the contractor to comply with the training requirements.

CHAPTER IV

CURRENT PROGRAM APPROVAL

OJT PROGRAM APPROVAL. FHWA granted approval in June 2008 to the Department's OJT program. The current program will be evaluated and, if necessary, revised at the end of the program year. It is anticipated that the current program goal of 15 trainees will be met this year and increased for the following year.

CHAPTER V

OJT FORMS AND RECORDKEEPING

- 1. OJT FORMS USED BY CONTRACTORS.** The required forms to be utilized by contractors choosing to train on the Department's projects are found on pages 14 through 16 of this manual. These forms are also on the LADOTD web site on the Compliance Programs Page and the Construction Letting Information Page under Doing Business With DOTD.
- 2. DOTD RECORDKEEPING.** The documents to be utilized by Department personnel to monitor, maintain records, and report progress of the OJT program are found on pages 17 through 21 of this manual.
- 3. OJT ANNUAL REPORT.** The Department will submit an OJT Annual Report to the Federal Highway Administration by October 1 of each year. A report of training program activity will also be included in the Department's Contract Compliance Program Annual Report due October 1 of each year.

CONTRACTOR'S TRAINEE
ENROLLMENT & INTERVIEW FORM

State Project Number : _____ Parish : _____ Date : _____
Contractor : _____ Address : _____
Contractor's Representative Name : _____ Phone No: _____
E-mail : _____

Employee Interview

TRAINING NO. _____
Last 6 nos. of SSN

Employee Name : _____ Address: _____
Phone No.: _____ Date of Birth : _____ Sex : _____

Ethnic Group Designation: Asian & Pacific Islander : ___ American Indian (or) Alaskan Native : ___
Black : ___ Hispanic : ___ Other : _____

Employee Status : New : _____ Upgrade : _____

Previous OJT Training : _____ Yes _____ No

Previous OJT Training Classification : _____ Graduate : ___ Yes ___ No

Employer during training : _____

Describe your training / work duties : _____

New Job Classification of Trainee : _____ Training Hours : _____

Job Classification No : _____

Type of Training : On-the-Job _____ Union Apprenticeship _____

Training Program to be used : _____

Date Training Starts (on the project) : _____

Trainee received a copy of the OJT Program? _____ Yes _____ No

Remarks : _____

CONTRACTOR'S OJT CHANGE FORM

Trainee

Name : _____

SSN (minimum last 6 digits): _____

Contractor : _____

Contact Person : _____

Phone : _____

Email : _____

New Classification

Previous Classification : _____

Hours trained: _____

New Classification : _____

Hours to be trained : _____

Trainee's Status

Graduation Date : _____

Termination Date : _____

Why terminated : _____

Location

Job Classification : _____

Planned training start date : _____

Previous Project Number : _____

Parish : _____

New Project Number : _____

Parish : _____

CONTRACTOR'S
OJT WEEKLY REPORTING FORM

Name of Trainee: _____	Trainee No. _____	
Job Classification : _____	Code : _____	
Week Ending : _____	Hours Worked : _____	Hourly Wage Rates: _____
Training hours for the week : _____		
Total number of hours trained to date : _____		

Name of Trainee: _____	Trainee No. _____	
Job Classification : _____	Code : _____	
Week Ending : _____	Hours Worked : _____	Hourly Wage Rates: _____
Training hours for the week : _____		
Total number of hours trained to date : _____		

Name of Trainee: _____	Trainee No. _____	
Job Classification : _____	Code : _____	
Week Ending : _____	Hours Worked : _____	Hourly Wage Rates: _____
Training hours for the week : _____		
Total number of hours trained to date : _____		

Name of Trainee: _____	Trainee No. _____	
Job Classification : _____	Code : _____	
Week Ending : _____	Hours Worked : _____	Hourly Wage Rates: _____
Training hours for the week : _____		
Total number of hours trained to date : _____		

Name of Trainee: _____	Trainee No. _____	
Job Classification : _____	Code : _____	
Week Ending : _____	Hours Worked : _____	Hourly Wage Rates: _____
Training hours for the week : _____		
Total number of hours trained to date : _____		

TABLE I
TRAINING REPORT
 October 1, 200x - September 30, 200x

<i>Classifications</i>	Number Enrolled						Number Graduated						<i>Number Terminated</i>						
	Total	B	His	AI	A&PI	Other	Total	B	His	AI	A&PI	Other	Total	B	His	AI	A&PI	Other	
Equipment Operators = Male	---						---						---						
Equipment Operators =Female	---						---						---						
Mechanics – Male	---						---						---						
Mechanics – Female	---						---						---						
Truck Driver - Male	---						---						---						
Truck Driver – Female	---						---						---						
Ironworkers – Male	---						---						---						
Ironworkers – Female	---						---						---						
Carpenters – Male	---						---						---						
Carpenters – Female	---						---						---						
Cement Masons – Male	---						---						---						
Cement Masons – Female	---						---						---						
Electricians – Male	---						---						---						
Electricians – Female	---						---						---						
Other Skills – Male *	---						---						---						
Other Skills – Female *	---						---						---						
Total	---						---						---						

* These classifications contain all trainees and/or apprentices in the following crafts: semi-skilled laborers, surveyors, foreman, painters, precast workers, and concrete quality control technician.

ID # -

TRAINING RECORDS BY PAYROLLS

	NAME	CLASSIFICATION	SOCIAL SECURITY NO.		
	HOURS				TOTAL OJT
DATE	WORKED	PROJECT #	CONTRACTOR		HOURS

LADOTD
OJT MONTHLY REPORTING FORM

Name of Trainee: _____ SSN (minimum last 6 digits): _____
Job classification: _____ Employer: _____
State Project Number: _____ Parish: _____ Hours trained: _____
State Project Number: _____ Parish: _____ Hours trained: _____
State Project Number: _____ Parish: _____ Hours trained: _____
Cumulative Hours to Date: _____ Date: _____

Name of Trainee: _____ SSN (minimum last 6 digits): _____
Job classification: _____ Employer: _____
State Project Number: _____ Parish: _____ Hours trained: _____
State Project Number: _____ Parish: _____ Hours trained: _____
State Project Number: _____ Parish: _____ Hours trained: _____
Cumulative Hours to Date: _____ Date: _____

Name of Trainee: _____ SSN (minimum last 6 digits): _____
Job classification: _____ Employer: _____
State Project Number: _____ Parish: _____ Hours trained: _____
State Project Number: _____ Parish: _____ Hours trained: _____
State Project Number: _____ Parish: _____ Hours trained: _____
Cumulative Hours to Date: _____ Date: _____

Name of Trainee: _____ SSN (minimum last 6 digits): _____
Job classification: _____ Employer: _____
State Project Number: _____ Parish: _____ Hours trained: _____
State Project Number: _____ Parish: _____ Hours trained: _____
State Project Number: _____ Parish: _____ Hours trained: _____
Cumulative Hours to Date: _____ Date: _____

**LADOTD
OJT ANNUAL REPORT FORM**

Reporting Period: year/year

Number of contractors selected for OJT:

Actual number of contractors providing OJT:

OJT trainee goal for the year:

Actual number of OJT participants:

Enrollments				
Race/Ethnicity	Classification	Male	Female	Total
White				
Black				
Hispanic				
Asian or Pacific Islander				
American Indian				
Other				
Totals:				

Active				
Race/Ethnicity	Classification	Male	Female	Total
White				
Black				
Hispanic				
Asian or Pacific Islander				
American Indian				
Other				
Totals:				

Graduations				
Race/Ethnicity	Classification	Male	Female	Total
White				
Black				
Hispanic				
Asian or Pacific Islander				
American Indian				
Other				
Totals:				

Terminations				
Race/Ethnicity	Classification	Male	Female	Total
White				
Black				
Hispanic				
Asian or Pacific Islander				
American Indian				
Other				
Totals:				

DOTD OJT TRAINEE INTERVIEW

State Project Number: _____ Parish: _____ Date: _____
Employer: _____

Employee Interview

Employee Name: _____ Trainee No: _____

Job Classification: _____ Wage Rate: _____

Describe your work duties and tools used: _____

Work being performed: _____

*Do you work over 40 Hours per week? _____ YES _____ NO

Overtime Wage Rate: _____

How Paid? (cash or check) _____

*Work on all projects (city, state or parish) is counted for overtime.

Is any money deducted from your pay besides income and social security taxes? If so explain:

Has employee seen the posting of minimum wage rate? _____ YES _____ NO

Are you paid weekly? _____ YES _____ NO

If not, how often? _____

Are you currently enrolled in an apprenticeship or training program? _____ Training _____ Apprenticeship

Is so, has a copy of the training program been provided? _____ YES _____ NO

On-the-Job Training (if applicable)

When did you begin working for this company? Approximate Month/Year: _____

Job classification at hire: _____

List previous job classification/craft with this company or other companies: _____

In which classification/craft training are you enrolled? _____

What is the name and title of your trainer? _____

Please explain the training you are receiving: _____

Have you received a copy of the OJT Program curriculum?

____ YES _____ NO

Reviewer (Signature and Title)

Date