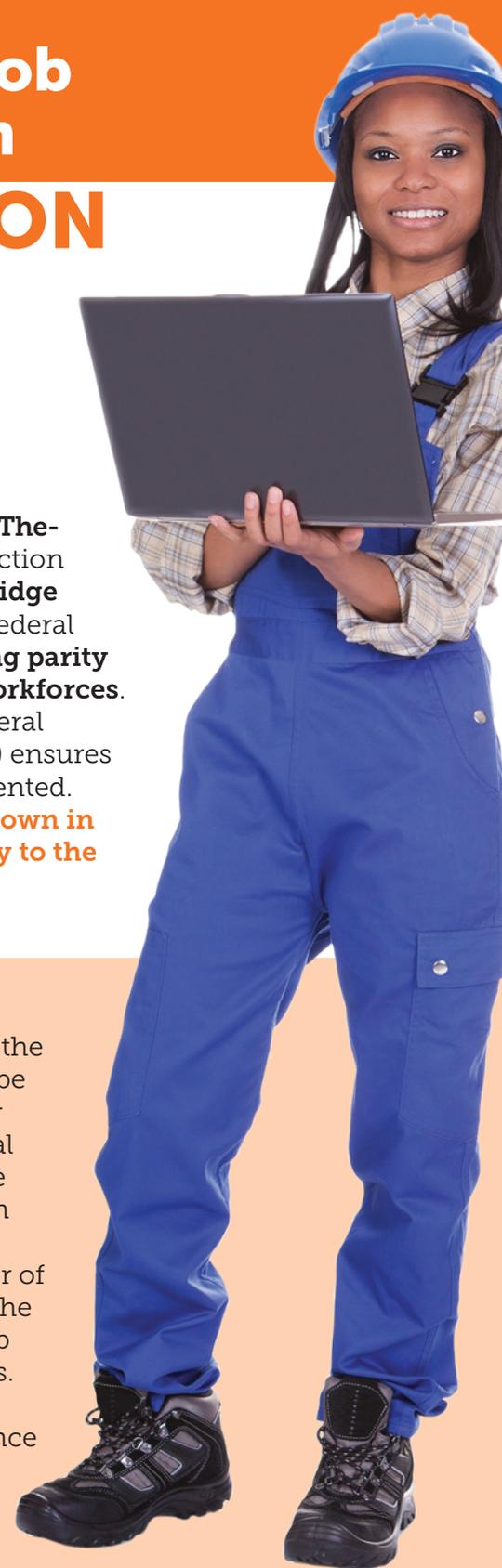


LADOTD On-The-Job Training Program IMPLEMENTATION



The LADOTD developed the **On-The-Job Training Program** in conjunction with the **Highway, Street and Bridge (HSB) Contractors**, to meet the federal requirements aimed at **increasing parity in the highway construction workforces**. The LADOTD along with the Federal Highway Administration (FHWA) ensures that the OJT Program is implemented. **Effective implementation, as shown in the implementation steps, is key to the success of the OJT Program.**



1. LADOTD OJT Goal

The LADOTD annually commits to the Federal Highway Administration that it will accomplish the OJT Program Goal by reviewing the projects to be let. The LADOTD sets the OJT Program Goal for designated projects in the Construction Proposal to accomplish the overall Department Goal. The project Special Provisions, in the Participation in the Job Training Section, specify the number of potential trainees for the project and the number of trainee hours to be reimbursed at \$3.00/hour. The Supplemental Specifications for the On-The-Job Training provide the implementation guidelines. The LADOTD's accomplishment of the OJT Program Goal is reviewed annually for compliance to the requirements of 23 US Code 140 (a) and FHWA Form 1273 (Required Contract Provisions for Federal-Aid Construction Contracts).

2. Recruiting

The HSB Contractors recruit minorities, women and the protected veterans to train on the highway construction skills, as part of the equal opportunity program. The intent of the OJT Program is to provide skills to these specified individuals who are inexperienced in the training crafts. The LADOTD implements the OJT Program training to provide a career pathway to these specified individuals who would otherwise not be able to gain construction skills and long-term careers in highway construction. The LA Workforce Development provides assistance in recruiting for the specified individuals.



**3.
Trainee
Enrollment**

The LADOTD maintains OJT Program documentation, at the project level, to enable the performance of oversight compliance reviews by the FHWA. The Contractor submits the Contractor’s Trainee Enrollment Form stating the employee information including ethnicity, prior experience, training classification, etc. for approval. The Contractors have the ability to transfer trainees to different projects to accomplish the OJT Program Hours by submitting the Contractor’s OJT Change Form. The Trainees receive a Certificate of Completion to demonstrate the experience gained.

**4.
Tracking
Hours**

The Contractor’s project personnel update the training hours that the trainee has accomplished weekly, as part of the certified payrolls. The OJT Program hours recorded should only be those in which the trainee is approved for training. The LADOTD expects the Contractors to train in such a way that it enables the trainee to accomplish the hours in a continuous manner. This provides for the maximum success of accomplishing the OJT Program goal for both the trainee and the Contractor.

**5.
Annual
Report to
FHWA**

The LADOTD develops an Annual Report to compile the achievements of the OJT Program. The Annual Report provides the numbers of trainees trained in the highway construction skills. It also contains the trades in which these individuals obtained training. The Annual Report shows a comparison of the OJT Program Goal set and its accomplishment. The LADOTD intends to meet the annual OJT Program Goal with the cooperation of the HSB Contractors, in order not to jeopardize federal highway funding for Louisiana.

CONTACT AND SUPPORT

The LADOTD is committed to fully implementing the OJT Program. It is also committed to providing support to the HSB Contractors in the implementation. The LADOTD’s Compliance Section provides technical guidance regarding the OJT Program. Additionally, the LADOTD provides support with the OJT Supportive Services (OJT/SS) Consultant. Reach out to the Compliance Section and the OJT/SS contacts for any assistance required:

LADOTD

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Ms. Joyce Brignac, OJT Program Specialist, (225) 379-1364

OJT Program Supportive Services,

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