



# TRAINING PROGRAM

NOTE: Submit this Training Program to the Project Manager at the Pre-Construction Conference.

If you have assigned training requirements to your subcontractor(s), complete and submit a separate Training Program for each subcontractor. Subcontractor(s) programs must be reviewed and submitted by the prime contractor.

<input type="checkbox"/> PRIME	<input type="checkbox"/> SUB	CONTRACTOR NAME	ODOT CONTRACT NUMBER	
ADDRESS, CITY, STATE AND ZIP CODE			ODOT PROJECT MANAGER	
PROJECT NAME (SECTION)			TRAINEES ASSIGNED	HOURS ASSIGNED

**I. APPROVAL REQUEST:** Approval is requested to provide training as required by contract, in the following areas.

APPRENTICESHIP/TRAINEE CRAFT	NUMBER OF TRAINEES PROJECTED	HOURLY ASSIGNMENT PER TRAINEE	TOTAL HOURS ASSIGNED TO CRAFT	JATC APPROVED? YES OR NO*	ESTIMATED START DATE

\* IF YOUR ANSWER IS NO, PLEASE REFER TO SECTION III. Apprenticeship programs registered with the Oregon Bureau of Labor and Industries Joint Apprenticeship Training Council (JATC) will be considered acceptable.

**II. 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 journeyman 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).

**III. PROGRAMS NOT APPROVED BY JATC** - - Submit a detailed breakdown of the hours assigned to the various skills of the trade for other than apprenticeship trades. In addition to completing Section I, 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 journeyman status or in which he/she has been employed as a journeyman).

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 journeyman status - not to exceed 2,000 hours for any one individual.

D. **PROGRAM MONITORING** - - State herein, the method for recording and reporting the training completed.

E. **RATIO OF TRAINEES** - - The numeric ratio of trainees to journeyman. 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.

PRIME CONTRACTOR SIGNATURE	DATE	SUBCONTRACTOR SIGNATURE	DATE
THIS AREA FOR DEPARTMENT OF TRANSPORTATION USE ONLY			
ODOT APPROVAL	DATE	TITLE	
<b>NOTE:</b> FHWA concurrence is required for final approval of programs proposed under Section III.			
FEDERAL HIGHWAY ADMINISTRATION CONCURRENCE			
FHWA APPROVAL (IF APPLICABLE)	DATE	TITLE	