

COLORADO DEPARTMENT OF TRANSPORTATION OJT TRAINEE/APPRENTICE RECORD

Contractor Instructions:

- 1) Complete this form for each trainee or apprentice on the project that will be used to meet OJT requirements
- 2) Submit **one** form for **each** trainee/ apprentice for each project
- 3) Retain a copy for your records
- 4) Submit original to CDOT Project Engineer
- 5) **Incomplete submittals will be rejected**
- 6) Attach training program certificate
- 7) Attach training enrollment certificate

Type of Program (check all that apply): Union Standard OJT Program Other _____
 U.S. DOL - BAT

Contractor's Name: _____ Project No.: _____ Location: _____ Project Code (SA#) _____

Name of Trainee's Supervisor: _____ Title: _____

Trainee's Name: _____ Date this form submitted: _____

Trainee's Job Classification and CODE from the wage decision: _____ Wage Decision number, include modifications: _____

Male Female Last 4 of SSN: [][][][] Veteran: No Yes If Yes, which branch: _____

Education – Check the last year of school completed:
 Highest Grade Completed _____ GED High School Diploma College
 Technical Training or Certifications: _____
 Special Licenses: _____

Training Hours Credited:
 Accumulated:
 On-the-Job Training _____(hours)
 Classroom Training _____(hours)

Ethnic or Racial Background:
 African American American Indian or Alaskan White Hispanic Asian or Pacific Islander Other

Trainee's Previous Construction Work Experience:

Name of Company	Location City / State	Job Classification	Dates of Employment:	
			From:	To:

Were any previous jobs at the journeyman level? Yes No

If yes, explain: _____

Date Trainee First employed by Your Company: _____ How long do you anticipate employing this trainee/apprentice? _____
 Date Enrolled in Training Program: _____

Trainee's wage (% of journeyman work) at this time? 60% 75% 90% 100% Trainee willing to travel? Yes No
 Trainee's current wage rate \$ _____/hr

Signature of Authorized Contractor Representative: _____ Title: _____ Date: _____

Region Civil Rights Manager Signature: _____ Region: _____ Approved Not-Approved Date: _____

Comments or reason not approved: _____

Previous editions are obsolete and may not be used.

CDOT Form # 838 12/11

Project Engineer (2) Project Engineer will provide one copy to the contractor
 Region Civil Rights Manager (3 copies – one for BPO; one for the sponsor if applicable)
 Records Center (Original)