



Tennessee Department of Transportation
On-The-Job Training
Program Plan



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<https://www.tn.gov/tdot/civil-rights/affirmative-action-program.html>

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INTRODUCTION

This reference guide has been developed by the TDOT's Civil Rights Division (CRD) Affirmative Action Program (AAP) to assist contractors in developing On-the-Job Training (OJT) Programs that will comply with federally mandated contractual provisions for all contracts which exceed the sum of \$10,000. See 23 CFR 230 Subpart A, Appendix A and B.

Contractors must implement an OJT Program that will meet the minimum standards of this program. Additionally, they must obtain preapproval from the AAP Director in order to meet requirements.

This plan has been developed to give guidance to comply with the OJT program and Training Special Provisions (TSP) that are included in select TDOT contracts.

The primary goal of the OJT Program is to offer equal opportunity for the training and upgrading of minorities, women, and disadvantaged persons toward journey-level and to broaden the labor pool with improved skills.

To fulfill OJT contract requirements, contractors must make every reasonable effort to enroll minorities, women, and disadvantaged persons by recruitment through public and private sources. Contractors may, in some situations, choose to upgrade current employees in the protected classes through enrollment into the OJT Program.

OJT/TSP Requirements

The following items should be sent directly to the AAP Director prior to Pre-construction conference and initial work on project:

- ❖ **Contractor OJT Program/Plan**
- ❖ **Initial Training Schedule**

The forms and reports in this plan may be reproduced for your use; these forms and reports are also available by e-mail or on the AAP web site:

<https://www.tn.gov/tdot/civil-rights/affirmative-action-program.html>

- Trainees cannot begin accumulating training hours until after he/she is properly enrolled in the company's training program as approved by the AAP Director.
 - Contractors must contact the AAP Staff when a trainee terminates training before completion of hours.
 - NO reimbursement for training is made for the contractor's general OJT program.
 - Reimbursement is made only when TSP training hours are completed unless an exception is allowed by the AAP Director.
- ❖ The following items should be sent to the AAP Director at AA.OJT@tn.gov for approval:
- 1) **Contractor(s) OJT Program/Plan**
 - 2) **Initial Training Schedule(s)**
 - 3) **Enrollment Form(s)**
 - 4) **Weekly Certified Payrolls**
 - 5) **Request for Payment(s)**
 - 6) **Trainee Termination Form(s)**

Program Overview and Procedures

When selecting a trainee, the contractor should use the following criteria:

- Select a minority, woman, or disadvantaged person who has a good work ethic and truly wants to work in highway construction.
- Select a craft that meets the needs of the project and will be in use for a reasonable time, and meets the interests of the trainee.

Women/Minority/Disadvantaged Person: 60-70% of the trainees on each project should be women, minorities and/or disadvantaged individuals.

New Hire/Upgrade: Of the total number of trainees on a project, at least 50% of the trainees should be individuals who are considered “New Hires” for the company.

A “New Hire” trainee is someone who has been employed with the company for 6 months or less. This would include anyone who has been working with the company for 6 months or less, as well as someone who has been hired specifically for the purpose of being a trainee on the project.

The remaining trainees (up to 50%) may be established unskilled employees eligible to be upgraded. An “Upgrade” trainee is someone who has worked for the company for more than 6 months, either in the same capacity that entire time, or in a variety of lower skilled positions.

Restricted from OJT training are:

- Applicants who are currently college students on a seasonal break from classes and only want to use the OJT Program as a summer employment opportunity;
- Applicants who have previously been in the OJT Program unless training in a different highway construction trade; (A maximum of two training programs per trainee)

- Applicants who have been employed as (and paid as) an employee capable of full-journeyman industry standards.
- A significant amount of previous experience in the proposed training classification.

Temporary Employees: Persons performing work as a temporary employee are ineligible to participate in the OJT Program as part of contractor's fulfillment of the TSP requirements.

Discrimination: This training program is not intended, and shall not be used, to discriminate against any applicant for training, whether he/she is a member of a minority and/or disadvantaged group or not. The contractor is allowed to train any new or existing employees; however, in order for training to count towards the TSP requirements on a project, the guidelines set forth in this section must be met.

The prime contractor is encouraged to use community organizations and sources which are most likely to reach minority, women and disadvantaged person populations.

Recruitment

The recruitment process is expected to begin well before the start of the project.

Enrollment

Contractor must complete an *OJT Enrollment Form* for each trainee. The standard enrollment form must be signed by both the supervisor and the trainee.

The Trainees cannot accumulate training hours until after the Enrollment Form has been approved by the AAP Director.

Approval for a trainee is given on a project-by-project basis. Approval for a person to train on one project does not assume approval for the same person to train on another

project. Once the trainee begins the OJT Program, the contractor will submit an OJT Weekly Progress Report. Certified payroll records showing name, hours worked and rate of pay must accompany this weekly report.

Once a trainee is enrolled in a training program, the individual must be trained in the designated classification for the duration of the contract or until the trainee has completed the approved training program.

Weekly Progress Reports



The contractor is responsible for submitting Weekly OJT Progress Reports complete with a copy of certified payroll records for trainees. Payroll records will include name, hours worked and rate of pay. The contractor is responsible for ensuring all training is properly completed.

Probationary Period



All candidates for enrollment in the OJT Program are given a two-week probationary period.

Upon satisfactory completion of the two-week probationary period, the trainee will be officially enrolled in the OJT Program. The start date of the probationary period should be used as the trainee's enrollment date. Until the AAP Director approves an OJT start date, it is not effective and will not be retroactive.

Supervision

The trainee should be assigned to a journeyman, supervisor, or other knowledgeable employee who will, on a daily basis, direct, review, and observe the trainee.

Wage Rates

Trainees will be paid at least 60 percent of the appropriate minimum journeyman's rate (for the training classification in which he/she is enrolled) specified in the contract for the first half of the training period, at least 75 percent for the third quarter of the training period, and at least 90 percent for the last quarter of the training program. The ending wage rate should be at least equal to the federally mandated Davis-Bacon wage rate for that classification. In no case, will the trainee be paid less than prevailing rate for general laborer as shown in the contract wage decision.

Work Hours

The normal work week is to consist of eight (8) hours per day, five (5) days per week. Additionally, a trainee is eligible to work overtime if the opportunity is presented.

Termination of Trainee

The trainee may be terminated at any time during training for:

- Absenteeism;
- Lack of punctuality;
- Working in an unsafe manner;
- Lack of interest;
- Poor attitude;
- Failure to demonstrate his/her ability to perform diligently and faithfully the work of the trade and other pertinent duties as assigned;
- Failure to conduct him/herself in a creditable, ethical, and moral manner.

A letter of termination must be submitted to the AAP Director within one week of separation, even if the trainee has left the training voluntarily. This letter must contain Trainee's Name, Address, Phone Number, TDOT Contract Number, Project County, Hours Completed, Classification and reason for termination.

Compliance

In the event the contractor has not provided an approved training program by the effective date of the work order, the **contractor shall not be permitted to commence construction**; however, time will be charged in accordance with **Subsection 101.10, 101.12 or 101.60** of the Tennessee Department of Transportation Standard Specifications. Failure of the contractor to provide an approved training program shall not be considered "As a condition not under the control of the contractor" as stated in **Subsection 101.60 - Working Days** - of the Standard Specifications.

To ensure compliance with 23 CFR 230, Subpart D, all non-exempt, federal-aid highway construction projects over \$10,000.00 are subject to Contract Compliance Reviews (CCR's).

Ensure Compliance with the Training Special Provisions (TSP) Requirements

Since the TSP requirement is a part of the contract for the project, the AAP Director is authorized to take the following measures to ensure the contractor's compliance with this requirement of the contract: The AAP Director may issue a "Stop Pay Memo" on a project to withhold the monthly estimate if the contractor shows repeated failure to cooperate and comply with the training requirements and procedures. A contractor's persistent failure to cooperate and comply with training requirements may result in the contractor being restricted from bidding on future projects for a specified period of time.

OJT Classifications

These classifications are to be used as examples for contractors/subcontractors. If other classifications are to be used, prior written authorization must be obtained from the AAP Director.

Bridge Construction Trainee

(BCT) – 520 Hours

The Trainee will perform a combination of tasks on bridge construction projects, usually working in utility capacity. Individuals will transfer from task to task as work requires under general supervision of a skilled bridge construction worker. Activities include but are not limited to:

| | |
|-------------------|-------------------|
| Crane Operation | Carpentry |
| Guardrail/Fencing | Blasting/Drilling |
| Curbing | Welding |
| Traffic Control | Working with Iron |
| Grading | Placement |
| Concrete Work | Tying Off |
| Pile Driving | Re-bar |

A typical training program under this classification will consist of the following:

1) Familiarization (30 hours)

- *Safety*
- *Bridge layout – Blueprints*
- *Right-of-way lines, alignment stakes, grade stakes, witness stakes, boundary markers, bench markers and tie points*
- *Tools/Equipment*
- *Public Relations*

2) Form Building and Erection (200 hours)

- *Safety*
- *Basic form design*
- *Erection and placement of forms*
- *Construction of forms*
- *Placement of reinforcing steel*

3) Structural Concrete (100 hours)

- *Safety*
- *Concrete materials*

- *Finishing concrete – pouring/setting*

4) Traffic Control (40 hours)

- *Safety*
- *Control of traffic – public/construction vehicles*

5) Stripping/Salvage (40hours)

- *Safety*
- *Removal/Clearing of materials*
- *Grading and staking*

6) Structural Steel (90 hours)

- *Safety*
- *Placement/Fastening*
- *Exposure to pile driving, welding and cutting and minimum heavy equipment operation*

7) Clean-Up (20hours)

- *Safety*
- *Materials – Equipment maintenance*
- *Site cleanup*

Intermediate Bridge Construction Trainee

(IBCT) – 520 Hours

This training classification can be used after completion of a Bridge Construction Trainee Program or equivalent. It is the second step of the BCT series, which leads to learning the necessary skills to become a bridge carpenter.

A typical training program under this classification will consist of the following:

1) Safety and Familiarization (40 hours)

- *Safety*
- *Company Policies/Procedures*
- *Tools/Equipment used in highway and bridge construction*
- *Maintenance of hand tools*

2) Structural Concrete (250 hours)

- *Safety*
- *Erection and placement of forms*
- *Reinforcing bars*
- *Finishing concrete/Curing*
- *Construction of forms*
- *Drainage structures*
- *Deck placement*
- *Stripping/Salvage*

3) Traffic Control (30 hours)

- *Safety*
- *Public traffic/Construction traffic*
- *Sign erection and maintenance*

4) Concrete Demolition (100 hours)

- *Safety*
- *Tools and equipment*
- *Methods of removal*
- *Protection of surroundings*

5) Site Cleanup

- *Safety*
- *Placing Topsoil/Seed/Mulch*
- *Equipment/Tool maintenance*
- *Disposal of material*

Advanced Bridge Construction Trainee

(ABCT) – 520 Hours

This training classification can be used after completion of an Intermediate Bridge Construction Trainee Program or equivalent. It is the third step of the BCT series, which leads to learning the necessary skills to become a bridge carpenter.

A typical training program under this classification will consist of the following:

1) Familiarization (20 hours)

- *Safety on job*
- *Company procedures*
- *Tools/equipment used in highway and bridge construction*

2) Concrete Demolition (150 hours)

- *Safety*
- *Tools and equipment*
- *Methods of removal*
- *Protection of surroundings*

3) Structural Concrete (200 hours)

- *Safety*
- *Form designs*
- *Reinforcing bars*
- *Finishing curing*

4) Deck Removal and Replacement (150 hours)

- *Safety*
- *Stripping/Salvage*
- *Metal grading with precast concrete replacement*
- *Removal and clearing*
- *Maintenance of traffic*

***Construction Supervisory Trainee
(CST) – 900 hours***

The trainee will be trained to act in a supervisory capacity coordinating activities of work crews on highway and/or bridge construction projects. This training includes, but is not limited to:

- Company policies and procedures, and
- Jobs and personnel functions to gain knowledge of all phases of highway/bridge construction tools and processes including: Blueprints and layouts;
- Topographical maps and surveying;
- Scheduling; and
- Contractors' rules and regulations governing construction activities.
- Blueprints and layouts;
- Topographical maps and surveying;
- Scheduling; and
- Contractors' rules and regulations governing construction activities.

A typical training program under this classification will consist of the following:

1) Familiarization (40 hours)

- *Safety*
- *Company policies/procedure: EEO/AA*
- *Equipment/materials usage and maintenance*
- *Recordkeeping*

2) Supervisory Responsibilities (160 hours)

- *Scheduling*
- *Employee relations – recognition/motivation*
- *Conflict resolution*
- *Public Relations*
- *Safety and first-aid*
- *Crew/equipment coordination*

3) Job Knowledge (700 hours)

- *Safety*
- *Blueprint/topographical map/layout reading*

- *Use of transit*
- *Planning and layout of field office and grounds*
- *Layout and staking*

- *Site preparation*
- *Ground condition analysis and testing*
- *Excavation*
- *Drainage*
- *Pipe laying*
- *Sub grading*
- *Fine grading*
- *Erosion control*
- *Placement of concrete, asphalt and granite*
- *Job site cleanup*
- *Traffic control*

***Equipment Maintenance Trainee
(EMT) – 940 hours***

The trainee will be trained in the maintenance and repair of all types of construction equipment. The trainee will learn how to assemble, set up, adjust, repair and maintain construction equipment, which includes, but is not limited to:

| | |
|-----------------------------|------------------------------|
| Internal combustion engines | Heavy earth-moving equipment |
| Air compressor | Rock crushers |
| Pumps | Paving equipment |
| Concrete mixers | Hand-held power tools |

The trainee may do some welding in the repair of equipment. A typical program under this classification will consist of the following:

1) Familiarization (40 hours)

- *Safety*
- *Observation of various equipment*
- *Understanding basic function and preparation of equipment*
- *Understanding use of parts catalog and cost/purchasing if parts*
- *Learning key parts required*
- *Learning company purchase, receipts, storage and issuance procedures*

2) Shop Functions (600 hours)

- *Safety*
- *Tool care, storage and transportation*
- *Lubrication – oil, air and fuel filters, grease points – inspection techniques to detect abnormal conditions*
- *Paint and body work*
- *Welding and burning equipment and operation of lathes, saws, shapers, grinders and presses*
- *Operation and service of fuel injector pumps and nozzles*
- *Assist in complete overhaul and testing of gas and diesel engines*
- *Assist in complete overhaul of various air cooled engines*
- *Assist in complete overhaul of various starters, generators and voltage regulators*

3) Application of Training (300 hours)

- *Preventive maintenance – shop and field*
- *Corrective maintenance – shop and field*
- *Order, receive, and store tools and equipment under supervision of skilled worker*

- *Draw, arrange, and transport tools and materials under supervision of skilled worker*
- *Participate in equipment preparation and maintenance under supervision of skilled work – both shop and field*
- *Use tools of the trade and perform related duties as required*

***Equipment Operator Trainee
(EOT) – 580 hours***

The trainee will learn and operate many types of construction equipment used on highway and bridge construction projects. Equipment used may include, but is not limited to, the following:

| | |
|-------------------|-------------|
| Bulldozer | Roller |
| Compactor | Backhoe |
| Grader | Pile driver |
| Crane | Loader |
| Oiler | Dump truck |
| Earth/rock hauler | |

1) Familiarization (40 hours)

- *Safety*
- *Fueling/lubrication/hydraulic systems*
- *Operation of vehicle*
- *Vehicle capabilities and limitations*
- *Materials/earth work/site preparation*
- *Public Relations*

2) Operation of Equipment (400 hours)

- *Safety*
- *Grading*
- *Earth moving*
- *Rolling (compaction/vibration)*
- *Trenching/pipe laying*
- *Backfill/curbing*
- *Rigging/hoisting*

3) Maintenance (40 hours)

- *Safety*
- *Maintenance of equipment (minor repairs/parts replacement)*

4) Project Support Activities (100 hours)

- *Providing direct project support to project superintendent, project engineer, foreperson and other construction personnel, as required. This support will also involve off-vehicle activities.*

***Foreman Assistant Trainee
(FAT) – 580 Hours***

The trainee will be trained to act in a supervisory capacity, coordination activities of work crews on construction projects. The trainee will become familiar with all types of heavy equipment, construction tools and processes, blueprints and layouts, topographical maps and survey scheduling, company policies and procedures, job and personnel functions and become knowledgeable in all phases of bridge construction.

A typical program under this classification will consist of the following:

1) Familiarization (100 hours)

- *Blueprint reading*
- *Right-of-way, alignment, grade and witness stakes, boundary markers, bench marks and bite points.*
- *Tools/equipment*
- *Materials/earth work/site preparation*
- *Company policies/procedures, EEO/AA*
- *Recordkeeping*
- *Public Relations*

2) Assistant Responsibilities (40 hours)

- *Scheduling*
- *Crew/equipment coordination*
- *Employee relations*
- *Conflict resolution*

3) Operation of Equipment (110 hours)

- *Rolling (compaction/vibration) and pile driving*
- *Rigging/hoisting*
- *Exposure to pile driving, welding and cutting and heavy equipment operation*
- *Equipment/material usage and maintenance*
- *Maintenance of equipment (minor repairs/parts replacement)*
- *Backfill/curbing*
- *Trenching/pipe laying*

4) Job Knowledge (250 hours)

- *Blueprint/topographical map/layout reading*
- *Use of transit, layout and staking*
- *Site preparation*
- *Ground condition analysis and testing*
- *Drainage*
- *Sub grading and fine grading*
- *Erosion control*

- *Placement of concrete, asphalt and granite*
- *Job site clean-up, excavation*
- *Traffic control*

5) Job Safety (40 hours)

- *Traffic safety and first aid*
- *Structure safety and roadway safety*

6) Higher Skill Training (40 hours)

- *Provides direct assistance to project superintendent, project engineer, and others as required.*

**Highway Construction Trainee
(HCT) – 520 Hours**

The trainee will perform a combination of activities under the supervision of a skilled highway construction worker to familiarize her/him with highway construction. These activities include but are not limited to:

| | |
|---------------------|---------------------|
| Traffic Control | Curbing |
| Carpentry | Signing |
| Guardrail/Fencing | Paving |
| Pipe Laying | Concrete Structures |
| Grading | Seeding & Mulching |
| Blasting & Drilling | Clean-up |

A typical program under this classification will consist of the following:

1) Familiarization (30 hours)

- Safety
- Layout, knowledge of right-of-way, alignment stakes, grade stakes, blueprints
- Public relations
- Tools/Equipment used in highway construction

2) Traffic Control (40 hours)

- Safety
- Public traffic/construction traffic
- Sign erection and maintenance

3) Piping (80 hours)

- Safety
- Trenching
- Bedding
- Positioning, joining, aligning and sealing pipe sections, including culvert and multiplate
- Backfill and compaction

4) Concrete Structures (120 hours)

- Safety
- Box culverts, inlets and headwall form work, reinforcing bars
- Placing concrete
- Stripping and salvage (forms)

5) Grading (140 hours)

- Safety
- Providing roadway stake-out assistance
- Grading and marking of stakes
- Rough/fine grading of materials

6) Surfacing (40 hours)

- Safety
- Mixing and placing concrete, asphalt, gravel and other materials using hand tools, and where appropriate, minimum heavy equipment

7) Curbing (40 hours)

- Curbs and sidewalk placement – granite, asphalt and concrete

8) Clean-up (30 hours)

- Safety
- Placing/spreading loam
- Seeding and mulching
- Equipment/Tool maintenance

Traffic Coordinator Trainee (TCT) – 520 Hours

The trainee will act within a work crew at construction sites and will supervise all job site flag personnel. This individual will be responsible for all of the project's construction signage, blueprint reading and associated layout, proper setup and relocation of construction sign packages, arrow boards and variable message boards, including programming of variable message boards. The trainee will also become familiar with all types of asphalt paving, reclamation, grading, pipe installation, and fence and guardrail and will perform related duties.

A typical program under this classification will consist of the following:

1) Traffic Control Familiarization (40 hours)

- *Safety*
- *Learning company policies and procedures*
- *Federal and state regulations*
- *Proper hand and sign signaling*
- *Public Relations*
- *Recordkeeping*

2) Control of Traffic (40 hours)

- *Knowledge of proper equipment and safe signing*
- *Use of radio equipment*
- *Control of construction equipment through work area*
- *Coordination of activities with proper management and supervisory personnel*
- *Daily start-up and shut-down involving safety equipment*
- *Maintenance of adequate level of supplies for daily use*

3) Supervisory Responsibilities (200 hours)

- *Scheduling of all flag personnel*
- *Employee relations; recognition and motivation*
- *Conflict resolution*
- *Public Relations*
- *Safety and first aid*
- *Crew and equipment coordination*

4) Traffic Signage Familiarization (40 hours)

- *Types of equipment and materials*
- *Maintenance, operation limitations and capabilities*
- *Fueling, lubrication and servicing*

5) Traffic Control Job Knowledge

- *Placing concrete barriers*
- *Safety and operating procedures*
- *Blueprint and topographical map reading*
- *Planning and layout of sign packages*
- *Excavating, drainage, and pipe laying*
- *Fence and guardrail*
- *Compaction and backfilling*
- *Sub grading, fine grading, and erosion control*
- *Placement of hot mix asphalt and hot mix asphalt curb*
- *Cold planning and reclaiming*
- *Removal of permanent construction signs and job site cleanup*
- *Temporary pavement markings*

Truck Driver Trainee (TDT) 600 hours

The trainee will learn to operate on – and off-work-site vehicle(s) with a GVWR (Gross Vehicle Weight Rating) of over 26,001 pounds and performs daily safety checks and maintenance in such vehicles. The trucks used for the traineeship can include dump trucks of all kinds (with or without the use of trailers with a GVWR of 10,000 pounds or less), tractor trailer trucks (both flatbed and box), and all off-road trucks such as CAT trucks.

A typical program under this classification will consist of the following:

1) Safety & Familiarization (60 hours)

- *Learning company policies and procedures*
- *Performing daily external and internal vehicle inspection*
- *Air brake check, proper notation of problems found*
- *Job site hazards*
- *Working with traffic personnel and laborers in assisting backups on site*
- *Entering/exiting job site safety*
- *Vehicle orientation, gear numbers, weight rating, special instructions, vehicles caps/limitations, fueling, general operation*
- *Public relations*

2) Vehicle Operation (450 hours)

- *On-road driving to and from pick-up and drop-off sites for materials*
- *Off-road driving*
- *Loading and unloading materials and equipment, hazardous materials*
- *Securing and covering loads.*
- *Working with equipment operators, spacing, signals used, safety*

3) Maintenance (50 hours)

- *Performing maintenance safely (minor repairs/parts replacement)*
- *Cleaning vehicle, i.e. windows, lights, cargo area, placing proper placard on truck*
- *Checking and adding/changing vehicle fluid as necessary*

4) Related Activities & Project Support (40 hours)

- *Collecting and submitting weight slips to office*
- *Filling out daily logs, fuel slips, vehicle condition reports*
- *Providing project support to Superintendent or Resident Engineer*

FORMS

These forms are standard forms to be used by contractors/subcontractors unless prior written authorization has been obtained from the AAP Director.

On-The-Job Training (OJT) – Initial Training Schedule (ITS)

TDOT Contract/Project No.:

_____ / _____

County: _____

Prime Contractor: _____

Address: _____

Phone No.: _____

Contact Name: _____

E-mail Address _____

| Classification | Number of Trainees | Required Hours | Projected Start Date of Trainees |
|----------------|--------------------|----------------|----------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |

If trainees are not going to be used on this project, please state the reason(s) in the spaces below.

Submitted by:

Contact Name: _____ Title: _____

Signature: _____ Date: _____

Email Address: _____ Telephone Number: _____

Approved by:

Date: _____

AAP Director Signature:

Submit to AA.OJT@TN.GOV

OJT Enrollment Form

Prime Contractor _____

TDOT Contract #, (PIN if applicable) _____

County: _____

Trainee name: _____

Address: _____

Phone No: _____

Gender M F (circle one)

Race __ Asian/Pacific Islander __ Black __ Hispanic __ Native American __ White __ other__

Trainee Classification _____

Number of Required Hours _____

Enrollment Date _____

Name and Email address of person responsible for OJT forms:

Wages Starting _____

1st Quarter Training Complete _____

2nd Quarter Training Complete _____

3rd Quarter Training Complete _____

Completed Training _____

Trainee Signature _____ Date _____

Employer Signature _____ Date _____

AAP Director Signature: _____ Date: _____

Submit to AA.OJT@TN.GOV

REQUEST FOR PAYMENT

Prime Contractor: _____

Address: _____

Contact Person: _____

TDOT Contract No.: _____ TDOT Project No.: _____

Reference No.: _____ County: _____

Trainee Name: _____ Gender M F

Race: Asian//Pacific Islander __ Black__ Hispanic__ Native American__ White__ Other__

Address: _____

Phone No.: _____

Trainee Classification: _____ Number of Required Hours: _____

Enrollment Date: _____ Number of Hours Completed: _____

Date: Last day of training _____ If training was not completed, attach a letter indicating why and state all efforts made to complete the training. If the trainee did not remain employed state the reason the employment was terminated and all efforts made to complete the required TSP hours with another trainee(s).

Starting Wage: _____ Ending Wage: _____

Contractor Signature: _____ Date: _____

Approved for payment: _____ Amount to pay: _____

AAP Director Signature: _____ Date: _____

Submit to AA.OJT@TN.GOV

TRAINING SPECIAL PROVISION

(SP 1240)

Requirements

Until such time as the labor force is comprised of representative numbers of minorities, women and disadvantaged persons are utilized as journeymen, training required under the Training Special Provisions (TSP) will be primarily targeted to minorities, women and disadvantaged persons.

When a contract containing a TSP is awarded, the contractor has a legally enforceable obligation to fulfill the number of training hours as specified.

The prime contractor may choose to have a subcontractor fill some of the training slots. When this occurs, the prime will submit the name of the subcontractor on the Initial Training Schedule (ITS). The prime contractor is responsible for submitting a letter of agreement to comply with the guidelines and a copy of the subcontractors OJT Plan to the AAP Director prior to start of construction.

Training programs will be approved by TDOT and Federal Highway Administration (FHWA) only if they meet the standards set forth in 23 CFR Part 230 Subpart A, Appendix A and B with regard to:

- The primary objectives of training and upgrading minorities, women and disadvantaged persons;
- The development of full journeymen;
- The minimum length and type of training;
- The minimum wages of trainees;
- Trainees certifications;
- Keeping records and furnishing reports.

Reimbursement for the OJT Training

Criteria eligibility for reimbursement for training

Payment for training is not made until the training is completed or until the entire project is completed, whichever comes first. In determining whether or not the training requirement has been met on a project, the AAP Director evaluates whether or not the required number of hours of training have been met.

Reimbursement for training on the project is made *ONLY* if:

The Full Training Requirements *Have* Been Met.

If The Training Requirements *Were Not* Met In Full

An explanation for failure to complete the training must be attached to the Request for Payment form.

In the event the explanation is deemed insufficient, a hearing may be conducted by a “Good Faith Effort Committee” established by the AAP. The Contractor will be given an opportunity to further explain why the training requirements were not met. The committee will determine whether the contractor did in fact make a good faith effort to provide the required training. In the event the contractor cannot prove that sufficient efforts were made, appropriate sanctions may be requested.

Submitting a Request for Payment for Training

Upon completion of the full TSP training requirements of the entire project, or when the project has been completed, the contractor must submit a *Request for Payment* directly to the AAP Director for approval.

Payment

After verifying the data and evaluating any necessary explanations, the AAP Director will determine how many hours of training will be reimbursed at the rate of \$.80 per hour. *Final Estimate will not be paid without approval from the AAP Director.*