

ON THE JOB TRAINING (OJT)

The Contractor shall provide on the job training aimed at developing full journey workers in the skilled crafts. Although the program is open to everyone, **the primary objective of the OJT program is to train and upgrade women and minority candidates.** The Contractor shall make every reasonable effort to enroll and train minority and women workers.

The Contractor must provide training hours to meet or exceed the goal set for the project. The minimum length and type of training for each skilled craft shall be as established in the training program selected by the Contractor and approved by CDOT and the Colorado Division of the Federal Highway Administration (FHWA), or the U. S Department of Labor (DOL), Office of Apprenticeship or recognized state apprenticeship agency. Failure to provide the required training may result in sanctions.

The following steps must be followed before training begins:

1. The Contractor shall submit **CDOT FORM 1337** (Contractor Commitment to Meet OJT Requirements) to the Project Engineer.
2. The Contractor shall submit a copy of the **approved training program** to the Project Engineer.
3. The contractor shall submit through the Project Engineer for the approval of the Civil Rights Office a completed **CDOT FORM 838** (OJT Trainee/Apprentice Record) for each proposed trainee and **evidence of the registration of the trainee into the approved training program.**

The following must be submitted on a monthly basis:

1. The contractor shall provide to the Project Engineer a completed progress report **CDOT FORM 832** (Trainee Status and Evaluation) for each approved trainee on the project.

Other considerations:

- The Contractor will be reimbursed at \$2/hour for hours worked by approved trainees and only for hours worked on the project. It is at the discretion of the Project Engineer to reimburse for training hours that exceed the contract goal.
- The Contractor shall submit to the Project Engineer a final **FORM 832** for each approved trainee upon completion of training, transfer to another project, termination of the trainee or notification of final acceptance of the project.
- Subcontractor trainees who are enrolled in the approved training program may be used by the Contractor toward the contract goal.
- All forms are available at <https://www.codot.gov/library/forms/form-numbers-broken-down>