ON-THE JOB TRAINING SCHEDULE

Contractor Name	AGENCY Project Number	ADOT TRACS Number

Address	
	Prime Sub

Number of trainees assigned	Number of hours assigned	Contractor contact, name and phone number

Project Information

Per the requirement as stated in *Section 108.03 paragraph five* of the ADOT Standard Specifications for Road and Bridge Construction 2008, the training schedule that will be followed throughout the progression of the project is as follows:

Month	Year	Projected Hours	Month	Year	Projected Hours

If and when there are delays or changes to the projected training schedule, please submit an amended form to the appropriate Agency office for approval. In the event that a contractor subcontracts a portion of the contract work, he shall determine how many, if any, of the trainees are to be trained by the subcontractor, provided, however, that the contractor shall retain the primary responsibility for meeting the training requirements imposed by the training special provision. The contractor shall also insure that the training special provision is made applicable to such subcontract. In this case, all appropriate documentation will be provided to the Agecny office on behalf of the sub contractor by the prime contractor.

The number of trainees shall be distributed among the work classifications on the basis of the contractor's needs and the availability of journeymen in the various classifications within a reasonable area of recruitment. Prior to commencing construction, the contractor shall submit to the appropriate Agency Office for approval, the number of trainees to be trained in each selected classification and training program to be used. The contractor shall specify the starting time for training in each of the classifications. The contractor will be credited for each trainee employed by him on the contract work that is currently enrolled or becomes enrolled in an approved program and will be reimbursed for such trainees.

ON-THE-JOB TRAINING SCHEDULE

Trainee/Apprentice Information

Name	Craft	Program	Start Date

I understand the training specifications and will comply with the training schedule as it is written above. I will report subsequent revisions to the training schedule as changes occur.

Prime Contractor Signature Date

Sub Contractor Signature Date

Prime Contractor to provide this completed form to the appropriate Agency Compliance Officer at the pre-construction meeting		
Agency Compliance Office Approval	Date	Title