



**ON-THE-JOB-TRAINING (OJT)  
PRE-CONSTRUCTION SUBMITTAL**

As part of the contractor's Equal Opportunity Affirmative Action Program, training shall be provided as follows:

The training and upgrading of minorities and women toward journeyworker status 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. Contractors are encouraged to make systematic and direct recruitment efforts through public and private sources that 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 members of a minority group or not.

**I. PROJECT INFORMATION**

CONTRACTOR NAME		ADOT PROJECT NUMBER	ADOT TRACS NUMBER
ADDRESS, CITY, STATE, ZIP CODE			<input type="checkbox"/> PRIME <input type="checkbox"/> SUB
NO. OF TRAINEES TO BE ASSIGNED	HOURS ASSIGNED	CONTRACTOR OJT CONTACT PERSON AND PHONE NUMBER	

**II. PROJECT TRAINING PLAN INFORMATION**

APPRENTICESHIP/TRAINEE PROGRAM	# OF TRAINEES PROJECTED	HOURLY ASSIGNMENT PER TRAINEE	TOTAL HOURS ASSIGNED TO CRAFT	SAC APPROVED?	ADOT APPROVED?	ESTIMATED START DATE
				YES <input type="checkbox"/>	YES <input type="checkbox"/>	
				NO* <input type="checkbox"/>	NO* <input type="checkbox"/>	
				YES <input type="checkbox"/>	YES <input type="checkbox"/>	
				NO* <input type="checkbox"/>	NO* <input type="checkbox"/>	
				YES <input type="checkbox"/>	YES <input type="checkbox"/>	
				NO* <input type="checkbox"/>	NO* <input type="checkbox"/>	

\*IF THE OJT PROGRAM IS **NOT** STATE APPRENTICE COMMITTEE (SAC), (example Local 428 operating engineers), OR ADOT APPROVED, PLEASE REFER TO SECTION III.

**III. PROGRAMS NOT APPROVED BY AZ SAC OR BY ADOT**

According to the OJT Special Provisions, the Contractor must submit a detailed training program to the ADOT Business Engagement and Compliance Office (BECO), 1801 W. Jefferson Street Suite 101, MD 154A, Phoenix, AZ 85007 ATTN: OJT Workforce Development Program Manager.

(NOTE: FHWA concurrence is required for final approval of programs proposed)

**IV. CONTRACTOR ACKNOWLEDGEMENT STATEMENT**

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 \_\_\_\_\_

<b>Prime Contractor to provide this completed form to the appropriate Agency Compliance Officer at the pre-con</b>		
AGENCY COMPLIANCE OFFICE APPROVAL	DATE	TITLE