

ADOT OJT Pre-Construction Submittal Form

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. Contact the ADOT Civil Rights Office at (602) 712-7761.

I. PROJECT INFORMATION

| | | | |
|--------------------------------|----------------|--|---|
| CONTRACTOR NAME | | ADOT PROJECT # | ADOT TRACS #: |
| 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? YES OR NO* | ESTIMATED START DATE |
|--------------------------------|-------------------------|-------------------------------|-------------------------------|--------------------------|----------------------|
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*IF YOUR OJT PROGRAM IS **NOT** STATE APPRENTICE COMMITTEE (SAC) APPROVED, PLEASE REFER TO SECTION III. For the most recent list of SAC approved programs, please refer to <http://www.commerce.state.az.us/Workforce/Apprenticeships>

III. OTHER APPROVED PROGRAMS APPROVED BY ADOT & FHWA

1. FNF (operating engineer, carpenter, cement mason, laborer)
2. Hunter Contracting (carpenter, operating engineer, cement finisher, pipe layer)
3. Meadow Valley Contractors (operating engineer, carpenter, concrete finisher)
4. PKG (operating engineer)

IV. PROGRAMS NOT APPROVED BY AZ SAC OR BY ADOT

Contractor must submit a detailed training program to the ADOT Civil Rights Office, 1135 N 22nd Avenue, Phoenix, AZ 85009. (NOTE: FHWA concurrence is required for final approval of programs proposed) Please describe your action plan with time frame and contacts for compliance below.

V. 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 _____

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| THIS AREA FOR DEPARTMENT OF TRANSPORTATION USE ONLY – FAX TO Civil Rights Office at 602-712-8429 or email to egene@azdot.gov | | |
| ADOT FIELD OFFICE APPROVAL | DATE | TITLE |