



Arizona Department of Transportation

Contract Compliance Program WEEKLY TRAINEE MONITORING FORM

Prime Contractor		ADOT TRACS#	
Subcontractor (If trainee is not employed by prime contractor)		Federal Aid Project #	
Trainee	This week's Payroll #	Contractor project #	
Employee Status <input type="checkbox"/> New Hire <input type="checkbox"/> Upgrade <input type="checkbox"/> Journeyworker		<input type="checkbox"/> *Last report for this employee on this project (State reason, i.e., quit, layoff, etc.)	Minimum OJT hours required, this project, bid item # 9230001
Wage Rate	Job Classification		# Hours worked this week
*RACE <input type="checkbox"/> BLACK <input type="checkbox"/> ASIAN/PACIFIC ISLANDER <input type="checkbox"/> AMERICAN INDIAN <input type="checkbox"/> HISPANIC <input type="checkbox"/> WHITE	*SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	Trainee Start Date, this job:	% of Total Training Hours Complete, all trainees, this project:

*Use of this information is for reporting purposes only

1. Describe previous training on ADOT and / or Federal Aid Projects.					
2. Describe training provided for the current project					
3. Do you feel that you are making progress in this training program? How many hours of apprenticeship/training have you completed? In what stage of training are you? EX: 2 nd ½ of 3 rd yr of 4 year program.					
4. What area of training do you want more of? Explain.					
5. Describe Contractor's complaint process.					
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Trainee's signature</td> <td style="width: 50%; border: none;">Date</td> </tr> </table>	Trainee's signature	Date	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Immediate Supervisor's signature</td> <td style="width: 50%; border: none;">Date</td> </tr> </table>	Immediate Supervisor's signature	Date
Trainee's signature	Date				
Immediate Supervisor's signature	Date				
Contact Phone Number:	Contact Phone Number:				

Contractor, please send only one copy to Construction Field Office.