



Monthly OJT Hours Report Reporting Month

Instructions: This report is due within 10 calendar days from the end of the month being reported. It must be emailed to the Office of Compliance and Regulation (OCR) with corresponding approved trainee weekly time sheets (TR3s). **Please specify in the comments the contract OJT goal being applied to this period's training hours.**

Contractor Information

Contractor Name _____ Trainee Enrolled Under RIC # _____
 Trainee Name _____ Trainee Classification _____

Trainee Status

Actively Working
 Laid Off (Enter Date)
 Other (See Comments)

Contract Type		Training Provided		OCR Use Only	
Prime	Sub	RI Contract Number e.g., 2015-AB-051	Training hours Applied to Contract	TR3 CM Reviewer	Concurring TR3s
Trainee Hours this Period		Trainee Hours Year to Date			

Comments _____

Submitted By _____ **Title** _____
Signature _____ **Date** _____

RIDOT Office of Compliance and Regulation

	Trainee Registration in compliance	Training Reimbursement Authorized	Yes
	Trainee Weekly Time sheet in compliance		No
	Monthly OJT Hours Report in compliance		

OCR Representative _____ **Date** _____

OCR Comments _____

Construction Management Use Only

Construction Manager _____ **Date Paid** **Progress** _____
Reimbursement Paid Yes No **Payment #** _____

Comments _____