



On-The-Job Training Acknowledgment & Statement of Compliance

RI Contract #			
Contract Name			
Prime Contractor			
EEO Officer			
Contract OJT Goals			
# OJT Hours		# of OJT Trainees	

This contractor has reviewed the OJT training requirements (Training Special Provisions) stated in the named contract. Based on these requirements this contractor acknowledges the following:

- A Contractor’s Training Proposal (TR1 Form) to the RIDOT Office of Civil Rights (OCR) for approval, prior to the pre-construction meeting date.
 - A New Trainee Registration (TR2 Form) must be submitted to OCR for approval, within the approved training prior to trainee(s) start of work.
 - The Weekly Trainee Verification (TR3 Form) with corresponding weekly payrolls attached, must be submitted to the RIDOT RE throughout the life of the contract
 - Monthly OJT Hours (TR5 Form) to OCR for review to qualify for training reimbursement.
 - Should a change in a trainees’ status occur, Trainee Status Change (TR6 Form) must be submitted to RIDOT RE and OCR within 10.
 - This contractor must present trainee(s) with a Certificate of Completion (TR7 Form) identifying classification and number of training hours performed upon completion.
 - Documented Good Faith Efforts (TR11 Form) must be submitted to OCR for approval prior to hiring outside the OJT program’s primary objective.
- This contractor is responsible for:
 - Informing RIDOT personnel whether trainee(s) are on the worksite on a daily basis
 - Ensuring journeyman/trainee ratio within the approved classification throughout the contract
 - Ensuring trainee(s) are equipped with the necessary and appropriate skills within the approved training classification.
 - Ensuring all contract payrolls reflect approved trainee job classification
 - Submitting executed invoice to RIDOT to obtain OJT reimbursement
 - This contractor is committed to the application of the Training Special Provisions (TSP) and 23 CFR part 230 to ensure all OJT requirements are met on the above referenced contract.

Contractor’s EEO Officer (Name & Signature)

Date

RIDOT OCR Representative (Name & Signature)

Date