



## 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 Civil Rights 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
<b>Trainee Hours this Period</b>		<b>Trainee Hours Year to Date</b>			

**Comments** \_\_\_\_\_

**Submitted By** \_\_\_\_\_ **Title** \_\_\_\_\_  
**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### RIDOT Office of Civil Rights

	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** \_\_\_\_\_