



Minnesota Department of Transportation  
Office of Civil Rights  
**On-the-Job Training (OJT) Program Approval Form**

The Special Provisions of the contract clearly indicate that training and upgrading of minorities and women toward Journey worker status is the primary objective of the training provisions.

|     |                      |   |
|-----|----------------------|---|
| We, |                      | , submit the following training program for (Trade) for approval. |
|     | (Name of Contractor) |   |

**I. Project Information**

|                             |        |         |                |     |
|-----------------------------|--------|---------|----------------|-----|
| Contractor Name             | S.P. # | County  | Prime          | Sub |
| Address                     | City   | State   | Zip            |     |
| Contact Person/ EEO Officer |        | Phone # | e-mail address |     |
| Project Goals               |        |         |                |     |
| Trainees                    | Hours  |         |                |     |
|                             |        |         |                |     |

**II. Project Training Plan Information**

| Trade | # of Trainees Projected | Hourly Assignment per Trainee | Estimated Start Date | Estimated End Date | Recruiting Resource |
|-------|-------------------------|-------------------------------|----------------------|--------------------|---------------------|
|       |                         |                               |                      |                    |                     |
|       |                         |                               |                      |                    |                     |
|       |                         |                               |                      |                    |                     |
|       |                         |                               |                      |                    |                     |
|       |                         |                               |                      |                    |                     |

|                             |
|-----------------------------|
| Planned Training Activities |
|                             |

**III. Contractor Acknowledgment 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.

|                                       |       |      |
|---------------------------------------|-------|------|
|                                       |       |      |
| Contractor's Representative Signature | Title | Date |

**IV. Instruction for the Contractor.**

The contractor's proposed training programs must be documented on this form and submitted as required by the Special Provisions. Your Company's compliance with this specification will factor into any and all employment related "Good Faith Effort" determinations.