EO-363 (8-10)

CONTRACTOR'S ON-THE-JOB TRAINING PROGRAM CLASSIFICATIONS FOR PENNDOT APPROVAL

Prime Contractor: _____

Address: _____

Telephone Number: _____

Email Address: _____

ECMS No.: _____

SR (Section): _____

Federal Project No: _____

❑ **100% STATE FUNDED PROJECT**

County: _____

PA Engineering District: _____

Special Provision Item 1999-9999 – project specific details requires the number of trainee(s) to be trained on this project as: _____ trainee(s)

We will utilize the following Training Program(s):

Number of Trainees	Classification	Program Number	Hours of Training *	Approximate Start Date	Rate of Pay *	Subcontractor Providing Training (if not the Prime)

***Apprentice Training Programs are 1,000 hours and compensation will be in accordance with their particular Union Agreement.**

OJT(s) and/or Apprentices will begin training on the project as soon as feasible after the start of work utilizing the skill involved and remain on the project until he/she has completed the training program or as long as training opportunities exist in his/her work classification. We will ensure that each trainee is provided a Certificate of Completion, indicating the type and length of training satisfactorily completed. An original "sample" certificate is attached. We will maintain accurate training records and submit Trainee Enrollment Form(s) (EO-364) and Monthly Training Report(s) (EO-365), in accordance with their instructions. (SAMPLE CERTIFICATE ATTACHED)

❑ **INITIAL SUBMISSION** ❑ **REVISED SUBMISSION Date:** _____

_____

Name and Title of Company Representative (PRINTED):

_____

Company Representative Signature and Date

PennDOT USE ONLY

❑ **APPROVED** ❑ **DISAPPROVED**

_____

Bureau of Equal Opportunity Signature and Date