



# PennDOT OJT PROGRAM ENROLLMENT FORM

## Project Information

ECMS Number	Federal Project Number	100% State Funded: <input type="checkbox"/> Yes <input type="checkbox"/> No	S.R. Number	Sec. Number	PA Engineering District
PROJECT MANAGED BY:	<input type="checkbox"/> PennDOT _____	Telephone/Cell Phone Number		Email Address	
	<input type="checkbox"/> Consultant _____	Telephone/Cell Phone Number		Email Address	

## Contractor Information

Training Provider's Name	Telephone Number	Email Address		
Prime Contractor's Name	Is Training Provider Union Contractor? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Project Office Address	City	State	Zip Code	
Project Office Contact:	Telephone Number	Email Address		
Training Providers EEO Officer's Name	Telephone Number	Email Address		

## Trainee Candidate Information

First Name	M.I.	Last Name	Social Security Number	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Street Address			Apt./Unit Number	
City	State	Zip Code	Telephone/Cell Phone Number	
Do you have any experience in the proposed training classification? <input type="checkbox"/> Yes <input type="checkbox"/> No		If YES, please explain:		
Race/Ethnicity		If you selected Other, please specify:		

## Training Information

PennDOT-Approved Training Classification Title (Program Number)	Program Hours	Anticipated Start Date
This Training Position is being Filled by an: <input type="checkbox"/> OJT <input type="checkbox"/> Apprentice <input type="checkbox"/> New Union Member <input type="checkbox"/> Other		If "Other" or "New Union Member" Identify Candidate's Current Status:
Upgrade Current Employee? <input type="checkbox"/> Yes <input type="checkbox"/> No	Current Employee's Work Classification	
Apprenticeship Construction Craft Classification	Apprentice Hours Already Completed	

## Wage Rate Identification

For Apprentices Only: Apprentice's Current Skill Level:		Hourly Rate (Per Skill Level)	Journeyman Rate for Construction Craft:
For Non-Union Trainees Only:		Hourly Rate	Wage Rate Scale for Training Classification:
Federally Funded Project/Davis Bacon Wage Rates: <input type="checkbox"/> Yes <input type="checkbox"/> No		Davis Bacon Construction Title Classification: _____ Hourly Rate: _____ Group Number: _____	Wage Rate Scale for Training Classification: Craft Title: _____ Group Number: _____
100% State Funded Project/L&I Prevailing Wage Rates: <input type="checkbox"/> Yes <input type="checkbox"/> No		Construction Craft Classification: _____ Hourly Rate: _____ Class Number: _____	Wage Rate Scale for Training Classification Classification Class Number: _____
New Union Member: <input type="checkbox"/> Yes <input type="checkbox"/> No	Name of Union:	Union Membership Began:	Journey Person Wage Rate for Union Classification:
<b>Fair Market Wage Rate - Source Used to Determine Fair Market Rate:</b> _____			
Non-Construction Training Classification Title: _____		Median Level Wage Rate: _____	
Entry Level Wage Rate: _____		Experienced Level Wage Rate: _____	

## Trainee Declaration

By my signature, I attest to the following:		
1. I have received, read, and understand the terms and conditions of my employment and a copy of this training program. Furthermore, I understand that the purpose of the training program and can comply with all conditions set forth in the program.		
2. I further state that my signature here indicates that I have not completed a training program in this classification, nor have I been listed as a journeyman in this classification on any contractor's payroll and/or I have not been successfully employed in the classification for which I am now being considered.		
TRAINING CANDIDATE Printed Name:	Signature:	Date:
CONTRACTOR'S PROJECT MANAGER Printed Name:	Signature:	Date:
PENNDOT PROJECT MANAGER Printed Name:	Signature:	Date:

## THIS IS AN EQUAL OPPORTUNITY PROGRAM

Training Special Provisions Item 3999-9999 (ITEM1999-9999) – TRAINEES – this provision is an implementation of 23 U.S.C. 140(a).

**Description** - As part of the project equal employment opportunity affirmative action program, training and upgrading of minorities and women toward journeyman status is a primary objective of this Special Provision. Accordingly, make every effort to enroll minority trainees and women (e.g., by conducting systematic and direct recruitment through public and private sources likely to yield minority and women trainees) to the extent that such persons are available within a reasonable area of recruitment. Accept responsibility for demonstrating that steps are taken in pursuance thereof, prior to a determination as to whether compliance is made with this Special Provision.

Do not employ a person as a trainee in any classification in which he/she has successfully completed a training program leading toward journeyman status or in which he/she has been employed as a journeyman. Candidates may be trained a maximum of three times as long as the training is not repetitious in the scope of work and is not on the same project.

Furthermore, apprenticeship programs registered with the U.S. Department of Labor, Bureau of Apprenticeship and Training, or with the State apprenticeship agency by the U.S. Department of Labor, Manpower Administration, Bureau of Apprenticeship and Training, will also be considered acceptable provided they are being administered in a manner consistent with the equal employment obligations or Federal-aid highway construction contracts.

It is the intent of the training special provision that training will be provided in the construction trades rather than clerical-type positions. PennDOT will consider the approval of training programs in lower-level management positions where the training is oriented toward construction-related activities such as office computer technicians, construction office managers and project administrators, timekeepers, surveyors, etc., when there are more than three trainee slots assigned to a project.

**Instructions for completing the EO-364: (PLEASE PRINT OR TYPE)** - The Enrollment form (EO-364) is to be completed by the Training Provider for each candidate selected for on-the-job training participation when Training Special Provisions (TSP) is included in the project's contract. A completed EO-364 containing original signature must be submitted to the PennDOT IIC for review and their Conditional Approval PRIOR to starting any candidate's training. If the candidate selected for training is unavailable to sign the EO-364, a note explaining that should be written in the item box identified for their signature, then that information should be initialed and dated by the representative providing the information. IF THERE IS A SECTION ON THIS ENROLLMENT FORM THAT IS NOT APPLICABLE, (i.e., the Union Section would not be applicable to the Non-Union Contractors) PLEASE ENTER "N/A" IN THE RESPONSE AREA.

Both Hourly & Journeyperson wage rates are applicable to ALL enrollments, so both rates must be accurately identified on the EO-364. The Journeyperson wage rate is the wage rate scale for the approved training classification. Each Project's Wage Rate information is posted on ECMS; the Davis Bacon Prevailing Wage Rates are referenced for Federally funded projects; and the L&I Prevailing Wage Rate information is referenced for 100% State funded projects. The duties identified in the training program outline should be compared to the duties as identified in the wage rate information provided by ECMS to accurately identify the appropriate wage rates.

When training Apprentices, their current Union Indenture (or Registration) papers identify the accurate wage rate scale for the apprentice's skill level. They identify the journeyperson wage rate for their construction craft classification, and it identifies the time frame it will take the apprentice to achieve Journeyperson status.

If a current employee is your candidate for training, identify their current status with your company, their current wage rate, how the completion of this training would advance their skill level and earnings potential (this documentation can be provided on a separate sheet of paper).

If the training to be provided is that of a Laborer craft classification, you must be able to demonstrate that the training provided will provide a significant and meaningful training opportunity for the candidate selected.

When the approved Training is a Non-Construction Craft Classification the Fair Market Wage Rates (Entry Level, Median Level and Experienced Level) must be identified and the Prevailing Wage Rate Source used to make that identification must be identified (Web Address can also be identified).

If there is not enough room on the EO-364 form to provide the details that demonstrate the proposed enrollment is in compliance with the Training Special Provisions, please provide that information as an Addendum page to be submitted along with the EO-364.

### **Ethnicity Verification**

When there is a questionable ethnic claim concerning an individual submitted for participation in the OJT Program, further documentation of that claim may be necessary. Acceptable documentation for ethnicity verification includes, in order of preference:

- Birth certificate
- Naturalization papers
- Native American – Indian Tribal roll, tribal voter registration certificate, or other official document
- History of individual having held himself to be a member of the minority group or community (driver's license, school, medical, and service records)
- Recognition of applicant in a particular minority community as a minority through sworn and notarized statements from bona fide members of the community, who are clearly disinterested parties
- Proof of membership and interaction in recognized minority organizations
- If requested, the Contractor will be required to obtain this information from the employee claiming the minority status
- If an individual requesting minority status cannot provide acceptable documentation and does not manifest the visual characteristics of the ethnic group claimed, the individual cannot claim minority status for the purpose of the OJT Program
- If a person manifests the visual characteristics of an acceptable ethnic minority group, the contractor may consider the person to be a member of that group.

**– OJT PROGRAM FORMS SHOULD NOT BE DUPLICATED –  
THEY SHOULD BE ACCESSED AND COMPLETED ONLINE THEN DOWNLOADED**