Your attention is directed to the Monthly On-the-Job Training (OJT) Pilot Program Report and Training Log reporting procedures:

The resident/project engineer will discuss the pilot OJT program and the reporting procedures with the contractor during the pre-construction meeting. If the contractor has trainees on the project, the contractor will be given a copy of the Monthly OJT Pilot Program Report and Training Log (attached), MDOT Form 0125, which is also available on MDOT's website.

The contractor shall complete both sides of the form on a monthly basis for each trainee and indicate the month being reported at the top of the report.

Changes in either the training program or trainee work status must be mailed to the Office of Equal Opportunity. The Office of Equal Opportunity will in turn submit it to the OJT Review Committee for approval.

Please Note: The Weekly Employment Report, MDOT form 1199, must be completed by the contractor/subcontractor on all federally funded projects and state funded projects of $10,000 or more, employing three or more people. It must be submitted to the resident/project engineer on a weekly basis. Resident/project engineer must forward a copy to the Office of Equal Opportunity. (This form differs from the MDOT 0125 OJT Form.)
The resident/project and delivery engineers can get the list of contractors who are participating in the OJT pilot program by calling the Office of Equal Opportunity at 517-241-4421.

Please share this information with all local government project engineers under your jurisdiction.

__________________________________ __________________________________
Chief Operations Officer Chief Engineer/Deputy Director

BOHTS:C/T:GCT:kab
Subject Index: EEO/OJT Program
Attachment
cc: C & T Division Staff
    Real Estate, M. Frierson
    Design Division, P. Miller
    Maintenance Division, C. Roberts
    Traffic & Safety Div., J. O’Doherty
    C & T Division, J. Culp
    OEO - S. El Ahmad
    J. Klee
    R. Knapp
    V. Blaxton
    B. Jay
    K. Trentham
    MRBA
    MAPA
    MCPA
    MCA
    MAA
    AUC
    CRAM
    MRPA
    ACEC
    MPA