

RECRUIT, TRAIN, RETAIN AND GROW

NCDOT

On-the-Job Training Program

**North Carolina Department of
Transportation**
On-the-Job Training

OJT

2026

Program Manual

Last Revised 09-2026

ojtutilization@ncdot.gov



THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON-THE-JOB TRAINING PROGRAM

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DEFINITIONS

Office of Economic Opportunity and Compliance - The North Carolina Department of Transportation Unit that administers: Title VI, Title VII (EEO), Americans with Disability Act (ADA), On-the-Job Training Program (OJT Program), Business Opportunity Workforce Development Program (BOWD), Disadvantaged Business Enterprise Certification Program (DBE), Equal Opportunity Contractor Compliance Program (EOCCP), and DBE Compliance Program.

NCDOT - North Carolina Department of Transportation

Federal-Aid Contract – Any contract between the NCDOT and a contractor that is paid for in whole or in part with federal assistance.

Supportive Services – Those services provided in connection with approved on-the-job training programs for highway construction workers and highway contractors which are designed to increase the overall effectiveness of training programs through the performance of functions determined to be necessary in connection with such program, but which are not generally considered as comprising part of actual on-the-job craft training.

Contractor – any person, corporation, partnership, or unincorporated association that holds a FHWA direct or federally assisted construction contract or subcontract regardless of tier.

Joint Venture Projects - Joint venture means an association of a firm and one or more other firms to carry out a single, for-profit business enterprise, for which the parties combine their property, capital, efforts, skills, and knowledge, and in which the firm is responsible for a distinct, clearly defined portion of the work of the contract and whose share in the capital contribution, control, management, risks, and profits of the joint venture are commensurate with its ownership interest.

Consultant – a person or association that provides subject matter expertise and administrative support to the OJT program

Trainee – For the purpose of this program, a trainee is defined as the employee of a contractor participating in the OJT program to fulfill annual enrollment goal requirements.

Journeyman – a person who is capable of performing all the duties within a given job classification or craft

FHWA - Federal Highway Administration

Coach/Supervisor – A contractor employee who provides instruction, guidance, and supervision to OJT program trainees.

Contractor OJT Representative – A contractor employee who administers the OJT Training program for that firm.

Minority - Black (having origins in any of the black racial groups of Africa); Hispanic (of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race); Asian American (having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands); or American Indian and Alaskan Native (having origins in any of the original people of North America and who maintains cultural identification through tribal affiliation or community recognition).



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Disadvantaged – Individuals or groups of people who are experiencing social and economic barriers. For purposes of enrollment for the OJT program in NC, the disadvantaged category includes people with disabilities, those who are justice-involved, veterans, and any resident of a Tier 1 county.

STA – State Transportation Agency

Vendor Award Report – Report provided by the NCDOT/Division of Highway to review the contractor's contracts awarded for the last 3 years.

HCTA – Highway Construction Trade Academies

Journeyman – Person who can perform all the duties within a given job classification or craft



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INTRODUCTION

The primary purpose of the OJT Program Contractor Manual is to inform and educate highway construction contractors about NCDOT's OJT Program.

The NCDOT has established a Federal On-the-Job Training Program in accordance with regulations of the FHWA at 23 Code of Federal Regulation, Part 230, Subpart A, Equal Employment Opportunity of Federal and Federal-aid Construction Contract. The primary reasons supporting the Federal requirements are to:

- Train and upgrade minorities, women, and disadvantaged persons to journeyman level status in the highway construction industry.
- Establish a plentiful and well diverse pool of skilled workers for the highway construction industry; and
- Demonstrate that equal opportunity exists in the highway construction industry.

The NCDOT OJT Program is administered through the Z-10 Standard Special Provision (Appendix A), On-the-Job Training Program – included in all federal-aid Department highway construction contracts.

Nondiscrimination Statement

The Department, under Title VI of the Civil Rights Act of 1964 and related statutes, ensures that no person shall on the grounds of race, religion color, national origin, sex, age, and disability be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any Department programs or activities.

Nondiscrimination Authorities

Title VI of the Civil Rights Act (1964)

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance".

Form FHWA 1273

According to the FHWA 1273 Special Contract Provisions, Section II.6(b), the contractor shall make full use of training programs, i.e., apprenticeship and on-the job training programs for the geographical area of contract performance.

Title 23 CFR 230

Legislation applicable to all state transportation agencies that receive federal financial assistance in connection with the Federal-aid Highway Programs. Subpart A requires establishment of the on-the-job training program and on-the-job training supportive services programs.



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FEDERAL GUIDANCE

THE UNITED STATES CODE OF FEDERAL REGULATIONS, TITLE 23, PART 230.107(b) reads in part as follows:

Federal-aid highway construction projects. It is the policy of the FHWA to require full utilization of all available training and skill-improvement opportunities to assure the increased participation of minority groups and disadvantaged persons and women in all phases of the highway construction industry.

To accomplish and fulfill this policy, the FHWA has established a Training Special Provision which generally applies to all federal aid projects over \$10,000. The Federal Training Special Provision generally includes such wording as:

- Training and upgrading of minorities, women, and disadvantaged persons toward journeyman status is the primary objective of this Training Special Provision. Accordingly, the contractor shall make every effort to enroll minority trainees and women to the extent that such persons are available within a reasonable area of recruitment.
- This training commitment is not intended, and shall not be used, to discriminate against any applicant for training, whether a member of a minority group or not.
- The contractor shall provide on-the-job training aimed at developing a full journeyman in the type of trade or job classification involved.
- The NC contractor-based OJT Program will allow a contractor to train employees on Federal, State and privately funded projects located anywhere in North Carolina. However, priority should be given to training employees on NCDOT Federal-Aid funded projects.
- The contractor may allow trainees to be trained by a subcontractor provided that the contractor retains primary responsibility for meeting the training requirements imposed by this special provision. The contractor should also ensure that this training special provision is made applicable to such subcontractor. However, only the contractor will receive credit towards the annual goal for the trainee.
- The number of trainees shall be distributed among the work classifications based on the contractor's needs and the availability of journeyman in the various classifications within a reasonable area of recruitment.
- The contractor shall submit to the STA for approval the number of trainees to be trained in each selected classification.
- No employee shall be employed as a trainee in any classification in which they have successfully completed a training course leading to journeyman status or in which they have been employed as a journeyman.
- It is the intention of these provisions that training be conducted in the construction crafts or operators.



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- Training is permissible in lower-level management positions such as office engineers, estimators, etc., where the training is oriented toward construction applications.
- It is normally expected that a trainee will begin training on the construction project as soon as possible after beginning work in the craft skill involved. The trainee will remain on the project if training opportunities exist in the craft skill or until the training program is completed.
- The contractor shall explain the OJT program goals and objectives to the trainee and furnish a copy of the training classification outline to be followed.
- The contractor will provide for the maintenance of records and furnish monthly reports documenting company compliance under this Training Special Provision to the On-the-Job Training (OJT) Program Unit. Also, the contractor will submit all enrollee information on the NCDOT/OJT SharePoint system.
- Upon completion of and graduation from the OJT program, the contractor shall provide each trainee with a company certificate showing the classification and length of training satisfactorily completed.
- If a trainee quits or is terminated before completing at least **50%** of the program, the contractor will not be credited for that trainee. The contractor must replace the terminated trainee. The contractor will only receive credit for trainees that have completed at least **50%** of the scheduled training program hours.

OJT Defined

The North Carolina Department of Transportation administers a contractor-based – versus contract-based - version of the Federal OJT Program.

The flexibility of the NCOJT Program allows a contractor to train employees on all types of projects. These projects can be Federal, State, and/or privately funded. However, the projects must be in North Carolina, and the training must meet the requirements outlined in this “On-the-Job Training Program” Manual. Also, the priority must be given to training trainees on all NCDOT Federal-aid and State-funded projects.



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ROLES AND RESPONSIBILITIES

INTERNAL	RESPONSIBILITIES
NCDOT OCR OJT Unit	Assist the contractors in the process of complying with the OJT Program Oversite of consultants Manage program data collection Manage program reporting Manage all fiscal aspects of supportive services Approval of all activities Coordinate and Schedule trainee interviews Goal must be completed before December 15, for the current year.
NCDOT Resident Engineer	<i>The Resident Engineer no longer has any official responsibilities toward the OJT Program.</i>
OJT Consultants	Assist NCDOT OJT with interviews Provide case management Request supportive services for trainees Report any concerns
EXTERNAL	RESPONSIBILITIES
Contractor	The contractor is to assign the trainee to a skilled craftsman, foreman, supervisor, or mentor who serves as the OJT Trainee Coach. The Trainee Coach will be responsible for the day-to-day training and mentoring of the trainee and who will share the appropriate skills associated with the classification for which the trainee is enrolled. The contractor shall only count the hours of training within the classification for which the trainee is enrolled. If such classification is not necessary for some time or on a project, the contractor should attempt to continue to employ the trainee by assigning them other duties. No hours shall be counted for work performed while a trainee is assigned to other duties that are not in their OJT classification. The contractor shall only count the hours earned while the trainee is performing work in North Carolina. The contractor shall provide a program orientation to the OJT Trainee Coach as well as the OJT Trainee. The orientation shall include at a minimum, a review of individual responsibilities during the training program and copies of the training syllabus for the job classification. The Contractor shall instruct the trainee in safe and healthful work practices and shall ensure that the trainee is trained in facilities and other environments that comply with all applicable safety and health laws and regulations of the United States and the State of North Carolina.
Contractor OJT Representative	Administer OJT program on behalf of Contractor Ensure OJT Coach and Trainees are oriented Attend all mandatory OJT training



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	Enroll the trainees Report trainee hours
OJT Coach	Supervise trainee/s on the worksite Trains trainees according to the job classification Complete monthly training logs The number of hours completed must be sent to the Contractor OJT Representative on the first day of the following month.
OJT Trainee	The trainee should diligently perform work assigned by the employer. The trainee should learn all duties as outlined in their enrolled classification. The trainee should immediately notify their employer should something happen, that would adversely affect the company or employment status. The trainee shall be aware of the on-going progress toward completing the OJT Program and notify a supervisor of circumstances for which their progress is halted or delayed. <i>This may involve notifying someone above an immediate supervisor.</i> The trainee shall be aware of their employer's rules and regulations and what steps to take should any issues arise while enrolled in the OJT Program.



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PROGRAM ADMINISTRATION

The NCDOT OJT Program is administered according to the following annual steps and components:

1: Development of Statewide Annual OJT Training Goal

To ensure the annual participation by all qualifying contractors is equitable in the number of assigned trainees, NCDOT changed the methodology for 2027. This year the selection is based on central and division lets. We excluded state projects to comply with 23 CFR Part 230.

Step 1	Determine the previous 3-year (Federal fiscal year) award total for Federal Aid contracts (both Centrally and Division let) based on the execution date in HICAMS
Step 2	Determine the total number of Federal Aid projects for the 3-year period
Step 3	Compute the 3-year average from Steps 1 and 2
Step 4	Establish the calculated Baseline equal to the result in Step 3
Step 5	Determine the calculated number of Trainees for each individual contractor based on their individual three-year total divided by the Baseline
Step 6	Round the number of Trainees to the nearest whole number (.500 and above will round up)
Step 7	Set any Trainee goal over 20 to the maximum cap of 20 Trainees
Step 8	Compute the total number of Trainees for the upcoming calendar year

2: Contractor Annual OJT Trainee Award Notification Packet

Once OJT Program Management determines the number of trainees assigned, the contractor enters into an agreement with the Department to provide a self-operated on-the-job training program throughout the year. This agreement includes a specific number of annual training slots.

Upon OJT Acknowledgment Agreement being returned, NCDOT OJT will send out the annual On-Boarding Packet which will consist of:

- Welcome Letter with link to [NCDOT OJT Homepage](#) for quick access to:
- Digital Manual
- SharePoint Registration
- OJT Job Classifications
- Copy of Contractor Agreement with all signatures

NCDOT will follow up with contractors who have not returned their agreement by the designated due date. Please note that those contractors who fail to submit the agreement in a timely manner may be taken off the NCDOT's Bidders List.

3: Contractor Registration/Confirmation NCID for SharePoint Access

NCDOT OJT Program will be using the online SharePoint system for OJT trainee enrollment, interviews, and monthly reporting.



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All contractors must sign up with a Business NCID: <https://myncid.nc.gov/>

After NCID account verification, all contractors must request access to the OJT Connect Site <https://connect.ncdot.gov/business/SmallBusiness/OnTheJobTraining/Pages/OJT-Access-Request-Form.aspx>

Once you have obtained approval from the OJT Program Management, you can log in to access the [OJT Training Forms Connect Site](#).

On-the-Job Training Program

Programs are established to help minorities, women, veterans and disadvantaged individuals enter the workforce and train for journey level positions

Connect NCDOT > Doing Business > Small Business > On-the-Job Training Program



Overview [Supportive Services](#) [HCTA](#) [CEEED](#) [Documents & Videos](#) [Newsletters](#) [Jobs](#)

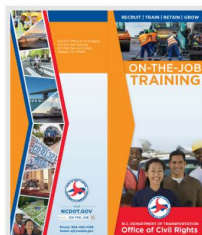
The N.C. Department of Transportation's On-the-Job Training Program assists minorities, women, veterans and disadvantaged individuals who have been historically underrepresented in highway construction job opportunities.

This program's goal is to train and prepare program participants to meet a certain skill level in the highway construction sector. This allows us to build a well-diversified pool of skilled workers while providing equal opportunities for people to pursue highway construction careers.

The On-the-Job Training (OJT) program is located within the **NCDOT Office of Economic Opportunity & Compliance**.

The program team directs and monitors the activities of OJT consultants as they assist prime contractors with upgrading skills and case management of the incumbent workforce trainees.

In addition, the OJT program is actively involved with community partners and stakeholders to establish a pool of skilled workers for the highway construction industry through construction trade academies.



OJT Program Contractors

[OJT Contractors Only](#)

Need an NCID Account?

To avoid issues, create a username that follows this formula:

FirstInitialMiddleInitialLastName

Example: John R. Doe → **jrdoe**

Register for NCID Account

Request Site Access

(*NCID account required*)

Request access to OJT Site

Login

Sign in to OJT Site



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4: Contractor Reporting

Site URL: <https://connect.ncdot.gov/site/OJT%20Team%20Site/>

There are five (5) web-based reporting forms in SharePoint:

- A. Trainee Enrollment Form (Appendix A)
- B. Monthly Training Form (Appendix B)
- C. Trainee Exit/Completion Form (Appendix C)
- D. Trainee Classification Change Request Form (Appendix D)
- E. New Classification Request Form (Appendix E) *
*this form will be included in SharePoint soon
- F. OJT Contractor Agreement/Acknowledgment File Upload Form (Appendix F)

*** On-The-Job Training Forms Home**

Privacy Policy Statement/Agreement*
** All users accessing this site must agree to the On-The-Job Training Program's Privacy Policy*
Click the button to view the policy and submit agreement.
Privacy Policy Form

On-The-Job-Training Trainee Forms

Trainee Enrollment Form

Trainee Exit Form

Monthly Training Form

Classification Change Form

Contractor File Upload Form



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Trainee Enrollment Form (Appendix A)

Contractor Information – The contractor must complete all the required information related to the OJT Representative and Coach/Supervisor for each Trainee

Trainee Information – The contractor must complete the information required and related to the trainee.

Training Monthly Report Form – (Appendix B)

The contractor will use this form to input the information related to the trainees' completion of hours. Please follow the instructions stated on the form. To provide better customer service, the OJT Unit is in the process of revising the monthly training report.

Trainee Completion Form – (Appendix C)

If the trainee completed the training successfully, the contractor must attach the Contractor's Certification. Please follow the instructions stated on the form.

Contractors are required to report on the ongoing employment and training information for each trainee, including:

Trainees Must be Enrolled in an Approved Training Classification: The NCDOT has established common training classifications and their respective training requirements, which shall be used by NCDOT contractors. The classifications established by NCDOT are not all-inclusive. Contractors may submit new classifications for specific job functions their employees are performing. The NCDOT reviews and recommends for acceptance to FHWA the new classifications proposed by contractors. Contractors shall notify the NCDOT regarding any changes to their approved classifications.

New classifications must meet the following requirements:

Proposed training programs are reasonable and realistic based on the job skill classification needs, and

- The number of training hours specified in the training classification is consistent with common practices and provides enough time for the trainee to obtain journeyman level status
- Contractors receive credit for training their workforce on any type of project, regardless of the funding source, if the trainee remains in the same job classification as originally enrolled. Trainees may be transferred between projects if required by the contractor's workload scheduling.

➤ **Proficiency Standards:** The NCDOT does not scrutinize individual worker proficiency as a measure for compliance with the OJT Program. The NCDOT and FHWA do advocate that the goal of the program is to generate effective highway construction trade workers and that it is in the contractor's interest to retain proficient workers.

➤ **Required Wage Rates During the Training Period:** In no instance shall a trainee be paid less than the local minimum wage. It is the contractor's responsibility to adhere to whichever minimum rate will satisfy both the NCDOL and the NCDOT. More information regarding the Davis-Bacon can be obtained from the NCDOL. Contractors are generally permitted to compensate trainees on a graduating pay scale based upon a percentage of the prevailing minimum journeyman wages (Davis-Bacon Act). According to the FHWA, minimum pay shall be as follows:

- 60 percent of the journeyman wage for the first half of the training period,



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- 75 percent of the journeyman wage for the third quarter of the training period,
- 90 percent of the journeyman wage for the last quarter of the training period.

- **Reimbursement for Training:** The NCDOT no longer has a “trainee” pay item and does not reimburse for training.

5: Available Supportive Services

As a part of OJT, all trainees may receive Supportive Services.

For this program Supportive Services are defined as resources that ensure trainees complete the program. These may include temporary or emergency assistance with daycare and transportation, plus case management provided by OJT staff and/or in-field consultants. Advanced Skill Training are supportive services opportunities for Trainees to attend classes or additional training opportunities that support the OJT classification they have been enrolled in. These specialty training courses are part of NCDOT OJT supportive services and can include CDL Class B, OSHA-30, and Heavy Equipment Operation training, among others, provided by approved vendors around the state.

6: OJT Trainee Orientation

Each contractor is required to provide trainees with an OJT Orientation. During the orientation, potential OJT Trainees should be educated on the NCDOT OJT Program as follows:

- Provided with OJT Trainee Guide via OJT web page
- Provided a copy of the training classification requirement
- Provided with a copy of wage requirement
- Provided a copy of the company's EEO Policy and Discrimination complaint procedure
- Provided time/space to watch OJT Welcome Video

7: OJT Trainee Interviews

As a part of OJT, trainee case management is provided. For this program, case management is defined as three distinct touch points – or trainee interviews - during the training process, where a designated member of the NCDOT OJT team engages with trainees to verify initial and continuous enrollment; gather feedback regarding the program experience; and conduct a worksite visit. There is also a follow-up interview to check on continued progress and retention.

- **Initial Interview:** Initial Interviews will be scheduled with an OJT Representative and should be conducted during work hours at the jobsite. Initial Interviews should be scheduled within 30 to 45 days of enrollment.
- **Midpoint Interview:** The midpoint interview will be conducted for those trainees who must complete more than 1000 hours of training. The interview will be conducted when the trainee has completed at least 50% of the training.
- **Exit Interview:** A final OJT interview will be scheduled with the OJT Representative when a trainee has 100% training completed and should be conducted during scheduled work hours using the communication tool provided by NCDOT OJT.



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- **Follow-Up Survey** – A follow up interview will be conducted within 9 to 12 months after the trainee completes the training via online survey.

8: Support, Monitoring, and Annual Closeout

NCDOT OJT Unit conducts the following activities for data collection and reporting purposes:

Annual Report: The OJT Program Unit prepares an annual report for submittal to the FHWA. The report contains information on accomplishments, enrollments, graduations, and demographics of trainees.



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NCDOT OJT annual program schedule of yearly events is as follows:

- **November** - The OJT Program calculates and assigns the yearly training goals for the upcoming calendar year.
- **December**- Host annual program closeout meeting of the current year and onboarding of upcoming year
- **December** - Contractors will receive an agreement letter from the OJT Program that contains the required number of trainees the contractor is required to enroll and train. The contractor has 15 calendar days to sign and return the agreement.
- **Enrollment** - Contractors with less than 15 trainees have until **July 31** to complete 100% of the enrollment. Contractors with more than 15 trainees have until **December 15** to complete the enrollment. The OJT Program highly recommends that the contractors enroll trainees before this date to allow adequate time for training and graduating from the assigned classification. This is not the same as the last date to train. Once enrolled, trainees do not have a deadline to complete the program, although it is highly recommended that they finish as quickly as possible.
- **Throughout the year**- The OJT Program conducts Interviews with Trainees who are enrolled or recently have graduated the program. Interviews are also held with the Contractor OJT Representative to ensure that all goals are being reached

Contractor requirements with the OJT Program

1. **Return Annual OJT Acknowledgement on or before the deadline** NCDOT will follow up with contractors who have not returned or responded. *(Appendix F)*
2. **Submit monthly trainee reports for all enrolled trainees by the 10th each month.**
3. **Submit the final report with the contractor's certification.**

JOINT VENTURES Please contact the AOJT Unit if you have a question related to a Joint Venture or Design-Build project.



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Online Documents and Forms

Site URL: <https://connect.ncdot.gov/site/OJT%20Team%20Site/>

Documents

- Sample Annual Agreement Letter for OJT Program
- Company Graduate Certificate
- Copy of Special Provision Z-10
- Copy of Informational Brochure for Mentor/Coach and Trainees (English)
- Copy of Informational Brochure for Trainees in Spanish

OJT Program Forms (For reference purposes) use online website

- Copy of Trainee Enrollment Form
- Copy of Monthly Trainee Report Form
- Copy of Trainee Completion Form
- OJT Contractor Agreement/Acknowledgment File Upload Form

Trainee Feedback Forms (For reference purposes) available online to authorized users

- Copy of Initial Interview Form
- Copy of Worksite Visit Interview Form
- Copy of Exit Interview Form

OJT Program Supportive Services

Highway Construction Trades Academies (HCTA)

In addition to the OJT program objectives, the NCDOT OJT program is collaborating with community partners and other workforce stakeholders to develop Highway Construction Trades Academies (HCTA) around or near NCDOT highway work zones and Tier 1 counties. The OJT program will support academies through federal funds, subject matter expertise, and guidance through the process. Our goal is to increase workforce readiness and create job opportunities in the highway construction industry in North Carolina.

Contractors are encouraged to recruit from the HCTAs located throughout the state to help meet training goals and increase workforce development and diversity.

Construction Career Days (CCD)/Career Expos

The OJT program also sponsors or is involved in several career exposure, engagement, and education events around the state for middle and high schoolers to adults annually. Contractor participation in these construction career fairs is also encouraged as part of additional good faith efforts.

Contact Information

North Carolina Department of Transportation On-the-Job Training Program

Mailing Address: 1511 Mail Service Center Raleigh, NC 27699-1511

Physical Address: 750 N. Greenfield Parkway, Garner, NC, 27529

Phone: (984) 800-6075

Email: ojtutilization@ncdot.gov



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Appendix A: Trainee Enrollment Form

Figure 1: Trainee Enrollment Section 1 of 3 (Appendix A)

NCDOT On-the-Job Training Program

Trainee Enrollment Form

Section 1: Contractor Information

* Indicates Required

Trainee Enrollment Date: *

Select your contractor organization from the list: *

Contractor OJT Representative

Contractor OJT Representative's Name: *

Title: *

Email: *

Phone: *

Note: Please provide address if it has changed or differs from the one we have on file.

Address:

City:

State:

Zip Code:

Division: *

Coach/Supervisor for Trainee

First Name: *

Last Name: *

Title: *

Phone: *



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Figure 2: Trainee Enrollment Section 2 of 3 (Appendix A)

Section 2: Trainee Information

First Name: * Last Name: * Middle Initial:

OJT Job Classification: * [Job Classifications & Hours](#)

Hours Required: *

Address: * City: * State: * Zip Code: *

Trainee's email address: * Phone: *

Last 4 Digits SSN: * [Show](#) Date of Birth: * Gender: *

Race: *

Veteran Status: * Education Level: *

Employment Start Date: * Employment Status: * Current Wage per HOUR \$: *

Driver's License or State ID #: * Driver's License or State ID State: *

Driver's License/State ID Expiration Date: *

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Figure 3: Trainee Enrollment Section 3 of 3 (Appendix A)

Section 3: Additional Information

1. Is the trainee a Highway Construction Trade Academy Completer? * - Select - ▾

2. Is the employee a dislocated worker? * - Select - ▾

3. Does the employee have a documented disadvantage? * - Select - ▾

4. If yes, please select all that apply: ☐ Formerly Incarcerated ☐ Disability ☐ Other

5. Please select the county of residence: * - Select - ▾

6. Is the trainee's residence address located in one of the listed counties? - Select - ▾
Yes? Select county from dropdown list
No? Select No at the top of the dropdown list

7. Did the trainee attend any of the Construction Career Events while in High School? - Select - ▾

8. If yes, please indicate the location and year of the event attended.

Contractor Representative Attestation

☐ As Contractor Representative, I hereby certify that I have presented this employee with a copy of his/her training program and have explained the program to his/her full understanding. To the best of my knowledge this employee has not successfully completed a training program leading to journeyman level status in this classification or ever been employed as journeyman in this classification.

Date:

Appendix B: Monthly Training Report Form

NCDOT On-the-Job Training Program

Trainee Monthly Training Report Form

Section 1: Trainee Information

Important!

Monthly reports are verified by the 10th of each month.

Please ensure that all previous months have been submitted in a timely manner.

* Indicates Required

Select your contractor organization from this list: *

Choose a Trainee from this list: *

- Select -

Select an existing trainee...

Trainee Status at the time of this report *

- Select -

Note: If Inactive or Training On Hold, please explain in the comment section below.

Section 2: Report Information

1. Reporting for the month of *

- Select -

* Select the MONTH the training hours were completed.

2. Reporting for the year of *

- Select -

* Select the YEAR the training hours were completed.

3. Enter the date training hours were completed for selected month and year on this report:

MM/DD/YYYY

4. Job Classification Required Training Hours *

Enter number of hours required for the trainee's job classification

Job Classifications & Hours

5. Previously submitted trainee hours brought forward *

Enter number of previously submitted hours

6. Trainee hours earned for the month of this report **

Enter number of hours for the month of this report

** Monthly hours earned should NOT exceed 200 hours. If the sum of hours earned in this report is greater than 200, a justification statement is required in the comments field below.

7. Observation, Comments, Justification Statement of hours greater than 200:

Enter your observations and/or comments about the trainee at the time of this report. NOTE: Enter a justification statement if the sum of monthly hours earned is more than 200 hours.

8. Anticipated Graduation Date *

MM/DD/YYYY

9. Is this the final report?

- Select -

Section 3: Contractor OJT Representative Contact Information

☐ I certify that the above information is true and correct.

Contractor OJT Representative's Name *

Email *

THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON-THE-JOB TRAINING PROGRAM

Figure 2: Trainee Exit/Completion Form Sections 3-4 of 4 (Appendix C)

Section 3: Upload Files

**** In order to receive credit for the completion of the trainee, upload a copy of a completed company certificate. ****

IMPORTANT NOTE: Once you press the submit button you will not be able to return to this form. This form **does not have a save and return** mechanism. You can only submit once.

Upload Requirements:

- All files must be selected at the same time - **Upload all files at once**

How to select multiple files to upload:

- Store all files for upload in the same folder on your computer
- Click **Choose files** button and navigate to the folder where the files are stored
- For **individual files**: Hold down the Ctrl key and click individual file(s) for upload
- For a **group of files**: Click the first file you want to select, hold down the Shift key and click the last file you want
- After you release the Ctrl or Shift key, click the **Open** button

- Uploads are limited to a **maximum of 5 files**
- Uploads are limited to a **maximum upload size of 10MB**

Accepted file types:

- .pdf** (Portable Document Format; Adobe Acrobat)
- .doc, .docx** (Microsoft Word Document)
- .txt** (Plain Text)
- .zip** (ZIP Compressed file archive)

Upload Files: No file chosen

Section 4: Contractor OJT Representative Contact Information

☐ I certify that the above information is true and correct.

Contractor OJT Representative's Name: * Email: *

THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
ON-THE-JOB TRAINING PROGRAM

Appendix E: New Classification Request Form

New Classification Request Form

Occupation Title: _____

Training Description:

TRAINING OUTLINE

APPROXIMATE TRAINING TIME: __ WEEKS OR
_____ HOURS

REQUIREMENTS

HOURS

ORIENTATION AND OBSERVATION

- A. Safety procedures;
- B. Equipment
- C. Materials selection; and
- D. Observation of skilled worker.

APPLIED TECHNIQUES

- A. Safety procedures;
- B. _____; and
- C. _____.

ACTUAL OPERATIONS

- A. Safety procedures;
- B.
- C.

TOTAL: _____



