

RECRUIT, TRAIN, RETAIN AND GROW

NCDOT

On-the-Job Training Program

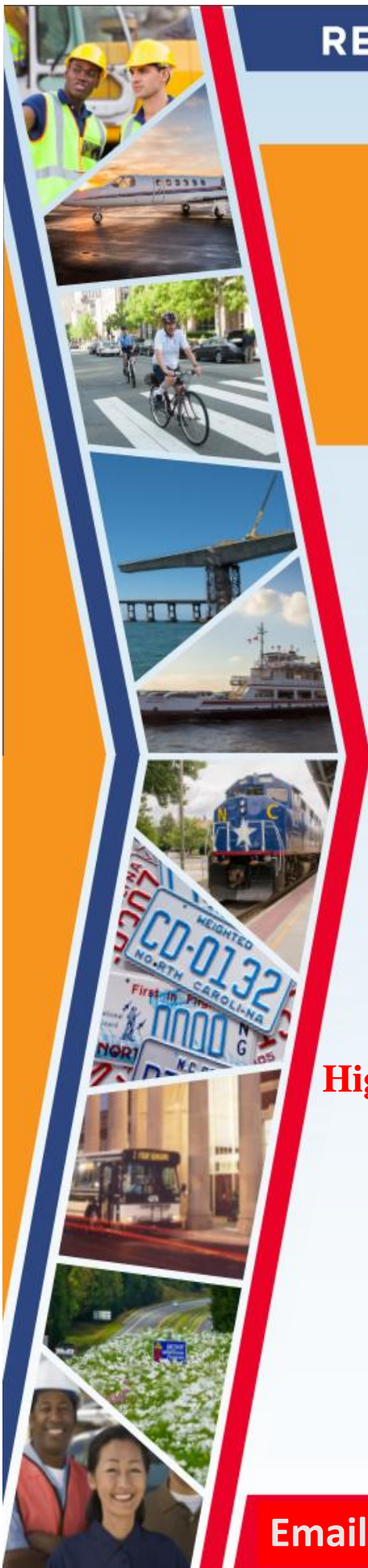
Training and Education Supportive Services

Highway Construction Trades Academy (HCTA)
Operational Guide

February 2025

Email: ojt@ncdot.gov

Office #: 919-814-4935



This document has been approved for use and dissemination.

DocuSigned by:

Jorgelia Nino

02/26/2025

2DA40B41A8CC4A9...

**Jorgelia Nino, Interim OJT Manager
Utilization and Compliance Manager**

DocuSigned by:

Tonya Marriott

03/03/2025

6BB9C74DA06E481...

Tonya Marriott, OCR Deputy Director

DocuSigned by:

Tunya Smith

03/05/2025

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Tunya Smith, Director NCDOT OCR

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SECTION 1: INTRODUCTION

Welcome to the NCDOT/On-the-Job Training (OJT) Unit's new Highway Construction Trades Academy (HCTA) Operational Guide (OG)!

NEED

There is a need for consistency, quality, and uniformity in the operation of Highway Construction Trades Academies. When done completely and correctly, all parties – participants, completers, providers, and hiring contractors, plus NCDOT/OJT – will benefit. The principal objective of this guide then is to provide key information to various agencies that are opening and operating HCTAs under the auspices of the NCDOT Office of Civil Rights OJT program. Not only will this enhance the efficiency and effectiveness of respective responses and programs, but it will also establish a functional baseline by providing critical information to participating HCTA provider agencies/entities across the state.

PURPOSE/SCOPE

Purpose: The purpose of this guide is to share with OJT Contractors in detail how to carry out certain tasks, activities, and procedures needed for a mutually rewarding and successful Academy. Consider it a blueprint, game playbook, or even cookbook, that will benefit everyone. Having standard operating guidelines, procedures, and forms, leads to greater efficiency, consistency, and ease for providers and their staff members. Regardless of where the participants complete the program, all graduates will have the same basic skills and skill level expected by contractors for entry level positions within the highway construction industry. Additionally, the same metrics and reporting standards will remain constant.

Scope: The overall purpose of this Operational Guide (OG) is to help all HCTA entities operate high-performing, effective, uniform, and results-oriented HCTAs. With this OG, team members have all necessary tasks and expectations needed to execute a clearly defined successful HCTA academy.

OBJECTIVE

The main objective of this Operational Guide (OG) is to delineate the roles, activities, procedures, and performance measures, among others, so that HCTA agency personnel can use it to better plan and operate these critical Academies. This guide also provides additional information to entities developing proposals to potentially operate said HCTAs. In these pages, readers will find detailed written instructions to achieve uniformity of the performance of an HCTA and its various functions and required activities. It will help prevent and solve problems around the consistency and quality of programs, and graduates. It will help achieve better outcomes and results for all parties. Providers, participants, completers, and hiring contractors will all be more successful.

SECTION 2: NCDOT OJT SUPPORTIVE SERVICES

The North Carolina Department of Transportation's (NCDOT) On-The-Job Training Unit is charged with implementing and administering OJT and OJT/Supportive Services (OJT/SS) programs. The OJT/SS program is ancillary to the OJT Program. Both are housed in the Office of Civil Rights (OCR). The Federal Highway Administration (FHWA) funds received by NCDOT for OJT/SS grow the highway construction workforce pipeline by providing minorities, women, and disadvantaged individuals with activities and resources to offset barriers to becoming gainfully employed in the industry.

Persons who are not members of one of those groups may also be considered disadvantaged if they can establish their "social" and/or "economic" disadvantage. For example, people with disabilities, those who are justice-involved, and veterans have disproportionately lower incomes and higher rates of unemployment and may be considered socially and economically disadvantaged, as are residents of any North Carolina Tier 1 County.

SUPPORTIVE SERVICES FUNDING

Supportive Services funding is provided by the Federal Highway Administration. Federal regulations can be found in 23 CFR, 2 CFR, and FAR31. All Supportive Services funds must be used for supporting individuals who participate in NCDOT OJT sponsored training activities and trainees enrolled in the Alternate OJT Program. Comprehensive plans will include supportive services activities, activity budgets, and program objectives.

Supportive Service funds are available for the following activities and resources:

1. Education and training activities, including remediation, English as a Second Language (ESL)
2. Supplies related to employment or training
3. Transportation needs related to employment or training
4. Child care needs related to employment or training
5. Allowances/stipends (as approved by FHWA) related to employment or training
6. Other assistance that is approved by the OJT Manager

SECTION 3: TRAINING AND EDUCATION

A major supportive service activity of the NCDOT OJT/SS is Adult Education and Training. The purpose of Adult Education and Training is to prepare individuals for work in the highway construction industry. Adult Education and Training falls into one of two categories - basic Highway Construction Trades Academies or Advanced (skills) Training (AdT).

BASIC ACADEMIES (HCTA)

Academies are established by NCDOT at host sites throughout the state. The curriculum for each academy follows the FHWA approved curriculum; a specific, detailed curriculum may be provided by NCDOT. The academy models are as follows: Community-Based Highway Construction Trades Academy, Post-Release Reentry Highway Construction Trades Academy, Specialized Highway Construction Trades Academy, and Advanced Highway Skill Training. Each is described below:

Community-Based Highway Construction Trades Academy: The CBHCTA is for adult students who are at least 18 years old and are a part of minority ethnicity, a woman, and/or a disadvantaged person. The HCTA introduces the industry that includes hands-on experience. Completers are provided case management, hiring fairs, and guided pathways to employment with prime contractors. Completers can also gain access to Advanced Highway Construction Training and supportive services.

Post-Release Reentry Highway Construction Trades Academy: The PRHCTA is a concept trades academy that will potentially be in partnership with the N.C. Department of Public Safety. This academy will attempt to provide post-releasees an opportunity to be trained and employed with a partnering contractor during their reentry program phase. The purpose is to decrease recidivism through steady employment after release.

Specialized Highway Construction Academies: Specialized Highway Construction Academies for adult students who are at least 18 years old who are a part of the target recruitment population. Examples include, but are not limited to, tribals, minority college students for professional service careers related to highway construction, Hispanic communities (Spanish immersion), women/female, and veterans. Participants of the SHCTAs must meet the demographics required by HCTAs—ethnic minority, woman, or socio-economically disadvantaged person. These HCTAs must be open to all targeted populations.

ADVANCED HIGHWAY SKILL TRAINING

Advanced Highway Skill Training will focus on advanced skills. Participants who have attended a HCTA will have the opportunity to receive additional skill training in one of seven critical need areas. Advanced Highway Skill Training will not be in an academy, but a partnership with contractors to assist with upskilling OJT Trainees and other workers. Areas of training focus are:

- CDL
- Heavy Equipment Operation
- Bridgework, Carpentry
- Asphalt/Paving
- Concrete Plant Operation

SECTION 4: HCTA MONITORING AND REPORTING

Contractual monitoring will be included in each contract to ensure the HCTA is meeting performance-based expectations as outlined in the agreement. OJT Staff will maintain active and on-going communication with HCTAs to identify issues and concerns throughout the contract period. The academy's performance measures and deliverables will be monitored by OJT Staff and reported to leadership as applicable. This will determine the continuance of the contract term.

ROLES AND RESPONSIBILITIES

Responsibilities	Role / Partner	Required Proposal Documents
<ul style="list-style-type: none"> • Award contract • Reimburse all allowable activities and expenses • Evaluate program deliverables • Provide technical assistance as needed 	<p>Oversight / Funding Agency</p> <p>NCDOT OJT</p>	<ul style="list-style-type: none"> • <i>Program Deliverables</i> • <i>Final Contract</i> • <i>Notice to Proceed</i>
<ul style="list-style-type: none"> • Billing Funding Agency • Compensating program staff and training providers • Approve all project calendars • Approve all expenses • Hire project staff • Contract vocational training staff (OHSA-10, CPR/First Aid, and Work Zone Flagger, etc.) • Coordination of recruitment efforts: Recruitment efforts will include interest sessions in project service area; print media marketing campaigns; radio marketing; social media marketing (with NCDOT Communications approval); participating in community events; providing information to community partners; seeking out populations and opportunities to share training information and schedule • Selection of program participants: Creation of participant application; interviewing participants, selecting participants from a waiting list when appropriate • Negotiating all contracts related to facility use and hiring of staff, training providers • Finalizing training calendar 	<p>Project Oversight/Administration Community Sponsor</p> <p>HCTA Host Site</p>	<ul style="list-style-type: none"> • <i>Cover Letter of Interest</i> • <i>Proposal</i> <ul style="list-style-type: none"> - <i>Budget</i> - <i>Partnership Agreements</i> - <i>Staffing Assignments</i> - <i>Plan of program delivery</i>

<ul style="list-style-type: none"> • Project administrator/host • Invoice NCDOT for all allowable services, activities, and expenses as stated in approved budget • Provide Reports as outlined in Agreement 		
<ul style="list-style-type: none"> • Job Fair participation • Participate in career exploration activities • Facilitate worksite visits and job shadow • Provide job placement for training completers • Give input into training design 	Industry Partners Prime and Subcontractors with Employment Opportunities in Highway Construction	
<ul style="list-style-type: none"> • Providing blended funds and services to help offset barriers to training and employment • May also assist with recruitment 	Workforce Partners <ul style="list-style-type: none"> • Workforce Development Boards • WIOA / NCWorks • Vocational Rehabilitation • Department of Health and Human Services (DHHS) • Department of Adult Corrections (DAC) • NC Commerce • Juvenile Justice and Delinquency Prevention (NCDPS) 	MOU/MOA of Support
<ul style="list-style-type: none"> • Provide evidence-based training with measurable outcomes and industry-recognized credentials as available 	Vocational Trainers	<ul style="list-style-type: none"> • Service Quotes • Credentials & Qualifications
<ul style="list-style-type: none"> • Refer Participants 	Community Partners <ul style="list-style-type: none"> • <i>Local Reentry Council</i> • <i>City Community Development Manager</i> • <i>County Development Manger</i> • <i>Various Self Sufficiency Agencies</i> • <i>Grassroots Nonprofits</i> • <i>Local Educational Agencies</i> 	MOU/MOA of Support

	<ul style="list-style-type: none"> • <i>Area Staffing agencies</i> 	
<ul style="list-style-type: none"> • Contractor Engagement • Recruitment Activities • Case Management • Onsite Support 	NCDOT Consultants	LSC/Task Order

RECRUITMENT

- There must be a minimum of two (2) information sessions before the start of the training academy.
- Recruitment should include collaborations with local workforce partners, prime contractors, and community agencies.
- Suggested recruitment partners include:
 - NC Works Career Center
 - Local Reentry Council
 - Vocational Rehabilitation
 - Local Staffing Agencies
 - Identified Prime and DBE Contractors
 - Churches and other FBOs
 - Housing Authority
 - Community Organizations
 - DSS
 - High Schools
 - Community Colleges & Student Organizations
 - Trade Unions

SUGGESTED RECRUITMENT ACTIVITIES

All marketing materials require prior authorization from NCDOT Communications.

- Creation of an advisory committee to serve as a roundtable for ideas, marketing, and program support. An advisory committee will consist of representatives from all collaborative sectors related to training, workforce development, employment services, and employment opportunities
- Flyers, webpage, social media
- Radio announcement
- Development of relationships with local contractors
 - Identify NCDOT projects in the training area
 - Provide contractors with information and opportunities to recommend employees

MARKETING AND BRANDING

Only pre-approved academy templates, brochures, and flyers may be used. The organization's logos can be added. Each OJT Host Site will be provided with both a hard copy and digital version of the approved documents during the Kickoff/Onboarding Meeting.

- Flyer template
- Brochure
- One-pager

Please note that these materials cannot be promotional items. Please refer to 23 CFR FHWA Code of Regulations Part 230 and 2 CFR 200 for additional guidance. For-profit entities need to also review Federal Acquisition Regulations (FAR) 48 CFR 31.

TECHNOLOGY

Agencies providing contract deliverables using technology will be responsible for the purchase and/or rental/ lease of tablets, Chromebooks, and/or laptops (if applicable). See more specific technology requirements in contract.

FACILITIES

The facilities chosen to accommodate the training must provide full access to program staff, participants, and trainees. At a minimum, the facility will have the ability to provide:

- Wi-Fi
- Multiple classrooms
- Tables/chairs/desk
- Computers (with all associated components) and printer
- Accessible Restrooms
- Common area
- Staff/instructor office space

PARTICIPANT ENROLLMENT

For this document, the following definitions apply for reporting and reimbursement:

1. A **registered participant** is anyone who has completed the online registration but has not yet completed required paperwork or attended the first day of class.
2. An **enrolled participant** is anyone who has completed all the necessary paperwork and documentation and attended at least one day of class.
3. An **actively enrolled participant** is anyone with continuous attendance.
4. A **graduate** (Completer) is anyone who earned all credentials, passed all exams with an 80% proficiency level or higher, completed all surveys and whose attendance is 100%.

PARTICIPANT FORMS

Participation forms will be included in the HCTA Welcome documents. All required forms must be completed before participants are considered officially enrolled in the training. The forms should be returned to and maintained by NCDOT. Each OJT Host Site will be provided with both a hard copy and digital version of the approved documents during the Kickoff/Onboarding Meeting.

- Welcome and Informational Documents
- Commitment/ Disclosure Form
- Computer Usage Policy
- Media Release
- Pre-Apprentice Registration (if applicable)

BILLING AND INVOICING

This is a **reimbursement funded program**. All expenses should have documented payment history attached to billing. Only expenses on the approved budget can be reimbursed by NCDOT. Invoices need to be submitted via email to the OJT program by the 10th of each month. **Services may not be invoiced after 90 days of service being provided.** Each OJT Host Site will be provided with both a hard copy and digital version of a sample billing packet and invoicing template during the Kickoff/Onboarding Meeting. Items needed for the billing packet:

- Invoice cover sheet with authorized contractor signature
- Invoice should include
 - a. Use of NCDOT invoice template including contractor letterhead is encouraged
 - b. Distinguishing invoicing numbers
 - c. The address associated with the NCDOT vendor number
 - d. The NCDOT vendor number
 - e. The project contract number
 - f. Detailed list of items being requested to be reimbursed
- Running balance sheets
- Timesheets of each employee with signature
- Service Agreements for any Sub-Contractors
- Invoice paid by host for all sub-contractors
- Time sheets for all sub-contractors

- Proof of payment for all sub-contractors
- Credentials of each employee conducting training (unless previously vetted by OIG)
- Daily sign-in sheets with printed name/signatures for each participant.
- Vocational training roster with the signature of participants
 - Proof of payment for each item that is requested for reimbursement (if allowable)
- Credential for each participant for each activity
- Closeout reports (as applicable)
- Mileage reimbursement
 - proof of mileage required (ie, Google maps, MapQuest)
 - Mileage is calculated using the participants' address provide at time of assessment to host location.
 - Proof of payment to participants
 - Mileage will be calculated/paid using the current state allowed reimbursement.

Please use the provided standard invoice and budget forms. Any modifications to the budget and/or SOW must be approved by NCDOT prior to any services being provided.

REPORTING /EVALUATIONS OVERVIEW

For this contract, the following forms will be used for reporting purposes. These forms and evaluations must be completed for reimbursement. Each OJT Host Site will be provided with both a hard copy and digital links to the approved documents during the Kickoff/Onboarding Meeting.

Please note that FHWA and NCDOT will require access to all materials for periodic reviews, which may include a site visit.

Report/Form	Purpose	Who	When
Enrollment Form/SharePoint	Serve as official HCTA registration <ul style="list-style-type: none"> ➤ Gather demographics and information ➤ Trigger training supportive service to each participant • Boots (shoe size) • Vest (size) • Hard Hat (size) • Work gloves (s/m/l) • Safety Goggles • Earplugs • Face Mask 	OJT HCTA Host Site NCDOT Consultant	First day of class
Weekly Report	Enrollment updates and case management needs <ul style="list-style-type: none"> ➤ Weekly Status Report attendance upload into SharePoint (instructions will be provided) ➤ All changes in participants barriers 	OJT HCTA Host Site	End of each training week
Cohort Close Out	Collect data related to outcomes <ul style="list-style-type: none"> ➤ Final course evaluation ➤ Final documentation reporting 	OJT HCTA Host Site	With the final billing packet

Report/Fillable PDF	<ul style="list-style-type: none"> ➤ Proof of delivery of training and credentials earned ➤ All changes in participants barriers 		
Participant Evaluation/Form Link	Collect participant feedback <ul style="list-style-type: none"> ➤ Each participant will be responsible for submitting a weekly training evaluation: HCTA Evaluation 	NCDOT OJT NCDOT Consultant	End of each training week
Site Evaluation /Form Link	Collect program host feedback	NCDOT OJT	End of each training week

REPORTS

1. **Cohort Closeout Report** reflects the summary of an entire academy. A report template will be provided. This report from your organization must be submitted to the OJT project manager within 30 days of cohort completion. Cohort closeout report must include all items listed below.
2. **Annual Report** reflects the summary of all academy after completing a 12-month duration (January to December). A final report template will be provided. This final report from your organization must be included in your final invoice for the year and include the items listed below:
3. **Contract Closeout Report** reflects the summary of all academies for the life of the contract. A final report template will be provided. This report from your organization must be included in your final invoice for the contract and must include all items listed below.
 - Participants Enrolled
 - Participants Actively Enrolled
 - Participants Graduated
 - Participants Employed
 - Participants Not Employed and Associated Reparative Case Management
 - Names of Contractor Participation
 - List of Outreach Events and Engagement
 - Participant Evaluations and Surveys
 - Documentation of Credentials
 - All changes in participants barriers

SECTION 5: SUPPORTIVE SERVICES

Supportive Services are a major component of the HCTA model, designed to help participants complete vocational training and completers to maintain gainful employment by removing barriers. The definition of training and employment success for this project is the completion of all aspects of the training program, including credentials, attendance, and becoming gainfully employed. OJT/SS will include, but not be limited to:

1. Personal Protective Equipment
2. Job Readiness Services
3. Case Management

PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment is required on all NCDOT highway construction sites. HCTA participants will need to wear the issued PPE when visiting sites. The standard PPE that is required for all HCTA participants includes:

- Steel-toe boots (ASTM F2413)
- Hard hat (ANSI Z89.1)
- Safety goggles (ANSI Z87)
- Earplugs
- High Visibility Safety vest
- Leather Work gloves

JOB READINESS SUPPORT

Job Readiness Supports (JRS) are those supportive services that impact HCTA participants becoming gainfully employed or participating in hands-on /operator pieces of training. Examples of JRS are:

JRS	APPROVED RATE	SERVICE DESCRIPTION
<ul style="list-style-type: none">• Drug screenings and/or physicals	Limit to two per participant	As required to perform hands-on training or as a part of new hire onboarding. <ul style="list-style-type: none">a. Each HCTA Host Site has the option to include a drug screen as an overall program requirement.b. An HCTA Host Site conducting hands-on training is required to conduct a urine-based drug screening the day of the hands-on activity.c. Physicals may be required for job placement and/or CDL training.
<ul style="list-style-type: none">• Background checks	Limit to two per participant.	As needed for new hire employment.
<ul style="list-style-type: none">• Driving records	Limit to two per participant.	As needed for training opportunities and/or new hire onboarding.
<ul style="list-style-type: none">• Transportation	Approved current state rate for mileage reimbursement.	As needed to support training.
<ul style="list-style-type: none">• Childcare	As approved by NCDOT OJT staff prior to services being provided.	As needed to support training.

REQUESTING JOB READINESS SUPPORT

In most cases, the expenses associated with providing Job Readiness Support (JRS) are not included in the HCTA Site Operational Budget. The NCDOT OJT Unit has JRS funds available, and these funds must be requested. There is an annual maximum dollar amount allocated per HCTA participant that is pre-determined. The NCDOT OJT POC for each contract will make the site aware of the allocated participant amount associated with each contract.

1. JRS are limited to 30-day max/ four (4) weeks per HCTA participant.

2. JRS such as transportation, and childcare should be limited to emergency only situations. Examples of emergency situations are:

Examples of Transportation Emergency Situations	<ul style="list-style-type: none"> - Unexpected personal automobile issues - Unexpected changes in shared riding - Long term transportation support start date within 1 week - 30-day bus pass will be combined with another documented transportation resource for employment - Others as identified and documented by site host /consultants
Examples of Daycare Emergency Situations	<ul style="list-style-type: none"> - Regular provider has an unexpectedly sick, or unavailable - Regular provider has a scheduled or unexpected closure - Long term childcare approval/solution to start within a week - Others as identified and documented by site host /consultants

Steps to receive allocated supportive services funds are as follows:

1. Immediately after receiving the official Notice to Proceed, the HCTA Host Site is to create a Supportive Services Request that identifies three vendors that will be used to provide reimbursable Job Readiness Support (JRS) in each approved service. Each OJT Host Site will be provided with both a hard copy and digital version of the approved documents during the Kickoff/Onboarding Meeting.
2. Provide the following supportive vendor documentation:
 - a. A letter of collaboration on company letterhead listing
 - Point of contact
 - Service rate
 - b. Secretary of State Notice of Good Standing
 - c. Brochure/marketing materials
3. The NCDOT OJT POC will provide written approval for the use of the vendors.
4. Only the vendors that have been preapproved for services will be reimbursed.

Step to providing approved supportive services for reimbursement:

1. Complete JRS request prior to providing service if possible
2. Submit email confirmation of service request and proof of payment to approved service provider with reimbursement invoice

Please understand NCDOT OJT can deny reimbursement if service is deemed not an emergency

CASE MANAGEMENT

Case management is provided by NCDOT OJT Consultants. A consultant will be assigned to each HCTA site to assist with case management that includes, but not be limited to:

- Working with workforce partner to secure resources to eliminate training and employment barriers
- Community resource referrals
- Assistance with job placement
- Creation of success plan
- Creation of a training portfolio
- Evaluations
- Employer engagements
- Resume creation
- Interview preparation
- Employer referrals
- Assist with all required documentation/report

SECTION 6: CONSULTANT SUPPORT

NCDOT OJT program contracts consultants to assist with supportive services. The involvement of the consultants varies based on the contract. Generally, the support given by consultants to HCTA will fall into one of the areas identified in this section.

RELATIONSHIP DEVELOPMENT

- All HCTA site coordinators will be expected to establish strong and positive working relationships with all NCDOT OJT contracted consultants assigned to their academy/region/participants for the seamless provision of various supportive services for participants.
- All consultant contact information will be provided to HCTA POCs, and vice versa, early on and initial introductions made via OJT staff to help initiate this critical relationship.
- It is expected that regular and periodic (at least weekly) communication and coordination be conducted between the two entities.

RECRUITMENT ACTIVITIES

The HCTA host will work with the OJT consultants to document outreach activities before the start of each HCTA cohort that touches at least 100 people. Activities include program screening, and community events (establish relationships with workforce development programs in the HCTA community).

**There may be limits to recruitment efforts based on the structure of the academy host. Some community-based organizations have target populations they must serve and recruit.*

CASE MANAGEMENT

Required HCTA participant case management activities to be conducted by consultants are:

- a. Scheduling time and visiting the first day of class to drop off welcome bags and conduct an onboarding assessment that consists of:
- b. Completing SharePoint enrollment
- c. Collecting and loading signed forms (commitment, media release, and computer usage) into SharePoint
- d. Obtaining/confirming PPE sizes
- e. Assist HCTA participants with resume creation, job search and applications, and interview preparation.
- f. Conducting weekly participant check-in
 - All weeks: Participants completing a weekly evaluation
 - Assist all participants in creating a professional/career development plan by end of the four-week training (this can be done virtually if needed).

CONTRACTOR ENGAGEMENT

The academy host, with the assistance of the NCDOT consultants, will be responsible for creating an employer engagement plan. The plan must consist of:

1. A communication plan (emails and phone call schedule)
2. A marketing plan (to send out promotional information)
3. Job Fair to be held at the end of each training cycle
4. Visits to the training
5. A participant profile guide for hiring
 - i. To be presented to employers who attend the job fair
6. Finding opportunities for work experience
7. Facilitating an employer advisory committee
8. Working with host sites to coordinate worksite visits based on the training calendar
9. Coordinate contractor visits to host site during training
10. Assist with coordinating hiring events
11. Plan should be sent to NCDOT for review/approval

** NCDOT OJT Unit and/or consultants will assist the HCTA Site host in contacting/inviting prime contractors with active projects in the site area. The active projects should serve as opportunities for site visits and potential employment.*

SECTION 7: SUMMARY - GETTING STARTED

PROGRAM PLAN

In summary, and to get started, each OJT HCTA Host Site is required to develop a comprehensive program plan based on information included in this OG. The plan is due and must be approved by NCDOT OJT before beginning training activities. The OJT HCTA Site Program Plan must contain:

1. Recruitment Plan
2. Employer/Contractor Engagement Plan
3. Training Calendar
4. Customized Marketing Material
5. Supportive Services Vendor Request
6. Consultant Coordinated Site Case Management Plan/Activities
7. Contingent Virtual Learning Plan

CHECKLIST

Implementation Checklist		
	1. Receive a Notice to Proceed (NTP)	
	2. Attend Onboarding/Kick-Off Meeting	
	3. Meet with Consultants within 2 weeks to discuss	
	<ul style="list-style-type: none"> - Implementation of required case management activities - Recruitment efforts - Employer Engagement Plan 	
	4. Develop Program Plan within the first 4 weeks of receiving NTP	
	<ul style="list-style-type: none"> - Recruitment Plan - Employer/Contractor Engagement Plan - Training Calendar - Customized Marketing Material - Supportive Services Vendor Request - Consultant Coordinated Site Case Management Plan/Activities - Virtual Learning Plan 	
	5. Submit Final Program plan to NCDOT OJT for approval	
	6. Receive approval of Program Plan	
	7. Start Activities	
Weekly Training Checklist		
Week 1 Checklist		
	1. Are there 8 enrolled participants on the first day of class?	
	2. Did consultants provide Welcome Bags the first day?	
	3. Did the consultants complete participant enrollment in SharePoint the first day?	
	4. Did participants complete the week 1 evaluation?	
	5. Did the site coordinator complete the week 1 report?	
	6. Were all week 1 required documents submitted to NCDOT?	
Week 2 Checklist		
	1. Did participants complete the week 2 evaluation?	
	2. Did the site coordinator complete the week 2 report?	
	3. Was the case management provided by consultants?	
	4. Were all week 2 required documents submitted to NCDOT?	
Week 3 Checklist		
	1. Did participants complete the week 3 evaluation?	
	2. Did the site coordinator complete the week 3 report?	
	3. Was the case management provided by consultants?	
	4. Were all week 3 required documents submitted to NCDOT?	
Week 4 Checklist		
	1. Did participants complete the week 4 evaluation?	
	2. Did the site coordinator complete the week 4 report?	
	3. Was the case management provided by consultants?	

	4. Were all week 1 required documents submitted to NCDOT?	
Closeout Checklist		
	1. Was all supporting documentation included in the invoice packet?	
	2. Was the Cohort closeout report included in the invoice packet?	
	3. Was the final evaluation completed and submitted to NCDOT?	

Support Template Documents List:

1. Closeout Reports Template
2. HCTA Flyer
3. HCTA Invoice Template
4. Host Closeout Survey
5. Participant Survey
6. Sign-in Log
7. Supportive Services Request Form
8. Welcome Docs

HIGHWAY CONSTRUCTION TRADE ACADEMY

CLASSROOM & HANDS-ON **TRAINING**

Looking for a better paying career?

Attend this Highway Construction Trade Academy

Highway Construction Trade Academies provide skills and resources for career opportunities in the transportation industry.

The training combines a mixture of classroom, hands-on and work-based learning formats such as OSHA 10, Flagger, CPR and First Aid.

**Date
Time**

Address of Host site



To register or for more information, scan the QR code or contact the On-the-Job Training program at

☎ **919-814-4935** or ✉ **ojt@ncdot.gov**



FUNDED BY THE NCDOT
OFFICE OF CIVIL RIGHTS
On-the-Job Training Program





NCDOT On-The-Job Training



Greetings,

We would like to take this opportunity to welcome you to the Highway Construction Trades Academy (HCTA) Pre-Apprenticeship.

You have now taken the first step in the pursuit of a rewarding career in the transportation construction industry!

This manual is your guide to use throughout the program. Please take your time and read through the material carefully. We hope to answer all the questions you may have regarding policies and procedures in the program. If you have a question that is not addressed in this handbook, let us know with a quick call or email!

We look forward to working with you to make this training a rewarding and enjoyable experience!

Best Wishes,

_____, OJT Program Coordinator

Email: _____



NCDOT On-The-Job Training



WHAT IS OJT

The Federal Highway Administration, as directed by Title 23 of the United States Code of Federal Regulations (CFR), requires all state highway agencies to establish and utilize On-the-Job Training (OJT) on federally funded highway construction projects. 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.

Programs

Contractor Goal Setting and Utilization

The N.C. Department of Transportation administers a custom version of the Federal OJT Program, commonly referred to as the **Alternate OJT Program**. At the beginning of each calendar year, all contractors will be contacted by the OJT Program Manager to determine the number of trainees for that calendar year. At that time, the contractors agree with the department to provide a self-imposed On-the-Job Training Program throughout the year. This agreement includes a specific number of annual training slots. This office assists in monitoring contractor goal obtainment and trainee completion of approved classifications.

Training and Education

Construction Trade Academies are functions of the OJT Supportive Services Program that offer the following:

1. **Highway Construction Trades Academies:** For adult learners who are at least 18 years old, looking for employment and desire to be a trainee in highway construction and heavy equipment operation. Introduces participants to the industry, along with hands-on experience. Participants in this program can earn Occupational Safety and Health Administration and Flagger certifications, CDL permits, and Introduction to Earthmoving/Heavy Equipment Operation. Participants are also provided with case management, training allowances, access to hiring fairs, and prime contractors. Completers of the HCTAs are provided access to Advance Highway Construction Training supportive services.
2. **Advanced Training:** Participants who have attended an HCTA will have the opportunity to receive additional skills training in one of seven critical need areas. Areas of training focus include, but are not limited to demolition/hauling, guardrail, asphalt/paving, landscaping/erosion, trenches/piping; traffic maintenance; bridgework, and disaster recovery.

Emerging Workforce provides outreach, recruitment, career awareness, and exposure related to the highway construction industry. OJT Emerging Workforce activities include:

1. **Highway Construction Career Days (CCD)/Career Expos:** NCDOT partners are invited to showcase technology and equipment to demonstrate how they are used in the highway construction industry. Each event includes a trade show with booths for vendors to provide additional learning opportunities and to discuss future highway construction career paths for students. CCDs are held in various locations throughout the state.



NCDOT On-The-Job Training



2. **Construction Career Engagement:** The OJT Program conducts outreach, informational sessions, and job fairs to promote opportunities and professional development programs that are focused on the highway construction industry. These events serve as an opportunity to recruit participants for the Highway Construction Trade Academies and provide education about highway construction careers.
3. **Summer Accelerator:** To provide a comprehensive summer career exploration in highway construction and transportation that leads to credentials and work base learning. .

WHAT IS NCDOT HCTA PRE-APPRENTICESHIP

What is the NCDOT HCTA Pre-Apprenticeship Program?

The North Carolina Department of Transportation (NCDOT) funds a Pre-Apprenticeship program to train underrepresented and disadvantaged individuals (women, veterans, and minorities) in highway construction to expand the pool of qualified workers for enrollment into the NCDOT's Office of Civil Rights On-the-Job Training Program and Supportive Services Program (OJT/SS).

Training Benefit and Credentials:

Our pre-apprenticeship training activities include classroom courses, hands-on construction sessions, and a field trip to a heavy equipment training facility. Participants engage in 72-160 hours of hands-on and classroom training as well as earn certifications in Occupational Safety and Health Administration (OSHA) OSHA10, Flagger, CPR, First Aid, and Heavy Equipment Operator, among others.

Employment and Registered Apprenticeship Opportunities

Through our HCTA pre-apprenticeship training programs, completers can connect with NCDOT TAP apprenticeship programs as well as contractors that can provide indentureship and employment opportunities.

What is TAP+

Benefits of TAP+ Apprenticeship Program

- ✓ Earn a competitive wage with benefits while you learn
- ✓ Gain valuable hands-on experience and skills
- ✓ Network with experienced professionals
- ✓ Participate in a variety of projects
- ✓ Receive classroom instruction
- ✓ Job security; upon completion launch your career with NCDOT
- ✓ G.I. Bill benefits to qualifying military veterans

Eligibility Requirements

- ✓ High school/GED diploma
- ✓ Individuals currently enrolled in a 2- or 4-year University
- ✓ Interest in a transportation construction and engineering career
- ✓ Ability to work independently and as part of a team
- ✓ Strong work ethic and commitment to safety

Contact Us

Mark Council,
TAP+ Program Manager
919-814-2171
wmcouncil@ncdot.gov



ncdot.gov/tap+



750 copies of this public document were printed at a cost of \$449.75 or \$0.599 per copy. (11/25)

NCDOT
TAP+
Transportation Apprenticeship Program

NCDOT's Transportation Apprenticeship Program (TAP+) is a great way to gain the skills and experience needed to succeed in careers in transportation engineering and construction.

Apprentices will work alongside experienced professionals and learn industry-leading techniques and technologies. They will also have the opportunity to participate in a variety of projects and in areas as diverse as design, construction, repair, bridge work, erosion control, maintenance, aviation, maritime, rail and integrated mobility.

In addition to on-the-job training, TAP+ apprentices also participate in classroom instruction. This instruction covers a variety of topics, including safety, construction methods and materials.

ncdot.gov/tap+



NCDOT On-The-Job Training



PREPARING FOR TRAINING

This training will expose you to both theory and hands-on techniques that are commonly used in the transportation construction industry. Your future employer may or may not use all the skills you acquire. The HCTA is designed to introduce you to the latest information, techniques, and safety procedures.

What kind of subjects will I be studying?

- Construction Math
- OSHA 10, CPR, and Flagger Certifications
- Intro to Earthmoving and Heavy Equipment Training; and
- Other site-specific related activities

Where do I attend training?

Classes will be held at the designated HCTA locations and/or the local community college.

My site is: _____

My site administrator is: _____

Contact Number: _____

Email Address: _____

Who are the instructors?

Instructors are skilled practitioners in their represented industry. They instruct classes from an outlined course recommended and approved by the Federal Highway Administration (FHWA).

Attendance:

Training attendance is mandatory. Participants failing or refusing to attend training without being excused by the HCTA Site Administrator will be excused from the program.

DAILY SCHEDULE

Please check your HCTA site calendar for specifics.

HCTA OVERVIEW

The Highway Construction Trade Academy program provides sponsored Highway Construction Training and Support

- OSHA 10, CPR, and Flagger Certifications
- Intro to Earthmoving and Heavy Equipment Training
- Help with job search
- Supportive Services to help with barriers to training and employment



NCDOT On-The-Job Training



HCTA Training Personal Protective Equipment (PPE)

Each HCTA participant will receive a Welcome bag and the below PPE:

1. Work Boots
2. Safety goggles
3. Hard hat
4. Ear plugs
5. Masks
6. Gloves
7. Safety vest

PARTICIPANT RESPONSIBILITIES

The most important of the participant responsibilities is **COMMITMENT**, which includes cooperating with the **North Carolina Department of Transportation Highway Construction Trades Academy (NCDOT HCTA)** staff. Additional expectations and responsibilities include:

1. Communication

- Be sure to respond to phone calls and correspondence promptly.
- **Informing the HTCA site administrator when:**
 - o You have a change of address or phone number
 - o You are going to be absent from the class

2. A great attitude!

- You are in a trades academy to learn a trade – so be positive.
- Ask questions.
- Be ambitious – your life is what you make it!

3. Developing and practicing safe work habits

4. Professional conduct

- Conducting yourself as a representative of the HCTA Program in a professional manner

5. Appropriate attire

- Wearing clothing appropriate for the time of year and for the work you will be doing

6. Attendance:

- Training attendance is mandatory. Participants failing or refusing to attend training without being excused by the HCTA Site Administrator will be excused from the program.



NCDOT On-The-Job Training



DISCIPLINARY POLICIES

Participants are expected to represent themselves honestly with all **NCDOT HCTA** staff. Dishonesty can be defined as, but not limited to, deceitfulness, fraudulence, lying, or cheating. Knowingly falsifying any participant document will result in immediate program termination.

Required forms to complete:

1. Commitment/ Disclosure Form
2. Computer Usage Policy
3. Media Release
4. PPE Acknowledgement Form



NCDOT On-The-Job Training



NCDOT HCTA Letter of Commitment

As a participant in the **North Carolina Department of Transportation Highway Construction Trades Academy (NCDOT HCTA)**, I understand that I am creating opportunities to develop a career pathway in the highway construction industry. The Highway Construction Trades Academy program will provide me the following:

- Sponsored Highway Construction Training
- OSHA 10, CPR, and Flagger Certifications
- Intro to Earthmoving and Heavy Equipment Training; and
- Intro to CDL

As a participant, I agree to the following, whether **NCDOT HCTA** activities are in-person or virtual, and if I do not fulfill my responsibilities, I may be required to **reimburse the program for costs incurred on my behalf while enrolled in the program**:

- Report to all classes and work opportunities on time and ready to learn; this includes virtual as well as in-person learning environments
- Have no more than **1 excused absence** from the program.
- **I acknowledge and agree** that I will have to submit a drug and background screening once or more times as determined by the host site
- Complete all learning assignments and requirements for the certification of completion.
- Dress appropriately for the workplace.
- Strive for success and seek help from the Highway Construction Trades Academy program when needed

_____(int) The **NCDOT HCTA** administered by _____. As a recipient of NCDOT funds, is required by law to collect demographic information from training participants and to provide such information to NCDOT for reporting purposes. Any demographic information provided will remain confidential to the greatest extent possible.

_____(int) By enrolling in the **NCDOT-sponsored HCTA**, I grant permission to _____ to share my information with NCDOT. Additionally, I grant permission to NCDOT, the HCTA or its agent, to contact me periodically once training is completed to inquire about current employment.

_____(int) In consideration of participating in the NCDOT-sponsored HCTA, I hold harmless the NCDOT from any liability as to the result of negligent, willful, or intentional acts of the host site, including expenses incurred.

_____(int) I acknowledge the unknown risk associated with face-to-face training during COVID-19 and release NCDOT from all liability. Likewise, I am aware of and commit to following social distancing requirements/rules.

_____(int) The conditions outlined in this letter have been explained to me in an individual meeting and I understand and agree with these conditions.

Applicant Signature

Printed Name

Date

Site Coordinator's Signature

Printed Name

Date



NCDOT On-The-Job Training



HCTA COMPUTER USE POLICY

This policy must be followed in conjunction with other **North Carolina Department of Transportation Highway Construction Trades Academy (NCDOT HCTA)** policies governing appropriate conduct and behavior. **NCDOT HCTA** complies with all applicable federal, state, and local laws as they concern the training/ participant relationship, and nothing contained herein should be construed to violate any of the rights or responsibilities contained in such laws.

Use Guidelines

NCDOT HCTA has established the following guidelines for use of the technology and communications networks, including the Internet and e-mail, in an appropriate, ethical, and professional manner whether onsite or offsite.

1. All technology provided by **NCDOT HCTA** including computer systems, communications networks, related work records, and other information stored electronically, is the property of the **NCDOT HCTA** and not the participant. In general, the use of **NCDOT HCTA** technology systems and electronic communications should be training/program-related and not for personal convenience.
2. Participants may not use **NCDOT HCTA** internet, e-mail, or other electronic communications to transmit, retrieve or store any communications or other content of a defamatory, discriminatory, harassing, or pornographic nature. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, or sexual preference may be transmitted. Harassment of any kind is prohibited.
3. Copyrighted materials belonging to entities other than **NCDOT HCTA** may not be transmitted by participants on the **NCDOT HCTA**'s network without permission of the copyright holder. Participants must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy for reference only. Saving copyright-protected information to a network drive without permission is prohibited. Sharing the URL (uniform resource locator or "address") of an internet site with other interested persons for business reasons is permitted.
4. Participants may not use the system in a way that disrupts its use by others. This includes sending or receiving excessive numbers of large files and "spamming" (sending an e-mail to thousands of users.)
5. To prevent contamination of **NCDOT HCTA** technology and communications equipment and systems by harmful computer viruses, downloaded files should be limited to those provided by training instructors. Also, given that many browser add-ons packages (called "plug-ins") may not be compatible with other programs and may cause problems for the systems, downloading plug-ins is prohibited without prior permission from IT.
6. E-mail and other electronic communications transmitted by **NCDOT HCTA** equipment, systems, and networks are not private or confidential, and they are the property of the **NCDOT HCTA**. Therefore, **NCDOT HCTA** reserves the right at any time to examine, monitor, and regulate e-mail and other electronic communications, directories, files, and all other content, including internet use, transmitted by or stored in its technology systems, whether onsite or offsite.

PARTICIPANT COMPUTER USE AGREEMENT

User's Full Name (please print): _____

I understand and will abide by the **NCDOT HCTA** Computer Use Policy and understand that if I violate this policy my internet access privileges may be revoked, and I further understand that any violation that constitutes a criminal offense will be reported to law enforcement authorities.

User Signature _____ Date: ____/____/____



NCDOT On-The-Job Training



NCDOT HCTA Media Release

I, _____, grant permission to **North Carolina Department of**

Transportation Highway Construction Trades Academy (NCDOT HCTA), hereinafter known as the “Media”, to use my image (photographs and/or video) for use in media publications unless and until this media release is revoked, including:

(Check All That Apply)

☐- Videos ☐- Email Blasts ☐- Recruiting Brochures ☐- Newsletters ☐- Magazines ☐- General Publications
☐- Website and/or Affiliates ☐- Other: _____

I hereby waive any right to inspect or approve the finished photographs or electronic matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of the image.

Please **initial** the paragraph below which applies to your present situation:

_____ - I am 18 years of age or older and I am competent to contract in my name. I have read this release before signing below, and I fully understand the contents, meaning, and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing before signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

Participant Signature

Printed Name

Date



NCDOT On-The-Job Training



NCDOT HCTA PERSONAL PROTECTIVE EQUIPMENT (PPE) ACKNOWLEDGEMENT

Participant Name _____

Items Received

- ☐ Work Boots: Size _____
- ☐ Safety Goggles
- ☐ Hard Hat
- ☐ Ear Plugs
- ☐ Gloves
- ☐ Safety Vest: Size _____
- ☐ Masks
- ☐ Welcome bag

Participant Signature

Printed Name

Date

NCDOT OJT Supportive Services Form

Supportive Services (SS) are a major component of the OJT Experience. The purpose of Supportive Services is to help A-OJT Trainees and OJT Highway Construction Trade Academy (HCTA) participants/completers overcome barriers that impede the application of life and social skills required for training and employment success. The definition of training and employment success for this project is the completion of all aspects of the training program and becoming/remaining gainfully employed in the Highway Construction Industry. For more details related to SS, please reference the OJT Contractor Guide and HCTA Operational Guide.

This form is used to make formal supportive services request on behalf of an A-OJT Trainee or HCTA Participant. This form can be initiated by an Employer/Prime Contractor, Consultant, HCTA Site Coordinator or NCDOT OJT Staff Member.

Name	
Date:	Click or tap to enter a date.
Name:	Click or tap here to enter text.
Address:	Click or tap here to enter text.
City, State, Zip:	Click or tap here to enter text.
County:	Click or tap here to enter text.

OJT Trainee

Classification:	Click or tap here to enter text.
Hours:	Click or tap here to enter text.
Company:	Click or tap here to enter text.

HCTA Participant

Academy:	
Cohort:	Click or tap here to enter text.

Supportive Service requested?

<input type="checkbox"/> Advance Training	Choose an item.
<input type="checkbox"/> Transportation	Choose an item.
<input type="checkbox"/> Childcare services	Click or tap here to enter text.
<input type="checkbox"/> Housing	Click or tap here to enter text.
<input type="checkbox"/> Other	Click or tap here to enter text.

Reimbursement Activity

<input type="checkbox"/> Contractor	Click or tap here to enter text.
<input type="checkbox"/> Academy	Click or tap here to enter text.
<input type="checkbox"/> Direct payment from OJT	Click or tap here to enter text.

Supportive Services Documentation

<input type="checkbox"/> Provider Identified	Click or tap here to enter text.
<input type="checkbox"/> Quote Attached	Click or tap here to enter text.
<input type="checkbox"/> Approved NCDOT Vendor	

Requester: Complete form, sign, save as PDF and return to ojt@ncdot.gov

Name

Email Address:

Contact Information:

Internal Use ONLY:	
OJT Approval Status	
Other Needed documents	
WBS to be paid from	
Other comments:	

Enter Company logo and contact information



NCDOT Highway Construction Trade Academy Invoice

Company name as in NCDOT system: Click or tap here to enter text.	NCDOT Vendor # Click or tap here to enter text.
Vendor's address as in NCDOT system: Click or tap here to enter text.	Invoice Date Click or tap to enter a date.
Vendor POC information: Click or tap here to enter text.	
INVOICE NO: Click or tap here to enter text.	*****
INVOICE SERVICE DATES: From Click or tap to enter a date. To Click or tap to enter a date.	*****

Approved Budget Item (Definition)	Name/Dates of Service	Unit Price	Fringe [enter %]	Line Total
Payroll Project Manager – [Name] HCTA Site Coordinator – [Name] Instructors – [Names] <i>As approved on Audit Letter Supporting documents Timesheet, proof of payment</i>	Name/dates			
	Name/dates			
	Name/dates			
	Name/dates			
	Name/dates			
	Name/dates			

	Name/Dates of Service	Unit Price	Fringe	Line Total
Sub-Contractors <i>As approved in Audit Letter: Service Agreement, Invoice, timesheets, proof of payment</i>	Name/dates			
	Name/dates			
	Name/dates			
	Name/dates			

	Description	Unit Price	Total
Supportive Services (PPE, Transportation, Consumables, etc) <i>As approved on Audit Letter Supporting documents Receipts, proof of payment</i>			

	Description	Unit Price	Total
Rentals: <i>As approved on Audit Letter Supporting documents Invoice, Proof of payment</i>			

	Description	Unit Price	Total
Overhead/Indirect Costs <i>Please use approved Audit Letter Rate: Direct Labor, Indirect Costs</i>			

	Description	Unit Price	Total
Vocational Training: <i>Instructional vendors (Gregory Poole, Safety & Health etc), Tuition, Registration)</i> <i>As approved on Audit Letter: Supporting documents - Invoice, Proof of payment and class roster with authorized signature</i>			

Please include a copy of the program running budget Signature / Date / Title	Subtotal	
	Sales Tax	0.00
	Total	



NCDOT/OJT HCTA Sign-In Log



Date: _____ Instructor _____ Academy Name: _____

	Printed Name	Signature	Email	Telephone #
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				



NCDOT OJT HCTA Participant Evaluation

Academy Name _____	Date of Evaluation _____
City _____	Week # _____ of _____
Instructor Name _____	Instructor Organization _____
2 nd Instructor Name _____	2 nd Instructor Organization _____
3 rd Instructor Name _____	3 rd Instructor Organization _____
Topics Included this week: _____	

Please check one for each statement below:	Agree	Neutral	Disagree
1. The instructor was prepared and organized to teach the class.			
2. The instructor was enthusiastic about the class/subject.			
3. The class began and ended on time.			
4. The instructor provided assistance to students as needed or requested.			
5. My questions and concerns were answered in a timely and appropriate manner.			
6. The instructor demonstrated a caring attitude and a desire to get to know the students as individuals.			
7. I know more about the highway construction industry, available jobs and career pathways than I did before attending this class.			
8. The instructor explained things clearly.			
9. The material covered and relevant experience of the instructor made the class more concrete and interesting.			
10. Overall, the content of the course, the amount of material covered and length of class met my expectations.			
11. Overall, I feel this course will help me obtain a job in the highway construction industry.			
12. Overall, I am satisfied with what I have learned in this course and would recommend this course to other people.			
13. I can see myself as a highway construction professional.			
Please provide any additional comments you have, whether positive or negative. Include any questions you may have about the course and any challenges you see in attending next week.			

Participant Data

	Academy Name					Academy or /PuP:		Select		Service Dates:		
Survey Completed	Gender	Ethnicity	First Aid CPR	Flagger	OSHA 10	Forklift	HEO	Graduated	Interviewed by:	Hired?	Hired by Company Name	Case Management Notes
		Select										
		Select										
		Select										
		Select										
		Select										
		Select										
		Select										
		Select										
		Select										
		Select										
		Select										
		Select										
		Select										
		Select										



Closeout Summary Report



Report Type		Report Date	
Highway Division		City	
Academy Name		Cohort #	
Academy Type		Population Target	
Organization Name		Telephone	
Primary POC		Email	
Secondary POC		Telephone	
		Email	
# of Participant Registered		# of Participants Graduated	
# of Participant Enrolled		# of Participants Employed	
# of Participant Currently Active		# of Participants Evaluations	
Outreach Events			
Location	Date	Number of attendees	
Participating Contractors			
Organization Name	POC	Telephone	Email
Associated Reparative Case Management			
Participant Name	Notes		

Submit with Closeout Survey



Host Closeout Survey

Organization Name: _____ Date: _____

Program Overview: Please take a moment to provide feedback on the following program areas and processes. Please be sure to rate the overall area.

On a scale of 1-3: 1 = BAD, 2 = AVERAGE and 3 = EXCELLENT

	DOT/OJT USE
<u>Registration/Enrollment</u> (This includes hard copies of documents used, links and SharePoint): How would you rate the resources used during this part of the program? Choose an item. Additional Comments: Click or tap here to enter text.	
<u>Curriculum and Instruction:</u> How would you rate the resources used during this part of the curriculum and instruction used during the program? Choose an item. Other Comments: Click or tap here to enter text.	
<u>Safety Protocols:</u> How would you rate the safety protocols required during the program? Choose an item. Other Comments Click or tap here to enter text.	
<u>Reporting:</u> How would you rate program reporting? Choose an item. Other Comments Click or tap here to enter text.	
<u>Attendance:</u> How would you rate program attendance policy and enforcement? Choose an item. Other Comments Click or tap here to enter text.	
<u>Certifications:</u> How would you rate program required credentials? Choose an item. Other Comments Click or tap here to enter text.	
<u>Contractor Engagement:</u> How would you rate the engagement of the contractors/employers? Choose an item. Other Comments Click or tap here to enter text.	