EO-363 (8-10)

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

Prime Contractor: _____

Address: _____

Telephone Number: _____

Email Address: _____

ECMS No.: _____

SR (Section): _____

Federal Project No: _____

❑ **100% STATE FUNDED PROJECT**

County: _____

PA Engineering District: _____

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

We will utilize the following Training Program(s):

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

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

OJT(s) and/or Apprentices will begin training on the project as soon as feasible after the start of work utilizing the skill involved, and will remain on the project until he/she has completed the training program, or as long as training opportunities exist in his/her work classification. Please ensure each trainee is provided with a Certificate upon completion of their training. The certificate will automatically generate once the entire 1000 hours worked by the trainee has been input into the OJT system using the information taken from the EO-365. The OJT system will maintain accurate training records as long as the On-The-Job Training Program Classification Form(s) (EO-363), the Trainee Form(s) (E0-364) and the Monthly Training Report(s) (E0-365), are input into the system on the trainee.

❑ **INITIAL SUBMISSION**

❑ **REVISED SUBMISSION Date:** _____

_____

Name and Title of Company Representative (PRINTED):

_____

Company Representative Signature and Date

PennDOT USE ONLY

❑ **APPROVED** ❑ **DISAPPROVED**

_____

Bureau of Equal Opportunity Signature and Date