



STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

MONTHLY TRAINING REPORT

The contractor must fill in the project (Section 645) training hours each month using the table below. The Contractor should retain the original, updating it monthly while the apprentice(s) remain on the project. The Contractor is required to submit copies of each months' updated report by the 15th of the following month.

Project Number (Federal/State)				Project Name							
Contractor Name				Point of Contact				Phone			
Apprentice Name				Social Security Number				Job Class			
Gender		Male <input type="checkbox"/>		Ethnicity: Alaska Native <input type="checkbox"/>		American Indian <input type="checkbox"/>		Hispanic <input type="checkbox"/>			
		Female <input type="checkbox"/>		Asian/Pacific Islander <input type="checkbox"/>		Caucasian <input type="checkbox"/>		African American <input type="checkbox"/>			
Anticipated Start Date For Apprentice (From Form 25A-311): _____											
Date Employee Started On This Project: _____											
Date Apprentice Employment Report Approved by the Engineer (From Form 25A-312): _____											
1 st YEAR - _____											
JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC
2 nd YEAR - _____											
JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC
3 rd YEAR - _____											
JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC
When the apprentice separates from this project an explanation must be given: <input type="checkbox"/> End of work <input type="checkbox"/> Seasonal shutdown <input type="checkbox"/> Terminated for cause <input type="checkbox"/> Quit											
What was the last date worked by the apprentice on this project? _____											
I certify that this form has been examined by me and to the best of my knowledge and belief, is true, correct and complete.											
_____ Signature of Contractor						_____ Date					

Send to: Project Files

Civil Rights Office, OJT Coordinator, P.O. Box 196900, Anchorage, Alaska 99519-6900

