

50% OJT REIMBURSEMENT PROGRAM



On-the-Job Training (OJT) Apprentice or Trainee must fill out this form accurately with required documentation submitted to the Alaska DOT&PF, Civil Rights Office. Read through the instructions found here under the "OJT Support Services" tab: https://dot.alaska.gov/cvlrts/ojt.shtml prior to filling out this form.

OJT Apprentice/Trainee Contact Information:						
Name:		Email:				
Phone:		Address (must match W-9):				
Alaska Vendor Self Service Number:						
Date:		Signature:				
OJT Apprentice/Trainee Information:						
Gender: ☐ Female ☐ Male ☐ Prefer not to say		Last 4 digits of SSN:				
Ethnicity/Race: ☐ Alaska Native/Indigenous ☐ African American/Black ☐ Asian/Pacific Islander						
☐ Hispanic ☐ Caucasian ☐ Other:						
Project Information:						
Prime Contractor:	Project	t Number (Ex. CFHWY00939):				
Project Name:						
Hired classification: ☐ Bricklayer ☐ Cement Mason ☐ Electrician ☐ Ironworker ☐ Teamster						
\square Equipment Operator \square Roofer \square Piledriver \square Laborer \square Painter Heat & Frost Insulator						
☐ Plumber ☐ Sheet Metal Worker ☐ Shipyard Worker ☐ Other:						
Civil Rights Office Use Only						
Date Received:		☐ Apprentice/Trainee in IRIS VSS?				
Approved/Denied (reason):		☐ Invoice/Receipts attached?				
Total Amount:		☐ Application complete				
CRO Staff Name:		Title:				
Signature:		Date:				

Examples on How to Fill Out Expenses							
Expense/Vendor:	Unit Price:	Total Paid:	Date Paid or Months:	Attachment(s)			
				Invoice Bank Info			
AIH: Steel Toe Boots	\$150.00	\$150.00	10/1/23	Invoice ⊠ Bank Info ⊠			
Chevron: Fuel Cost	\$75.00	\$300.00	10/1/23-12/1/23	Invoice ⊠ Bank Info ⊠			
Childcare Expense from Thread	\$500	\$1,000.00	11/1/23-12/30/23	Invoice ⊠ Bank Info ⊠			

Use this Section to Fill out Expenses							
Expense/Vendor:	Unit Price:	Total Paid:	Date Paid or Months:	Attachment(s)			
				Invoice ☐ Bank Info ☐			
				Invoice □ Bank Info □			
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