



STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

DOT&PF TRAINING PROGRAM REQUEST
Federal-Aid Contracts

Project Name and Number

Section 645, entitled "Training Program" in the Special Provisions, specifies the number of minorities and/or women to be trained and the number of hours of training to be provided under the terms of this contract. Contractors desiring to use DOT&PF approved training programs (instead of those approved by USDOL/BAT) shall complete items 1 through 5; use additional sheets, if necessary, and reference appropriately. Training shall be in the skilled construction trades, where possible. One form shall be completed for each job classification selected. Contractors are encouraged to contact the DOT&PF Civil Rights Office* for assistance with developing approvable training programs prior to bid opening; training programs must be approved prior to award of the contract. Training programs which are less than 500 hours will not be approved.

1. **Job Classification:** _____
2. **Minimum qualifications** for trainee(s) shall be as follows: (minimum starting age, prerequisite education and/or experience):

3. **Training Schedule.** This schedule must contain not less than 500 hours of training. Allocation of time to be spent in each unit of training (3A, 3B, 3C, and 3D) shall be specific and consistent with industry practice.

A. ORIENTATION AND OBSERVATION (introductory unit to include construction basics, traffic flow, basic skills, crafts involved on project, etc.)

(1) Safety Procedures (detail routine activities, safety meetings, etc.): _____ HOURS

(2) Observation of Basic Skills (list specific skills): _____ HOURS

(3) Manipulation of Tools or Equipment (list tools, equipment, and activities): _____ HOURS

SUBTOTAL A: _____ HOURS

* DOT&PF Civil Rights Office: (907) 269-0851 or toll free: 1-800-770-6236

B. CARE AND MAINTENANCE OR SPECIAL PREPARATIONS (list of basic skills and activities which prepare the trainee(s) for maintenance and care of tools/equipment required in this job classification)

(1) Safety (required; specify hazards and checks): _____ HOURS

(2) Maintenance schedule and care of tools/equipment (list responsibilities of trainee): _____ HOURS

(3) Basic skills involved: _____ HOURS

SUBTOTAL B: _____ HOURS

C. APPLIED TECHNIQUES AND/OR METHODS (include manipulation of tools/equipment, patterns or processes involved, coordination with other equipment and/or crafts, etc.)

(1) Safety (required; specific activities, meetings, quality control, etc): _____ HOURS

(2) Identify equipment/tools involved in each process: _____ HOURS

(3) Particular methods or patterns involved: _____ HOURS

SUBTOTAL C: _____ HOURS

D. ACTUAL APPLICATION OR OPERATION (specify the activities and the general order in which they will be taught/practiced where the trainee applies the knowledge learned in Items 3A, 3B, and 3C)

(1) Safety (required; list specific and routine activities): _____ HOURS

(2) Identify general workday routine and operational activities: _____ HOURS

(3) Special activities and/or coordination efforts: _____ HOURS

SUBTOTAL D: _____ HOURS

E. RELATED OFF-SITE INSTRUCTION. (Optional) In order to receive credit for off-site instruction, the trainee must be concurrently employed on the project and the Contractor must either provide the instruction, pay for the instruction, or pay the trainee's wages while attending the off-site instruction.

Describe offsite instruction in detail:

_____ **SUBTOTAL E:** _____ **HOURS**

Name and Address of Provider

4. **Total Hours.** Total of training hours provided in Items 3A-E: **TOTAL:** _____ **HOURS**

5. **Wages.** Trainees shall be paid prevailing Davis-Bacon fringes, plus the following during their training: (see Section 645 wage requirements)

1st half: \$ _____ = _____ % of journey scale

3rd quarter: \$ _____ = _____ % of journey scale

4th quarter: \$ _____ = _____ % of journey scale

6. **Evaluation.** Evaluation or grading of each trainee's performance on the job will be documented using the following procedures:

A. Each trainee will be reviewed upon completion of each unit (3A, 3B, 3C, 3D) of training; the review shall be in writing and indicate the number of hours of training received; the trainee shall participate in the review, sign it, and receive a copy.

B. The evaluation need only indicate pass/fail status. If fail status is indicated, the Contractor will provide written documentation as part of the review which documents the grounds for failure.

This training program has been developed for, and approval is hereby requested for use on, the above referenced project.

Signature of Authorized Company Representative **Title**

Company Name **Company Address (Street or PO Box, City, State, Zip)**

Date **()**
Phone Number

Approved [] **Disapproved** []

Remarks: _____

Training Program No. Assigned

DOT&PF Statewide Training Representative

Date