

ON-THE-JOB TRAINING (OJT) PROGRAM TRAINEE MONTHLY REPORT

Report Month/Year _____

INSTRUCTIONS: Contractor complete, attach certified payroll or detailed payroll records (if certified payroll is not available) to each report and submit form for each trainee to: Michigan Department of Transportation, Office of Business Development, P.O. Box 30050, Lansing, MI 48909 or Email to MDOT-OJT@michigan.gov. Retain a copy for your records.

Current month report is due the 20th of the following month. Reports are required for all months.

PLEASE NOTE: An individual should not be placed on a project prior to approval as an On-the-Job Trainee (*using MDOT Form 0190*).

CONTRACTOR NAME	TRAINEE NAME	SOCIAL SECURITY NO. (Last 4)	PHONE NO.
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TRAINING PROGRAM	PAY RATE \$	TRAINEE STATUS AT MONTH END: Date of occurrence (if applicable)					
		Actively Working	Graduate	Layoff	Resignation	Termination	Leave of Absence

TRAINEE PERFORMANCE EVALUATION (*optional*): Evaluation completed by: _____
(Please rate the trainee's performance accordingly to the categories below using the scale from 1-4.) 1 = Poor 2 = Needs Improvement 3 = Acceptable 4 = Excellent

DEPENDABILITY	KNOWLEDGE	WORK QUALITY	WORK OUTPUT	ATTITUDE	RESPONSIBILITY	ATTENDANCE	TOTAL

ACTIVITIES FROM APPROVED PROGRAM: (include Federal Number, MDOT Job Number, Private Job Description & Location)	Non-Federal Project Work Hours	Federal Project Work Hours	Class Training Hours	TOTAL HOURS
Week 1 Date: _____ to _____				
Week 2 Date: _____ to _____				
Week 3 Date: _____ to _____				
Week 4 Date: _____ to _____				
Week 5 Date: _____ to _____				
TOTAL HOURS EARNED THIS MONTH				

SIGNATURE OF CONTRACTOR'S REPRESENTATIVE (e-signature acceptable)	DATE
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This is a federally mandated program required by 23 CFR 230 (Code of Federal Regulations). Failure to fulfill this requirement may result in the Contractor being found in non-compliance. Failure to resolve the non-compliance may lead to a reduction in the contractor's prequalification rating pursuant to the Administrative Rules Governing of Bidders for Highway and Transportation Construction Work.