

REQUEST FOR ON-THE-JOB TRAINING PROGRAM AND TRAINEE APPROVAL

North Dakota Department of Transportation, Civil Rights
SFN 60226 (3-2023)

Instructions: Submit one completed request for each trainee candidate and training program. Include the candidate's job application and training curriculum with each request.

CONTRACTOR CONTACT INFORMATION

***Company Contact Name	Prime Contractor		
Email Address	Telephone Number		
Mailing Address	City	State	ZIP Code

REQUESTED TRAINING PROGRAM

<input type="checkbox"/> Power Equipment Operator (Groups 1-3) (550 hrs) Specify Group and Classification	<input type="checkbox"/> Power Equipment Operator (Groups 4-6) (350 hrs) Specify Group and Classification
<input type="checkbox"/> Structural Carpenter (500 hrs)	<input type="checkbox"/> Truck Driver *Class A (500 hrs)
<input type="checkbox"/> Concrete Finisher (500 hrs)	<input type="checkbox"/> Truck Driver *Class B (400 hrs)
	<input type="checkbox"/> Truck Driver *Class C (300 hrs)
<input type="checkbox"/> Check if Carryover Trainee	<input type="checkbox"/> Check if upgrade from one group to another

TRAINEE CANDIDATE INFORMATION

Trainee Name		Starting OJT Wage	Starting Date	
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Ethnic Group Designation (check one) <input type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Black <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Economically Disadvantaged			
Project Trainee Starting on	Project Location	PCN Number	Trainee Telephone Number	
Trainee Mailing Address		City	State	ZIP Code
Trainee Email Address		Will trainee be utilizing the Daycare reimbursement Program? <input type="checkbox"/> Yes <input type="checkbox"/> No		

ONSITE PROJECT CONTACTS

Trainer	Direct Contact Number (cell)
Superintendent	Direct Contact Number (cell)
Description of Superintendent's Vehicle	
On-Site Project Engineer (NDDOT Representative)	Direct Contact Number (cell)
EEO Officer	Date

APPROVED: North Dakota Department of Transportation

Signature - OJT Program Administrator	Date
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Save and send electronic form, program curriculum, and job application to:
Civil Rights Division Email: civilrights@nd.gov

*****Company Contact:** On-the-Job Training Supportive Service (OJT SS) staff will contact this person weekly. It is the contractor's contractual responsibility to respond timely and communicate weekly.