

# Federal On-the-Job Training (OJT) Program Manual



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## **Manual Notice: 2018-1**

**From:** Michael D. Bryant, Director, Civil Rights Division

**Manual:** *Federal On-the-Job Training (OJT) Program Manual*

**Effective Date:** July 01, 2018

### **Purpose**

This manual corresponds to recently published revisions to Form 599, “Traffic Control Devices Inspection Checklist.”

### **Contents**

#### **Reimbursement**

- Reimbursement is not allowed if the contract contractor evidences a lack of good faith effort in meeting the requirements of the Training Special Provision, which includes maintenance of records and submittal of reports documenting program performance.
- Reimbursement is not allowed for training on projects that do not contain federal funds.

#### **Compliance**

- A Contractor’s failure to comply with the requirements of this Special Provision will constitute a material breach of this Contract. The Contractor will have fulfilled the contractual responsibilities by having provided acceptable training to the number of trainees specified in their goal assignment. Noncompliance may be cause for corrective and appropriate measures pursuant to Article 8.7., “Abandonment of Work or Default of Contract,” which may be used to comply with the sanctions for noncompliance pursuant to 23 CFR Part 230.

#### **Good Faith Effort**

- All necessary and reasonable steps to achieve the contract goal which, by their scope, intensity, and appropriateness to the objective, could reasonably be expected to obtain sufficient OJT participation, even if not fully successful will be considered good faith effort. CIV shall determine good faith effort on a case-by-case basis using fair and reasonable judgment. Criteria used to determine good faith effort include, but are not limited to, the following:
  - Timely submission of required monthly reporting; and
  - Significant completion of the trainee’s maximum training hours.

#### **Goal Credit Guidelines**

- Credit will be counted for each trainee who has graduated from the program, pending Area Office and CIV review and verification.

#### **Reporting Requirements**

- Within 60 days of annual notification, at least one trainee must be enrolled into the program. If a trainee has not been enrolled, then the contractor must submit the Contractor OJT Plan form to CIV that specifies how the contractor intends to satisfy its goal.

### **Department Responsibilities**

- Upon receipt of the Federal OJT Program Enrollment Form, CIV will either approve or deny the request and notify the contractor of the decision via email. If approved, CIV will also notify the applicable Area Office.

### **Contact**

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### **Archives**

This is a new manual and no past notices are available.

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# Chapter 1: Definitions

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## Section 1: Definitions

In relation to this guidance, the following terms are defined as follows:

- **Apprenticeship Training Program** means any program approved under 23 CFR CH 1, §230.111(f)(1) and (f)(2). Apprenticeship programs approved by the U.S. Department of Labor as of the date of proposed use by a federal-aid highway contractor or subcontractor need not be formally approved by the State highway agency or the Federal Highway Administration Division Administrator.

Such programs, including their minimum wage provisions, are acceptable for use, provided they are administered in a manner reasonably calculated to meet the equal employment opportunity (EEO) obligations of the contractor. Other training programs approved by the U.S. Department of Labor as of the date of proposed use by a federal-aid highway contractor or subcontractor are also acceptable for use without the formal approval of the State highway agency or the division Administrator provided:

- The U.S. Department of Labor has clearly approved the program aspects relating to EEO and the payment of trainee wage rates in lieu of prevailing wage rates.
  - They are reasonably calculated to qualify the average trainees for journey-worker status in the classification concerned by the end of the training period.
  - They are administered in a manner calculated to meet the equal employment obligations of the contractors.
- **Contractor** means any person, corporation, partnership, or unincorporated association that holds a FHWA direct or federally assisted construction contract or subcontract regardless of tier.
  - **Department** means the Texas Department of Transportation.
  - **DOT** means the U.S. Department of Transportation, including the Office of the Secretary, the Federal Highway Administration, the Federal Transit Administration, and the Federal Aviation Administration.
  - **Federal-aid contract** is any contract between the Department and a contractor that is paid for in whole or in part with DOT assistance.
  - **Journeyworker** means a person who is capable of performing all the duties within a given job classification or craft.
  - **Supportive Services** means those services provided to increase the overall effectiveness of approved on-the-job training programs for highway construction workers and highway contractors through the performance of various functions necessary to the program but which are not considered to be part of the actual on-the-job craft training.
  - **Trainee** means a person who is receiving on-the-job training through any program approved by the FHWA or the U.S. Department of Labor.

## Chapter 2: Introduction

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## Section 1: Overview

The Department has established a Federal On-the-Job Training (OJT) Program in accordance with regulations of the DOT at 23 CFR Part 230, Subpart A, Equal Employment Opportunity on Federal and Federal-aid Construction Contracts. It is the policy of the Department to require full utilization of all available training and skill-improvement opportunities to assure the increased participation of minority groups, disadvantaged persons, and women in all phases of the highway construction industry.

The Federal OJT Program is administered through the following special provisions; copies are located in [Appendix A](#):

- Special Provision 000-2638 (04), On-the-Job Training Program – Included in all federal-aid Department highway construction contracts.
- Special Provision, On-the-Job Training Program for Design-Build and Comprehensive Development Agreement Projects – Included in all Design-Build and Comprehensive Development Agreement contracts.

## **Section 2: Nondiscrimination Statement**

The Department, under Title VI of the Civil Rights Act of 1964 and related statutes, ensures that no person shall on the grounds of race, religion (where the primary objective of the financial assistance is to provide employment per 42 U.S.C. \*2000d-3), color, national origin, sex, age and disability be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any Department programs or activities.

## **Section 3: Nondiscrimination Authorities**

The authorities applicable to the Department's OJT program include:

### **Title VII of the Civil Rights Act (1964)**

Title VII of the Civil Rights Act of 1964 prohibits discrimination in employment and was passed to bring equality in hiring, transfers, promotions, compensation, access to training, and other employment-related decisions.

### **Form FHWA-1273**

Contractors are required to have an OJT program. According to Form FHWA-1273, section II.6(b), Training and Promotion, consistent with the contractor's work force requirements and as permissible under Federal and State regulations, the contractor shall make full use of training programs, i.e., apprenticeship, and on-the-job training programs for the geographical area of contract performance.

### **Title 49, Code of Federal Regulations, Part 21**

Title 49, Code of Federal Regulations (CFR), Part 21 of the DOT Regulations of the implementation of Title VI require assurances from states that no person on grounds of race, color, or national origin is excluded from participation, denied the benefits of, or in any other way subjected to discrimination under any program or activity for which the recipient receives assistance from the DOT, including the FHWA.

### **Title 23 CFR 230**

The provisions of 23 CFR 230 - are applicable to all state transportation agencies that receive federal financial assistance in connection with the Federal-aid Highway Program. Subpart A requires the establishment of the on-the-job training program and on-the-job training supportive services program.

## Chapter 3: Program Guidelines

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## Section 1: Overview

The Department's Civil Rights Division (CIV) is the office of primary responsibility for the administration of the OJT program. The Construction Division, the Project Finance, Debt and Strategic Contracts Division and Offices, Districts, and Area Offices will work closely with CIV to implement the OJT program through procedures and ongoing monitoring. The Federal OJT program targets women, minorities, and disadvantaged individuals for entry into journey-level positions to ensure that a competent workforce is available to meet highway construction hiring needs, and to address the historical under-representation of members of these groups in highway construction skilled crafts.

The program addresses the following considerations:

- Emphasis on the recruitment of trainees who are likely to become members of a contractor's regular workforce upon completion of the program;
- Emphasis on training in skilled craft classifications; and
- Assisting contractors in meeting their EEO goals through training of women, minorities, and disadvantaged individuals.

## Section 2: Training Programs

The Federal OJT Program has been designed to ensure that the trainee consistently receives the level and quality of training necessary to perform as a journeyworker in his/her respective skilled trade classification. Standard training programs for each skilled construction trade classification were developed jointly by the Department, Associated General Contractors, construction industry representatives, and others.

The approved training programs are listed in [Appendix B](#).

Each training program details the training curriculum that should be provided to the trainee and the number of hours in each classification code. The training curriculum serves as a general guideline.

As contractors expect different things from their employees, it is the contractor's decision how to handle training and when to graduate a trainee from the program. Keep in mind, however, that the hours listed are a maximum, and a trainee shall not be kept in the training program for longer than the maximum number of hours listed.

Another skilled or semi-skilled craft training program may be proposed for use in fulfilling a contractor's OJT requirements, based on its company workforce needs. Approval or acceptance of a training program shall be obtained from the Department prior to commencing work on the classification covered by the program.

A written request detailing the reason for the proposed training program should be forwarded to CIV along with a copy of the training program.

It is the intention of [23 CFR Part 230](#) Appendix B of Subpart A that training is to be provided in the construction crafts rather than clerk-typists or secretarial-type positions. Training is permissible in lower level management positions such as office engineers, estimators, timekeepers, etc., where the training is oriented toward construction applications. Training in the laborer classification may be permitted provided that significant and meaningful training is provided and approved by the FHWA division office. Some offsite training is permissible as long as the training is an integral part of an approved training program and does not comprise a significant part of the overall training. Apprenticeship programs registered with the U.S. Department of Labor, Bureau of Apprenticeship and Training, or with a State apprenticeship agency recognized by the Bureau, or training programs approved but not necessarily sponsored by the U.S. Department of Labor, Manpower Administration, Bureau of Apprenticeship and Training shall be considered acceptable provided the program is being administered in a manner consistent with the equal employment obligations of Federal-aid highway construction contracts.



## **Chapter 4: Contractor Responsibilities**

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## Section 1: Overview

A contractor's responsibilities in implementing the training special provision include the following:

- Training may be provided by a subcontractor; however, program requirements are still the responsibility of the contractor who has been assigned the goal. Ensure the training special provision is included in each subcontract;
- The number of trainees shall be distributed among the work classifications on the basis of the contractor's needs and the availability of journeyworkers in the various classifications within a reasonable area of recruitment which includes 1) the recruitment area defined by the contractor, 2) the counties where each of the projects are located, and 3) the area where most employees currently working on contractor projects reside;
- Periodically review the training and promotion potential of minorities, women, and disadvantaged employees and encourage eligible employees to apply for such training and promotion;
- Advise employees and applicants for employment of available training programs and entrance requirements for each;
- Furnish each trainee with a copy of their enrollment form, the program curriculum, and training progress reports reflecting the total training hours accumulated;
- Submit the required reporting forms in a timely manner to ensure goal credit; to Area office for verification and signature.
- Upon graduation, provide each trainee with a certificate showing the type and length of training satisfactorily completed; and
- If a trainee is terminated, make a good faith effort to replace the trainee within 30 calendar days of the termination. The replacement trainee need not be enrolled in the same training classification code as the terminated trainee.

## Section 2: Reimbursement

Except as otherwise noted below, the contractor, upon request, will be reimbursed 80 cents per hour upon completion of training given an employee in accordance with an approved training program:

- Reimbursement is not allowed for any trainee enrolled in the Federal OJT Program that is training on an American Recovery and Reinvestment Act of 2009 (ARRA) project.
- Reimbursement is not allowed if either the failure to provide the required training or the failure to hire the trainee as a journeyworker is caused by the contractor.
- Reimbursement is not allowed if the contractor evidences a lack of good faith effort in meeting the requirements of the Training Special Provision, which includes maintenance of records and submittal of reports documenting program performance.
- Reimbursement is not allowed for training on projects that do not contain federal funds.

### **Section 3: Records**

The contractor shall retain the original training records for a period of three years following completion of the contract work. Such records shall be available at reasonable times and places for inspection by authorized representatives of the Department and the FHWA.

## **Section 4: Compliance**

The contractor has a fundamental role and responsibility to take all reasonable and necessary steps to ensure that the terms and conditions of its contract are fully met. This includes, but is not limited to, its employment policy. The contractor is responsible for having in place and implementing an equal opportunity policy that ensures equal access to employment and training.

Under 23 CFR 230 and 23 USC 140, the Department has the authority to conduct contractor compliance reviews of contractors to ensure compliance with the equal employment opportunity contract provisions and the implementation of special requirements for the provision of on-the-job training (23 CFR 230.111). A Contractor's failure to comply with the requirements of this Special Provision will constitute a material breach of this Contract.

The Contractor will have fulfilled the contractual responsibilities by having provided acceptable training to the number of trainees specified in their goal assignment. Noncompliance may be cause for corrective and appropriate measures pursuant to Article 8.7., "Abandonment of Work or Default of Contract," which may be used to comply with the sanctions for noncompliance pursuant to 23 CFR Part 230.

### **Section 5: Good Faith Effort**

All necessary and reasonable steps to achieve the contract goal which, by their scope, intensity, and appropriateness to the objective, could reasonably be expected to obtain sufficient OJT participation, even if not fully successful.

CIV shall determine good faith effort on a case-by-case basis using fair and reasonable judgment. Criteria used to determine good faith effort include, but are not limited to, the following:

- Timely submission of required monthly reporting
- Significant completion of the trainee's maximum training hours;
- Reason for trainee termination;
- Contractor made reasonable effort to replace trainee using the services of available minority, women, and disadvantaged community organizations; faith based organizations; and the Texas Workforce Commission; and
- The state of the contractor's work load.

## Chapter 5: Trainee Guidelines

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## **Section 1: Overview**

The contractor shall make every effort to enroll minority trainees and women (e.g., by conducting systematic and direct recruitment through public and private sources likely to yield minority and women trainees) to the extent that such persons are available within a reasonable area of recruitment. The contractor will be responsible for demonstrating the steps taken in pursuance thereof, prior to a determination as to whether the contractor is in compliance with the training special provision.

This training commitment is not intended, and shall not be used, to discriminate against any applicant for training, whether a member of a minority group or not. The prospective trainee must express interest in entering the OJT Program, as well as exhibit sufficient commitment to complete the training. These criteria are captured on the Federal OJT Program Enrollment Form.



## **Section 2: Trainee Selection**

The proposed trainee must meet the following requirements:

- Has not completed a training course leading to journeyworker status for the proposed training classification;
- Has not worked as a journeyworker in the proposed classification;
- Does not have journeyworker experience in the proposed classification; and
- Is not enrolled in another training classification.

The above requirements may be satisfied by including appropriate questions in the employee application or by other suitable means.

### **Section 3: Wage Rates**

The trainee will be paid the appropriate Davis-Bacon wage rates or the prevailing wage rate for training crafts on Department projects.

The contractor shall compensate the trainee at least 60 percent of the appropriate minimum journeyworker's rate specified in the contract for the first half of the training period; 75 percent for the third quarter; and 90 percent for the last quarter, respectively.

If the apprentices or trainees are enrolled in another program approved by the Department of Labor or other agency, such appropriate rates shall apply.

## Chapter 6: Goal Credit Guidelines

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[Section 1: Overview](#)

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## **Section 1: Overview**

The contractor will have fulfilled its responsibilities under the training special provision by having provided acceptable training to the number of trainees specified in their goal assignment.

## Section 2: Goal Credit

Credit will be counted for each trainee who has graduated from the program, pending Area Office and CIV review and verification.

To encourage placement in the more technical classifications, which include more than 2080 maximum training hours, two credits will be counted per trainee graduation in the classifications denoted by an asterisk (\*) in [Appendix B](#).

Credit will be counted toward the assigned goal if documentation is provided that a graduate from the Texas Construction Career Academy (TCCA) has been hired for employment. Should a graduate's employment be terminated, credit will still be allowed if that employee was retained for at least 15 calendar days for a voluntary separation and at least 30 calendar days for all other separations. If the TCCA graduate is also enrolled as a trainee into the OJT program, an additional credit will be allowed when it is documented that the trainee has graduated from the program. Contractors will only receive TCCA credit for graduate's initial employment with an eligible employer post TCCA academy. Goal credit is only received upon a TCCA graduate's initial employment after graduation. (TCCA program information can be found in the Supportive Services section.)

Credit will not be counted when the contractor fails to provide acceptable training or evidences a lack of good faith effort in meeting the requirements of this program. (See Compliance).

## Chapter 7: OJT Program Areas

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## **Section 1: Overview**

CIV assigns contractor-based goals and separate, project-specific goals. In addition to the requirements outlined in the rest of this document, guidelines specific to each program below also apply.

## Section 2: Contractor-Based Goals

Each year, CIV sets an overall agency goal on the number of trainees to be enrolled for the calendar year based on the construction letting for the previous fiscal year. Contractors who have met the minimum totals awarded each year are notified of their annual goal by January 31.

The contractor-based program offers contractors the flexibility in selecting what projects they can place trainees on by removing project-specific based goals. Additional training requirements include:

- Training must commence on a federal-aid highway construction project which also must contain the applicable OJT special provision. If not, a change order must be generated; and
- Training may occur on Department construction, maintenance, and local-administered federal-aid projects, with approval of that local entity.

### 7.2.1 Goal Methodology

Each year, the ranges will be reviewed to maximize training potential. The formula for assigning annual goals is illustrated in the following table:

ANNUAL GOAL BASED ON PREVIOUS FY TOTAL AWARDED WITH DEPARTMENT				
Annual Estimated (Range) Totals				Trainees Required Annually
Over	\$195,000,000.01			7
	\$160,000,000.01	to	\$195,000,000.00	6
	\$125,000,000.01	to	\$160,000,000.00	5
	\$90,000,000.01	to	\$125,000,000.00	4
	\$55,000,000.01	to	\$90,000,000.00	3
	\$20,000,000.00	to	\$55,000,000.00	2

Figure 7-1.

### 7.2.2 Reporting Requirements

Within 60 days of annual notification, at least one trainee must be enrolled into the program. If a trainee has not been enrolled, then the contractor must submit the Contractor OJT Plan form to CIV that specifies how the contractor intends to satisfy its goal.

Should the contractor not have any individuals enrolled or undergoing training as indicated in the Contractor OJT Plan form, the following information must be provided to CIV:

- An updated Contractor OJT Plan form;
- A listing of recruitment sources used for minority, women, and disadvantaged individuals, such as minority, women, and disadvantaged community organizations, faith based organizations, Texas Workforce Commission, associations, and recruitment area newspapers;



- A copy of the applicant log that shows name of the applicant, gender, race/ethnicity, and date of application; and
- The Metropolitan Statistical Area(s) or other statistical defined area used for outreach and recruitment where each of the contractor's projects is located.
- The contractor must submit the Federal OJT Program Enrollment Form to CIV within seven business days of its intent to assign trainees to a project and the training classification to be utilized.

The contractor must report on the previous month's OJT activity by submitting the Federal OJT Program Monthly Reporting Form to each applicable Area Office(s) where training occurred by the 10th of each month. A copy must also be submitted to CIV. If there are no hours worked during the month, zero hours should be reported. The certified payroll must reflect the trainee's training classification and the actual number of hours training for that payroll period. Upon graduation or termination, include this information on the monthly report. Additionally, reimbursement may be requested utilizing this form.

If a trainee is transferred to another project, the contractor must notify both the Area Engineer on the previous project and the Area Engineer on the project the trainee is being transferred to in advance.

The contractor will utilize the appropriate forms as described herein to notify the Department of the termination of a trainee and the enrollment of a replacement trainee.

Copies of the Contractor OJT Plan form and the OJT reporting forms are located in [Appendix C](#).

### **7.2.3 Banking Credit**

In addition to the goal credit guidelines previously outlined, contractors assigned an annual goal have the opportunity to pursue additional OJT credits once the assigned goal has been met. This is referred to as "banking." In the event the contractor has additional trainees that have graduated from the OJT program or that have been approved for good faith effort, the contractor may bank the additional credit(s) toward the following year's goal. Contractors may also bank credits for the following year for graduates hired from TCCA academies (see section Goal Credit Guidelines for more information). However, if the contractor is not assigned an annual goal in the following year, goal credit will be lost.

### Section 3: Project-Specific Goals

CIV works with the Project Finance, Debt and Strategic Contracts Division in obtaining Design-Build (DB) and Comprehensive Development Agreement (CDA) project information to assign project-specific goals. The number of trainee positions will be specified in the training special provision included in the contract. CIV will notify the Developer 30 days before contract execution.

The project-based program ensures uniform and effective monitoring, reporting, and administration of the program. The DB/CDA projects may have longer construction periods and therefore may have more training opportunities. Additional training requirements include:

- Training must commence on the DB/CDA project which also must contain the applicable OJT special provision;
- Trainee shall begin training on the DB/CDA project after start of work; and
- Trainee shall remain on the DB/CDA project as long as training opportunities exist or until the training is completed.

#### 7.3.1 Goal Methodology

DB/CDA projects are reviewed for their potential inclusion into the TxDOT Project-Specific OJT program in accordance with the guidelines set forth in 23 CFR§230.111:

1. Dollar value of the construction services contract;
2. Duration of the construction work activity;
3. Geographic location;
4. Availability of minorities, women, and disadvantaged for training;
5. The potential for effective training;
6. Type of work;
7. Total normal work force that the average proposer could be expected to use;
8. The need for additional journeymen in the area;
9. Recognition of the suggested minimum goal for the State; and
10. A satisfactory ratio of trainees to journeymen expected to be on the design-builder/developer's work force during normal operations.

Once a project is selected, the DB/CDA project's construction cost estimate is used to identify the number of trainees that will be assigned to that project. The formula for assigning project-specific goals is illustrated in the following table:

CONSTRUCTION COST ESTIMATE		
From	To	Trainees
\$0	\$9,999,999.99	0
\$10,000,000	\$19,999,999.99	1
\$20,000,000	\$39,999,999.99	2
\$40,000,000	\$59,999,999.99	3
\$60,000,000	\$79,999,999.99	4
\$80,000,000	\$99,999,999.99	5
\$100,000,000	\$119,999,999.99	6
Thereafter for each increment of \$20 million, goal is increased by one trainee		

Figure 7-2.

### 7.3.2 Reporting Requirements

At or before contract execution, the contractor must submit the Contractor OJT Plan form to CIV. The plan shall specify how the contractor intends to satisfy its goal.

Should the contractor not have any individuals enrolled or undergoing training as indicated in the Contractor OJT Plan form, the following information must be provided to CIV:

- An updated Contractor OJT Plan form;
- A listing of recruitment sources used for minority, women, and disadvantaged individuals, such as minority, women, and disadvantaged community organizations, faith based organizations, Texas Workforce Commission, associations, and recruitment area newspapers;
- A copy of the applicant log that shows name of the applicant, gender, race/ethnicity, and date of application; and
- The Metropolitan Statistical Area(s) or other statistical defined area used for outreach and recruitment where the contractor's project is located.

The contractor must submit the Federal OJT Program Enrollment Form to CIV within seven business days of its intent to assign trainees to the project and the training classification to be utilized.

The contractor must submit the Federal OJT Program Monthly Reporting Form to the applicable Area Office by the 10th of each month. A copy must also be submitted to CIV. If there are no hours worked during the month, zero hours should be reported. The certified payroll must reflect the trainee's training classification and the actual number of hours training for that payroll period. Upon graduation or termination, include this information on the monthly report submitted. Additionally, reimbursement may be requested utilizing this form.

The contractor will utilize the appropriate forms as described herein to notify the Department of the termination of a trainee and the enrollment of a replacement trainee.

Copies of the Contractor OJT Plan form and the OJT reporting forms are located in [Appendix C](#).

## Chapter 8: Department Responsibilities

### Contents:

[Section 1: Overview](#)

[Section 2: Monitoring Requirements](#)

[Section 3: Annual Report](#)

## **Section 1: Overview**

To ensure that the contractors' trainee goals are complied with, the Department will monitor the contractor's recruitment efforts, training, and hiring. This will be accomplished by a review of the OJT Program reporting forms.

## Section 2: Monitoring Requirements

CIV will send the contractor quarterly progress reports. These reports will outline how the contractor is progressing towards meeting the goal.

Upon receipt and approval of the Contractor OJT Plan form, CIV will continually monitor the planned start date to ensure training begins accordingly. Should the contractor not have any individuals enrolled or undergoing training as indicated in the Contractor OJT Plan form, CIV will evaluate a contractor's recruitment efforts to ensure the program requirements are being met.

Upon receipt of the Federal OJT Program Enrollment Form, CIV will either approve or deny the request and notify the contractor of the decision via email. If approved, CIV will also notify the applicable Area Office.

Each month, the contractor will submit the Federal OJT Program Monthly Reporting Form to the applicable Area Office(s). The monthly reports will contain sufficient data and narrative content to enable evaluation of both progress and problems encountered. Upon receipt of the monthly report, a designee in the applicable office must verify the training hours indicated on the form against the certified payroll and ensure the trainee is being paid accordingly. The certified payroll must reflect the trainee's training classification and the actual number of hours training for that payroll period. The form must be signed by the reviewer, retained in the project files and submitted to CIV.

Area Office personnel will conduct labor interviews and wage rate monitoring utilizing the Construction Division's Labor Standards Review Form. At least one interview per trainee should be conducted during their training period to verify their training status and/or progress toward completing the training program. Copies of the completed forms must be forwarded to CIV.

For reimbursement, district personnel can either add a detail number during activation or by change order to pay the contractor. Reimbursement is allowed on multiple federal-aid contracts or if a project-specific goal, only on the DB/CDA project assigned the goal, as long as the total hours to be reimbursed have been verified through a review of the certified payrolls and accurately reflects the total hours of actual training. The contractor will not be reimbursed if there was a lack of good faith effort on the part of the contractor in meeting the requirements of the program. Additionally, reimbursement is not allowed for any trainee enrolled in the Federal OJT Program that is training on an ARRA project.

### **Section 3: Annual Report**

On an annual basis, the Department will submit to FHWA a report on the achievement of the Department's annual training goal.

In the event the Department does not achieve the annual training goal, the Department will inform the FHWA in writing by January 31 indicating the specific reasons the goal was not achieved and the steps the Department took in their methodology to adjust future goals.



## **Chapter 9: Supportive Services (Pursuant to 23 CFR Part 230.113(f)(1) (2))**

### **Contents:**

[Section 1: Overview](#)

[Section 2: Texas Construction Career Academy](#)

## **Section 1: Overview**

The On-the-Job Training Supportive Services (OJT/SS) Program was established in Title 23 Code of Federal Regulations, Part 230 to supplement the OJT program and support state transportation agency training programs by providing services to highway construction contractors and assistance to highway construction trainees.

The primary objectives of the OJT/SS program are to increase the overall effectiveness of the State highway agencies' approved training programs and to seek other ways to increase the training opportunities for women, minorities, and disadvantaged individuals.

## **Section 2: Texas Construction Career Academy**

The Texas Construction Career Academy (TCCA) program is a recruitment and pre-employment training program. The TCCA offers pre-employment sessions throughout the state designed to offer participants courses related to highway construction trades; industry recognized certifications in OSHA safety, flagger, and heavy equipment operation; and job resume preparation.

The key benefits of the TCCA are listed below:

- Provides contractors with a means to demonstrate good faith efforts in meeting EEO objectives by participating in the program;
- Assists contractors in filling positions in under-represented classifications;
- Recruits motivated individuals for contractor employment consideration;
- Provides participants with a true understanding of the construction work environment;
- Provides participants with transportation assistance; and
- Hosts job fairs where contractors and potential employees will be introduced.

Additional program and contact information can be found at [OJT Training and Supportive Services](#).

# **Appendix A: Federal On-the-Job Training Program Special Provision**

## **Contents:**

[Section 1: Special Provision to Item 000 \(000-2683 \(04\)\) On-the-Job Training Program](#)

[Section 2: Special Provision On-the-Job Training Program for Design-Build and Comprehensive Development Agreements \(Federal-Aid Projects Only\)](#)

## **Section 1: Special Provision to Item 000 (000-2683 (04)) On-the-Job Training Program**

### **1. Description**

The primary objective of this Special Provision is the training and advancement of minorities, women and economically disadvantaged persons toward journeyworker status. Accordingly, make every effort to enroll minority, women and economically disadvantaged persons to the extent that such persons are available within a reasonable area of recruitment. This training commitment is not intended, and will not be used to discriminate against any applicant for training, whether or not he/she is a member of a minority group.

### **2. Trainee Assignment**

Training assignments are based on the past volume of state-let highway construction contracts awarded with the Department. Contractors meeting the selection criteria will be notified of their training assignment at the beginning of the reporting year by the Department's Office of Civil Rights.

### **3. Program Requirements**

Fulfill all of the requirements of the On-the-Job Training Program including the maintenance of records and submittal of periodic reports documenting program performance. Trainees will be paid at least 60% of the appropriate minimum journeyworker's rate specified in the Contract for the first half of the training period, 75% for the third quarter, and 90% for the last quarter, respectively.

### **4. Reimbursement**

If requested, Contractors may be reimbursed \$0.80 per training hour at no additional cost to the Department. Training may occur on this project, all other Department contracts, or local-administered federal-aid projects with concurrence of the local government entity. However, reimbursement for training is not available on projects to the extent that such projects that do not contain federal funds.

### **5. Compliance**

The Contractor will have fulfilled the contractual responsibilities by having provided acceptable training to the number of trainees specified in their goal assignment. Noncompliance may be cause for corrective and appropriate measures pursuant to Article 8.7., "Abandonment of Work or Default of Contract," which may be used to comply with the sanctions for noncompliance pursuant to 23 CFR Part 230.

## **Section 2: Special Provision On-the-Job Training Program for Design-Build and Comprehensive Development Agreements (Federal-Aid Projects Only)**

This training special provision is the Department's implementation of 23 U.S.C. 140 (a). The primary objective of this provision is to train and upgrade minorities and women toward journey worker status. This training commitment is not intended and shall not be used to discriminate against any applicant for training, whether a member of a minority group or not.

As part of the [design-builder/developer]'s equal employment opportunity affirmative action program, training shall be provided as follows:

1. The [design-builder/developer] shall ensure that on-the-job training (OJT) aimed at developing full journey worker status in the type of trade or job classification involved is provided
2. The Department has assigned a project-specific trainee goal in accordance with the following guidelines as set forth in 23 C.F.R.§230.111:
  1. Dollar value of the construction services contract;
  2. Duration of the construction work activity;
  3. Geographic location;
  4. Availability of minorities, women, and disadvantaged for training;
  5. The potential for effective training;
  6. Type of work;
  7. Total normal work force that the average proposer could be expected to use;
  8. The need for additional journeymen in the area;
  9. Recognition of the suggested minimum goal for the State; and
  10. A satisfactory ratio of trainees to journeymen expected to be on the [design-builder/developer]'s work force during normal operations.

Construction Cost Estimate		
From	To	Trainees
\$0	\$9,999,999.99	0
\$10,000,000	\$19,999,999.99	1
\$20,000,000	\$39,999,999.99	2
\$40,000,000	\$59,999,999.99	3
\$60,000,000	\$79,999,999.99	4
\$80,000,000	\$99,999,999.99	5
\$100,000,000	\$119,999,999.99	6
Thereafter for each increment of \$20 million, goal is increased by one trainee		

Figure A-1.

1. The OJT program trainee goal for this project is \_\_\_\_ trainees.
2. The [design-builder/developer] will have fulfilled its responsibilities under this provision when acceptable training has been provided to the number of trainees assigned to this project.
3. In the event that a [design-builder/developer] subcontracts a portion of the contract work, it shall determine if any of the trainees are to be trained by the subcontractor. The [design-builder/developer] should insure that this training special provision is made applicable to such subcontract. However, the [design-builder/developer] shall retain the primary responsibility for meeting the training requirements imposed by this special provision.
4. The [design-builder/developer] shall make every effort to ensure minorities and women are enrolled and trained in the program. The [design-builder/developer] shall conduct systematic and direct recruitment through public and private sources likely to yield minority and women trainees to the extent that such persons are available within a reasonable area of recruitment.
5. It is the intention of this provision that training is to be provided in the construction crafts. Training is permissible in lower level management positions such as office engineers, estimators, timekeepers, etc., where the training is oriented toward construction applications. Some offsite training is permissible as long as the training is an integral part of an approved training program and does not comprise a significant part of the overall training.
6. The Department and the Federal Highway Administration (FHWA) shall approve a training program if it meets the equal employment opportunity obligations of the [design-builder/developer] and aims to train and upgrade employees to journey worker status.
7. The Department's OJT Program has been designed to ensure that the trainee consistently receives the level and quality of training necessary to perform as a journey worker in his/her respective skilled trade classification. Standard training programs for each skilled construction trade classification are located in the OJT program manual.

8. Apprenticeship programs registered with the U.S. Department of Labor, Bureau of Apprenticeship and Training, or with a State apprenticeship agency recognized by the Bureau, or training programs approved but not necessarily sponsored by the U.S. Department of Labor, Manpower Administration, Bureau of Apprenticeship and Training shall also be considered acceptable provided the program is being administered in a manner consistent with the equal employment obligations of Federal-aid highway construction contracts.
9. The number of trainees shall be distributed among the work classifications on the basis of the [design-builder/developer]'s needs and the availability of journey worker in the various classifications.
10. No employee shall be employed as a trainee in any classification in which he or she has successfully completed a training course leading to journey worker status or in which he or she has been employed as a journey worker. The [design-builder/developer] may satisfy this requirement by including appropriate questions in the employee application or by other suitable means. Regardless of the method used, the [design-builder/developer]'s records should document the findings in each case.
11. At or before contract execution, the [design-builder/developer] must submit the Contractor OJT Plan form to the Department's Civil Rights Division (CIV). The plan shall specify how the [design-builder/developer] intends to satisfy its goal by including the following information: the type of apprentice or training program, number of trainees, type of training, and length of training.
12. The trainee(s) shall begin training on the project after start of work and remain on the project as long as training opportunities exist or until the training is completed.
13. The trainees will be paid at minimum, 60 percent of the appropriate journey worker's rate specified in the contract for the first half of the training period, 75 percent for the third quarter of the training period, and 90 percent for the last quarter of the training period. However, if the apprentices or trainees are enrolled in another program approved by the Department of Labor or other agency, such appropriate rates shall apply.
14. The CIV must approve all proposed apprentices and trainees before training begins. The [design-builder/developer] must submit the Federal OJT Enrollment Form in order for training to be counted toward the project goal and be eligible for reimbursement. The [design-builder/developer] shall provide each trainee with a copy of the training program he or she will follow.
15. On a monthly basis, the [design-builder/developer] shall submit the Federal OJT Monthly Reporting Form to the Department's CIV. The monthly reporting form will include the number of hours trained and training status. If a trainee is terminated, the [design-builder/developer] is required to make a good faith effort to replace the trainee within 30 calendar days of the termination.
16. The [design-builder/developer] shall provide each trainee with a certification showing the type and length of training satisfactorily completed.



17. If requested, the [design-builder/developer] may be reimbursed 80 cents per hour of training for each trainee working on this project and whose participation towards the OJT project goal has been approved.
18. This reimbursement will be made regardless whether the [design-builder/developer] receives additional training program funds from other sources, provided such other program requirements do not specifically prohibit the [design-builder/developer] from receiving other reimbursement. Reimbursement for offsite training indicated above may only be made to the [design-builder/developer] if the trainees are concurrently employed on a federal-aid project and when the [design-builder/developer]: contributes to the cost of the training, or provides the instruction to the trainee, or pays the trainee's wages during the offsite training period.
19. No payment shall be made to the [design-builder/developer] if either the failure to provide the required training or the failure to hire the trainee as a journeyman is caused by the [design-builder/developer] and evidences a lack of good faith on the part of the [design-builder/developer] in meeting the requirements of this Training Special Provision.
20. Detailed program reporting requirements and procedures, reporting forms, and the list of approved training classifications are found in the OJT program manual, which can be obtained upon request by contacting the CIV.

## **Appendix B: Overview of Training Programs**

### **Contents:**

[Section 1: Training Classifications](#)

[Section 2: Code Listing](#)

## Section 1: Training Classifications

One credit shall be counted for each trainee who graduates from the program.

Two goal credits shall be counted for each trainee who graduates from the more technical training classifications with more than 2080 maximum training hours. These training classifications are denoted by an asterisk (\*).

Table B1.

Code	Training Classification	Maximum Hours
9106	Asphalt Raker	520
9112	Bathing Plant Operator, Asphalt	720
9115	Batching Plant Operator, Concrete	720
9124	Concrete Finisher, Paving and Structures	1040
9139	Electrician*	4160
9143	Telecommunication Technician*	2080
9144	Communications Cable Installer	720
9145	Traffic Signal/Light Pole Worker*	4160
9151	Form Builder/Setter, Structures	1040
9160	Form Setter, Paving and Curb	720
9175	Laborer, Utility	520
9187	Mechanic	1440
9194	Servicer	520
9196	Painter, Structures	1040
9202	Piledriver	720
9205	Pipelayer	520
9214	Blaster	1040
9300	Asphalt Distributor Operator	1040
9303	Asphalt Paving Machine Operator	1040
9305	Broom or Sweeper Operator	320
9306	Crawler Tractor Operator	720

<b>Code</b>	<b>Training Classification</b>	<b>Maximum Hours</b>
9315	Concrete Paving Curing, Float, Texturing Machine Operator	1040
9318	Concrete Pavement Finishing Machine Operator	1040
9329	Joint Sealer	520
9333	Concrete Saw Operator	520
9339	Subgrade Trimmer	1040
9341	Small Slipform Machine Operator	720
9342	Crane Operator, Lattice Boom 80 Tons or Less	1040
9343	Crane Operator, Lattice Boom Over 80 Tons*	2080
9344	Crane Operator, Hydraulic 80 Tons or Less	1040
9345	Crane Operator, Hydraulic Over 80 Tons	1040
9346	Loader/Backhoe Operator	1040
9347	Excavator Operator, 50,000 Pounds or Less	720
9348	Excavator Operator, Over 50,000 Pounds	1040
9351	Crusher or Screen Plant Operator	1040
9360	Foundation Drill Operator, Crawler Mounted	1040
9363	Foundation Drill Operator, Truck Mounted	1040
9369	Front End Loader Operator, 3 CY or Less	520
9372	Front End Loader Operator, Over 3 CY	1040
9380	Milling Machine Operator	1040
9384	Reclaimer/Pulverizer Operator	720
9390	Motor Grader Operator, Fine Grade*	2080
9393	Motor Grader Operator, Rough	1040
9396	Pavement Marking Machine Operator	720
9399	Concrete/Gunite Pump Operator	720
9402	Roller Operator, Asphalt	1040
9405	Roller Operator, Other	520
9411	Scraper Operator	520

<b>Code</b>	<b>Training Classification</b>	<b>Maximum Hours</b>
9413	Off Road Hauler	520
9417	Self-Propelled Hammer Operator	520
9428	Agricultural Tractor Operator	520
9437	Trenching Machine Operator, Light	520
9440	Trenching Machine Operator, Heavy	1040
9441	Tunneling Machine Operator, Heavy	1560
9442	Tunneling Machine Operator, Light	720
9443	Percussion or Rotary Drill Operator	520
9444	Boring Machine Operator	720
9445	Directional Drilling Operator	1040
9446	Directional Drilling Locator	720
9500	Reinforcing Steel Worker	720
9509	Structural Steel Worker	1040
9513	Sign Erector	1040
9515	Spreader Box Operator	520
9520	Work Zone Barricade Servicer	720
9600	Truck Driver, Single Axle	520
9606	Truck Driver, Single or Tandem Axle Dump Truck	720
9607	Truck Driver, Tandem Axle Tractor with Semi Trailer	1040
9609	Truck Driver Lowboy-Float	1040
9612	Truck Driver Transit-Mix	1040
9615	Boom Truck Operator	1040
9705	Structural Steel Welder*	2080
9706	Welder	1040
9708	Slurry Seal or Micro-Surfacing Machine Operator	1040

## Section 2: Code Listing

### ASPHALT RAKER – code 9106

**Maximum** training time: 13 weeks or 520 hours

#### Code 9106

Step	Process	Hours
1	Orientation and Observation <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Observation of placement of materials, 5 hours</li> <li>Perform duties of asphalt raker, 35 hours</li> </ul>	50
2	Care and Maintenance <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Routine fueling, lubricating and servicing, 35 hours</li> </ul>	45
3	Actual Operation of Equipment <ul style="list-style-type: none"> <li>Safe operating procedures, 10 hours</li> <li>Adjustment of screed to regulate width and depth of material, 35 hours</li> <li>Distribution of material, 380 hours</li> </ul>	425
	Total	520

### BATCHING PLANT OPERATOR, ASPHALT - code 9112

**Maximum** training time: 18 weeks or 720 hours

#### Code 9112

Step	Process	Hours
1	Orientation and Observation <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Observation of equipment in operation, 35 hours</li> <li>Adjustment of scales, operation of controls and weighing, 50 hours</li> </ul>	95
2	Care and Maintenance <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Routine cleaning, lubrication and servicing, 35 hours</li> </ul>	45

**Code 9112**

Step	Process	Hours
3	Actual Operation of Equipment <ul style="list-style-type: none"> <li>• Safe operating procedures, 10 hours</li> <li>• Operating controls and scales for measurement and discharge of asphaltic materials into trucks, or carriers, 570 hours</li> </ul>	580
	Total	720

**BATCHING PLANT OPERATOR, CONCRETE – code 9115**

**Maximum** training time: 18 weeks or 720 hours

**Code 9115**

Step	Process	Hours
1	Orientation and Observation <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Observation of equipment in operation, 35 hours</li> <li>• Adjustment of scales, operation of controls and weighing , 50 hours</li> </ul>	95
2	Care and Maintenance <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Routine cleaning, lubrication and servicing, 35 hours</li> </ul>	45
3	Actual Operation of Equipment <ul style="list-style-type: none"> <li>• Safe operating procedures, 10 hours</li> <li>• Operating controls and scales for measurement and discharge of asphaltic materials into trucks, or carriers, 570 hours</li> </ul>	580
	Total	720

**CONCRETE FINISHER, PAVING AND STRUCTURES – code 9124**

**Maximum** training time: 26 weeks or 1040 hours

**Code 9124**

<b>Step</b>	<b>Process</b>	<b>Hours</b>
1	Orientation and Observation <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Observation of use of machine in operation, 25 hours</li> <li>• Starting and manipulating controls for moving equipment and attachments , 25 hours</li> <li>• Observation of use of straight edges and steel trowels , 25 hours</li> <li>• Observation of forming a finishing of edges and joints, 25 hours</li> </ul>	110
2	Care and Maintenance <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Routine cleaning work area and materials, holding materials, tools and handling canvas belting or burlap strips, 200 hours</li> <li>• Routine fueling, lubricating and servicing, 35 hours</li> </ul>	245
3	Operation of Equipment <ul style="list-style-type: none"> <li>• Safe operating procedures , 10 hours</li> <li>• Basic operation of tools and machine , 165 hours</li> <li>• Use of straight edges, trowels, or floats, 100 hours</li> <li>• Forming and finishing edges, joints, curbs and gutters, 200 hours</li> <li>• Operation of finishing machine , 210 hours</li> </ul>	685
	Total	1040

**ELECTRICIAN\* – code 9139**

**Maximum** training time: 104 weeks or 4160 hours; \*Two training credits will be counted for graduation in this classification

**Code 9139**

<b>Step</b>	<b>Process</b>	<b>Hours</b>
1	Orientation and Observation <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Basic rules of National Electrical Code, 100 hours</li> <li>• Basic tools – their care and uses, 100 hours</li> </ul>	210
2	Technical Studies and Review <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Advance study of National Electrical Code, 100 hours</li> <li>• Construction blueprints, reading and application, 200 hours</li> </ul>	310



**Code 9139**

Step	Process	Hours
3	Applied Techniques of Electrical Construction <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Care and Maintenance of trade tools and equipment, 100 hours</li> <li>• Wire ways – types, uses and methods of installation, 900 hours</li> <li>• Circuit wiring, 800 hours</li> <li>• Protective equipment – switches, panels, etc., 300 hours</li> <li>• Feeders and services , 300 hours</li> <li>• Lighting fixtures and wall outlets, 250 hours</li> <li>• Control wiring, 150 hours</li> <li>• Testing of completed work, 100 hours</li> <li>• Underground conduit and wire, 300 hours</li> <li>• Installation of outside lighting, maintenance and repairs, 430 hours</li> </ul>	3640
	Total	4160

**TELECOMMUNICATION TECHNICIAN\* – code 9143**

**Maximum** training time: 52 weeks or 2080 hours \*Two training credits will be counted for graduation in this classification

**Code 9143**

Step	Process	Hours
1	Orientation <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Theories and types of telecommunications systems, 40 hours</li> <li>• Operation of specialized tools and equipment, 40 hours</li> <li>• Familiarization with standards and practices, 40 hours</li> </ul>	130
2	Basic Design Familiarity <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Understanding and interpretation of specifications, 20 hours</li> <li>• Blueprint or construction plans reading, 50 hours</li> </ul>	80
3	Applied Techniques of Telecommunications Construction <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Care and maintenance of trade tools and equipment, 60 hours</li> <li>• Handling and installation of copper cables, 300 hours</li> <li>• Handling and installation of fiber cables, 400 hours</li> <li>• Termination and testing of copper cables, 300 hours</li> <li>• Termination and testing of fiber cables, 250 hours</li> <li>• Installation and deployment of telecommunications equipment, 250 hours</li> <li>• Operational testing and troubleshooting of systems, 250 hours</li> <li>• Documentation of tests and installations, 50 hours</li> </ul>	1870

**Code 9143**

Step	Process	Hours
	Total	2080

**COMMUNICATIONS CABLE INSTALLER – code 9144**

**Maximum** training time: 18 weeks or 720 hours

**Code 9144**

Step	Process	Hours
1	Orientation <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Theories and types of Telecommunications systems, 5 hours</li> <li>Operation of specialized tools and equipment, 25 hours</li> <li>Familiarization with standards and practices, 25 hours</li> </ul>	65
2	Basic Design Familiarity <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Understanding and interpretation of specifications, 20 hours</li> <li>Blueprint or Construction Plans Reading, 45 hours</li> </ul>	75
3	Applied Techniques of Cable Installation <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Care and maintenance of trade tools and equipment, 70 hours</li> <li>Handling and installation of copper cables, 100 hours</li> <li>Handling and installation of fiber cables, 200 hours</li> <li>Figure 8 techniques and long pulls, 100 hours</li> <li>Handling and installation of innerduct, 100 hours</li> </ul>	580
	Total	720

**TRAFFIC SIGNAL/LIGHT POLE WORKER\* – code 9145**

**Maximum** training time: 104 weeks or 4160 hours \*Two training credits will be counted for graduation in this classification

**Code 9145**

Step	Process	Hours
1	Orientation <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Basic rules of National Electrical Code, 100 hours</li> <li>Basic tools – their care and uses, 100 hours</li> </ul>	210

**Code 9145**

Step	Process	Hours
2	Technical Studies and Review <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Advance study of National Electrical Code, 100 hours</li> <li>Construction blueprints, reading and application, 200 hours</li> </ul>	310
3	Applied Techniques of Electrical Construction <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Care and maintenance of trade tools and equipment, 100 hours</li> <li>Wire ways – types, uses and methods of installation, 900 hours</li> <li>Circuit wiring, 800 hours</li> <li>Protective equipment – switches, panels, etc., 300 hours</li> <li>Feeders and services, 300 hours</li> <li>Lighting fixtures and wall outlets, 250 hours</li> <li>Control wiring, 150 hours</li> <li>Testing of completed work, 130 hours</li> <li>Underground conduit and wire, 300 hours</li> <li>Installation of outside lighting, maintenance and repairs, 400 hours</li> </ul>	3640
	Total	4160

**FORM BUILDER/SETTER, STRUCTURES – code 9151**

**Maximum** training time: 26 weeks or 1040 hours

**Code 9151**

Step	Process	Hours
1	Orientation and Observation <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Materials and tools selection, 15 hours</li> <li>Placing forms, form stripping and setting of precast concrete, 20 hours</li> </ul>	45
2	Applied techniques <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Blueprint or construction plans reading and application, 30 hours</li> <li>Basic form design, 30 hours</li> <li>Formwork: pier, pile and cap formwork; decking formwork; endwall formwork; box culverts, inlets and headwall formwork, parapet and hand railing formwork, 225 hours</li> <li>Stripping and salvage of forms for reuse and cleaning work area, 30 hours</li> </ul>	325

**Code 9151**

Step	Process	Hours
3	Actual Operation of Form Setting <ul style="list-style-type: none"> <li>• Safe operating procedures, 10 hours</li> <li>• Align forms. Drive stakes for braces and erect scaffolding, 100 hours</li> <li>• Observe and assist in setting precast concrete, 25 hours</li> <li>• Measure space between forms, fit together, line, plumb vertically, set to elevation, 250 hours</li> <li>• Check forms while concrete is being poured, 285 hours</li> </ul>	670
	Total	1040

**FORM SETTER, PAVING AND CURB – code 9160**

**Maximum** training time: 18 weeks or 720 hours

**Code 9160**

Step	Process	Hours
1	Orientation and Observation <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Observation of setting grade line, 20 hours</li> <li>• Observation of pulling, loading, hauling and placing forms, 30 hours</li> </ul>	60
2	Care and Maintenance <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Routine cleaning of forms and care of air and hand tools, 25 hours</li> </ul>	35
3	Actual Operation of Form Setting <ul style="list-style-type: none"> <li>• Safe operating procedures, 10 hours</li> <li>• Set grade line, 70 hours</li> <li>• Pull, load, haul and place forms, 100 hours</li> <li>• Set forms to finish grade, drive pins, set and check alignment, and spray forms, 375 hours</li> <li>• Check forms while pouring concrete, 70 hours</li> </ul>	625
	Total	720

**LABOR, UTILITY – code 9175**

**Maximum** training time: 13 weeks or 520 hours

**Code 9175**

<b>Step</b>	<b>Process</b>	<b>Hours</b>
1	Orientation and Observation <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Observation of tools and machines, 20 hours</li> </ul>	30
2	Care and Maintenance <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Care of power and air tools, 15 hours</li> <li>Erosion control, 20 hours</li> <li>Dewatering systems, 20 hours</li> </ul>	65
3	Actual Operation of Equipment <ul style="list-style-type: none"> <li>Safe operating procedures, 10 hours</li> <li>Erect shoring and bracing, 75 hours</li> <li>Pipe installation, 75 hours</li> <li>Equipment operator assistance: position machines, verify grades, signal operator to dumping positions, 115 hours</li> <li>Assist in placing and tying reinforcing steel, 75 hours</li> <li>Unload and transport material, 75 hours</li> </ul>	425
	Total	520

**MECHANIC – code 9187**

**Maximum** training time: 36 weeks or 1440 hours

**Code 9187**

<b>Step</b>	<b>Process</b>	<b>Hours</b>
1	Orientation and Observation <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Cleaning, disassembling and inspection of engine parts, 40 hours</li> <li>Installation and adjustment of minor parts, 50 hours</li> </ul>	100
2	Care and Maintenance <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Engine reconditioning, 200 hours</li> <li>Clutch installation, 50 hours</li> <li>Transmission reconditioning, 100 hours</li> </ul>	360

**Code 9187**

Step	Process	Hours
3	Actual Repair of Equipment <ul style="list-style-type: none"> <li>• Safe operating procedures, 10 hours</li> <li>• Electrical systems, 200 hours</li> <li>• Hydraulic systems, 200 hours</li> <li>• Final drive and track assemblies, 150 hours</li> <li>• Welding and fabrication, 100 hours</li> <li>• General field maintenance, 320 hours</li> </ul>	980
	Total	1440

**SERVICER – code 9194**

**Maximum** training time: 13 weeks or 520 hours

**Code 9194**

Step	Process	Hours
1	Orientation and Observation <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Observing fueling, greasing and cleaning filters, 40 hours</li> <li>• Fuel and grease used for different types of equipment, 40 hours</li> </ul>	90
2	Actual Operation <ul style="list-style-type: none"> <li>• Safe operating procedures, 10 hours</li> <li>• Servicing all types of equipment, 80 hours</li> <li>• Installation and adjustment of minor parts, 80 hours</li> <li>• General field maintenance and operation of service truck, 260 hours</li> </ul>	430
	Total	520

**PAINTER, STRUCTURES – code 9196**

(May also require SSPC QP 1 or QP 2 certification)

**Maximum** training time: 26 weeks or 1040 hours

**Code 9196**

<b>Step</b>	<b>Process</b>	<b>Hours</b>
1	Orientation and Observation <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Operate maintain and load equipment, 40 hours</li> <li>Product and work orientation, 50 hours</li> </ul>	100
2	Care and Maintenance <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Equipment maintenance and cleanup, 60 hours</li> </ul>	70
3	Actual Operation of Equipment <ul style="list-style-type: none"> <li>Safe operating procedures, 10 hours</li> <li>Brushing and rolling, 100 hours</li> <li>Material training, 50 hours</li> <li>Hazardous materials, 200 hours</li> <li>Sandblasting, 200 hours</li> <li>Spraying, 310 hours</li> </ul>	870
	Total	1040

**PILEDRIIVER – code 9202**

**Maximum** training time: 18 weeks or 720 hours

**Code 9202**

<b>Step</b>	<b>Process</b>	<b>Hours</b>
1	Orientation and Observation <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Observation of machine in operation, 50 hours</li> <li>Starting and manipulating controls for moving equipment and attachments, 45 hours</li> </ul>	105
2	Care and Maintenance <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Routine fueling, lubricating and servicing, 35 hours</li> </ul>	45
3	Actual Operation of Equipment <ul style="list-style-type: none"> <li>Safe operating procedures, 10 hours</li> <li>Basic operation of crane or pile driving rig in hoisting and moving, 200 hours</li> <li>Placement of pile in preparation for driving, 140 hours</li> <li>Seating of pile hammer on pile in preparation for driving, 120 hours</li> <li>Driving of pile, 100 hours</li> </ul>	570
	Total	720

**PIPELAYER - code 9205****Maximum** training time: 13 weeks or 520 hours**Code 9205**

Step	Process	Hours
1	Orientation and Observation <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Observation of spade operation and laying of pipe, 20 hours</li> <li>Study of various types of pipe and related materials, 5 hours</li> </ul>	35
2	Care and Maintenance <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Ditch preparation, handle materials and tools, 20 hours</li> </ul>	30
3	Actual Handling of Pipe and Spade <ul style="list-style-type: none"> <li>Safe operating procedures, 10 hours</li> <li>Ditch grading with compressed air driven or hand spade, 50 hours</li> <li>Handle materials, assist in lowering pipe, 50 hours</li> <li>Work with pipe layer in laying all types of pipe and duct. Adjust pipe to elevation insert spigot end of pipe into bell end of last laid pipe, 345 hours</li> </ul>	455
	Total	520

**BLASTER – code 9214****Maximum** training time: 26 weeks or 1040 hours**Code 9214**

Step	Process	Hours
1	Orientation and Observation <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Observation of work of Powder man, 50 hours</li> <li>Assist Powder man by carrying explosives, placing in holes, connecting lead wires, 45 hours</li> </ul>	105
2	Applied Techniques of Powder man <ul style="list-style-type: none"> <li>Safety procedures, 15 hours</li> <li>Storage, transporting, placing and discharging of explosives, 330 hours</li> </ul>	345



**Code 9214**

Step	Process	Hours
3	Actual Blasting Operations <ul style="list-style-type: none"> <li>• Safe operating procedures, 25 hours</li> <li>• Use of detonators and explosives, 100 hours</li> <li>• Storage, movement and placing of explosives, 300 hours</li> <li>• Placing wires, detonators and explosives, tamping and discharging, 165 hours</li> </ul>	590
	Total	1040

**ASPHALT DISTRIBUTOR OPERATOR – code 9300**

**Maximum** training time: 26 weeks or 1040 hours

**Code 9300**

Step	Process	Hours
1	Orientation and Observation <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Observation of vehicle in operation, 35 hours</li> <li>• Starting and manipulating valves and controls to distribute material and move equipment, 30 hours</li> </ul>	75
2	Care and Maintenance <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Routine fueling, lubricating and servicing, 35 hours</li> </ul>	45
3	Actual Operation of Equipment <ul style="list-style-type: none"> <li>• Safe operating procedures, 10 hours</li> <li>• Regulates valves and levers to distribute oil or bituminous liquid for highway surfacing, 115 hours</li> <li>• Operation of equipment, 795 hours</li> </ul>	920
	Total	1040

**ASPHALT PAVING MACHINE OPERATOR - code 9303**

**Maximum** training time: 26 weeks or 1040 hours

**Code 9303**

<b>Step</b>	<b>Process</b>	<b>Hours</b>
1	Orientation and Observation <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Observation of machine in operations, 35 hours</li> <li>• Starting and manipulating controls for moving equipment and attachments, 30 hours</li> </ul>	75
2	Care and Maintenance <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Routine fueling, lubricating and servicing, 35 hours</li> </ul>	45
3	Actual Operation of Equipment <ul style="list-style-type: none"> <li>• Safety operating procedures, 10 hours</li> <li>• Observation of machine in operations, 120 hours</li> <li>• Operating of machine, 790 hours</li> </ul>	920
	Total	1040

**BROOM OR SWEEPER OPERATOR – code 9305**

**Maximum** training time: 8 weeks or 320 hours

**Code 9305**

<b>Step</b>	<b>Process</b>	<b>Hours</b>
1	Orientation and Observation <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Observation of machine in operation, 5 hours</li> <li>• Starting and manipulating controls for moving equipment and attachments, 10 hours</li> </ul>	25
2	Care and Maintenance <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Routine fueling, lubricating and servicing, 35 hours</li> </ul>	45
3	Actual Operation of Equipment <ul style="list-style-type: none"> <li>• Safe operating procedures, 10 hours</li> <li>• Proper start-up, proper engagement and position of broom and proper sweeping technique, 15 hours</li> <li>• Removal and replacement of broom wafers, 10 hours</li> <li>• Operation of sweeper in cleaning of pavements, 215 hours</li> </ul>	250
	Total	320

**CRAWLER TRACTOR OPERATOR - code 9306****Maximum** training time: 18 weeks or 720 hours**Code 9306**

Step	Process	Hours
1	Orientation and Observation <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Observation of machine in operation, 35 hours</li> <li>Starting and manipulating controls for moving equipment and attachments, 30 hours</li> </ul>	75
2	Care and Maintenance <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Routine fueling, lubricating and servicing, 35 hours</li> </ul>	45
3	Actual Operation of Equipment <ul style="list-style-type: none"> <li>Safe operating procedures, 10 hours</li> <li>Movement and stockpiling of material, 150 hours</li> <li>Pushing and rough grading, 125 hours</li> <li>Clearing and grubbing, 125 hours</li> <li>Finish grading, 160 hours</li> <li>Special applications, 30 hours</li> </ul>	600
	Total	720

**CONCRETE PAVING CURING, FLOAT, TEXTURING MACHINE OPERATOR – code 9315****Maximum** training time: 26 weeks or 1040 hours**Code 9315**

Step	Process	Hours
1	Orientation and Observation <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Observation of machines in operation, 35 hours</li> <li>Starting and manipulating controls for moving equipment and attachments, 30 hours</li> </ul>	75
2	Care and Maintenance <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Routine fueling, lubricating and servicing, 35 hours</li> </ul>	45

**Code 9315**

Step	Process	Hours
3	Actual Operation of Equipment <ul style="list-style-type: none"> <li>• Safe operating procedures, 10 hours</li> <li>• Operation of curing system, 120 hours</li> <li>• Operation of machine, 790 hours</li> </ul>	920
	Total	1040

**CONCRETE PAVEMENT FINISHING MACHINE OPERATOR - code 9318**

**Maximum** training time: 26 weeks or 1040 hours

**Code 9318**

Step	Process	Hours
1	Orientation and Observation <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Observation of machines in operation, 35 hours</li> <li>• Starting and manipulating controls for moving equipment and attachments, 30 hours</li> </ul>	75
2	Care and Maintenance <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Routine fueling, lubricating and servicing, 35 hours</li> </ul>	45
3	Actual Operation of Equipment <ul style="list-style-type: none"> <li>• Safe operating procedures, 10 hours</li> <li>• Screed regulation indoctrination and operation, 120 hours</li> <li>• Operation of machine, 790 hours</li> </ul>	920
	Total	1040

**JOINT SEALER – code 9329**

**Maximum** training time: 13 weeks or 520 hours

**Code 9329**

Step	Process	Hours
1	Orientation and Observation <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Observation, 10 hours</li> </ul>	20

**Code 9329**

Step	Process	Hours
2	Care and Maintenance <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Routine cleaning and servicing, 35 hours</li> </ul>	45
3	Actual Operation <ul style="list-style-type: none"> <li>Safe operating procedures, 10 hours</li> <li>Cleaning and sealing joints in concrete paving, sidewalks, driveways and approach slabs, 445 hours</li> </ul>	455
	Total	520

**CONCRETE SAW OPERATOR – code 9333**

**Maximum** training time: 13 weeks or 520 hours

**Code 9333**

Step	Process	Hours
1	Orientation and Observation <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Observation of machine in operation, 35 hours</li> </ul>	45
2	Care and Maintenance <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Routine oiling, greasing, cleaning and servicing saw, 35 hours</li> </ul>	45
3	Actual Operation of Equipment <ul style="list-style-type: none"> <li>Safe operating procedures, 10 hours</li> <li>Operation of saw, 420 hours</li> </ul>	430
	Total	520

**SUBGRADE TRIMMER – code 9339**

**Maximum** training time: 26 weeks or 1040 hours

**Code 9339**

<b>Step</b>	<b>Process</b>	<b>Hours</b>
1	Orientation and Observation <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Observation of machine in operation, 50 hours</li> <li>• Use of paving forms or electronic controls, 40 hours</li> <li>• Manipulation of hand and foot levers, 40 hours</li> </ul>	140
2	Care and Maintenance <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Routine fueling, lubricating and servicing, 35 hours</li> </ul>	45
3	Actual Operation of Equipment <ul style="list-style-type: none"> <li>• Safe operating procedures, 10 hours</li> <li>• Raising and lowering screed; regulating width of screed, 100 hours</li> <li>• Operation of machine, 745 hours</li> </ul>	855
	Total	1040

**SMALL SLIPFORM MACHINE OPERATOR – code 9341**

**Maximum** training time: 18 weeks or 720 hours

**Code 9341**

<b>Step</b>	<b>Process</b>	<b>Hours</b>
1	Orientation and Observation <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Observation of machine in operation, 35 hours</li> <li>• Starting and manipulating controls for moving equipment and attachments, 30 hours</li> </ul>	75
2	Care and Maintenance <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Routine fueling, lubricating and servicing, 35 hours</li> </ul>	45
3	Actual Operation of Equipment <ul style="list-style-type: none"> <li>• Safe operating procedures, 10 hours</li> <li>• Screed regulation indoctrination and operation, 120 hours</li> <li>• Operation of machine, 470 hours</li> </ul>	600
	Total	720

**CRANE OPERATOR, LATTICE BOOM 80 TONS OR LESS - code 9342**

NOTE: May also require crane operator certification

**Maximum** training time: 26 weeks or 1040 hours**Code 9342**

Step	Process	Hours
1	Orientation and Observation <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Observation of machine in operation, 50 hours</li> <li>Starting and manipulating controls for moving equipment and attachments, 40 hours</li> </ul>	100
2	Care and Maintenance <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Routine fueling, lubricating and servicing, 35 hours</li> </ul>	45
3	Actual Operation of Equipment <ul style="list-style-type: none"> <li>Safe operating procedures, 50 hours</li> <li>Loading and unloading materials, 110 hours</li> <li>Hoisting materials, 585 hours</li> <li>Placement of beams, pipe, girders, piles, rock riprap, etc, 150 hours</li> </ul>	895
	Total	1040

**CRANE OPERATOR, LATTICE BOOM OVER 80 TONS\* – code 9343**

NOTE: (May also require crane operator certification)

**Maximum** training time: 52 weeks or 2080 hours \*Two training credits will be counted for graduation in this classification**Code 9343**

Step	Process	Hours
1	Orientation and Observation <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Observation of machine in operation, 50 hours</li> <li>Starting and manipulating controls for moving equipment and attachments, 40 hours</li> </ul>	100
2	Care and Maintenance <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Routine fueling, lubricating and servicing, 35 hours</li> </ul>	45

**Code 9343**

Step	Process	Hours
3	Actual Operation of Equipment <ul style="list-style-type: none"> <li>• Safe operating procedures, 100 hours</li> <li>• Loading and unloading materials, 150 hours</li> <li>• Hoisting materials, 800 hours</li> <li>• Placement of beams, pipe, girders, piles, rock riprap, etc., 885 hours</li> </ul>	1935
	Total	2080

**CRANE OPERATOR, HYDRAULIC 80 TONS OR LESS – code 9344**

NOTE: May also require crane operator certification.

**Maximum** training time: 26 weeks or 1040 hours

**Code 9344**

Step	Process	Hours
1	Orientation and Observation <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Observation of machine in operation, 50 hours</li> <li>• Starting and manipulating controls for moving equipment and attachments, 40 hours</li> </ul>	100
2	Care and Maintenance <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Routine fueling, lubricating and servicing, 35 hours</li> </ul>	45
3	Actual Operation of Equipment <ul style="list-style-type: none"> <li>• Safe operating procedures, 50 hours</li> <li>• Loading and unloading materials, 110 hours</li> <li>• Hoisting materials, 280 hours</li> <li>• Placement of beams, pipe, girders, piles, etc., 455 hours</li> </ul>	895
	Total	1040

**CRANE OPERATOR, HYDRAULIC OVER 80 TONS – code 9345**

NOTE: (May also require crane operator certification)

**Maximum** training time: 26 weeks or 1040 hours



**Code 9345**

<b>Step</b>	<b>Process</b>	<b>Hours</b>
1	Orientation and Observation <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Observation of machine in operation, 50 hours</li> <li>• Starting and manipulating controls for moving equipment and attachments, 40 hours</li> </ul>	100
2	Care and Maintenance <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Routine fueling, lubricating and servicing, 35 hours</li> </ul>	45
3	Actual Operation of Equipment <ul style="list-style-type: none"> <li>• Safe operating procedures, 50 hours</li> <li>• Loading and unloading materials, 110 hours</li> <li>• Hoisting materials, 280 hours</li> <li>• Placement of beams, pipe, girders, piles, etc., 455 hours</li> </ul>	895
	Total	1040

**LOADER/BACKHOE OPERATOR – code 9346**

**Maximum** training time: 26 weeks or 1040 hours

**Code 9346**

<b>Step</b>	<b>Process</b>	<b>Hours</b>
1	Orientation and Observation <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Observation of machine in operation, 50 hours</li> <li>• Starting and manipulating controls for moving equipment and attachments, 45 hours</li> </ul>	105
2	Care and Maintenance <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Routine fueling, lubricating and servicing, 35 hours</li> </ul>	45
3	Actual Operation of Equipment <ul style="list-style-type: none"> <li>• Safe operating procedures, 10 hours</li> <li>• Trenching operations (for Pipe laying, etc., 500 hours</li> <li>• Excavation (for structures, footings, etc.), 380 hours</li> </ul>	890
	Total	1040

**EXCAVATOR OPERATOR, 50,000 POUNDS OR LESS – code 9347****Maximum** training time: 18 weeks or 720 hours**Code 9347**

Step	Process	Hours
1	Orientation and Observation <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Observation of machine in operation, 25 hours</li> <li>Starting and manipulating controls for moving equipment and attachments, 25 hours</li> </ul>	60
2	Care and Maintenance <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Routine fueling, lubricating and servicing, 35 hours</li> </ul>	45
3	Safe operating procedures, 10 hours <ul style="list-style-type: none"> <li>Excavation for footings and removal of unsuitable materials, 250 hours</li> <li>Loading materials, 100 hours</li> <li>Trenching for pipe, etc., 165 hours</li> <li>Placement of pipe, precast concrete structures, etc., 90 hours</li> </ul>	615
	Total	720

**EXCAVATOR OPERATOR, OVER 50,000 POUNDS – code 9348****Maximum** training time: 26 weeks or 1040 hours**Code 9348**

Step	Process	Hours
1	Orientation and Observation <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Observation of machine in operation, 50 hours</li> <li>Starting and manipulating controls for moving equipment and attachments, 40 hours</li> </ul>	100
2	Care and Maintenance <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Routine fueling, lubricating and servicing, 35 hours</li> </ul>	45

**Code 9348**

<b>Step</b>	<b>Process</b>	<b>Hours</b>
3	Actual Operation of Equipment <ul style="list-style-type: none"> <li>• Safe operating procedures, 10 hours</li> <li>• Excavation for footings and removal of unsuitable materials, 250 hours</li> <li>• Loading materials, 190 hours</li> <li>• Trenching for pipe, etc., 255 hours</li> <li>• Placement of pipe, precast concrete structures, etc., 190 hours</li> </ul>	895
	Total	1040

**CRUSHER OR SCREEN PLANT OPERATOR – code 9351**

**Maximum** training time: 26 weeks or 1040 hours

**Code 9351**

<b>Step</b>	<b>Process</b>	<b>Hours</b>
1	Orientation and Observation <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Observation of machine in operation, 35 hours</li> <li>• Starting of crusher operating conveyors, 30 hours</li> </ul>	75
2	Care and Maintenance <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Routine fueling, lubricating and servicing, 35 hours</li> </ul>	45
3	Actual Operation of Equipment <ul style="list-style-type: none"> <li>• Safe operating procedures, 10 hours</li> <li>• Operation of conveyors and crusher operations, 120 hours</li> <li>• Operation of crusher, 790 hours</li> </ul>	920
	Total	1040

**FOUNDATION DRILL OPERATOR, CRAWLER MOUNTED – code 9360**

**Maximum** training time: 26 weeks or 1040 hours

**Code 9360**

<b>Step</b>	<b>Process</b>	<b>Hours</b>
1	Orientation and Observation <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Observation of machine in operation, 35 hours</li> <li>• Starting of crusher operating conveyors, 30 hours</li> </ul>	75
2	Care and Maintenance <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Routine fueling, lubricating and servicing, 35 hours</li> </ul>	45
3	Actual Operation of Equipment <ul style="list-style-type: none"> <li>• Safe operating procedures, 10 hours</li> <li>• Small hole drilling, 300 hours</li> <li>• Large hole drilling, 300 hours</li> <li>• Casing operation, 110 hours</li> <li>• General operating, 200 hours</li> </ul>	920
	Total	1040

**FOUNDATION DRILL OPERATOR, TRUCK MOUNTED – code 9363**

**Maximum** training time: 26 weeks or 1040 hours

**Code 9363**

<b>Step</b>	<b>Process</b>	<b>Hours</b>
1	Orientation and Observation <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Observation of machine in operation, 35 hours</li> <li>• Starting of crusher operating conveyors, 30 hours</li> </ul>	75
2	Care and Maintenance <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Routine fueling, lubricating and servicing, 35 hours</li> </ul>	45
3	Actual Operation of Equipment <ul style="list-style-type: none"> <li>• Safe operating procedures, 10 hours</li> <li>• Small hole drilling, 300 hours</li> <li>• Large hole drilling, 300 hours</li> <li>• Casing operation, 110 hours</li> <li>• General operating, 200 hours</li> </ul>	920
	Total	1040

**FRONT END LOADER, 3 CY OR LESS – code 9369****Maximum** training time: 13 weeks or 520 hours**Code 9369**

<b>Step</b>	<b>Process</b>	<b>Hours</b>
1	Orientation and Observation <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Observation of machine in operation, 20 hours</li> <li>Starting and manipulating controls for moving equipment and attachments, 15 hours</li> </ul>	45
2	Care and Maintenance <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Routine fueling, lubricating and servicing, 35 hours</li> </ul>	45
3	Actual Operation of Equipment <ul style="list-style-type: none"> <li>Safe operating procedures, 10 hours</li> <li>Loading materials, 235 hours</li> <li>Excavation, 150 hours</li> <li>Special applications, 35 hours</li> </ul>	430
	Total	520

**FRONT END LOADER, OVER 3 CY – code 9372****Maximum** training time: 26 weeks or 1040 hours**Code 9372**

<b>Step</b>	<b>Process</b>	<b>Hours</b>
1	Orientation and Observation <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Observation of machine in operation, 20 hours</li> <li>Starting and manipulating controls for moving equipment and attachments, 15 hours</li> </ul>	45
2	Care and Maintenance <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Routine fueling, lubricating and servicing, 35 hours</li> </ul>	45

**Code 9372**

Step	Process	Hours
3	Actual Operation of Equipment <ul style="list-style-type: none"> <li>• Safe operating procedures, 10 hours</li> <li>• Loading materials, 400 hours</li> <li>• Excavation, 250 hours</li> <li>• Charge hoppers with materials on asphalt and concrete plants, 270 hours</li> <li>• Special applications, 20 hours</li> </ul>	950
	Total	1040

**MILLING MACHINE OPERATOR – code 9380**

**Maximum** training time: 26 weeks or 1040 hours

**Code 9380**

Step	Process	Hours
1	Orientation and Observation <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Observation of machine in operation, 35 hours</li> </ul>	45
2	Care and Maintenance <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Routine fueling, lubricating and servicing, 35 hours</li> </ul>	45
3	Actual Operation of Equipment <ul style="list-style-type: none"> <li>• Safe operating procedures, 10 hours</li> <li>• Planning roadbed, 700 hours</li> <li>• Discharging material into hauling unit, 240 hours</li> </ul>	950
	Total	1040

**RECLAIMER/PULVERIZER OPERATOR – code 9384**

**Maximum** training time: 18 weeks or 720 hours

**Code 9384**

Step	Process	Hours
1	Orientation and Observation <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Observation of machine in operation, 35 hours</li> </ul>	45

**Code 9384**

Step	Process	Hours
2	Care and Maintenance <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Routine fueling, lubricating and servicing, 35 hours</li> </ul>	45
3	Actual Operation of Machine <ul style="list-style-type: none"> <li>Safe operating procedures, 10 hours</li> <li>Pulverizing road bed, 520 hours</li> <li>Mixing materials, 100 hours</li> </ul>	630
	Total	720

**MOTOR GRADER OPERATOR, FINE GRADE\* – Code 9390**

**Maximum** training time: 52 weeks or 2080 hours \*Two training credits will be counted for graduation in this classification

**Code 9390**

Step	Process	Hours
1	Orientation and Observation <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Observation of machine in operation, 100 hours</li> <li>Starting and manipulating controls for moving equipment and attachments, 95 hours</li> </ul>	205
2	Care and Maintenance <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Routine fueling, lubricating and servicing, 35 hours</li> </ul>	45
3	Actual Operation of Equipment <ul style="list-style-type: none"> <li>Safe operating procedures, 10 hours</li> <li>Scraping and leveling dirt on roadway, 305 hours</li> <li>Spreading and mixing materials on roadway, 295 hours</li> <li>Shaping and blading subgrades, 275 hours</li> <li>Balancing and rough shaping base course materials, 275 hours</li> <li>Fine grading and dressing of shoulders and slopes, 670 hours</li> </ul>	1830
	Total	2080

**MOTOR GRADER OPERATOR, ROUGH – code 9393**

**Maximum** training time: 26 weeks or 1040 hours

**Code 9393**

<b>Step</b>	<b>Process</b>	<b>Hours</b>
1	Orientation and Observation <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Observation of machine in operation, 100 hours</li> <li>• Starting and manipulating controls for moving equipment and attachments, 95 hours</li> </ul>	205
2	Care and Maintenance <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Routine fueling, lubricating and servicing, 35 hours</li> </ul>	45
3	Actual Operation of Equipment <ul style="list-style-type: none"> <li>• Safe operating procedures, 10 hours</li> <li>• Scraping and leveling dirt on roadway, 220 hours</li> <li>• Spreading and mixing materials on roadway, 200 hours</li> <li>• Shaping and blading subgrades, 180 hours</li> <li>• Balancing and rough shaping base course materials, 180 hours</li> </ul>	790
	Total	1040

**PAVEMENT MARKING MACHINE OPERATOR – code 9396**

**Maximum** training time: 18 weeks or 720 hours

**Code 9396**

<b>Step</b>	<b>Process</b>	<b>Hours</b>
1	Orientation and Observation <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Observation of machine in operation, 35 hours</li> </ul>	45
2	Care and Maintenance <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Routine fueling, lubricating and servicing, 35 hours</li> </ul>	45
3	Actual Operation of Machine <ul style="list-style-type: none"> <li>• Safe operating procedures, 10 hours</li> <li>• Laying stripes and markers, 520 hours</li> <li>• Loading machine with appropriate materials, 100 hours</li> </ul>	630
	Total	720



**CONCRETE/GUNITE PUMP OPERATOR – code 9399****Maximum** training time: 18 weeks or 720 hours**Code 9399**

Step	Process	Hours
1	Orientation and Observation <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Observation of machine in operation, 35 hours</li> <li>Introduction to pumping fresh concrete, gunite and grout, 100 hours</li> </ul>	145
2	Care and Maintenance <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Routine fueling, lubricating and servicing, 35 hours</li> </ul>	45
3	Actual Operation of Machine <ul style="list-style-type: none"> <li>Safe operating procedures, 10 hours</li> <li>Operation of pumping machine, 520 hours</li> </ul>	530
	Total	720

**ROLLER OPERATOR, ASPHALT - code 9402****Maximum** training time: 26 weeks or 1040 hours**Code 9402**

Step	Process	Hours
1	Orientation and Observation <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Observation of machine in operation, 35 hours</li> </ul>	45
2	Care and Maintenance <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Routine fueling, lubricating and servicing, 35 hours</li> </ul>	45
3	Actual Operation of Equipment <ul style="list-style-type: none"> <li>Safe operating procedures, 10 hours</li> <li>Roll base course to desired compaction, 440 hours</li> <li>Roll asphalt surfaces to desired compaction and smoothness and assure proper sealing of joints, 500 hours</li> </ul>	950
	Total	1040

**ROLLER OPERATOR, OTHER – code 9405****Maximum** training time: 13 weeks or 520 hours**Code 9405**

Step	Process	Hours
1	Orientation and Observation <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Observation of machine in operation, 35 hours</li> </ul>	45
2	Care and Maintenance <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Routine fueling, lubricating and servicing, 35 hours</li> </ul>	45
3	Actual Operation of Equipment <ul style="list-style-type: none"> <li>Safe operating procedures, 10 hours</li> <li>Roll base course to desired compaction, 210 hours</li> <li>Roll embankment to desired compaction, 210 hours</li> </ul>	430
	Total	520

**SCRAPER OPERATOR – code 9411****Maximum** training time: 13 weeks or 520 hours**Code 9411**

Step	Process	Hours
1	Orientation and Observation <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Observation of machine in operation, 20 hours</li> <li>Starting and manipulating controls for moving equipment and attachments, 15 hours</li> </ul>	45
2	Care and Maintenance <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Routine fueling, lubricating and servicing, 35 hours</li> </ul>	45
3	Actual Operation of Equipment <ul style="list-style-type: none"> <li>Safe operating procedures, 10 hours</li> <li>Loading and transporting materials, 150 hours</li> <li>Spreading material, 150 hours</li> <li>Rough roadway grading, 70 hours</li> <li>Compaction of embankment, 50 hours</li> </ul>	430

**Code 9411**

Step	Process	Hours
	Total	520

**OFF ROAD HAULER – code 9413**

**Maximum** training time: 13 weeks or 520 hours

**Code 9413**

Step	Process	Hours
1	Orientation and Observation <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Observation of machine in operation, 35 hours</li> </ul>	45
2	Care and Maintenance <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Routine fueling, lubricating and servicing, 35 hours</li> </ul>	45
3	Actual Operation of Equipment <ul style="list-style-type: none"> <li>Safe operating procedures, 10 hours</li> <li>Loading and transporting materials, 350 hours</li> <li>Operation of off-road water tanker, 70 hours</li> </ul>	430
	Total	520

**SELF-PROPELLED HAMMER OPERATOR – code 9417**

**Maximum** training time: 13 weeks or 520 hours

**Code 9417**

Step	Process	Hours
1	Orientation and Observation <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Observation of machine in operation, 35 hours</li> </ul>	45
2	Care and Maintenance <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Routine fueling, lubricating and servicing, 35 hours</li> </ul>	45

**Code 9417**

Step	Process	Hours
3	Actual Operation of Equipment <ul style="list-style-type: none"> <li>• Safe operating procedures, 10 hours</li> <li>• Loading and transporting materials, 350 hours</li> <li>• Operation of off-road water tanker, 70 hours</li> </ul>	430
	Total	520

**AGRICULTURAL TRACTOR OPERATOR – code 9428**

**Maximum** training time: 13 weeks or 520 hours

**Code 9428**

Step	Process	Hours
1	Orientation and Observation <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Observation of machine in operation, 30 hours</li> <li>• Starting and manipulating controls for moving equipment and attachments, 25 hours</li> </ul>	65
2	Care and Maintenance <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Routine fueling, lubricating and servicing, 35 hours</li> </ul>	45
3	Actual Operation of Equipment <ul style="list-style-type: none"> <li>• Safe operating procedures, 10 hours</li> <li>• Pulling compaction implements, 200 hours</li> <li>• Pull graders for dressing operations, 200 hours</li> </ul>	410
	Total	520

**TRENCHING MACHINE OPERATOR, LIGHT – code 9437**

**Maximum** training time: 13 weeks or 520 hours

**Code 9437**

<b>Step</b>	<b>Process</b>	<b>Hours</b>
1	Orientation and Observation <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Observation of machine in operation, 30 hours</li> <li>• Starting and manipulating controls for moving equipment and attachments, 25 hours</li> </ul>	65
2	Care and Maintenance <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Routine fueling, lubricating and servicing, 35 hours</li> </ul>	45
3	Actual Operation of Equipment <ul style="list-style-type: none"> <li>• Safe operating procedures, 10 hours</li> <li>• Excavation for footing and removal of unsuitable materials, 100 hours</li> <li>• Trenching for pipe, etc., 300 hours</li> </ul>	410
	Total	520

**TRENCHING MACHINE OPERATOR, HEAVY – code 9440**

**Maximum** training time: 26 weeks or 1040 hours

**Code 9440**

<b>Step</b>	<b>Process</b>	<b>Hours</b>
1	Orientation and Observation <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Observation of machine in operation, 30 hours</li> <li>• Starting and manipulating controls for moving equipment and attachments, 25 hours</li> </ul>	65
2	Care and Maintenance <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Routine fueling, lubricating and servicing, 35 hours</li> </ul>	45
3	Actual Operation of Equipment <ul style="list-style-type: none"> <li>• Safe operating procedures, 10 hours</li> <li>• Excavation for footing and removal of unsuitable materials, 320 hours</li> <li>• Trenching for pipe, etc., 600 hours</li> </ul>	930
	Total	1040

**TUNNELING MACHINE OPERATOR, HEAVY – code 9441****Maximum** training time: 39 weeks or 1560 hours**Code 9441**

Step	Process	Hours
1	Orientation and Observation <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Elementary surveying of tunnel alignment and grade, 60 hours</li> <li>General tunneling procedures and operation, 200 hours</li> </ul>	270
2	Care and Maintenance <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Routine lubricating and servicing, 35 hours</li> <li>Electrical connections, motors, and switches, 40 hours</li> <li>Hydraulic components, use and maintenance, 40 hours</li> <li>Spoil haulage equipment and track installation, use and maintenance, 40 hours</li> </ul>	165
3	Actual Operation of Equipment <ul style="list-style-type: none"> <li>Safe operating procedures, 10 hours</li> <li>Soft ground tunneling, 225 hours</li> <li>Ground stabilization, 150 hours</li> <li>Rock tunneling, 240 hours</li> <li>Direct pipe jacking, 240 hours</li> <li>Two pass tunneling, 240 hours</li> <li>Grouting, 20 hours</li> </ul>	1125
	Total	1560

**TUNNELING MACHINE OPERATOR, LIGHT – code 9442****Maximum** training time: 18 weeks or 720 hours**Code 9442**

Step	Process	Hours
1	Orientation and Observation <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Elementary surveying of tunnel alignment and grade, 40 hours</li> <li>General boring procedures and operation, 150 hours</li> </ul>	200
2	Care and Maintenance <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Routine lubricating and servicing, 35 hours</li> <li>Hydraulic components, use and maintenance, 40 hours</li> </ul>	85

**Code 9442**

Step	Process	Hours
3	Actual Operation of Equipment <ul style="list-style-type: none"> <li>• Safe operating procedures, 10 hours</li> <li>• Soft ground tunneling, 225 hours</li> <li>• Rock tunneling, 200 hours</li> </ul>	435
	Total	720

**PERCUSSION OR ROTARY DRILL OPERATOR – code 9443**

**Maximum** training time: 13 weeks or 520 hours

**Code 9443**

Step	Process	Hours
1	Orientation and Observation <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• General drilling procedures and operation, 65 hours</li> </ul>	75
2	Care and Maintenance <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Routine fueling, lubricating and servicing, 35 hours</li> </ul>	45
3	Actual Operation of Equipment <ul style="list-style-type: none"> <li>• Safe operating procedures, 10 hours</li> <li>• Small hole drilling, 195 hours</li> <li>• Large hole drilling, 195 hours</li> </ul>	400
	Total	520

**BORING MACHINE OPERATOR – code 9444**

**Maximum** training time: 18 weeks or 720 hours

**Code 9444**

Step	Process	Hours
1	Orientation and Observation <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Elementary surveying of tunnel alignment and grade, 40 hours</li> <li>• General boring procedures and operation, 150 hours</li> </ul>	200

**Code 9444**

Step	Process	Hours
2	Care and Maintenance <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Routine lubricating and servicing, 35 hours</li> <li>Hydraulic components, use and maintenance, 40 hours</li> </ul>	85
3	Actual Operation of Equipment <ul style="list-style-type: none"> <li>Safe operating procedures, 10 hours</li> <li>Soft Ground tunneling, 225 hours</li> <li>Rock tunneling, 200 hours</li> </ul>	435
	Total	720

**DIRECTIONAL DRILLING OPERATOR – code 9445**

**Maximum** training time: 26 weeks or 1040 hours

**Code 9445**

Step	Process	Hours
1	Orientation and Observation <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>General drilling procedures and operation, 65 hours</li> <li>Identification of steering head tools, 65 hours</li> <li>Controlling drill speed and direction, 65 hours</li> <li>Pullback of pipe, 65 hours</li> </ul>	270
2	Care and Maintenance <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Drilling fluid characteristics, 65 hours</li> <li>Routine fueling, lubricating and servicing, 35 hours</li> </ul>	110
3	Actual Operation of Equipment <ul style="list-style-type: none"> <li>Safe operating procedures, 10 hours</li> <li>Operation of directional drilling machine, 650 hours</li> </ul>	660
	Total	1040

**DIRECTIONAL DRILLING LOCATOR – code 9446**

**Maximum** training time: 18 weeks or 720 hours



**Code 9446**

Step	Process	Hours
1	Orientation and Observation <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>General locating equipment operation, 55 hours</li> </ul>	65
2	Care and Maintenance <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Routine fueling, lubricating and servicing, 35 hours</li> </ul>	45
3	Actual Operation of Equipment <ul style="list-style-type: none"> <li>Safe operating procedures, 10 hours</li> <li>Machine setup, 200 hours</li> <li>Operation of locating equipment, 400 hours</li> </ul>	610
	Total	720

**REINFORCING STEEL WORKER – code 9500**

**Maximum** training time: 18 weeks or 720 hours

**Code 9500**

Step	Process	Hours
1	Orientation and Observation <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Observation of steel being set and welding of rods, 15 hours</li> </ul>	25
2	Care and Maintenance <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Steel bar placement, 50 hours</li> </ul>	60
3	Actual Steel Setting <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Rod placement and fastening, 300 hours</li> <li>Rod cutting and welding, 175 hours</li> <li>Fabrication of reinforcement assembly, 150 hours</li> </ul>	635
	Total	720

**STRUCTURAL STEEL WORKER – code 9509**

**Maximum** training time: 26 weeks or 1040 hours

**Code 9509**

<b>Step</b>	<b>Process</b>	<b>Hours</b>
1	Orientation and Observation <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Observation of steel worker, 20 hours</li> </ul>	30
2	Care and Maintenance <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Tool review, 10 hours</li> </ul>	20
3	Operating with Steel Workers <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Raise and place fabricated structural steel, 150 hours</li> <li>Emphasis on girders, plates and columns, 100 hours</li> <li>Fasten steel members together by welding or bolting, 400 hours</li> <li>Signal erection crane, rig equipment, 330 hours</li> </ul>	990
	Total	1040

**SIGN ERECTOR – code 9513****Maximum** training time: 26 weeks or 1040 hours**Code 9513**

<b>Step</b>	<b>Process</b>	<b>Hours</b>
1	Orientation and Safe Use of Tools and Equipment <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Power and hand tools, 20 hours</li> <li>Special fittings and hardware, 10 hours</li> <li>Specifications or design for concrete mixer, 20 hours</li> </ul>	60
2	Basic Design Familiarity <ul style="list-style-type: none"> <li>Blueprint or Construction Plans Reading, 50 hours</li> </ul>	50
3	Applied Techniques of Sign Erection <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Preparation of layout for signs, 30 hours</li> <li>Cuts, ties and sets reinforcing steel for footings, 25 hours</li> <li>Sets forms for, places concrete and sets anchor bolts, 300 hours</li> <li>Erects wood or metal structures, 250 hours</li> <li>Places clamps, brackets or other required hardware on structures, 250 hours</li> <li>Stripping and Salvage of Forms for Re-use, 65 hours</li> </ul>	930
	Total	1040

**SPREADER BOX OPERATOR – code 9515****Maximum** training time: 13 weeks or 520 hours**Code 9515**

Step	Process	Hours
1	Orientation and Observation <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Observation of machine in operation, 25 hours</li> <li>Starting, stopping and manipulating controls for moving equipment and attachments, 20 hours</li> </ul>	55
2	Care and Maintenance <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Routine fueling, lubricating and servicing, 35 hours</li> </ul>	45
3	Actual Operation of Equipment <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Selection and loading of materials, 40 hours</li> <li>Spreading of stone or other granular materials, 370 hours</li> </ul>	420
	Total	520

**WORK ZONE BARRICADE SERVICER – code 9520****Maximum** training time: 18 weeks or 720 hours**Code 9520**

Step	Process	Hours
1	Orientation and Observation <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Operation of traffic control truck, 15 hours</li> <li>Traffic control device orientation, 25 hours</li> </ul>	50
2	Care and Maintenance <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Care and storage of equipment and materials, 35 hours</li> </ul>	45
3	Traffic Control Operation <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Fabrication of traffic control devices, 140 hours</li> <li>Erection and Maintenance of traffic control devices, 395 hours</li> <li>Operation of traffic control truck, 80 hours</li> </ul>	625

**Code 9520**

Step	Process	Hours
	Total	720

**TRUCK DRIVER, SINGLE AXLE – code 9600**

NOTE: May require CDL license for driving on highway.

**Maximum** training time: 13 weeks or 520 hours

**Code 9600**

Step	Process	Hours
1	Orientation and Observation <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Observation (as a passenger) of vehicle in operation, 50 hours</li> <li>Starting and manipulating vehicle, 40 hours</li> </ul>	100
2	Care and Maintenance <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Routine fueling, lubricating and servicing, 35 hours</li> </ul>	45
3	Actual Operation of Equipment <ul style="list-style-type: none"> <li>Safe operating procedures, 10 hours</li> <li>Loading and unloading materials and operation of vehicle, 365 hours</li> </ul>	375
	Total	520

**TRUCK DRIVER, SINGLE OR TANDEM AXLE DUMP TRUCK – code 9606**

NOTE: May require CDL license for driving on highway.

**Maximum** training time: 18 weeks or 720 hours

**Code 9606**

Step	Process	Hours
1	Orientation and Observation <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Observation (as a passenger) of vehicle in operation, 50 hours</li> <li>Starting and manipulating vehicle, 40 hours</li> </ul>	100

**Code 9606**

<b>Step</b>	<b>Process</b>	<b>Hours</b>
2	Care and Maintenance <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Routine fueling, lubricating and servicing, 35 hours</li> </ul>	45
3	Actual Operation of Equipment <ul style="list-style-type: none"> <li>Safe operating procedures, 10 hours</li> <li>Loading and unloading materials and operation of vehicle, 565 hours</li> </ul>	575
	Total	720

**TRUCK DRIVER, TANDEM AXLE TRACTOR WITH SEMI TRAILER – code 9607**

NOTE: May require CDL license for driving on highway.

**Maximum** training time: 26 weeks or 1040 hours

**Code 9607**

<b>Step</b>	<b>Process</b>	<b>Hours</b>
1	Orientation and Observation <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Observation (as a passenger) of vehicle in operation, 50 hours</li> <li>Starting and manipulating vehicle, 40 hours</li> </ul>	100
2	Care and Maintenance <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Routine fueling, lubricating and servicing, 35 hours</li> </ul>	45
3	Actual Operation of Equipment <ul style="list-style-type: none"> <li>Safe operating procedures, 10 hours</li> <li>Loading and unloading materials and operation of vehicle, 885 hours</li> </ul>	895
	Total	1040

**TRUCK DRIVER LOWBOY- FLOAT – code 9609**

NOTE: May require CDL license for on-highway use.

**Maximum** training time: 26 weeks or 1040 hours

**Code 9609**

Step	Process	Hours
1	Orientation and Observation <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Observation (as a passenger) of vehicle in operation, 50 hours</li> <li>Starting and manipulating vehicle, 40 hours</li> </ul>	100
2	Care and Maintenance <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Routine fueling, lubricating and servicing, 35 hours</li> </ul>	45
3	Actual Operation of Equipment <ul style="list-style-type: none"> <li>Safe operating procedures, 10 hours</li> <li>Loading and unloading materials and operation of vehicle, 500 hours</li> <li>Loading and unloading equipment, 385 hours</li> </ul>	895
	Total	1040

**TRUCK DRIVER TRANSIT-MIX – code 9612**

NOTE: May require CDL license for on-highway use.

**Maximum** training time: 26 weeks or 1040 hours

**Code 9612**

Step	Process	Hours
1	Orientation and Observation <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Observation (as a passenger) of vehicle in operation, 50 hours</li> <li>Starting and manipulating vehicle, 40 hours</li> </ul>	100
2	Care and Maintenance <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Routine fueling, lubricating and servicing, 35 hours</li> </ul>	45
3	Actual Operation of Equipment <ul style="list-style-type: none"> <li>Safe operating procedures, 10 hours</li> <li>Mixing materials, 20 hours</li> <li>Loading materials at plant, 115 hours</li> <li>Operation of vehicle, 600 hours</li> <li>Discharging materials, 150 hours</li> </ul>	895
	Total	1040

**BOOM TRUCK OPERATOR – code 9615**

NOTE: May require CDL license for on-highway use.

**Maximum** training time: 26 weeks or 1040 hours

**Code 9615**

Step	Process	Hours
1	Orientation and Observation <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Observation (as a passenger) of vehicle in operation, 50 hours</li> <li>Starting and manipulating vehicle, 40 hours</li> </ul>	100
2	Care and Maintenance <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Routine fueling, lubricating and servicing, 35 hours</li> </ul>	45
3	Actual Operation of Equipment <ul style="list-style-type: none"> <li>Safe operating procedures, 10 hours</li> <li>Loading and unloading materials, 410 hours</li> <li>Hoisting materials, 475 hours</li> </ul>	895
	Total	1040

**STRUCTURAL STEEL WELDER\* – code 9705**

NOTE: Requires certification by the American Welding Society.

**Maximum** training time: 52 weeks or 2080 hours \*Two training credits will be counted for graduation in this classification

**Code 9705**

Step	Process	Hours
1	Orientation and Observation <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Welding equipment , 20 hours</li> <li>Materials selection , 20 hours</li> <li>Observation of welder, 20 hours</li> <li>Observation of welding of permanent metal deck forms, 40 hours</li> </ul>	110
2	Applied Techniques of Welding <ul style="list-style-type: none"> <li>Safety procedures, 10 hours</li> <li>Acetylene-cutting, brazing and welding, 300 hours</li> <li>Electric-cutting and welding, 300 hours</li> </ul>	610

**Code 9705**

<b>Step</b>	<b>Process</b>	<b>Hours</b>
3	Actual Welding Operations <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Cut, lay out, fit and weld, 700 hours</li> <li>• Structural steel welding, 650 hours</li> </ul>	1360
	Total	2080

**WELDER – code 9706**

**Maximum** training time: 26 weeks or 1040 hours

**Code 9706**

<b>Step</b>	<b>Process</b>	<b>Hours</b>
1	Orientation and Observation <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Welding equipment, 20 hours</li> <li>• Materials selection, 20 hours</li> <li>• Observation of welder, 20 hours</li> </ul>	70
2	Applied Techniques of Welding <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Acetylene-cutting, brazing and welding, 300 hours</li> <li>• Electric-cutting and welding, 300 hours</li> </ul>	610
3	Actual Welding Operations <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Cut, lay out, fit and weld sheet metal, cast iron and other metal parts, 350 hours</li> </ul>	360
	Total	1040

**SLURRY SEAL OR MICRO-SURFACING MACHINE OPERATOR – code 9708**

**Maximum** training time: 26 weeks or 1040 hours



**Code 9708**

<b>Step</b>	<b>Process</b>	<b>Hours</b>
1	Orientation and Observation <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Observation of machine in operation , 35 hours</li> <li>• Starting and manipulating controls for moving equipment and attachments, 30 hours</li> </ul>	75
2	Care and Maintenance <ul style="list-style-type: none"> <li>• Safety procedures, 10 hours</li> <li>• Routine fueling, lubricating and servicing, 35 hours</li> </ul>	45
3	Actual Operation of Equipment <ul style="list-style-type: none"> <li>• Safe operating procedures, 10 hours</li> <li>• Screed regulation indoctrination and operation, 120 hours</li> <li>• Operation of machine and leveling of materials, 790 hours</li> </ul>	920
	Total	1040

## Appendix C: Reporting Forms

### Contents:

[Section 1: Contractor On-the-Job Training Plan Form](#)

[Section 2: Federal On-the-Job Training Program Enrollment Form](#)

[Section 3: Federal On-the-Job Training Program Monthly Reporting Form](#)

[Section 4: Labor Standards Review Form](#)

## Section 1: Contractor On-the-Job Training Plan Form

### Form 2203

	CONTRACTOR ON-THE-JOB TRAINING PLAN	Form 2203 (02/17) Page 1 of 1
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The training and upgrading of minorities and women toward journeyworker status is the primary objective of the training provision. Accordingly, the contractor shall make every effort to enroll minority and women trainees to the extent that such persons are available within a reasonable area of recruitment. This training commitment is not intended, and shall not be used, to discriminate against any applicant for training, whether members of a minority group or not.

For questions, contact the Texas Department of Transportation's (TxDOT) Civil Rights Division at (512) 416-4700. Forward a signed copy to [CIV\\_FederalPrograms@txdot.gov](mailto:CIV_FederalPrograms@txdot.gov).

#### I. CONTRACTOR INFORMATION

Contact/Help

Contractor:		Goal Assigned:
Address:	City, State Zip	
Contact representative:	Email Address:	Phone:
Type of goal assigned:		
<input type="checkbox"/> Annual Goal	If annual goal, year goal was assigned:	
<input type="checkbox"/> Project-Specific Goal	If project-specific goal, project name:	
Project CCSJ:		

#### II. TRAINING INFORMATION

Training Classification	Max hours	Number of Trainees	Approximate Start Date:	Approximate End Date:	+
					-
					-
					-
					-
					-

#### III. CONTRACTOR ACKNOWLEDGEMENT STATEMENT

I understand and will comply fully with the plans and specifications under which this training is being performed.

Signature	Date

#### IV. TxDOT USE ONLY

Print Name	Title
Signature	Date

☐ Approved    ☐ Disapproved

Comments:

THIS IS AN EQUAL OPPORTUNITY PROGRAM

Figure C-1. [Form 2203](#), Contractor On-The-Job Training Plan.

## Section 2: Federal On-the-Job Training Program Enrollment Form

## Form 2201

	<b>FEDERAL ON-THE-JOB TRAINING PROGRAM ENROLLMENT FORM</b>	Form 2201 (Rev. 01/17) Page 1 of 1
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Enrollment for (select one):			
<input checked="" type="radio"/> Annual Goal		<input type="radio"/> Project-Specific Goal	
<b>TRAINEE INFORMATION</b>			
Last name:		First name:	MI:
SSN (last 4 digits):			
Address:		City, State Zip	
Phone:			
Gender:	Race/Ethnicity:		
<input type="text"/>	<input type="text"/>		
If other, please specify: <input type="text"/>			
New Hire/Upgrade:	If upgrade, current job classification:		Current wage:
<input type="text"/>	<input type="text"/>		<input type="text"/>
The candidate expressed interest in the OJT Program by responding to:			
If upgrade:		If new hire:	
<input type="text"/>		<input type="text"/>	
If other, please specify: <input type="text"/>			
How did the candidate demonstrate the commitment and capability to complete the program?			
<input type="text"/>			

<b>TRAINING INFORMATION</b>			
Proposed training classification:	Max hours:	Training start wage:	Training start date:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
If annual goal, training will begin on the Federal-aid project identified here:			
Project CSJ:	Area Engineer:		
District:	County:	Enrolled for goal year:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
If project-specific goal, training will only occur on the DB/CDA project identified here:			
Project name:			
<input type="text"/>			
Project CCSJ:	Project Manager:		
District:	SPO:		
<input type="text"/>	<input type="text"/>		

<b>CONTRACTOR INFORMATION</b>	
Contractor:	
<input type="text"/>	
Contact person:	Phone:
<input type="text"/>	<input type="text"/>
Address:	City, State Zip
<input type="text"/>	<input type="text"/>
E-mail:	
<input type="text"/>	
<input type="button" value="Contact/Help"/>	

Trainee Signature <div style="border: 1px solid black; height: 20px; width: 100%;"></div> Print Name	Contractor Representative Signature <div style="border: 1px solid black; height: 20px; width: 100%;"></div> Print Name
---	---

Submit within 7 days to TxDOT's Civil Rights Division (CIV) at [CIV\\_FederalPrograms@txdot.gov](mailto:CIV_FederalPrograms@txdot.gov).  
A signed copy must be maintained in the project files. Upon approval, CIV will furnish an enrollment confirmation letter to the contractor and the appropriate TxDOT office(s).

THIS IS AN EQUAL OPPORTUNITY PROGRAM

Figure C-2. [Form 2201](#), Federal On-the-Job Training Program Enrollment Form.

## Form 2202

Submit by the 10th of each month to the Area Office(s) where training occurred, reporting on the preceding month. Also forward a copy to TxDOT's Civil Rights Division at [CIV\\_FederalPrograms@txdot.gov](mailto:CIV_FederalPrograms@txdot.gov).

THIS IS AN EQUAL OPPORTUNITY PROGRAM

Figure C-3. [Form 2202](#), Federal On-the-Job Training Program Monthly Reporting Form.



## Section 4: Labor Standards Review Form

Form 2220, Page 1 of 2

	<b>LABOR STANDARDS REVIEW</b>	Form 2220 (Rev. 2/18) Page 1 of 2
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Project CSJ: \_\_\_\_\_ County: \_\_\_\_\_ Date: \_\_\_\_\_

Employer: \_\_\_\_\_

### **Employee Interview**

Employee Name: \_\_\_\_\_

Job Classification: \_\_\_\_\_ Wage Rate: \_\_\_\_\_

Describe your work duties and tools used:

\_\_\_\_\_

Work being performed (observed): \_\_\_\_\_

\*Do you work over 40 hours per week? ☐ Yes ☐ No Overtime Wage Rate: \_\_\_\_\_ How paid? \_\_\_\_\_ (cash or check)

\*Work on all projects (private, municipal, state or county) is counted for overtime.

Is any money deducted from your pay besides income and social security taxes?

☐ Yes ☐ No If yes, explain:

\_\_\_\_\_

Has employee seen posting of minimum wage rates? ☐ Yes ☐ No Are you paid weekly? ☐ Yes ☐ No If not, how often? \_\_\_\_\_

Are you currently enrolled in an apprenticeship or training program? ☐ Yes ☐ No

If so, has copy of training program been provided? ☐ Yes ☐ No

### **On-the-Job Training** (if applicable)

Are you currently enrolled in an OJT program? ☐ Yes ☐ No

If response is "No," proceed to page 2 and complete the "TxDOT Employee Performing Interview" portion.

When did you begin working for this company? Approximate Month/Year: \_\_\_\_\_

Job classification at hire: \_\_\_\_\_

List previous job classification/craft with this company or other companies:

\_\_\_\_\_

In which classification/craft training are you enrolled? \_\_\_\_\_

What is the name and title of your trainer? \_\_\_\_\_

Figure C-4. [Form 2220](#), Labor Standards Review Form.

## Form 2220, Page 2 of 2

Form 2220 (Rev. 2/18) Page 2 of 2	<b>LABOR STANDARDS REVIEW</b>
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**On-the-Job Training** (continued)

Please explain the training you are receiving:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you received a copy of the *Contractor OJT Enrollment Request Form* that you signed?  
☐ Yes ☐ No

Have you received a copy of the *OJT Program* curriculum? ☐ Yes ☐ No

---

**TxDOT Employee Performing Interview** (Completion of the following fields is required.)

Interviewed by: \_\_\_\_\_ Printed Name

\_\_\_\_\_  
 Interviewer Signature                      Interviewer Title                      Date

---

**Payroll Review**

Payroll Period: \_\_\_\_\_ Classification: \_\_\_\_\_

Minimum Hourly Rate: \_\_\_\_\_ Rate Paid: \_\_\_\_\_

\*OJT Current Training Period (if applicable):

☐ First Half @ min. 60%     
 ☐ Third Quarter @ min. 75%     
 ☐ Last Quarter @ min. 90%

\*Trainee's current training quarter. Minimum percentage of prevailing wage rate to be paid for the corresponding quarter.

If employee interview or payroll review indicates non-compliance, describe actions taken:

\_\_\_\_\_

\_\_\_\_\_

Supplemental Payrolls Submitted? ☐ Yes ☐ No

Date payrolls reviewed to verify reported information: \_\_\_\_\_

\_\_\_\_\_  
 Reviewer Signature                      Reviewer Title                      Date

[Contact/Help](#)

Figure C-5. [Form 2220](#), second page of form.

## **Appendix D: Federal Regulation 23 CFR Part 230**

### **23 CFR References:**

- § [230.111](#)
- § [230.113](#)
- § [230.115](#)
- § [230.117](#)
- § [230.119](#)
- § [230.121](#)
- [Appendix A to Subpart A](#)
- [Appendix B to Subpart A](#)