



**Minnesota Department of Transportation Office of Civil Rights  
On-the-Job Training Program**

**Trainee Application**

The MnDOT On-the-Job Training (OJT) Program establishes training programs targeted to move women, minorities, and disadvantaged persons into journey-level positions and to address the historical under-representation of members of these groups in highway heavy construction.

The *Trainee Application* is required to be submitted for each trainee within 30 days of the trainee start date. The application is to be completed by each contractor contributing to the OJT goal and submitted by the prime contractor via email to the OJT Program Coordinator identified below.

**Project Information**

**SP/SAP Number:** \_\_\_\_\_ **County:** \_\_\_\_\_ **District:** \_\_\_\_\_

**Est. Start Date:** \_\_\_\_\_ **Est. End Date:** \_\_\_\_\_ **OJT Trainee Goal:** \_\_\_\_\_ **OJT Hours Goal:** \_\_\_\_\_

**Prime Contractor Information**

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**EEO Officer:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Subcontractor Information**

*Only complete if subcontractor is assisting prime contractor in reaching OJT goal*

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**EEO Officer:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Trainee Information**

**Name:** \_\_\_\_\_ **Ethnicity:** \_\_\_\_\_ **Gender:** \_\_\_\_\_ **SSN (last four):** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Est. Start Date:** \_\_\_\_\_ **Est. End Date:** \_\_\_\_\_ **Est. Number of Training Hours Assigned:** \_\_\_\_\_

**Trade Classification:** \_\_\_\_\_ **Is trainee part of a union:** \_\_\_\_\_

**If trainee is not part of a union, indicate how many hours the trainee has worked in the identified trade:**

**Has trainee been previously approved and enrolled in the MnDOT OJT Program?**

If yes, please mark the year(s) that the trainee was enrolled:      **2013**      **2014**      **2015**      **2016**      **2017**

Equal Opportunity Employer

**Trainee Information Continued**

*Only complete if trainee graduated from a MnDOT OJT Supportive Services Training Program*

**MnDOT OJT Supportive Services Graduate:****Graduation Year:****If trainee completed a MnDOT OJT Supportive Services Training Program, will the trainee be assigned a mentor?****Yes****No****Mentor Name:****Email:****Phone:****Required Documentation**

If trainee is enrolled in a U.S. Department of Labor and Industry (DOL) approved apprenticeship training program **please submit a copy of the *Apprenticeship Agreement Certificate* with this application** and check the appropriate box below.

*I have attached a copy of the Apprenticeship Agreement Certificate.*

*I have **not** attached a copy of the Apprenticeship Agreement Certificate.*

If the trade(s) identified at pre-award has changed, please submit a revised: (i) *OJT Program Proposal* form, and (ii) union/company training plan and check the appropriate box below.

*The trades identified pre-award have changed.*

*The trades identified pre-award have **not** changed.*

**Reimbursement**

Prime contractors will only be reimbursed for trainee hours worked in the trade that the trainee was approved for. Subcontractors may assist the prime contractor in reaching the OJT goal.

The prime contractor may be reimbursed at the following rates:

*\$1 per hour:* approved OJT trainee

*\$5 per hour:* approved OJT trainee + graduate of MnDOT OJT Supportive Services Training Program

*\$10 per hour:* approved OJT trainee + graduate of MnDOT OJT Supportive Services Training Program + mentor

The effective date for OJT reimbursement will be indicated on the the OJT Trainee Approval Letter provided to you by MnDOT OCR.

**Return Completed Application To:****OJT Program Coordinator:****Email (preferred):****Fax:****Phone:****Mail:** MnDOT Office of Civil Rights, 395 John Ireland Blvd., MS 170, St. Paul, MN 55155