



## ON-THE-JOB TRAINING (OJT) PROGRAM MANUAL

## **OJT PROGRAM CONTACT INFORMATION**

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## 1.1 Definitions

**Contractor** means “prime” contractor.

**Disadvantaged Person** means an individual or family that meets the Department of Health and Human Services poverty guidelines. These guidelines are updated at least annually and will be utilized as the eligibility criterion for the On-the-Job Training (OJT) Program.

**Division Administrator** means the chief Federal Highway Administration (FHWA) official assigned to conduct FHWA business in a particular State.

**DOT** means the U.S. Department of Transportation, including FHWA.

**Federal-Aid Contract** is any contract between the Indiana Department of Transportation (INDOT) and a contractor that is paid for in whole or in part with DOT assistance.

**Journeyman** means a person who is capable of performing all the duties within a given job classification or craft.

**Minorities** mean the following categories for reporting data on race and ethnicity: American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander.

**Supportive Services** means those services provided in connection with approved on-the-job training programs for highway construction workers and highway contractors which are designed to increase the overall effectiveness of training programs through the performance of various functions necessary to the program, but which are not generally considered part of the actual on-the-job training.

**Trainee** means a person who received on-the-job training through an approved on-the-job training program.

**Training Program** means any training or apprentice program that meets the standards set forth in 23 CFR 230 and has been approved by either the FHWA Division Administrator or U.S. Department of Labor.





## 1.2 Introduction to On-the-Job Training (OJT) Program

The On-the-Job (OJT) Training program is a federal USDOT program to promote the training and hiring of minorities, females and disadvantage white males within the heavy highway construction industry. There is a vast need for these individuals across the industry. INDOT promotes the OJT program within all its federal-aid contracts for prime contractors to participate and meet an annual OJT goal.

The OJT program is related to the FHWA 1391 reporting form in that they both are used to collect data on the workforce and training in the construction industry. The OJT program's goals include increasing training opportunities for women, minorities and disadvantaged individuals. FHWA requires State DOTs to submit annual OJT reports that describes their accomplishments and includes demographic information for each trainee or apprentice.

## 1.3 Policy Statement

The Indiana Department of Transportation is committed to supporting the growth and development of the highway construction industry through on-the-job training opportunities and experiences. A strong, diverse workforce is vital to building and maintaining Indiana's transportation network, allowing for the safe, efficient movement of goods, people, and services across the Hoosier state and beyond.

As the state and overall industry maintain momentum, the need for qualified, skilled workers continues. The agency's On-the-Job (OJT) Training program remains an essential resource in increasing exposure to highway construction amongst minorities, women, and economically disadvantaged persons, further cultivating potential candidates for a multitude of skilled positions industry-wide.

Michael Smith  
Commissioner, INDOT  
October 16, 2024



#### 1.4 Nondiscrimination in Programs and Activities

**Title VI of the Civil Rights Act of 1964** - Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color or national origin in programs or activities which receive federal financial assistance.

**Title VII of the Civil Rights Act of 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** - Section II (Nondiscrimination) of Form FHWA-1273 sets forth a contractor's minimum Equal Employment Opportunity requirements. These include acceptance of a general operating policy that prohibits discrimination based on race, color, religion, sex, national origin, age, sexual orientation, gender identity or disability.

**23 CFR 230** - The provisions of 23 CFR 230 are applicable to all state highway agencies that receive federal financial assistance in connection with highway construction projects.



## 1.5 Program Objective

The primary objective of the OJT Program is a contractor-based program to offer equal opportunity for the training and upgrading of minorities, women, and disadvantaged persons toward journeymen status in the highway construction trades. The OJT Program has been developed in accordance with 23 CFR 230, Appendix B to Subpart A (Training Special Provisions) and is administered by INDOT's Business Opportunity Initiatives Division.

## 1.6 Program Summary

INDOT's OJT Program fulfills its objective by implementing a program that is dynamic and addresses constraints through the following elements:

- INDOT's OJT program is a contractor-based program.
- Affords contractors maximum flexibility in assignment of trainees.
- Encourages contractors to select individual trainees who can become members of the contractor's regular workforce upon successful completion of their approved training program.
- Emphasizes training in skilled-craft classifications using training programs approved by the United States Department of Labor (USDOL).
- Monitors the quality of training each individual receives.
- Assists contractors with addressing their EEO goals through training of minorities, women, and disadvantaged individuals.
- Encourages systematic and direct recruitment of trainees through a variety of referral sources.

INDOT allows contractors the most flexible use of contract hours using a program year of December 1 – November 30.

### Contractor Annual Reporting Timeline

**All reports are to be submitted to INDOT electronically within the On-the-Job Training application in ITAP. No paper forms are accepted.**

Partnership Agreement	must be submitted to INDOT for approval by Jan. 31 <b>**If a brand-new prime contractor, the goal will be set manually**</b>
OJT Trainee Introduction Form	must be submitted to INDOT at time of hire for approval into OJT Program
OJT Trainee Termination/Completion Form	must be submitted to INDOT whenever a trainee is terminated or successfully completes their training program

OJT Monthly Project Report	reflects the number of training hours (both INDOT and non-INDOT) acquired by all trainees for a given month. The report must be submitted to INDOT <b>by the 10<sup>th</sup> day of each month</b> following the month being reported. For example, March reports are due by April 10 <sup>th</sup>
Annual OJT Training Report	provides an annual summary of the contractor's OJT performance. The report must be submitted to INDOT <b>within 10 days of receipt</b>

**\*\*Only those contractors who are actively working on INDOT federal-aid contracts with a total value of \$3,000,000 or more are required to enroll in the OJT program. But all contractors are welcome to participate in the OJT program.**

## 1.7 External Workforce Programs & Contacts

INDOT utilizes its OJT/Supportive Services funding to provide programming for high school students and for an introduction to heavy highway construction for adult learners.

INDOT has programs for both adults and youth in high school to receive training and certifications in the heavy highway construction industry. Information regarding all of INDOT's external workforce programming can be found on the INDOT website.

<https://www.in.gov/indot/doing-business-with-indot/equity-initiative-services/external-workforce-programming/>

### INDOT External Workforce Programming Contacts

Andrew Nichols  
Workforce Programs Manager  
[Anichols2@indot.in.gov](mailto:Anichols2@indot.in.gov)

Kael Sherwood  
Workforce & Education Specialist  
[ksherwood@indot.in.gov](mailto:ksherwood@indot.in.gov)





## 1.8 Approved USDOL OJT Training Program Information

For the purposes of the OJT program, INDOT only accepts minority, female and economically disadvantaged individual trainees enrolled in a USDOL approved training program. For a full list of approved programs, see USDOL's website. Indiana approved programs are listed here: <https://www.apprenticeship.gov/finder/active-program/listings?searchType=active-programs&search=&location=indiana>. However, any USDOL approved training program is acceptable.

## 1.9 Goal Methodology

**\*\*Only those contractors who are actively working on INDOT federal-aid contracts with a total value of \$3,000,000 or more are required to enroll in the OJT program.**

**INDOT does not approve individual OJT programs and defers solely to the USDOL recognized programs.**

### INDOT Annual Goal Methodology

For the purposes of a **pilot** goal in the 2025-2026 construction season, INDOT will determine an overall goal by adding the hours reported for all OJT enrollees for December of the prior year plus January to November of the current year. (Example: December 2023 + January 2024 + November 2024 = 2025 overall annual goal). The goal will be submitted to FHWA for approval by December 1, 2024. FHWA will approve the annual goal by January 1, 2025.

### Contractor Annual Goal Methodology

For this **pilot year** goal, INDOT will establish an annual training goal each year in which the contractor is working on a federal-aid contract in the State of Indiana. This annual training commitment will consist of a hour component and a trainee component. The hour component will be calculated by averaging the three-year work history on INDOT federal-aid contracts. For new contractors, the hour component will be calculated by averaging a 20-hour work week multiplied by a 28-week construction season to get a 560-hour goal per trainee. The trainee goal will be calculated by taking the current three-year work history average number of hours worked in the highway construction trades on federal-aid contracts in the State of Indiana (as a prime or subcontractor) and dividing it by the 560 hours per trainee goal to get the number of trainees goal the contractor is required to have for the year. If a contractor does not have a current 3-year history, INDOT will establish the annual training goal at the time the contractor is awarded its first contract for that year.

**Trainee Goal Formula Example:** 20-hour work week x 28 weeks in construction season = 560 hours per trainee

Take average number of INDOT 3-year work history / 560 to get number of trainee goal = number of trainees goal

**\*\*Only those contractors who are actively working on INDOT federal-aid contracts with a total value of \$3,000,000 or more are required to enroll in the OJT program.**

## **\*\*Federal Program Requirement\*\***

INDOT will require all OJT program participants to submit an executed copy of their United States Department of Labor (USDOL) approved training program concurrent with their OJT partnership agreement. The submission of this document will assist INDOT by providing evidence that the trainee hours claimed are part of an approved program and decrease the potential for misrepresentation or fraud in the OJT program. If you are a union firm, please provide copies of your union agreements. If you are a non-union firm, please provide a copy of your approved training program. Should your firm not have an approved training program in place, please contact Tiffanie Clawson with USDOL at [Clawson.Tiffanie.L@dol.gov](mailto:Clawson.Tiffanie.L@dol.gov) or 317-226-7003 to determine if an approved training program is available for your line of work. USDOL will assist firms to enroll in an appropriate program and will supply proper documentation to verify enrollment.

### **1.10 Trainee Eligibility**

No individual will be employed as a trainee in any classification in which he/she has successfully completed a training program or in which he/she has been employed as a journeyman.

### **1.11 Trainee Selection Procedures**

The contractor shall make every effort to enroll minorities, women, and disadvantaged persons into their training programs by conducting systematic and direct recruitment through public and private sources (e.g., partnerships with trade groups, minority and women organizations, community-based organizations, and employment agencies) 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 Provisions. 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.

INDOT provides information regarding the racial, ethnic and trade classification breakdown of the heavy highway construction workforce on our website.

INDOT educates new contractors and contractors within their 3–5-year review cycle about the prime contractor obligations at the contractor EEO reviews. INDOT also conducts training workshops, and encourages the ability to recruit minorities, females, and individuals below the federal poverty threshold through INDOT's external workforce programs.

### **1.12 Trainee Wage Rates**

Trainees will be paid at the appropriate percentage of the journeyman's rate specified in the federal-aid contract for the job classification involved. First and second quarter trainees will be paid at 60%, third quarter trainees will be paid at 75%, and fourth quarter trainees will be paid at 90% of the journeyman rate of the job classification.

INDOT does not provide any reimbursement for participation in the federal OJT program.

### 1.13 Training Goal Credit

INDOT strongly encourages contractors to utilize trainees on all their projects. **Training credit will be allowed for each eligible trainee employed on any project within the State of Indiana (i.e., federal-aid, municipality, private, etc.).** The prime contractor must utilize its own workforce to fulfill its OJT goal requirement. Prime contractors should encourage their subcontractors, who are not already enrolled in the OJT program, to voluntarily enroll in the OJT program to report their trainee hours on INDOT and non-INDOT work as well. Although prime contractors do not receive credit for the training hours reported by their subcontractors, the voluntary enrollment and reporting will help provide a more accurate representation of the heavy highway construction workforce.

**INDOT will require all OJT program participants to submit an executed copy of their United States Department of Labor (USDOL) approved OJT training program concurrent with their OJT partnership agreement. The submission of this document will assist INDOT by providing evidence that the trainee hours claimed are part of an approved program and decrease the potential for misrepresentation or fraud in the OJT program. If you are a union firm, please provide copies of your union agreements. If you are a non-union firm, please provide a copy of your approved training program. Should your firm not have an approved training program in place, please contact Tiffanie Clawson with USDOL at [Clawson.Tiffanie.L@dol.gov](mailto:Clawson.Tiffanie.L@dol.gov) or 317-226-7003 to determine if an approved training program is available for your line of work. USDOL will assist firms to enroll in an appropriate program and will supply proper documentation to verify enrollment.**

The contractor must submit the trainee introduction form prior to the trainee working on site for approval by INDOT. Once approval is received from INDOT the contractor must submit all required monthly reporting for the trainee hours to go towards the OJT goal.

A copy of the step-by-step instructions for the On-the-Job Training application in the Indiana Technical Assistance Pathway (ITAP) is attached.



### 1.14 Contractor Responsibilities

Contractor responsibilities in implementing the Training Special Provisions include the following:

- The number of trainees shall be distributed among the work classifications on the basis of the contractor's needs and the availability of journeymen in the various classifications within a reasonable area of recruitment.
- The ratio of trainees to journeymen shall not be greater than permitted by the terms of the approved training program.
- The contractor will periodically review the training and promotional opportunities for minorities, women, and disadvantaged employees and will encourage eligible employees to apply for such opportunities.
- The contractor will advise employees and applicants for employment of available training programs and entrance requirements.
- The contractor shall furnish each trainee with a copy of the training program he/she is enrolled.
- If a trainee is terminated, the contractor is required to make good faith efforts to replace the trainee.
- Contractors are required to have an approved training program prior to working on a federal-aid contract.
- Contractors are required to follow the USDOL ratio rules for journeymen to apprentices on the jobsites. The chart shows the ratio breakdown for each trade classification.

OCCUPATION	HOURS	RATIO: JORNEY WORKER:APPRENTICE
Bricklayer	6000	1:1
Carpenters	8000	1:1
Cement Masons	5600	2:1
Electricians	8000	1:1
Construction Craft Laborers	4000	1:1
Millwrights	8000	1:1
Operating Engineers	6000	6:1
Painters	6000	1:1
Structural Steel/Ironworkers	8000	4:1
Pipefitter	8500	1:1
Mechanics	8000	1:1

### 1.15 Good Faith Efforts

If a contractor does not or cannot achieve its annual training goal, it must provide adequate Good Faith Efforts documentation. Good Faith Efforts are those efforts designed to achieve equal opportunity through positive, aggressive, and continuous result-oriented measures. Good Faith Efforts should be taken as new trainee opportunities become available.



INDOT will consider all contractors' documentation of Good Faith Efforts on a case-by-case basis. Consideration will be given to the following:

- Availability of minorities, females, and disadvantaged persons for training opportunities.
- The potential for effective training.
- Dollar value and length of contract.
- Total workforce that the average bidder could be expected to use.
- Geographic location.
- Type of work.
- The need for journey-level individuals in the area.

Good Faith Efforts may include, but are not limited to:

- Contact minority and female employees to gain referrals on other minority and female applicants.
- Contact minority and female recruitment sources when hiring opportunities arise.
- Upgrade minority and female unskilled workers into the skilled classifications when possible.
- Review and follow up on previously received applications from minorities and females when hiring opportunities arise.
- Maintain documentation of efforts made to achieve diversity in the workforce.

It is the prime contractor's responsibility to evaluate good faith efforts each time a termination occurs. Good faith efforts are required when reporting a termination in two different scenarios:

- If the total number of goal hours is not attained a GFE is required on how you plan to achieve the goal.
- If the total number of start trainees + plus mid-year trainees – terminations is not equal to or greater than the start number of trainees a GFE is required to replace the trainee.

#### **1.16 Program Monitoring and Sanctions for Noncompliance**

INDOT will continuously monitor contractor compliance with the goal and objectives outlined in the OJT Program. If a contractor can demonstrate that it achieved its annual training goal or that it made adequate Good Faith Efforts to do so, then INDOT will make the determination that the contractor is in compliance with the OJT program.

Where a contractor has neither achieved its training goal nor submitted adequate Good Faith Efforts documentation, INDOT will issue a Show Cause Notice for noncompliance and require the contractor to

explain the deficiency and/or submit a written Corrective Action Plan outlining the actions it will undertake to prevent future recurrence. If a contractor fails or refuses to submit a Corrective Action Plan within 30 calendar days of receiving the Show Cause Notice, INDOT may impose administrative sanctions. The contractor will receive a letter requesting monthly reports be sent directly to the OJT Program Manager & the Prequalification Director. Should these reporting expectations not be met administrative sanctions will be put in place. Administrative sanctions for noncompliance may include: referral to the Prequalification Committee, liquidated damages, withholding of progress payments, termination or cancellation of contracts, and removal of prequalification status or inability to bid on future contracting opportunities.

### 1.17 Contractor Reporting Requirements

**OJT Trainee Introduction Form** – must be submitted to INDOT at time of hire for approval into OJT Program. Trainee hours may not be claimed until they are approved by INDOT.

**OJT Trainee Termination/Completion Form** – must be submitted to INDOT whenever a trainee is terminated or successfully completes their training program.

**Monthly OJT Project Report** – reflects the number of training hours (both INDOT and non-INDOT) acquired by trainees for a given month. The report must be submitted to INDOT **by the 10<sup>th</sup> day of each month** following the month being reported regardless of hours to report. For example, March reports are due by April 10<sup>th</sup>.

**Quarterly OJT Trainee Evaluation Form** – provides a quarterly assessment of the trainee. The report must be submitted to INDOT **by the 10<sup>th</sup> day of each month** following the quarter being reported. For example, first quarter (January-March) reports are due by April 10<sup>th</sup>.

**Annual OJT Training Report** – provides an annual summary of the contractor's OJT performance. The report must be submitted to INDOT **due January 15<sup>th</sup>**.

**REPORTS ARE DUE AS INDICATED ABOVE REGARDLESS OF ACTIVITY.**

### 1.18 INDOT and FHWA Reporting Requirements

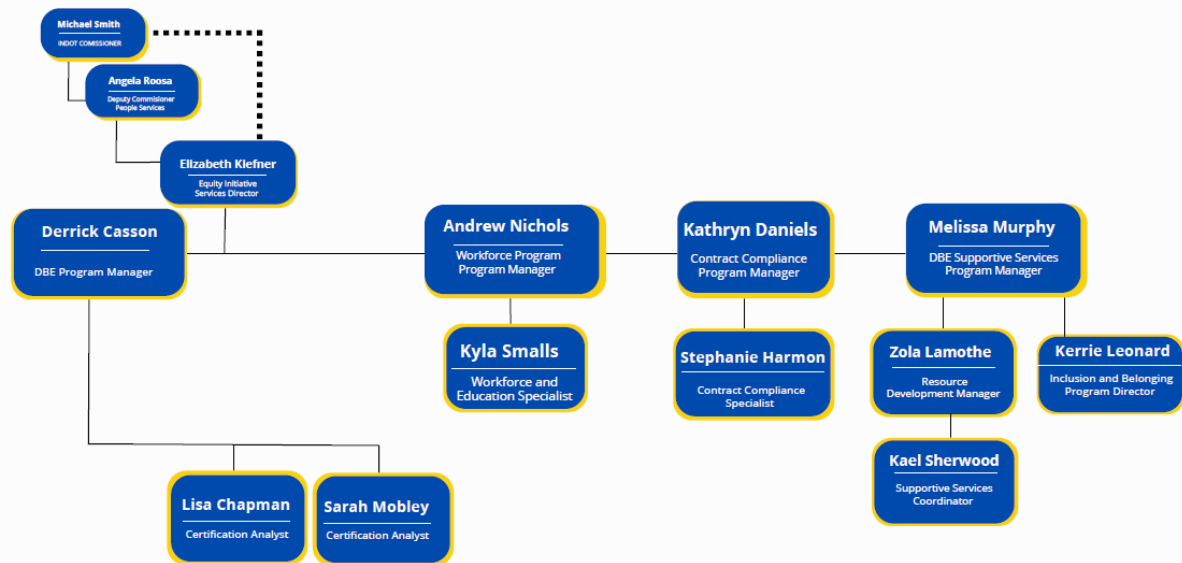
INDOT is required to report annually to FHWA the overall progress of the OJT program for the calendar year. This report is due by January 31<sup>st</sup> each year. FHWA and USDOT utilizes this information to assess the overall national OJT program to identify strengths and weaknesses throughout the program so tools and trainings can be developed to assist State DOTs and contractors.

### 1.19 Records

The contractor shall retain all training and reporting records relating to its annual training commitment for a period of three years. Such records shall be available at reasonable times and places for inspection by authorized representatives of INDOT and FHWA.



## BUSINESS OPPORTUNITY INITIATIVES ORGANIZATIONAL CHART





## **On-the-Job Training Application Training Manual**

In March 2025, INDOT updated the automated On-the-Job Training (OJT) Program in Indiana Technical Assistance Portal (ITAP) to comply with the newly updated federal regulations for the OJT program. This manual provides step by step directions and screen shots for enrollment and processing of INDOT's OJT Program. For questions, please contact [OJT@indot.in.gov](mailto:OJT@indot.in.gov).

### **Table of Contents:**

- Submitted the Annual Partnership Agreement & Approved Training Program(s)
- How to Submit Trainee Introductions
- How to Submit Monthly Project & Trainee Hour Reports
- How to Submit Quarterly Reports
- How to Submit Trainee Termination/Completions
- How to Submit the Annual Report
- Audit
- Contact Information



This is what the updated contractor main page looks like when you log into the OJT application. On this page you can see the firm's trainee & hours goals, numbers attained for each goal & the completion percentage for each goal. You have a Forms box with each of the different forms used for the OJT program. You can click on each of the forms to access those items further. You also have a Contact Information box for you to enter your firm's EEO Officer &/or OJT Specialist's contact information. This information can be updated & saved at any point.

**Contractor Information - Lutting Bros., Inc.**

Number of Trainee Goal:	25	Number of Hours Goal:	700
Number of Trainees Attained:	0	Number of Hours Attained:	0
Trainee Goal Completion Percentage:	0%	Hour Goal Completion Percentage:	0%

**Forms**

- Partnership Agreements
- Terminations
- Quarterly Reports
- Annual Report
- Audit

**Contact Information**

Primary Contact Name: Michelle Zurely  
 Title: EEO Officer  
 Email: mzurely@luttingbros.com  
 Phone Number: (812) 836-4300

Secondary Contact Name:  
 Title:  
 Email:  
 Phone Number: (812) 836-4300

Buttons: Save, Cancel

- As you enter the trainee data throughout the year the goal information will reflect the totals & percentages towards the goals. The boxes will remain red until the goals are met. Once you meet a goal, the boxes will turn green.
- Before you can do anything in the OJT system, you must enter & save the Contract Information for your firm's EEO Officer &/or OJT Specialist.  
(Once this is saved the first time it will not have to be done again unless contacts need to be changed.)

- Submitting the Annual Partnership Agreement & Approved Training Program(s)**

- Before any OJT reporting can be completed, you must review & submit your annual Partnership Agreement and attach all approved training programs. Remember, only prime contractors with active federally funded INDOT contracts are required to enroll in the OJT program.

**Contractor Information - Phoenix Associates, Inc.**

Number of Trainee Goal:	20	Number of Hours Goal:	756
Number of Trainees Attained:	0	Number of Hours Attained:	0
Trainee Goal Completion Percentage:	0%	Hour Goal Completion Percentage:	0%

**Forms**


- Partnership Agreements
- Terminations
- Quarterly Reports
- Annual Report
- Audit

**Contact Information**

Primary Contact Name: Andrew S. Sarny  
 Title: Controller  
 Email: asarny@phoenixassociatesinc.co  
 Phone Number: (216) 436-3000

Secondary Contact Name: Matthew S. Jones  
 Title: President  
 Email: mjones@phoenixassociatesinc.co  
 Phone Number: (216) 436-3000

Buttons: Save, Cancel

- To review & submit the Partnership Agreement, click on "Partnership Agreements" in the left Forms box.
- Once on the Partnership Agreements page, click the  icon to start a new Partnership Agreement for the calendar year.
- The annual hours goal will automatically be calculated based on your company's previous 3-year work history. All the work history data will auto populate if you have submitted a Partnership Agreement in the

previous three years. The annual trainee goal is calculated utilizing the 3-year work history divided by 560 hours.

- i. The annual trainee goal is a new requirement from FHWA.
- e. You will have to review the INDOT Program Manual document. There is a link to click to review that document under the current year of the Partnership Agreement.
- f. You must also attach your approved training program(s) (union agreements if union firms) before the system will allow you to submit the Partnership Agreement.
- g. You must check (✓) that you agree to the terms since physical signatures are no longer required.
- h. Then click the submit button. The system will not allow submission if any of the items are missing & will tell you what is missing.

The screenshot shows the 'Partnership Agreements' form. The contractor is 'Milestone Contractors, LP' and the year is '2025'. A link to the 'INDOT Program TSP - Full Manual 2024.pdf' is circled in red. Step 1 requires determining the total number of hours worked in highway construction trades on INDOT federal-aid contracts for the past three years. A table shows the hours for 2022 (732201), 2023 (784331), and 2024 (852198). Step 2 shows the calculation: (732201 + 784331 + 852198) / 3 = 789576. Step 3 shows the 'Hours Goal' as 789576. Step 4 shows the 'Trainee Goal' as 1410. The 'Approved Training Program' section has a 'Select files...' button circled in red, a checkbox for agreement circled in red, and a 'Submit' button circled in red.

Hours Worked During	2022 Hours	2023 Hours	2024 Hours
Total	732201	784331	852198

Step 2: Add the total number of hours from each year and divide it by three (3):

732201 + 784331 + 852198 = 2368730 / 3 = 789576 Average Hours

Step 3: Hours Goal 789576 Hours Goal

Step 4: Trainee Goal = Average three-year work history from step 2 divided by 560 hours (20 hours work week \* 28 weeks in construction season)

Trainee Goal 1410 Trainee Goal

Approved Training Program:

Select files...

☐ I agree by agree all the terms and conditions contained herein and affirm under penalty and the perjury that the information stated above is true and accurate.

Submit

## • How to Submit Trainee Introductions


















- a. To access the Trainee data, click on "Trainees" in the Forms box.

The screenshot shows a 'Forms' menu with the following options: 'Trainees', 'Partnership Agreements', 'Monthly Projects', 'Terminations', 'Quarterly Reports', 'Annual Report', and 'Audit'. The 'Trainees' option is highlighted with a red box.

- b. To add a new trainee, click on the  to open the Add/Edit Trainee box.

Home / Trainees

Trainees

Actions	Full Name	Trainee Status	Employee Status	Race/Ethnicity	Gender	Hire / Re-Hire Date	Trade/Class	Types of Training Program	Total Hours Worked	Total training Hours for Trade Classification
  	Hoskins, Rodrick R	Approved	Quit	Black or African American	Male	03/25/2021	Construction Craft Laborers	USDOL Approved	127	4000
 	Martin, Jason Q	Approved	Quit	Black or African American	Male	05/03/2021	Carpenters	FHWA Approved	140	8000
  	Gi, Jesus	Approved	New Hire	Hispanic or Latino	Male	06/01/2021	Construction Craft Laborers	USDOL Approved	5699	4000
  	Ortiz, Gabriel A	Approved	New Hire	Hispanic or Latino	Male	05/15/2023	Construction Craft Laborers	FHWA Approved	2272	4000
 	MARTINEZ, AUGUSTIN	Approved	Quit	Hispanic or Latino	Male	05/06/2024	Construction Craft Laborers	USDOL Approved	159	4000
 	MBOBOSHI, GUSTAVE K	Approved	Quit	Black or African American	Male	05/02/2024	Construction Craft Laborers	USDOL Approved	3064	4000
 	LEMUS, JOSHUA F	Approved	Completed	Hispanic or Latino	Male	01/24/2006	Construction Craft Laborers	USDOL Approved	0	4000

Page 1 of 1 10 Items per page 1 - 7 of 7 Items

- c. Fill in all the fields. They are all required to save the trainee. The “Total training Hours for Trade Classification” field will automatically populate based on the trade classification selected. Once all fields are completed, make sure the Auto Submit box is checked & hit Save.
- i. The trainee will go to the INDOT Contract Compliance Manager for approval.

Add / Edit Trainee

First Name

Middle Initial

☐ Do not have a middle name

Last Name

Employee Status

Race/Ethnicity

Gender

Hire / Rehire Date

Previous Training Hours

Does trainee have any experience performing work under the approved program?

Trade Classification of Trainee

Total training Hours for Trade Classification

Types of Training Program

How was Trainee Referred

Has Trainee Received Copy of Training Program












Union Affiliation (Enter N/A if Not Applicable):

☒ Auto Submit

- d. Once the trainee is approved, you will see the trainee record in your trainees list.

Home / Trainees

Trainees

Actions	Full Name	Trainee Status	Employee Status	Race/Ethnicity	Gender	Hire / Re-Hire Date	Trade/Class	Types of Training Program	Total Hours Worked	Total training Hours for Trade Classification
 	HUNT, ALEXANDRA K	Approved	Laid Off	White	Female	05/19/2021	Operating Engineers	USDOL Approved	158	6000
 	HAILEY, CAMRON J	Approved	Laid Off	Black or African American	Male	06/06/2022	Operating Engineers	FHWA Approved	305	6000
 	ARNOLD, JACKIE L	Approved	Laid Off	Hispanic or Latino	Female	07/31/2023	Operating Engineers	USDOL Approved	355	6000
 	Littoral, Regina N	Approved	Quit	White	Female	04/22/2024	Operating Engineers	USDOL Approved	4739	6000
  	JOHNSON, TRASHAN D	Approved	New Hire	Black or African American	Male	05/20/2024	Operating Engineers	USDOL Approved	970	6000


Page 1 of 1 10 Items per page 1 - 5 of 5 Items

- e. Repeat the trainee submission process for all new trainees.

- **How to Submit Monthly Project & Trainee Hours**

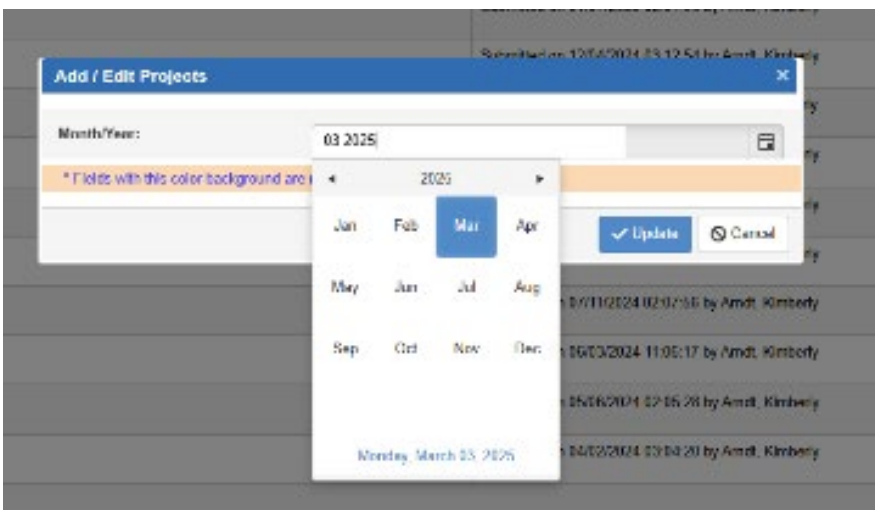
- To submit the monthly trainee hours & project information, click on “Monthly Projects” in the Forms box.



- When the Projects page opens it will show each month you have entered monthly data for. This is the area you will enter each of the trainee’s hours & the project data. Click the  icon to start a new monthly report.


A screenshot of the 'Projects' page in a web application. At the top left, there is a '+ ' icon in a blue box, which is highlighted with a red rectangle. Below this is a table with columns: 'Actions', 'Month/Year', and 'Submitted By'. The table lists months from December 2024 down to March 2024. Each row has an edit icon in the 'Actions' column and a submission timestamp and user name in the 'Submitted By' column. At the bottom, there is a pagination bar showing 'Page 1 of 5' and '10 items per page'.

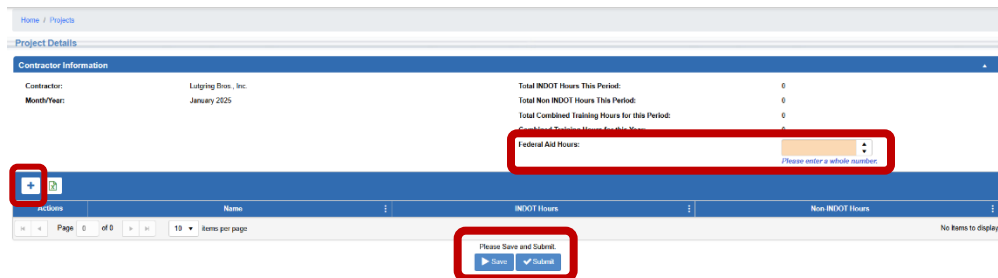
- Select the month/year you are wanting to report on & click update.




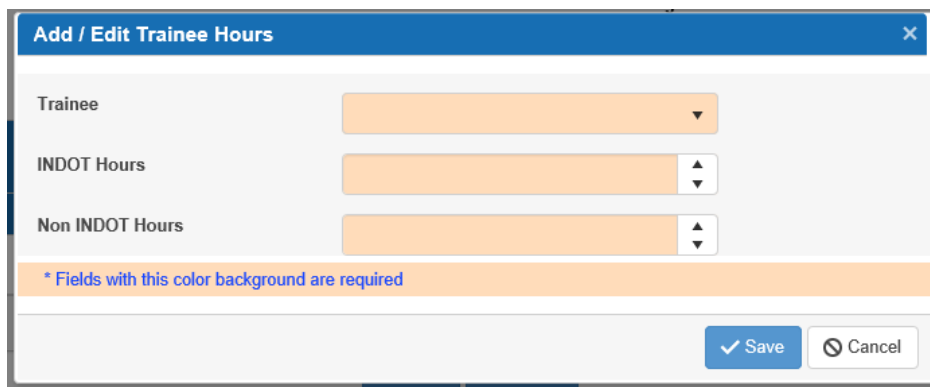
- Once you have added the month you want to start reporting on, that report will now be listed in the report listing on the Projects page. You will be able to edit the monthly reports until the annual report is submitted.



- e. To start adding data to the monthly report, click the  icon. This will open the Projects Details page. On this page you will add each trainee with hours to report for the month as well as report the federal aid hours worked for that month.




- f. You will need to enter the total of federal aid hours worked for the month you are reporting. The system will **not let** you submit until that information is provided.
- g. To add trainee hours worked for the month, click on the  icon. This will open the “Add/Edit Trainee Hours” box. You can select the trainee you are reporting on from the Trainee dropdown box, enter the number of INDOT hours worked & the number of Non INDOT Hours worked. Then hit save. Repeat this step for all trainees you need to report on for the month.



- h. Once you have entered all trainees for the month & the federal aid hours for the month you will then hit save & then submit.

## • How to Submit Quarterly Reports


- a. To submit the quarterly reports, click on “Quarterly Reports” in the Forms box.



- b. To add a quarterly report for a trainee, click on the  icon. This will open the Quarterly Report page.

Home / Quarterly Report

Quarterly Report

**+** 

Actions	Name	Year	Quarter	Attendance	Attitude	Job Knowledge	Use of Time	Handling	Observance	Appearance
No items to display										

Page 0 of 0 10 Items per page

- c. On this page select the trainee from the trainee dropdown menu, select the quarter you are reporting for & then grade them using the sliding scales for each category. There is also a comment box available, if needed. Once finished, hit save.

Quarterly Report

Name:

Performance Ratings:  
 1,2,3 = Poor Performance  
 4,5,6,7 = Average Performance  
 8,9,10 = Good Performance


Quarter:




Performance Type	Rating
Attendance	<input type="text" value="1 2 3 4 5 6 7 8 9 10"/>
Attitude Toward Co-Worker & Employer	<input type="text" value="1 2 3 4 5 6 7 8 9 10"/>
Job Knowledge	<input type="text" value="1 2 3 4 5 6 7 8 9 10"/>
Use of Time	<input type="text" value="1 2 3 4 5 6 7 8 9 10"/>
Handling of Tools, Equipment & Material	<input type="text" value="1 2 3 4 5 6 7 8 9 10"/>
Observance of Safety Rules	<input type="text" value="1 2 3 4 5 6 7 8 9 10"/>
Professional Appearance/Preparedness	<input type="text" value="1 2 3 4 5 6 7 8 9 10"/>
Overall Ability	<input type="text" value="1 2 3 4 5 6 7 8 9 10"/>

Comments:

- d. Once the quarterly report is saved, it will show up on the Quarterly Report page in the listing.

Quarterly Report

**+** 

Actions	Name	Year	Quarter	Attendance	Attitude	Job Knowledge	Use of Time	Handling	Observance	Appearance	Overall Ability	Comments
  	Mobley, Sarah J	2025	Q1	10	10	8	10	10	10	10	10	Does well


Page 1 of 1 10 Items per page 1 - 1 of 1 items

## • How to Submit Trainee Termination/Completions

- a. To submit a trainee termination/completion form, click on “Terminations” in the Forms box.

Forms

- Trainees
- Partnership Agreements
- Monthly Projects
- Terminations**
- Quarterly Reports
- Annual Report
- Audit

- b. Once you are on the Terminations page, to add a new trainee termination/completion form click on the  icon. This will open the “Add Trainee Termination” form.

Home / Terminations

Terminations

Actions	Trainee Name	Sex	Racial ethnicity	Termination Complete Date	Total Hours Completed	Termination/Completion	Reason For Termination
No items to display							

Page 0 of 0 10 items per page

- c. On the Add Trainee Termination form, select the trainee from the dropdown menu. That trainee's information will population on the form. Select the termination/completion date, total hours completed, whether the trainee was fired, quit, laid off or completed & the reasoning. Once all that information is entered, hit "Update".

Add Trainee Termination

Name: John, John R

Sex: Male

Racial Ethnicity: Native Hawaiian or Pacific Islander

Trade Classification: Construction Craft Laborers

Total Training Hours Required for Classification: 4000

Termination/Completion Date: 3/16/2021

Total Hours Completed: 30

Termination/Completion: Laid Off

Reason for Termination: Laid Off

Update Cancel

- d. The trainee termination record is then saved & shows on the Terminations page.

Home / Terminations

Terminations

Actions	Trainee Name	Sex	Racial ethnicity	Termination Complete Date	Total Hours Completed	Termination/Completion	Reason For Termination
	John, John R	Male	Native Hawaiian or Pacific Islander	03/17/2021	30	Laid Off	Laid Off


Page 1 of 1 10 items per page 1 - 1 of 1 items

## • How to Submit the Annual Report

- a. To access the Annual Report, click on "Annual Report" in the Forms box.

Forms

- Trainees
- Partnership Agreements
- Monthly Projects
- Terminations
- Quarterly Reports
- Annual Report
- Audit

- b. Once you are on the Annual Reports page, click the  icon to open the Annual Report for the current year. This page will show your company's name, year you are reporting on, the annual goal for hours & for trainees, hours attained, number of trainees, number of terminations, number of completions, and contains a comment box where you can add any additional comments as needed. There is also an upload option if good faith efforts are required. All summary data will be based upon the trainee data added by your company throughout the year.

- c. Once you have reviewed the report, hit “save” & “submit”. Once the report is submitted edits **cannot** be made to any monthly report or the annual report so review carefully prior to submission.
  - i. If there are issues with the report upon review for approval, you will be contacted for additional information.

## • Random Audits

- a. Each month the system will select 5% of contractors enrolled in OJT for the INDOT Contract Compliance Manager to audit. The system will select 5% of the approved trainees from those contractors to be reviewed. This new audit feature is to ensure the data you are reporting is accurate & correlates with the certified payrolls for the month as well. This is a new requirement of FHWA.
- b. When selected for an audit, you will be notified by the system that there is a random audit in process with the specific trainee(s) name(s) associated with the audit.
- c. To access the Audit, click on “Audit” in the Forms box.

- d. You will see the trainee(s) being audited on the Audit page.

Audit								
Contractor	Audit Report Firm Id		Status		Report Date			
5 Star Company, Inc.	1000		Reviewing		02/01/2025			
Actions	Contractor	Trainee	INDOT Hours	Non INDOT Hours	Response Date	Responded	Status	Status Date
	5 Star Company, Inc.	Stuetfrenberg, Paul R	106	64	02/04/2025	Yes	Pending Response	02/10/2025

- e. You will need to upload using the button. The upload should include a copy of the payrolls for the associated month along with any other coordinating documentation. This information will be uploaded for the INDOT Contract Compliance Manager’s review & approval for the audit.

- **Contact Information**

- a. Katie Daniels  
INDOT Contract Compliance Manager  
[ojt@indot.in.gov](mailto:ojt@indot.in.gov)  
(317) 914-2832