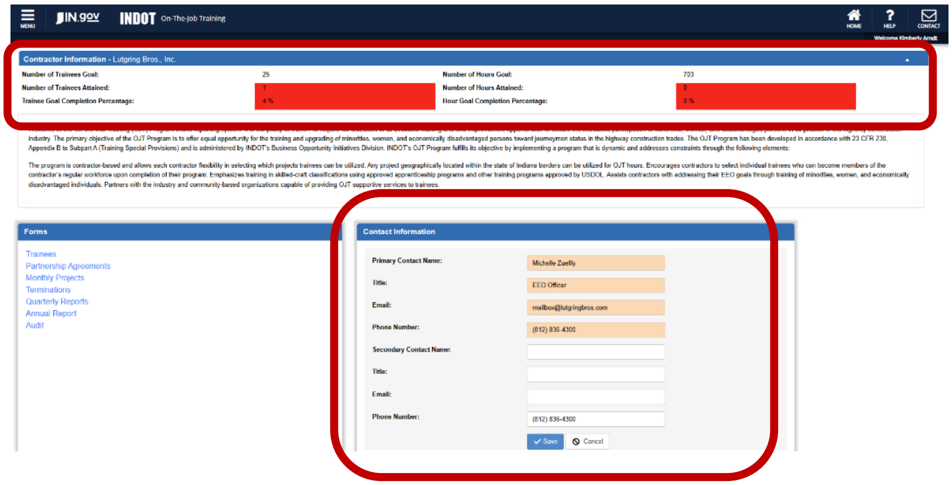
On-the-Job Training Application Training Manual

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**.

Table of Contents:

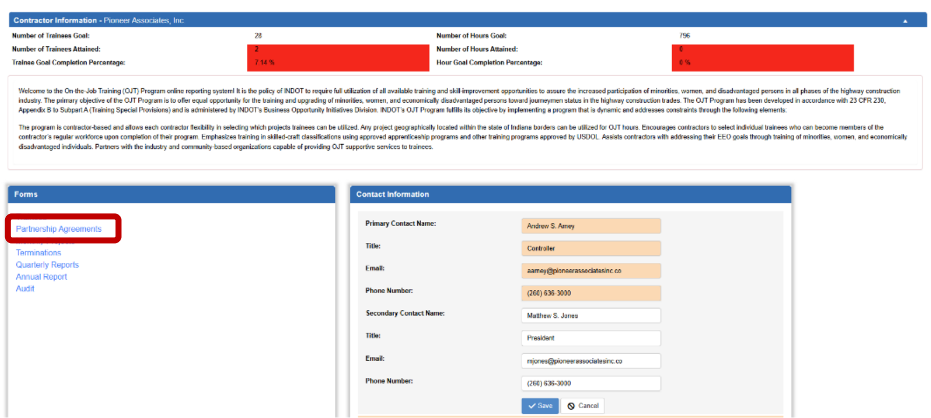
This is what the updated contractor main page looks like when you log into the OJT application. On this page you can see the firm's trainee & hours goals, numbers attained for each goal & the completion percentage for each goal. You have a Forms box with each of the different forms used for the OJT program. 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.



a. 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.
b. 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)**

a. 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.

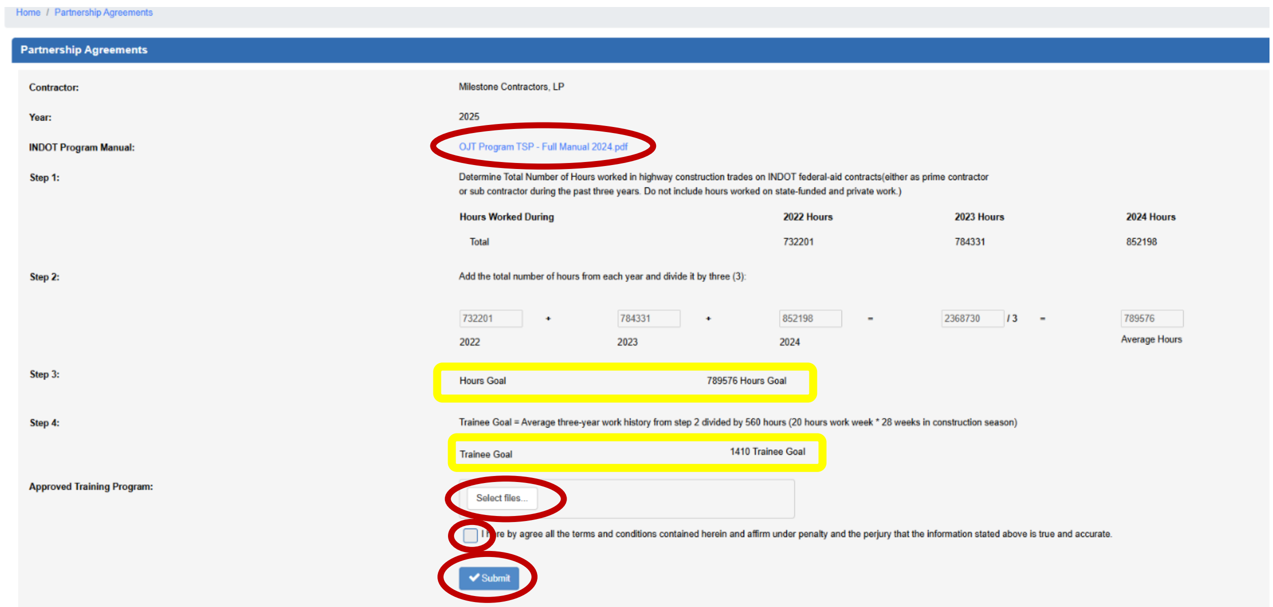


b. To review & submit the Partnership Agreement, click on "Partnership Agreements" in the left Forms box.
c. Once on the Partnership Agreements page, click the [+] icon to start a new Partnership Agreement for the calendar year.
d. The annual hours goal will automatically be calculated based on your 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.


Home / Partnership Agreements

Partnership Agreements

Contractor: Milestone Contractors, LP

Year: 2025

INDOT Program Manual: OJT Program TSP - Full Manual 2024.pdf

Step 1: Determine Total Number of Hours worked in highway construction trades on INDOT federal-aid contracts(either as prime contractor or sub contractor during the past three years. Do not include hours worked on state-funded and private work.)

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

2022 2023 2024 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

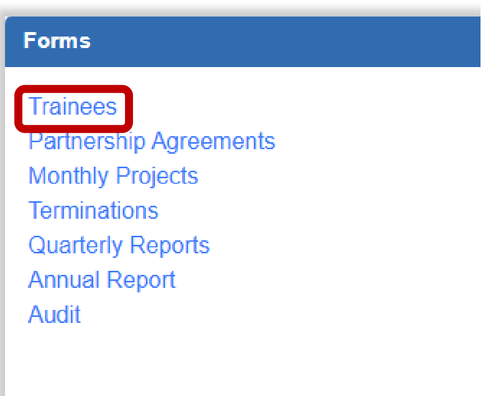
Approved Training Program: Select files...

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

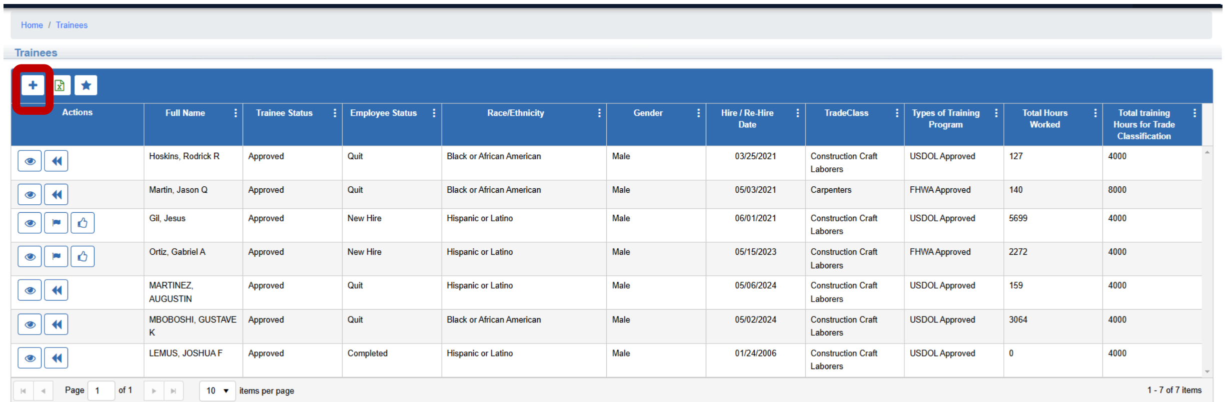
Submit

- **How to Submit Trainee Introductions**

a. To access the Trainee data, click on “Trainees” in the Forms box.



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	TradeClass	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
	Gil, 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

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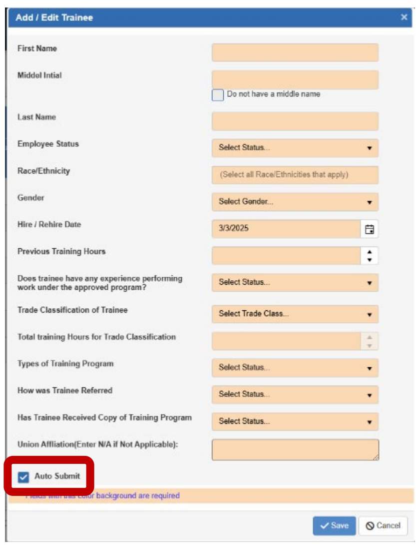
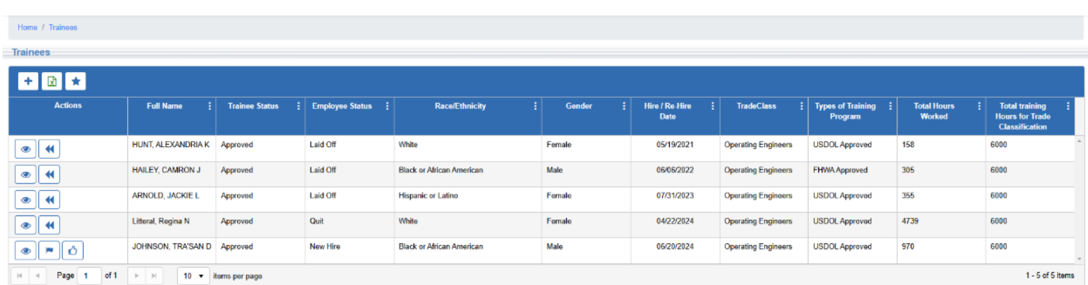
c. Fill in all the fields. They are all required to save the trainee. The “Total training Hours for Trade Classification” field will automatically populate based on the trade classification selected. Once all fields are completed, make sure the Auto Submit box is checked & hit Save.
    i. The trainee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



Add / Edit Trainee

First Name
Middel Intial
Do not have a middle name
Last Name
Employee Status — Select Status...
Race/Ethnicity — (Select all Race/Ethnicities that apply)
Gender — Select Gender...
Hire / Rehire Date — 3/3/2025
Previous Training Hours
Does trainee have any experience performing work under the approved program? — Select Status...
Trade Classification of Trainee — Select Trade Class...
Total training Hours for Trade Classification
Types of Training Program — Select Status...
How was Trainee Referred — Select Status...
Has Trainee Received Copy of Training Program — Select Status...
Union Affliation(Enter N/A if Not Applicable):
Auto Submit
background are required
Save Cancel

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	TradeClass	Types of Training Program	Total Hours Worked	Total training Hours for Trade Classification
	HUNT, ALEXANDRIA 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
	Litteral, Regina N	Approved	Quit	White	Female	04/22/2024	Operating Engineers	USDOL Approved	4739	6000
	JOHNSON, TRA'SAN D	Approved	New Hire	Black or African American	Male	06/20/2024	Operating Engineers	USDOL Approved	970	6000

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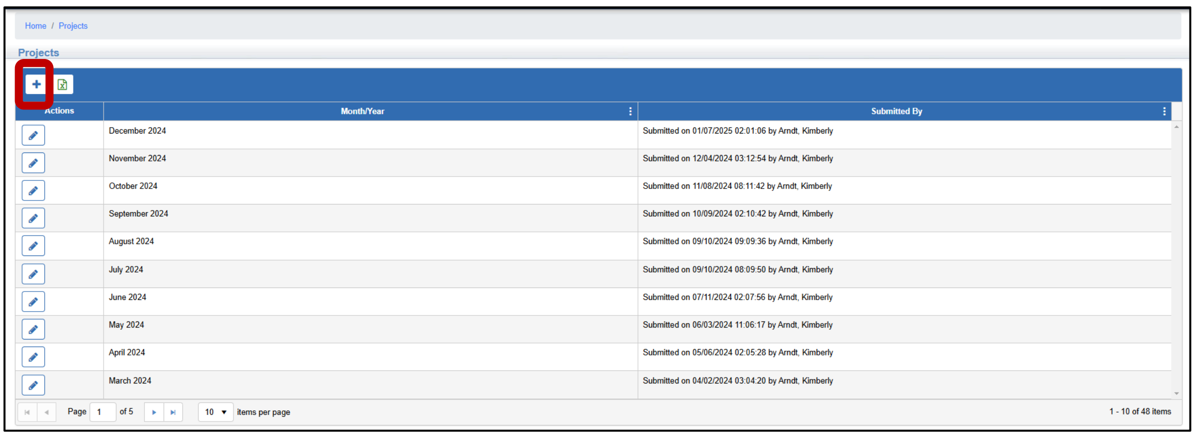
e. Repeat the trainee submission process for all new trainees.

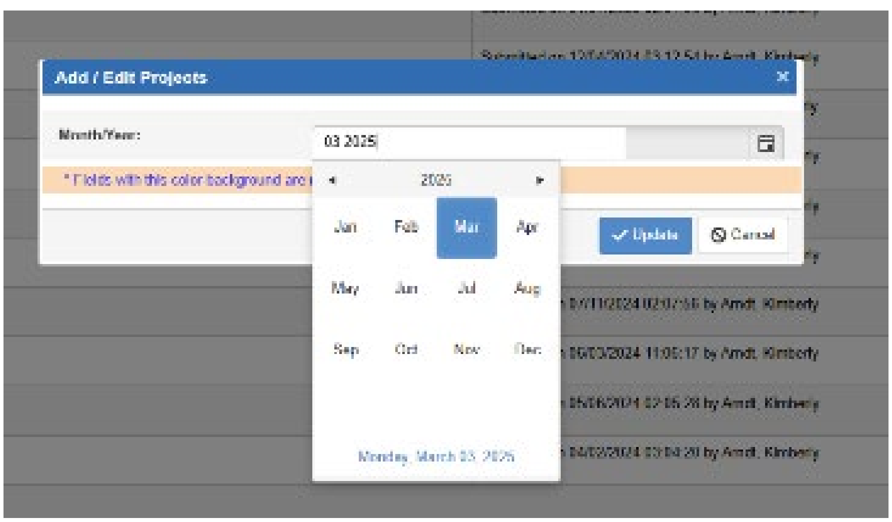
- **How to Submit Monthly Project & Trainee Hours**

  a. To submit the monthly trainee hours & project information, click on "Monthly Projects" in the Forms box.

  b. 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.

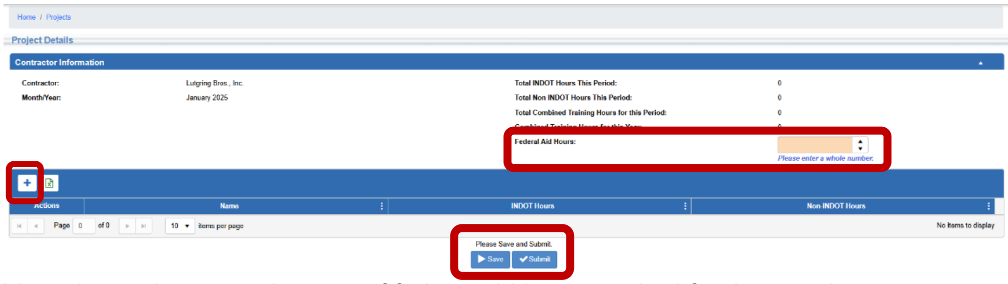


  c. Select the month/year you are wanting to report on & click update.



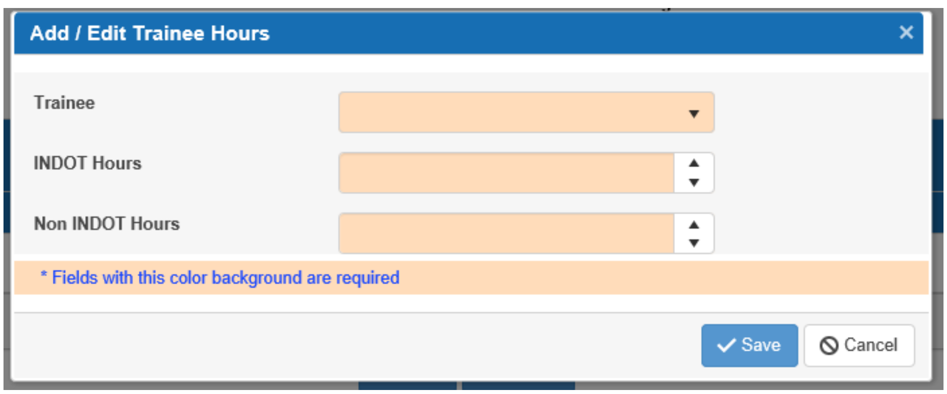
  d. Once you have added the month you want to start reporting on, that report will now be listed in the report listing on the Projects page. You will be able to edit the monthly reports until the annual report is submitted.

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.

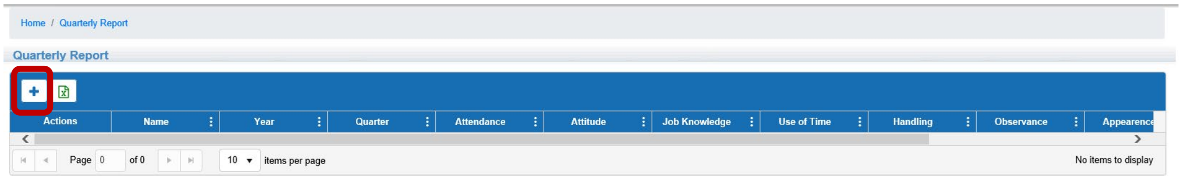


h. Once you have entered all trainees for the month & the federal aid hours for the month you will then hit save & then submit.

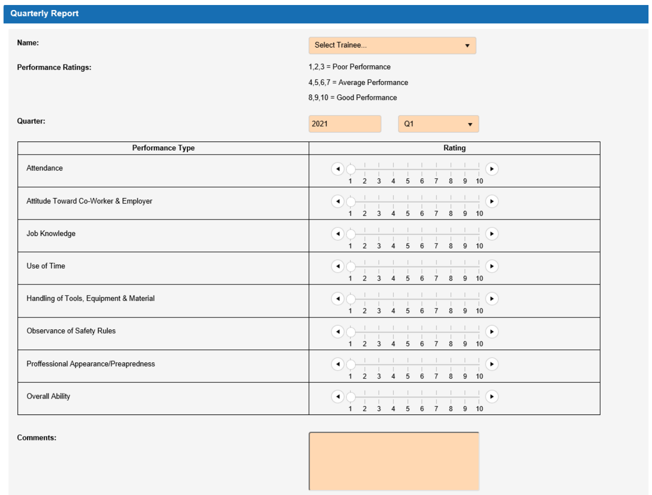
- **How to Submit Quarterly Reports**

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

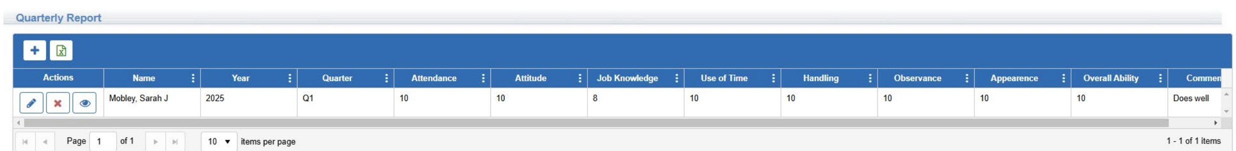
b. To add a quarterly report for a trainee, click on the icon. This will open the Quarterly Report page.



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.

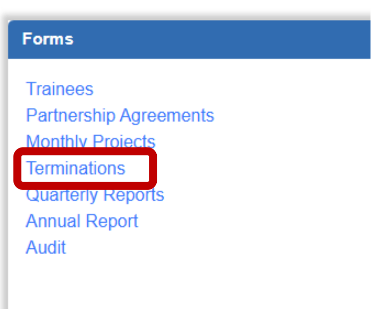


d. Once the quarterly report is saved, it will show up on the Quarterly Report page in the listing.

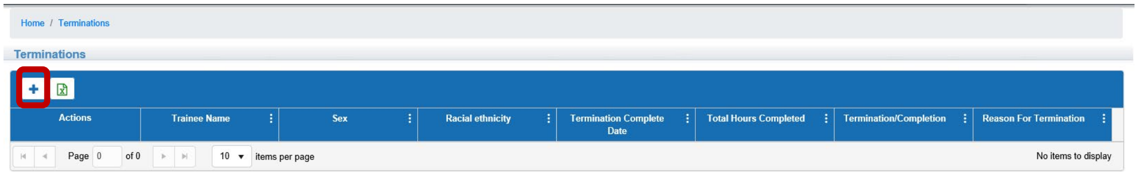


- **How to Submit Trainee Termination/Completions**

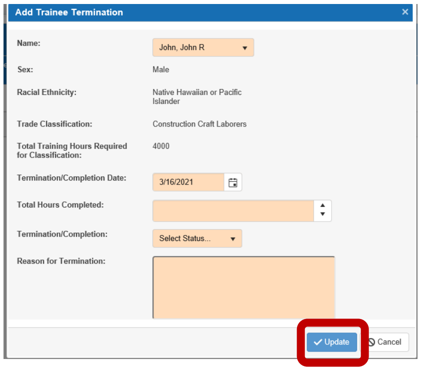
a. To submit a trainee termination/completion form, click on "Terminations" in the Forms box.



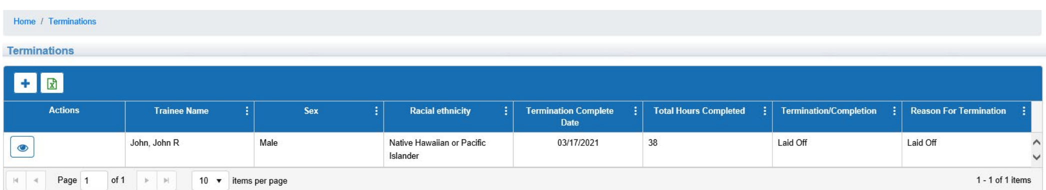
b. Once you are on the Terminations page, to add a new trainee termination/completion form click on the + icon. This will open the "Add Trainee Termination" form.



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".



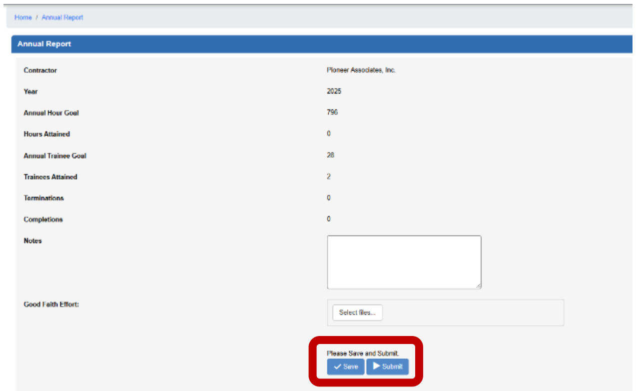
d. The trainee termination record is then saved & shows on the Terminations page.



- **How to Submit the Annual Report**

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

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.

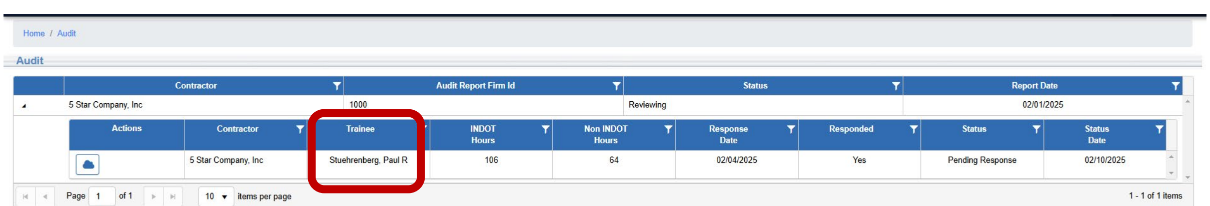
- **Random Audits**

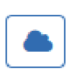
a. Each month the system will select 5% of contractors enrolled in OJT for the INDOT Contract Compliance Manager to audit. The system will select 5% of the approved trainees from those contractors to be reviewed. This new audit feature is to ensure the data you are reporting is accurate & correlates 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.



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.