

INITIAL TRAINING PROGRAM
NEW JERSEY DEPARTMENT OF TRANSPORTATION
MEMORANDUM

TO RE: _____ FROM:
SUBJECT: Initial Training Program DATE: EXT.:

Please be advised that the Contractor's attached Initial Training Program dated (00-00-00) is hereby approved. Your written concurrence dated (00-00-00) is also acknowledged.

The effective date for contractor implementation of training and reimbursement is (00-00-00).

Per the "**Revised Standard Training Guidelines**" training program information for the required positions is as follows:

<u>TRAINING</u> <u>POSITIONS</u>	<u>PROGRAM</u> <u>HOURS</u>	<u>MIN. AVAIL</u> <u>HOURS</u>	<u>EST. START</u> <u>DATES</u>
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NOTE: The Contractor is required to submit a signed copy of each Guideline simultaneously with each Apprentice/Trainee Approval Memorandum.

The above minimum hours are approved with the understanding that should additional hours become available, the Contractor is required to provide this training up to the total program hours. If the start dates are not met, the Contractor will submit revised ones for your review.

The Training Special Provisions state: "Training and upgrading of minorities (e.g., Blacks, Asians or Pacific Islanders, Native Americans or Alaskan Natives, Hispanics) and females toward journeyman status is a primary objective of these Training Special Provisions. Accordingly, the Contractor shall make every effort to enroll minorities and females, by conducting systematic and direct recruitment through public and private sources likely to yield minority and female apprentices or 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 a member of a minority group or not." When non-minorities are proposed as candidates, the Contractor must first document all prior steps taken to obtain minorities and females.

This documentation, including minority and female non-availability letters from unions and all other recruitment sources, must accompany the Apprentice/Trainee Approval Memorandum.

By copy of this letter, the Contractor is notified of this training program approval and is directed to make no changes without first notifying, via the RE, the DCR/AA in writing and receiving written approval from the DCR/AA. The Contractor must provide the RE with the Name, Ethnic Group, Gender, Classification, Union Affiliation, Work History referencing Employers, Job Duties and Length of Employment and Start Date information for each candidate of the Apprentice/Trainee Approval Memorandum Form CR-1 Part A .

The RE will obtain Approval or Disapproval of each candidate from the DCR/AA and notify the Contractor accordingly. The Training Special Provisions state: "No employee shall be employed as an apprentice or trainee in any position in which he or she has successfully completed a training course leading to journeyman status or in which he or she has been employed as a journeyman. The Contractor shall satisfy this requirement by including appropriate questions in the employment application or by other suitable means and by submitting an accurate and complete "Apprentice/Trainee Approval Memorandum." Regardless of the methods used, the Contractor's records should document the findings in each case."

The Contractor is required to submit Biweekly Training Reports Form CR-3, Contractor's 1409 Quarterly Training Reports Form CR-1409 and Training Certificates Form CR-2 to the RE. These reports should indicate the number of training hours provided in each category of the approved training guidelines. Appropriate training instructions to assist you in monitoring the training requirement are provided. The RE EEO Checklist Form DC-130 also details RE's EEO/D/ESBE/Training responsibilities.

It is imperative that the RE or his designee utilize the Daily Work Report to document the quality of training provided to each trainee performing training related work.

The attached Instructions for Implementing the Training Special Provisions are provided to assist both the Contractor and RE in the administration of the training program. The RE should also consult the 2011 Construction Procedures Handbook Section V Subsection A.

Please contact the Training Program Coordinator, at 609-530-3009 if you have any questions concerning the implementation of this training program.