



**DEPARTMENT OF
TRANSPORTATION**

ON-THE-JOB TRAINING MANUAL

2016 Edition

Updated 2026

The South Dakota Department of Transportation gives public notice of its policy to uphold and assure full compliance with the non-discrimination requirements of Title VI of the Civil Rights Act of 1964 and related Nondiscrimination authorities. Title VI and related Nondiscrimination authorities stipulate that no person in the United States of America shall on the grounds of race, color, national origin, religion, sex, age or disability be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance

Any person who has questions concerning this policy or wishes to file a discrimination complaint should contact the Department's Civil Rights Office at 605-773-3540.

TABLE OF CONTENTS

| | |
|--|----|
| TABLE OF CONTENTS | 2 |
| MISSION STATEMENT AND PURPOSE | 4 |
| INTRODUCTION | 4 |
| DEFINITIONS | 5 |
| PROGRAM POLICIES AND PROCEDURES | 6 |
| GENERAL..... | 6 |
| RECRUITMENT AND SELECTION OF TRAINEES..... | 9 |
| ENROLLMENT | 10 |
| FUNDING AND WAGE RATES | 11 |
| METHODOLOGY FOR ON-THE-JOB TRAINING ANNUAL GOAL | 12 |
| SELECTING PROJECTS FOR TRAINEE SLOTS | 13 |
| ADMINISTRATIVE RESPONSIBILITIES | 14 |
| RESPONSIBILITIES OF THE CONTRACTOR | 14 |
| RESPONSIBILITIES OF THE TRAINEE | 15 |
| ONLINE LINKS TO ON-THE-JOB MATERIALS | 16 |
| TRAINEE PROGRAM CLASSIFICATION | 17 |
| TRAINING CURRICULUM | 18 |
| Classification: Laborers GL3 | 18 |
| Classification: Laborers GL5 | 19 |
| Classification: Laborers GL6 | 20 |
| Classification: Laborers GL6 | 21 |
| Classification: Equipment Operators G01 (Concrete)..... | 22 |
| Classification: Equipment Operators G01 (Miscellaneous)..... | 23 |
| Classification: Equipment Operators G02 (Miscellaneous)..... | 24 |
| Classification: Equipment Operators G02 (Concrete)..... | 25 |
| Classification: Equipment Operators G03 (Miscellaneous)..... | 26 |
| Classification: Equipment Operators G03 (Asphalt)..... | 27 |
| Classification: Equipment Operator G03 (Off-Highway Haul Truck)..... | 28 |
| Classification: Equipment Operator G03 (Rough Motor Grader) | 29 |
| Classification: Equipment Operators G04 (Concrete)..... | 30 |
| Classification: Equipment Operators G04 (Miscellaneous)..... | 31 |

| | |
|--|-----------|
| Classification: Equipment Operators G04 (Asphalt) | 32 |
| Classification: Equipment Operator G04 (Maintenance Mechanic) | 33 |
| Classification: Equipment Operators G05 (Miscellaneous) | 34 |
| Classification: Equipment Operator G05 (Heavy Duty Mechanic) | 35 |
| Classification: Equipment Operator G05 (Concrete) | 36 |
| Classification: Equipment Operator G05 (Bridge Welder) | 37 |
| Classification: Equipment Operator G05 (Finish Motor Grader) | 38 |
| Classification: Truck Drivers GT1 | 39 |
| Classification: Truck Drivers GT2 | 40 |
| Classification: Ironworkers I01 | 41 |
| Classification: Ironworker I02 | 43 |
| Classification: Painters P01 | 45 |
| Classification: Painters P02 | 47 |
| TRAINER RESPONSIBILITIES | 49 |
| OJT REGISTRATION FORM | 50 |
| INSTRUCTIONS FOR OJT REGISTRATION FORM | 51 |
| OJT MONTHLY STATUS REPORT | 56 |
| INSTRUCTIONS FOR OJT MONTHLY STATUS REPORT | 57 |
| REQUEST TO TRANSFER REGISTRATION | 63 |
| OJT REQUEST TO TRANSFER REGISTRATION INSTRUCTIONS | 64 |

MISSION STATEMENT AND PURPOSE

The purpose of the On-the-Job Training (OJT) Program is to provide training in the highway construction industry for minority, female, and economically disadvantaged individuals, hereafter known as the target group. Pursuant to 23 Code of Federal Regulations Part 230, Subpart A, Appendix B – Training Special Provisions, this program provides for on-the-job training aimed at developing full journey workers in the type of trade or job classification involved.

INTRODUCTION

- A. A signature from a bidder on the proposal sheet indicates that the bidder agrees to take part in the On-the-Job Training Program and to follow the OJT Program Special Provision. Contractors that fail to follow the special provision will be subject to sanctions up to and including revocation of bidding privileges.
- B. For the OJT Program to be successful, contractors must follow basic and uniform procedures in training such as keeping monthly records of trainee progress towards journey worker status and reporting trainee's successful completion/termination from the OJT Program.
- C. With the OJT Program, contractors can register trainees as required or non-required trainees. A required trainee is one in which the contractor, through the OJT Program, has been awarded a slot which should be filled by someone in the target group. If unable to fill the required training slot from the target group, other individuals are not prohibited from eligibility. A registration form must be submitted to DOT within 2 weeks of the trainee being hired. If the contractor fills the required slots on a project, the contractor has the option to register additional trainees if the contractor has training needs.
- D. South Dakota Department of Transportation (SDDOT) may withhold approval of any trainee who is not a member of the targeted group unless the Contractor can demonstrate a good faith effort to recruit and select a minority, female, or economically disadvantaged person and was unsuccessful in recruiting from the target group. This does not mean that trainees are limited to the target groups. The program is designed to encourage training of new employees at a higher level than an entry level position or promote advancement or current employees from entry-level positions to more skilled laborer or equipment operator
- E. A non-required trainee is when there is no training requirement in the contract. The contractor should still consider filling non-required trainees from the target group, but it is not prohibited from filling with individuals outside the target group. The contractor must follow the same procedures as if it was a required trainee slot.

- F. The OJT Program was developed with the cooperative efforts of the Federal Highway Administration (FHWA), the South Dakota Department of Transportation with input from the highway construction industry, and Associated General Contractors, Heavy-Highway Chapter.
- G. OJT is a strategy that has a proven track record of helping unemployed workers gain new skills to find and retain employment in the construction industry.

DEFINITIONS

Carryover Position: Unfulfilled trainee position carried forward from a prior program year.

Journey worker: A worker employed in a trade or craft who has attained a level of skill, abilities, and competencies recognized within the industry.

Minority Referral Sources: Referral source that can be used to solicit minorities, which can be used for required or non-required trainees, for certain projects or to work for the company.

Non-Required Trainee: A trainee that is registered to work on a project that the contractor was not awarded a trainee slot.

Required Trainee: A trainee that is used to fill a trainee slot that a contractor was awarded after winning the bid on a project. The project included the OJT Special Provision requiring OJT trainee(s) on the specific project.

Trainee: A person who receives On-the-Job training, whether through an SDDOT OJT Program, U.S. Department of Labor apprenticeship (USDOL) program or other program approved or accepted by Federal Highway Administration (FHWA) or USDOL.

Trainer/Supervisor: Prime contractor employee assigned to mentor, train, supervise, and support an assigned OJT program trainee.

Transfer Trainee: Trainee scheduled to continue required training hours under an approved training program from a prior program year.

PROGRAM POLICIES AND PROCEDURES

General

1. Any contractor or subcontractors working construction/maintenance on a South Dakota highway is eligible to enroll a trainee into an OJT Program. Contractors enroll a trainee into their required trainee slot by submitting a registration form. A contractor may also enroll their trainees into a non-required slot by filling out the same registration form.
2. Employees that have previously enrolled in but did not complete a training classification under the Program, whether for their current or past employer, will be credited with the number of hours trained in that classification under the Program.
3. Upon enrolling an employee in the Program, the contractor agrees to comply with every Program provision, including each element outlined in the curriculum for the training classification in which the employee is registered.
4. All trainee registrations must be received within two weeks of the trainee beginning the program. The OJT Registration form may be submitted electronically by utilizing the “submit” button on the form, scanned and emailed or mailed. The original OJT registration form should be kept on file for the length of the project.
5. For the purposes of bidding required trainee slots each trainee is assigned a bid quantity of 500 hours. For example, if there are 1000 hours in the bidding documents, that requires 2 trainees. The contractor has the option to register multiple trainees to fulfill the training requirement. For example if there is a 1000 hour bid quantity, which equals 2 required trainees, the contractor could have three or more trainees registered in the program as long as there enough work for additional trainees to successfully complete the curriculum and not exceed the allowable ratio of trainees to journey workers (generally considered to fall between 1:10 and 1:4)
6. Please note that 500 hours for each training slot is for bidding purposes only. If a contractor does not achieve the bid quantity on a project, there is no penalty if a good faith effort is made to fulfill the training requirement. Also, the contractor is not limited to just the bid quantity for reimbursement. If the total hours achieved on a project is higher than the bid quantity, the contractor will be reimbursed for all hours worked. For example, if the bid quantity is 1000 hours and the total hours of the trainees are 1450 hours, the contractor will receive reimbursement for 1450 hours.
7. Reimbursement is limited to the hours worked on the project with up to 100 offsite hours (worked in South Dakota) either working concurrently on another project or after leaving the project with the trainee requirement. Offsite hours are not

reimbursed for hours worked prior to the trainee working on the project with the OJT requirement.

8. Reimbursed is paid based on the hours worked until the trainee either graduates, transfers or terminates. Each training program has the required hours to graduate from the program. The program hours vary from 200 to 900 hours. Though the bid item is 500 hours, if the training program is 450 hours and the trainee graduates, the reimbursement is limited to 450 hours.
9. A contractor can hire a trainee to fill a slot on multiple projects concurrently. If the trainee is going to be working on multiple projects throughout the construction season(s) and not simply completing one project and moving to the next, then the trainee should be registered on all the projects and the hours documented by project on the monthly status report. The trainee may move back and forth between projects but must indicate this on Monthly Status in the project/location column where the trainee was working.
10. If the trainee works hours that are not used for training purposes, that must also be indicated on their Monthly Status Report under "Non-Training Hours". No off-site non-training hours should be recorded on the OJT Monthly Status Report. Those are not eligible for reimbursement or credit towards graduation from the training program.
11. Monthly status reports must be submitted monthly within 30 days following the end of the month. Reports should be submitted electronically using the submit button on the form. Reports may also be scanned and emailed or mailed to the office. If submitting a copy or electronically, the original must be kept on file for three years.
12. If a trainee is registered in another approved U.S. Department of Labor apprenticeship program such as a Union Apprenticeship program or FHWA training program, the SDDOT will accept that training upon receipt of copies of the approved program; copy of approved program registration; and notification of hours towards graduation from the program.
13. Contractors must register trainees in the approved training programs included in this manual. If there is a new training program or one that is not included, the contractor must submit the program to the SDDOT for approval by SDDOT and FHWA prior to registering the trainee in an alternate training program. The training program outline must include the curriculum and hours to complete the program. SDDOT does not allow any training programs in the Common Laborers (GL 1) Davis-Bacon wage rate classification.
14. Trainees may receive credit for hours worked on various pieces of equipment while being registered on another. The pieces of equipment, however, must be in the same training program level as the one they are currently registered in. For example, if a trainee is being trained on an asphalt distributor and is assigned to operate a

material spreader those hours would count towards graduation. But if the asphalt distributor trainee was assigned to be a concrete finisher, those hours as a concrete finisher would be recorded as non-training hours.

15. A trainee may be transferred from one project to another to complete the OJT Program. If transfers are made, the Civil Rights Compliance Officer must be notified either by filling out the Request to Transfer Form.
16. Trainees that have successfully completed a training program may be enrolled in a new training program. The trainee may not start at the same classification level they just completed but rather must start at a higher level. So, if a trainee was currently enrolled in a G01 classification, the trainee would have to be enrolled in a higher level such as a G02. Also, since training carries over between levels, the trainee will start with 200 hours towards graduation.
17. If a trainee hasn't completed a training program and is changing training programs, that program must be at the same level or higher and the trainee will start the new training program with hours accrued to that point.
18. Trainees who complete Heavy Equipment Training from a vocational training institution or private training business will be credited 200 hours towards graduation from the training program. Please submit verification of completion of program with trainee registration and trainee will start program with 200 previous hours towards graduation.
19. If a trainee has participated in a short-course or other training program, the actual hours in the training course/program will be credited on the first monthly status report. This includes classroom time as well as any field training.
20. Waivers may be given on required training slots for the following conditions: multiple slots or some slots that are not able to be filled, a trainee was hired and then laid off or terminated, contractor has tried repeatedly to fill a trainee position but was unsuccessful, or the scope of the project has changed. If one of these conditions applies to a trainee slot, then the contractor must contact the Civil Rights Compliance Officer and explain the situation.
21. Liquidated damages may occur if a contractor fails to make a good faith effort to enroll the proper number of trainees necessary to meet the requirement of the Special Provision. For each trainee slot left unfilled, damages will be assessed at the rate of 100% of the bid amount for the training item times the minimum number hours specified in the item quantity. If the department determines that meaningful training was not provided; there is evidence of a lack of good faith to fulfill the training requirements or there was falsification of training documentation, damages will be assessed at the rate of 100% of the bid amount for the training item times the minimum number of hours specified in the item quantity.

22. There will be times when a trainee may be asked to perform other job duties outside of the training program requirements. The contractor may count those hours towards fulfillment of the training program requirements as long as it's not more than 25% of the normal work week. Those hours should be reported until "Non-training hours" and the form will calculate the 25% eligible to be counted towards graduation. There is a limit of 25% of total hours allowed. For example, if the training program has 500-hour requirement, only 125 hours non-training hours are eligible for reimbursement and credit towards graduation.
23. DOT reserves the right to conduct EEO or OJT reviews of the contractor, at any time without prior notice, to ensure that trainees are getting the proper instruction from their trainer/supervisor.
24. Upon approval of a new OJT program plan/manual, any trainees currently enrolled in the previous approved OJT program are eligible to transfer to this program and graduate under the requirements contained in the current OJT program plan/manual.

Recruitment and Selection of Trainees

1. To be qualified for enrollment in the OJT program, trainees must possess basic physical abilities for the work to be performed, dependability, willingness to learn, ability to follow instructions, and an aptitude to maintain a safe work environment.
2. A trainee on the project can be selected from the contractors' existing workforce, or they can be a new hire on the project. In addition, the trainee may be recruited from another job referral source with special emphasis on Minority Referral Sources.
3. Projects on or near Indian reservations, the primary referral sources for trainees should be the Tribal TERO/TECRO office. The TERO/TECRO compliance plans and special provisions indicate that placement of trainees is a priority.
4. No employee shall be employed as a trainee in any classification in which he has successfully completed a training course leading to journey worker status or in which he has been employed as a journey worker. The contractor should satisfy this requirement by including appropriate questions in the employee application or by other suitable means. Regardless of the method used the contractor's records should document the findings in each case.

Enrollment

1. To enroll an employee, the participating contractor will register the employee by submitting to SDDOT a properly executed OJT registration form, within two weeks of the date of enrollment.
2. After registration, the participating contractor will provide SDDOT with a properly executed monthly status report describing the progress of every employed trainee.

FUNDING AND WAGE RATES

While engaged in related training, employees will receive no less than the graduated wage corresponding to the total number of completed training hours set out in the job classification curriculum in which they are enrolled. The appropriate Davis-Bacon wage rates for Heavy/Highway will dictate the hourly wage required.

At no time, however, shall a trainee receive less than the prevailing wage or the contract wage rate for Common Laborers (GL 1). Duties performed outside the training regimen will be paid a wage corresponding to the prevailing wage or the contract wage rate for the job classification or work the employee performs on the corresponding project.

The contractor is eligible for reimbursement for off-site training hours up to 100 hours if the hours are accrued within South Dakota. And the hours need to be worked either concurrently on another project or after leaving the project with the OJT requirement. No hours worked prior will be eligible for reimbursement but will count towards graduation.

Contractors may use trainees on work performed out of state. The training hours will count toward overall OJT program completion, but no program reimbursement will be made for those hours. Also, any hours worked out of state will be deducted from payment but counted towards graduation.

There may be a deduction in payment for late registrations or late monthly status reports. For example, if the report is for May, the contractor has until June 30th to submit the report. If it's submitted after that date, deductions may apply. The deductions are calculated as follows:

| | |
|------------------------|-----------------------------------|
| 1 month late | 5% of hours accrued during month |
| 2 months late | 10% of hours accrued during month |
| 3 months late | 15% of hours accrued during month |
| 4 months late | 20% of hours accrued during month |
| 5 months late | 25% of hours accrued during month |
| 6 months late | 30% of hours accrued during month |
| 7 months late | 35% of hours accrued during month |
| 8 months late | 40% of hours accrued during month |
| 9 months late | 45% of hours accrued during month |
| 10 months late or more | 50% of hours accrued during month |

METHODOLOGY FOR ON-THE-JOB TRAINING ANNUAL GOAL

SDDOT establishes OJT requirements on certain projects each year to achieve the overall goal. This process is commonly referred to as selecting trainee slots. For the purpose of bid letting, each trainee slot is given a 500-hour requirement. There may be anywhere from 1 to 12 slots required on a project. The projects are selected based on the following criteria:

- A. **Scope of Work:** Typically, only select projects that are primarily grading, surfacing/resurfacing, or major structure.
- B. **Length of Project:** Will the project provide enough time on the project for meaningful training? Typically, projects must be at least one construction season or longer. For projects of 3-5 years, there may be increased number of trainees due to the length and scope of the project.
- C. **Location of the Project:** If there are projects of similar scope and length, projects in areas lacking training opportunities will typically be selected to balance the training opportunities throughout the state. Also, if the project is on or near an Indian Reservation and may not have length or scope but would still provide meaningful training opportunity.
- D. **State routes:** Typically, only projects on state routes are selected for training opportunities. There may be select City or County projects with adequate scope of work where the training requirement may be included if the project is let and administered by SDDOT.
- E. **Estimated Costs of Project:** Review cost estimates for projects and typically do not select any asphalt surfacing or resurfacing project below \$5.0 million unless the project is on or near an Indian Reservation.
- F. **Limit Number of Required Trainee Slots on Asphalt Concrete Surfacing/Resurfacing Trainees:** There are fewer opportunities for meaningful training on asphalt projects. Asphalt contractors struggle to fill training requirements. Preference is given to grading, concrete resurfacing and major structure project where there are more opportunities for training.

SELECTING PROJECTS FOR TRAINEE SLOTS

The tentative STIP by county is reviewed on a county-by-county basis. Projects are reviewed for the upcoming Federal fiscal year and one year beyond. Priority is for the projects in the upcoming Federal fiscal year and significant projects for the following fiscal year should be included on the list. Each project is reviewed based on the same criteria as used in the OJT annual goal methodology. The suggested number of slots is determined based on the following:

A. Scope of Work, Location, Length of Project and Estimated Costs

B. Asphalt Surfacing or Resurfacing Projects:

- Less than \$10M 1 trainee slot
- \$10.1M to \$15M 2 trainee slots
- \$15.1M to \$20M 3 trainee slots
- \$20.1M+ 4 trainee slots

C. Grading, Major Structure including Missouri River Structures or Concrete Surfacing:

- Less than \$10M 1 trainee slot
- \$10.1M to \$20M 2 trainee slots
- \$20.1M to \$30M 3 trainee slots
- \$30.1M to \$40M 4 trainee slots
- \$40.1 to \$50M 5 trainee shots
- \$50.1 to \$60M 6 trainee slots
- \$60.1 to \$80M 7 trainee slots
- \$80.1 to \$100M 8 trainee slots
- \$100.1 to \$150M 9 trainee slots
- \$150.1 to \$200M 10 trainee slots
- \$200.1 to \$250M 11 trainee slots
- \$250.1+ 12 trainee slots

After the list is compiled, the projects that are carryovers from the previous year(s) are highlighted. The final list is separated by DOT Regions. The list is comprised of total trainee slots per region and total trainee goals, which when added, gives the subtotal for each Region.

The list of projects is reviewed by the Bid Letting Engineer to assess if there is concurrence that the project selected would provide meaningful training opportunities and the number of slots selected is adequate. Following the review and concurrence by the Bid Letting Engineer, the final list is compiled and submitted to the FHWA division office for approval of the OJT slots and overall goal.

ADMINISTRATIVE RESPONSIBILITIES

RESPONSIBILITIES OF THE CONTRACTOR

- A. The contractor is to assign the trainee to a skilled craftsman, foreman, supervisor or mentor who will be responsible for the day-to-day training and mentoring of the trainee and who will share the appropriate skills associated with the classification for which the trainee is enrolled. The contractor attests to providing verification, if requested, that the trainee is being trained and is gaining knowledge to achieve full journey worker status by a supervisor/trainer.
- B. The contractor shall only count, for credit, hours spent training within the classification for which the trainee is enrolled. If such classification is not necessary for a period of time or a particular project, the contractor should attempt to continue to employ the trainee by assigning other duties. A percentage of hours worked on other pieces of equipment are required to be counted in the total hours worked. Approximately 25% of other duties can be counted towards graduation.
- C. The contractor shall count all hours worked in a training program regardless of whether the work was in South Dakota or outside the state. For trainees in required training slots, the contractor will only be reimbursed for eligible hours for work performed in South Dakota.
- D. The contractor shall provide a program orientation to the training foreman, superintendent, and OJT trainee. This orientation shall include at a minimum, a review of individual responsibilities during the training program and copies of the training syllabus for the job classification.
- E. The contractor shall instruct the trainee in safe and healthy work practices and shall ensure that the trainee is trained in facilities and other environments that are in compliance with all applicable safety and health laws and regulations of the United States and the State of South Dakota.
- F. The contractor must provide the trainee a copy of the training program to be used. The contractor must also designate the employee as a “trainee” on weekly certified payrolls. The contractor is responsible for ensuring that proper training is taking place on the job by meeting with the supervisor/foreman of the project that the trainee is working.
- G. In the event that a contractor may be unable to fill the required trainee slot during the current construction season, the Civil Rights Compliance Officer must be notified and contacted by December 1 of the current construction season. Proper documentation must be provided as to why the trainee position was not filled, such as project carry-over until next year.

- H. The contractor must assign someone as the designated trainer and must be able to prove that person is in fact the trainer.
- I. The contractor must certify the hours and be able to show that the trainee is receiving the proper training for their classification. Failure to do so may result in project sanctions.
- J. The contractor is expected to begin training trainees on a project as soon as feasible after the start of work utilizing the job classification involved. After training has started, the contractor should strive to provide monitoring efforts to retain and successfully train employees.

RESPONSIBILITIES OF THE TRAINEE

- A. The trainee shall diligently perform work assigned by the employer.
- B. The trainee shall learn all duties as outlined in the classification enrolled.
- C. The trainee shall immediately notify his/her employer should anything happen, that would adversely affect the company or employment status.
- D. The trainee shall be aware of the on-going progress toward completing the OJT Program and notify a supervisor of circumstances for which the progress is halted or delayed. This may involve notifying someone above an immediate supervisor.
- E. The trainee shall be aware of their employer's rules and regulations and what steps to take should any issue arise while enrolled in the OJT Program.

ONLINE LINKS TO ON-THE-JOB MATERIALS

SDDOT – OJT Training Manual

- <https://dot.sd.gov/programs-services/civil-rights/on-the-job-training-ojt/>

On-the-Job Training Registration Form and Instructions

- <https://dot.sd.gov/media/n04bc5sx/ojt-training-registration-form-2025-ada.pdf>
- <https://dot.sd.gov/media/afde0z55/ojt-registration-form-instructions-electronic-version-2025.pdf>

On-the-Job Training Monthly Status Report Form and Instructions

- <https://dot.sd.gov/media/s4gntqsr/ojt-monthly-status-report-2025-ada.pdf>
- <https://dot.sd.gov/media/50bdwhdc/ojt-monthly-status-report-instructions-electronic-version-2025.pdf>

On-the-Job Request for Transfer and Instructions

- <https://dot.sd.gov/media/ospnihvr/request-to-transfer-form-2025-ada.pdf>
- <https://dot.sd.gov/media/umapmgdk/ojt-request-to-transfer-registration-instructions-august-2025.pdf>

General Instructions for the OJT Program

- <https://dot.sd.gov/media/documents/GeneralInstructionsRequiredSlots.pdf>

TRAINEE PROGRAM CLASSIFICATION

LABORERS:

Group GL3

Asphalt Plant Tender, Form Setter, Oiler/Greaser, Pile Driver Leadsman

Group GL5

Carpenter/Form Builder

Group GL6

Concrete Finisher, Grade Checker

POWER EQUIPMENT OPERATORS:

Group G01

Tractor (farm type with attachments), Self-Propelled Broom, Concrete Routing Machine, Paver Feeder, Pugmill, Skid Steer

Group G02

Concrete Paving Cure Machine, Concrete Paving Joint Sealer, Bull Dozer 80 HP or less, Front End Loader (1.25 CY or less), Self-Propelled Roller (except Hot Mix), Sheepsfoot/50Ton Pneumatic Roller, Pneumatic Tired Tractor or Crawler (includes Water Wagon and Power Spray Units), Wagon Drill (Air Trac – Trac Drill), Truck Type Auger, Concrete Paving Saw, Concrete Grooving

Group G03

Asphalt Distributor, Bull Dozer over 80 HP, Backhoes/Excavators 20 tons or less, Crusher (may include internal screening plant), Front End Loader over 1.25 CY, **Rough Motor Grader**, Self-Propelled Hot Mix Roller, Push or Pull Tractor, **Off-Highway Haul Truck** , Material Spreader or Placer, Rumble Strip Machine, Pavement Marking Grinding Equipment

Group G04

Concrete Paving Finishing Machine, Asphalt Paving Machine Screed, Asphalt Paving Machine, Cranes/Derricks/Draglines/pile Drivers/Shovels 30 to 50 tons, Backhoes/Excavators 21 to 40 tons, **Maintenance Mechanic**, Scrapers (wheels or tracks), Concrete Pump Truck

Group G05

Asphalt Plant, **Concrete Batch Plant**, Backhoes/Excavators over 40 Tons, Cranes/Derricks/Draglines/Pile Drivers/Shovels over 50 tons, **Heavy Duty Mechanic, Finish Motor Grader**, Automatic Fine Grader, Milling Machine, **Bridge Welder**

TRUCK DRIVERS:

Group GT1

Tandem Truck without Trailer or Pup, Single Axle Truck over 26,000 GVW with or without Trailer

Group GT2

Semi-Tractor with Trailer, Tandem Truck with Pup

IRON WORKERS

Group I01

Steel Rebar

Group I02

Structural Steel

PAINTERS

Group P01

Pavement Marking Installer/Applicator

Group PO 2

Bridge Painter

****Bolded classifications have a separate Training Curriculum from their group****

TRAINING CURRICULUM

Classification: Laborers GL3

**Training Program: Asphalt Plant Tender; Form Setter; Oiler/Greaser;
Pile Driver Leadsman**

| | <u>HOURS</u> |
|---|---------------------|
| 1. Orientation | |
| A. Observation of the company's general construction operations and policies..... | 11 |
| B. Company safety program and safety practices..... | 33 |
| C. Equipment orientation (starting and learning the controls)..... | 22 |
| D. Staking and construction sequence..... | 22 |
| 2. Care and Maintenance | |
| A. Routine fueling, lubrication and equipment servicing..... | 110 |
| 3. Operation of Equipment | |
| A. Special function of the unit..... | 66 |
| B. Equipment operation..... | <u>286</u> |
| TOTAL | 550 |

The minimum wage rate under this program shall be:

| | |
|---|-------------------|
| 60% of the journey worker rate for the first quarter of training | (0 - 137 hours) |
| 70% of the journey worker rate for the second quarter of training | (138 - 274 hours) |
| 80% of the journey worker rate for the third quarter of training | (275 - 412 hours) |
| 90% of the journey worker rate for the fourth quarter of training | (413 - 550 hours) |

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Actual minimum training wage is percentage based and calculated on the prevailing minimum SD: DOT Standard Job Classification (SD: Job) wage and rate. The Training rate is the greater of: Period percentage applied to the prevailing applicable SD: Job rate; or the prevailing

Common Laborer rate. Trainees shall be paid an increased wage, based on the schedule for completed training hours.

TRAINING CURRICULUM

Classification: Laborers GL5 Training Program: Carpenter; Form Builder

| | <u>HOURS</u> |
|---|-----------------------------|
| 1. Orientation | |
| A. Observation of the company's general construction operations and policies..... | 11 |
| B. Company safety program and safety practices..... | 33 |
| C. Equipment orientation (starting and learning the controls)..... | 22 |
| D. Staking and construction sequence..... | 22 |
| 2. Care and Maintenance | |
| A. Routine fueling, lubrication and equipment servicing..... | 110 |
| 3. Operation of Equipment | |
| A. Special function of the unit..... | 66 |
| B. Equipment operation..... | <u>486</u> |
| | TOTAL 750 |

The minimum wage rate under this program shall be:

| | |
|---|-------------------|
| 60% of the journey worker rate for the first quarter of training | (0 - 187 hours) |
| 70% of the journey worker rate for the second quarter of training | (188 - 374 hours) |
| 80% of the journey worker rate for the third quarter of training | (375 – 562 hours) |
| 90% of the journey worker rate for the fourth quarter of training | (563 - 750 hours) |

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Actual minimum training wage is percentage based and calculated on the prevailing minimum SD: DOT Standard Job Classification (SD: Job) wage and rate. The Training rate is the greater of: Period percentage applied to the prevailing applicable SD: Job rate; or the prevailing Common Laborer rate. Trainees shall be paid an increased wage, based on the schedule for completed training hours.

TRAINING CURRICULUM

Classification: Laborers GL6 Training Program: Concrete Finisher

| | <u>HOURS</u> |
|---|--------------|
| 1. Orientation | |
| A. Observation of the company's general construction operations and policies..... | 11 |
| B. Company safety program and safety practices..... | 33 |
| C. Equipment orientation (starting and learning the controls)..... | 22 |
| D. Staking and construction sequence..... | 22 |
| 2. Care and Maintenance | |
| A. Routine fueling, lubrication and equipment servicing..... | 110 |
| 3. Operation of Equipment | |
| A. Special function of the unit..... | 66 |
| B. Equipment operation..... | <u>536</u> |
| TOTAL | 800 |

The minimum wage rate under this program shall be:

| | |
|---|-------------------|
| 60% of the journey worker rate for the first quarter of training | (0 - 199 hours) |
| 70% of the journey worker rate for the second quarter of training | (200 - 399 hours) |
| 80% of the journey worker rate for the third quarter of training | (400 – 599 hours) |
| 90% of the journey worker rate for the fourth quarter of training | (600 - 800 hours) |

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Actual minimum training wage is percentage based and calculated on the prevailing minimum SD: DOT Standard Job Classification (SD: Job) wage and rate. The Training rate is the greater of: Period percentage applied to the prevailing applicable SD: Job rate; or the prevailing Common Laborer rate. Trainees shall be paid an increased wage, based on the schedule for completed training hours.

TRAINING CURRICULUM

Classification: Laborers GL6 Training Program: Grade Checker

| | <u>HOURS</u> |
|---|-----------------------------|
| 1. Orientation | |
| A. Observation of the company's general construction operations and policies..... | 5 |
| B. Company safety program and safety practices..... | 5 |
| C. Observation of placing grade pins and lines..... | 10 |
| D. Observation of checking and setting grade..... | 15 |
| 2. Care and Maintenance | |
| A. Helping set grade pins and lines..... | 25 |
| 3. Operation of Equipment | |
| A. Setting and driving pins and braces into place..... | 25 |
| B. Observe and assist in setting grade..... | 75 |
| C. Check grade and lines before and after grading operations..... | <u>40</u> |
| | TOTAL 200 |

The minimum wage rate under this program shall be:

| | |
|---|-------------------|
| 60% of the journey worker rate for the first quarter of training | (0 - 49 hours) |
| 70% of the journey worker rate for the second quarter of training | (50 - 99 hours) |
| 80% of the journey worker rate for the third quarter of training | (100 - 149 hours) |
| 90% of the journey worker rate for the fourth quarter of training | (150 - 200 hours) |

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Actual minimum training wage is percentage based and calculated on the prevailing minimum SD: DOT Standard Job Classification (SD: Job) wage and rate. The Training rate is the greater of: Period percentage applied to the prevailing applicable SD: Job rate; or the prevailing Common Laborer rate. Trainees shall be paid an increased wage, based on the schedule for completed training hours.

TRAINING CURRICULUM

Classification: Equipment Operators G01 (Concrete) Training Program: Concrete Routing Machine

| | <u>HOURS</u> |
|---|--------------|
| 1. Orientation | |
| A. Observation of the company's general construction operations and policies..... | 11 |
| B. Company safety program and safety practices..... | 33 |
| C. Equipment orientation (starting and learning the controls)..... | 22 |
| D. Staking and construction sequence..... | 22 |
| 2. Care and Maintenance | |
| A. Routine fueling, lubrication and equipment servicing..... | 50 |
| 3. Operation of Equipment | |
| A. Special function of the unit..... | 66 |
| B. Equipment operation..... | <u>246</u> |
| TOTAL | 450 |

The minimum wage rate under this program shall be:

| | |
|---|-------------------|
| 60% of the journey worker rate for the first quarter of training | (0 – 112 hours) |
| 70% of the journey worker rate for the second quarter of training | (113 - 224 hours) |
| 80% of the journey worker rate for the third quarter of training | (225 – 337 hours) |
| 90% of the journey worker rate for the fourth quarter of training | (338 - 450 hours) |

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Actual minimum training wage is percentage based and calculated on the prevailing minimum SD: DOT Standard Job Classification (SD: Job) wage and rate. The Training rate is the greater of: Period percentage applied to the prevailing applicable SD: Job rate; or the prevailing Common Laborer rate. Trainees shall be paid an increased wage, based on the schedule for completed training hours.

TRAINING CURRICULUM

Classification: Equipment Operators G01 (Miscellaneous)

**Training Program: Tractor (farm type with attachments); Self Propelled Broom;
Paver Feeder; Pugmill; Skid Steer**

| | <u>HOURS</u> |
|---|--------------|
| 1. Orientation | |
| A. Observation of the company's general construction operations and policies..... | 11 |
| B. Company safety program and safety practices..... | 33 |
| C. Equipment orientation (starting and learning the controls)..... | 22 |
| D. Staking and construction sequence..... | 22 |
| 2. Care and Maintenance | |
| A. Routine fueling, lubrication and equipment servicing..... | 50 |
| 3. Operation of Equipment | |
| A. Special function of the unit..... | 66 |
| B. Equipment operation..... | <u>246</u> |
| TOTAL | 450 |

The minimum wage rate under this program shall be:

| | |
|---|-------------------|
| 60% of the journey worker rate for the first quarter of training | (0 – 112 hours) |
| 70% of the journey worker rate for the second quarter of training | (113 - 224 hours) |
| 80% of the journey worker rate for the third quarter of training | (225 – 337 hours) |
| 90% of the journey worker rate for the fourth quarter of training | (338 - 450 hours) |

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Actual minimum training wage is percentage based and calculated on the prevailing minimum SD: DOT Standard Job Classification (SD: Job) wage and rate. The Training rate is the greater of: Period percentage applied to the prevailing applicable SD: Job rate; or the prevailing Common Laborer rate. Trainees shall be paid an increased wage, based on the schedule for completed training hours.

TRAINING CURRICULUM

Classification: Equipment Operators G02 (Miscellaneous)

Training Program: Bull Dozer 80 HP or less; Front End Loader 1.25 CY or less; Self Propelled Roller (except Hot Mix); Sheepsfoot/50Ton Pneumatic Roller; Pneumatic Tired Tractor or Crawler (include Water Wagon and Power Spray Units); Wagon Drill (Air Trac – Track Drill); Truck Type Auger

| | <u>HOURS</u> |
|---|--------------|
| 1. Orientation | |
| A. Observation of the company’s general construction operations and policies..... | 11 |
| B. Company safety program and safety practices..... | 33 |
| C. Equipment orientation (starting and learning the controls)..... | 22 |
| D. Staking and construction sequence..... | 22 |
| 2. Care and Maintenance | |
| A. Routine fueling, lubrication and equipment servicing..... | 50 |
| 3. Operation of Equipment | |
| A. Special function of the unit..... | 66 |
| B. Equipment operation..... | <u>296</u> |
| TOTAL | 500 |

The minimum wage rate under this program shall be:

| | |
|---|-------------------|
| 60% of the journey worker rate for the first quarter of training | (0 - 124 hours) |
| 70% of the journey worker rate for the second quarter of training | (125 - 249 hours) |
| 80% of the journey worker rate for the third quarter of training | (250 - 374 hours) |
| 90% of the journey worker rate for the fourth quarter of training | (375 - 500 hours) |

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Actual minimum training wage is percentage based and calculated on the prevailing minimum SD: DOT Standard Job Classification (SD: Job) wage and rate. The Training rate is the greater of: Period percentage applied to the prevailing applicable SD: Job rate; or the prevailing Common Laborer rate. Trainees shall be paid an increased wage, based on the schedule for completed training hours.

TRAINING CURRICULUM

Classification: Equipment Operators G02 (Concrete)
Training Program: Concrete Paving Saw, Concrete Paving Cure Machine;
Concrete Paving Joint Sealer, Concrete Grooving

| | <u>HOURS</u> |
|---|--------------|
| 1. Orientation | |
| A. Observation of the company’s general construction operations and policies..... | 11 |
| B. Company safety program and safety practices..... | 33 |
| C. Equipment orientation (starting and learning the controls)..... | 22 |
| D. Staking and construction sequence..... | 22 |
| 2. Care and Maintenance | |
| A. Routine fueling, lubrication and equipment servicing..... | 50 |
| 3. Operation of Equipment | |
| A. Special function of the unit..... | 66 |
| B. Equipment operation..... | <u>296</u> |
| TOTAL | 500 |

The minimum wage rate under this program shall be:

| | |
|---|-------------------|
| 60% of the journey worker rate for the first quarter of training | (0 - 124 hours) |
| 70% of the journey worker rate for the second quarter of training | (125 - 249 hours) |
| 80% of the journey worker rate for the third quarter of training | (250 - 374 hours) |
| 90% of the journey worker rate for the fourth quarter of training | (375 - 500 hours) |

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Actual minimum training wage is percentage based and calculated on the prevailing minimum SD: DOT Standard Job Classification (SD: Job) wage and rate. The Training rate is the greater of: Period percentage applied to the prevailing applicable SD: Job rate; or the prevailing Common Laborer rate. Trainees shall be paid an increased wage, based on the schedule for completed training hours.

TRAINING CURRICULUM

Classification: Equipment Operators G03 (Miscellaneous)

**Training Program: Bull Dozer over 80 HP; Backhoes/Excavators 20 tons or less;
Crusher (may include internal screening plant); Front End Loader over 1.25 CY;
Push or Pull Tractor; Material Spreader or Placer; Rumble Strip Machine;
Paving Marking Grinding Equipment**

| | <u>HOURS</u> |
|---|--------------|
| 1. Orientation | |
| A. Observation of the company's general construction operations and policies..... | 11 |
| B. Company safety program and safety practices..... | 33 |
| C. Equipment orientation (starting and learning the controls)..... | 22 |
| D. Staking and construction sequence..... | 22 |
| 2. Care and Maintenance | |
| A. Routine fueling, lubrication and equipment servicing..... | 50 |
| 3. Operation of Equipment | |
| A. Special function of the unit..... | 66 |
| B. Equipment operation..... | <u>346</u> |
| TOTAL | 550 |

The minimum wage rate under this program shall be:

| | |
|---|-------------------|
| 60% of the journey worker rate for the first quarter of training | (0 - 137 hours) |
| 70% of the journey worker rate for the second quarter of training | (138 - 274 hours) |
| 80% of the journey worker rate for the third quarter of training | (275 - 412 hours) |
| 90% of the journey worker rate for the fourth quarter of training | (413 - 550 hours) |

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Actual minimum training wage is percentage based and calculated on the prevailing minimum SD: DOT Standard Job Classification (SD: Job) wage and rate. The Training rate is the greater of: Period percentage applied to the prevailing applicable SD: Job rate; or the prevailing Common Laborer rate. Trainees shall be paid an increasing wage, based on the schedule for completed training hours.

TRAINING CURRICULUM

Classification: Equipment Operators G03 (Asphalt) Training Program: Asphalt Distributor; Self Propelled Hot Mix Roller

| | <u>HOURS</u> |
|---|--------------|
| 1. Orientation | |
| A. Observation of the company’s general construction operations and policies..... | 11 |
| B. Company safety program and safety practices..... | 33 |
| C. Equipment orientation (starting and learning the controls)..... | 22 |
| D. Staking and construction sequence..... | 22 |
| 2. Care and Maintenance | |
| A. Routine fueling, lubrication and equipment servicing..... | 50 |
| 3. Operation of Equipment | |
| A. Special function of the unit..... | 66 |
| B. Equipment operation..... | <u>346</u> |
| TOTAL | 550 |

The minimum wage rate under this program shall be:

| | |
|---|-------------------|
| 60% of the journey worker rate for the first quarter of training | (0 - 137 hours) |
| 70% of the journey worker rate for the second quarter of training | (138 - 274 hours) |
| 80% of the journey worker rate for the third quarter of training | (275 - 412 hours) |
| 90% of the journey worker rate for the fourth quarter of training | (413 - 550 hours) |

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Actual minimum training wage is percentage based and calculated on the prevailing minimum SD: DOT Standard Job Classification (SD: Job) wage and rate. The Training rate is the greater of: Period percentage applied to the prevailing applicable SD: Job rate; or the prevailing Common Laborer rate. Trainees shall be paid an increased wage, based on the schedule for completed training hours.

TRAINING CURRICULUM

Classification: Equipment Operator G03 Training Program: Off-Highway Haul Truck

| | <u>HOURS</u> |
|---|--------------|
| 1. Orientation | |
| A. Observation of the company's general construction operations and policies..... | 10 |
| B. Company safety program and safety practices..... | 25 |
| C. Observe (as a passenger) a truck in operation..... | 10 |
| D. Learn laws and regulations and restrictions..... | 20 |
| 2. Care and Maintenance | |
| A. Routine fueling, lubrication and equipment servicing..... | 50 |
| 3. Operation of Equipment | |
| A. Special function of the unit..... | 25 |
| B. Equipment operation..... | <u>210</u> |
| TOTAL | 350 |

The minimum wage rate under this program shall be:

| | |
|---|-------------------|
| 60% of the journey worker rate for the first quarter of training | (0 - 87 hours) |
| 70% of the journey worker rate for the second quarter of training | (88 – 174 hours) |
| 80% of the journey worker rate for the third quarter of training | (175 - 262 hours) |
| 90% of the journey worker rate for the fourth quarter of training | (263 - 350 hours) |

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Actual minimum training wage is percentage based and calculated on the prevailing minimum SD: DOT Standard Job Classification (SD: Job) wage and rate. The Training rate is the greater of: Period percentage applied to the prevailing applicable SD: Job rate; or the prevailing Common Laborer rate. Trainees shall be paid an increased wage, based on the schedule for completed training hours.

TRAINING CURRICULUM

**Classification: Equipment Operator G03
Training Program: Rough Motor Grader**

| | <u>HOURS</u> |
|---|--------------|
| 1. Orientation | |
| A. Observation of the company's general construction operations and policies..... | 10 |
| B. Company safety program and safety practices..... | 10 |
| C. Equipment orientation (starting and learning the controls)..... | 35 |
| D. Starting and manipulating levers..... | 35 |
| 2. Care and Maintenance | |
| A. Routine fueling, lubrication and equipment servicing..... | 110 |
| 3. Operation of Equipment | |
| A. Special function of the unit..... | 50 |
| B. Equipment operation..... | <u>550</u> |
| TOTAL | 800 |

The minimum wage rate under this program shall be:

| | |
|---|-------------------|
| 60% of the journey worker rate for the first quarter of training | (0 - 199 hours) |
| 70% of the journey worker rate for the second quarter of training | (200 – 399 hours) |
| 80% of the journey worker rate for the third quarter of training | (400 - 599 hours) |
| 90% of the journey worker rate for the fourth quarter of training | (600 - 800 hours) |

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Actual minimum training wage is percentage based and calculated on the prevailing minimum SD: DOT Standard Job Classification (SD: Job) wage and rate. The Training rate is the greater of: Period percentage applied to the prevailing applicable SD: Job rate; or the prevailing Common Laborer rate. Trainees shall be paid an increased wage, based on the schedule for completed training hours.

TRAINING CURRICULUM

Classification: Equipment Operators G04 (Concrete) Training Program: Concrete Paving Finishing Machine

| | <u>HOURS</u> |
|---|--------------|
| 1. Orientation | |
| A. Observation of the company's general construction operations and policies..... | 11 |
| B. Company safety program and safety practices..... | 33 |
| C. Equipment orientation (starting and learning the controls)..... | 22 |
| D. Staking and construction sequence..... | 22 |
| 2. Care and Maintenance | |
| A. Routine fueling, lubrication and equipment servicing..... | 50 |
| 3. Operation of Equipment | |
| A. Special function of the unit..... | 66 |
| B. Equipment operation..... | <u>396</u> |
| TOTAL | 600 |

The minimum wage rate under this program shall be:

| | |
|---|-------------------|
| 60% of the journey worker rate for the first quarter of training | (0 - 149 hours) |
| 70% of the journey worker rate for the second quarter of training | (150 - 299 hours) |
| 80% of the journey worker rate for the third quarter of training | (300 - 449 hours) |
| 90% of the journey worker rate for the fourth quarter of training | (450 - 600 hours) |

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Actual minimum training wage is percentage based and calculated on the prevailing minimum SD: DOT Standard Job Classification (SD: Job) wage and rate. The Training rate is the greater of: Period percentage applied to the prevailing applicable SD: Job rate; or the prevailing Common Laborer rate. Trainees shall be paid an increased wage, based on the schedule for completed training hours.

TRAINING CURRICULUM

Classification: Equipment Operators G04 (Miscellaneous)
Training Program: Cranes/Derricks/Draglines/Pile Drivers/Shovels 30 to 50 tons;
Backhoes/Excavators 21 to 40 tons; Scrapers (wheels or tracks);
Concrete Pump Truck

| | <u>HOURS</u> |
|---|--------------|
| 1. Orientation | |
| A. Observation of the company's general construction operations and policies..... | 11 |
| B. Company safety program and safety practices..... | 33 |
| C. Equipment orientation (starting and learning the controls)..... | 22 |
| D. Staking and construction sequence..... | 22 |
| 2. Care and Maintenance | |
| A. Routine fueling, lubrication and equipment servicing..... | 50 |
| 3. Operation of Equipment | |
| A. Special function of the unit..... | 66 |
| B. Equipment operation..... | <u>396</u> |
| TOTAL | 600 |

The minimum wage rate under this program shall be:

| | |
|---|-------------------|
| 60% of the journey worker rate for the first quarter of training | (0 - 149 hours) |
| 70% of the journey worker rate for the second quarter of training | (150 - 299 hours) |
| 80% of the journey worker rate for the third quarter of training | (300 - 449 hours) |
| 90% of the journey worker rate for the fourth quarter of training | (450 - 600 hours) |

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Actual minimum training wage is percentage based and calculated on the prevailing minimum SD: DOT Standard Job Classification (SD: Job) wage and rate. The Training rate is the greater of: Period percentage applied to the prevailing applicable SD: Job rate; or the prevailing Common Laborer rate. Trainees shall be paid an increased wage, based on the schedule for completed training hours.

TRAINING CURRICULUM

Classification: Equipment Operators G04 (Asphalt)

Training Program: Asphalt Paving Machine Screed; Asphalt Paving Machine

| | <u>HOURS</u> |
|---|--------------|
| 1. Orientation | |
| A. Observation of the company's general construction operations and policies..... | 11 |
| B. Company safety program and safety practices..... | 33 |
| C. Equipment orientation (starting and learning the controls)..... | 22 |
| D. Staking and construction sequence..... | 22 |
| 2. Care and Maintenance | |
| A. Routine fueling, lubrication and equipment servicing..... | 50 |
| 3. Operation of Equipment | |
| A. Special function of the unit..... | 66 |
| B. Equipment operation..... | <u>396</u> |
| TOTAL | 600 |

The minimum wage rate under this program shall be:

| | |
|---|-------------------|
| 60% of the journey worker rate for the first quarter of training | (0 - 149 hours) |
| 70% of the journey worker rate for the second quarter of training | (150 - 299 hours) |
| 80% of the journey worker rate for the third quarter of training | (300 - 449 hours) |
| 90% of the journey worker rate for the fourth quarter of training | (450 - 600 hours) |

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Actual minimum training wage is percentage based and calculated on the prevailing minimum SD: DOT Standard Job Classification (SD: Job) wage and rate. The Training rate is the greater of: Period percentage applied to the prevailing applicable SD: Job rate; or the prevailing Common Laborer rate. Trainees shall be paid an increased wage, based on the schedule for completed training hours.

TRAINING CURRICULUM

Classification: Equipment Operator G04 Training Program: Maintenance Mechanics

| | <u>HOURS</u> |
|---|--------------|
| 1. Orientation | |
| A. Observation of the company's general construction operations and policies..... | 20 |
| B. Company safety program and safety practices..... | 35 |
| C. Basic use of hand tools, jacks and hoists..... | 25 |
| D. Observation of the job to be performed..... | 25 |
| 2. Care and Maintenance | |
| A. Cleaning tools and proper handling of materials..... | 100 |
| B. Knowledge of torque requirements and procedures..... | 150 |
| 3. Operation of Equipment | |
| A. Experience various routines and preventative maintenance..... | 200 |
| B. Maintain operating status of various equipment and machinery..... | <u>245</u> |
| TOTAL | 800 |

The minimum wage rate under this program shall be:

| | |
|---|-------------------|
| 60% of the journey worker rate for the first quarter of training | (0 - 199 hours) |
| 70% of the journey worker rate for the second quarter of training | (200 - 399 hours) |
| 80% of the journey worker rate for the third quarter of training | (400 - 599 hours) |
| 90% of the journey worker rate for the fourth quarter of training | (600 - 800 hours) |

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Actual minimum training wage is percentage based and calculated on the prevailing minimum SD: DOT Standard Job Classification (SD: Job) wage and rate. The Training rate is the greater of: Period percentage applied to the prevailing applicable SD: Job rate; or the prevailing Common Laborer rate. Trainees shall be paid an increased wage, based on the schedule for completed training hours.

TRAINING CURRICULUM

**Classification: Equipment Operators G05 (Miscellaneous)
 Training Program: Asphalt Plant; Backhoes/Excavators over 40 Tons;
 Cranes/Derricks/Draglines/Pile Drivers/Shovels over 50 Tons; Automatic Fine
 Grader; Milling Machine**

| | <u>HOURS</u> |
|---|--------------|
| 1. Orientation | |
| A. Observation of the company's general construction operations and policies..... | 11 |
| B. Company safety program and safety practices..... | 33 |
| C. Equipment orientation (starting and learning the controls)..... | 22 |
| D. Staking and construction sequence..... | 22 |
| 2. Care and Maintenance | |
| A. Routine fueling, lubrication and equipment servicing..... | 50 |
| 3. Operation of Equipment | |
| A. Special function of the unit..... | 66 |
| B. Equipment operation..... | <u>446</u> |
| TOTAL | 650 |

The minimum wage rate under this program shall be:

| | |
|---|-------------------|
| 60% of the journey worker rate for the first quarter of training | (0 - 162 hours) |
| 70% of the journey worker rate for the second quarter of training | (163 - 324 hours) |
| 80% of the journey worker rate for the third quarter of training | (325 - 487 hours) |
| 90% of the journey worker rate for the fourth quarter of training | (488 – 650 hours) |

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Actual minimum training wage is percentage based and calculated on the prevailing minimum SD: DOT Standard Job Classification (SD: Job) wage and rate. The Training rate is the greater of: Period percentage applied to the prevailing applicable SD: Job rate; or the prevailing Common Laborer rate. Trainees shall be paid an increased wage, based on the schedule for completed training hours.

TRAINING CURRICULUM

**Classification: Equipment Operator G05
Training Program: Heavy Duty Mechanic**

| | <u>HOURS</u> |
|---|--------------|
| 1. Orientation | |
| A. Observation of the company's general construction operations and policies..... | 10 |
| B. Company safety program and safety practices..... | 10 |
| C. Equipment orientation (starting and learning the controls)..... | 25 |
| D. Adjustment of scales, operation of controls and weighing..... | 25 |
| 2. Care and Maintenance | |
| A. Routine fueling, lubrication and equipment servicing..... | 35 |
| 3. Operation of Equipment | |
| A. Special function of the unit..... | 25 |
| B. Equipment operation..... | <u>170</u> |
| TOTAL | 300 |

The minimum wage rate under this program shall be:

| | |
|---|-------------------|
| 60% of the journey worker rate for the first quarter of training | (0 - 74 hours) |
| 70% of the journey worker rate for the second quarter of training | (75 - 149 hours) |
| 80% of the journey worker rate for the third quarter of training | (150 - 174 hours) |
| 90% of the journey worker rate for the fourth quarter of training | (175 – 300 hours) |

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Actual minimum training wage is percentage based and calculated on the prevailing minimum SD: DOT Standard Job Classification (SD: Job) wage and rate. The Training rate is the greater of: Period percentage applied to the prevailing applicable SD: Job rate; or the prevailing Common Laborer rate. Trainees shall be paid an increased wage, based on the schedule for completed training hours.

TRAINING CURRICULUM

Classification: Equipment Operator G05 (Concrete) Training Program: Concrete Batch Plant

| | <u>HOURS</u> |
|---|--------------|
| 1. Orientation | |
| A. Observation of the company's general construction operations and policies..... | 10 |
| B. Company safety program and safety practices..... | 10 |
| C. Equipment orientation (starting and learning the controls)..... | 25 |
| D. Adjustment of scales, operation of controls and weighing..... | 25 |
| 2. Care and Maintenance | |
| A. Routine fueling, lubrication and equipment servicing..... | 35 |
| 3. Operation of Equipment | |
| A. Special function of the unit..... | 25 |
| B. Equipment operation..... | <u>170</u> |
| TOTAL | 300 |

The minimum wage rate under this program shall be:

| | |
|---|-------------------|
| 60% of the journey worker rate for the first quarter of training | (0 - 74 hours) |
| 70% of the journey worker rate for the second quarter of training | (75 - 149 hours) |
| 80% of the journey worker rate for the third quarter of training | (150 - 174 hours) |
| 90% of the journey worker rate for the fourth quarter of training | (175 – 300 hours) |

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Actual minimum training wage is percentage based and calculated on the prevailing minimum SD: DOT Standard Job Classification (SD: Job) wage and rate. The Training rate is the greater of: Period percentage applied to the prevailing applicable SD: Job rate; or the prevailing Common Laborer rate. Trainees shall be paid an increased wage, based on the schedule for completed training hours.

TRAINING CURRICULUM

Classification: Equipment Operator G05 Training Program: Bridge Welder

| | <u>HOURS</u> |
|---|--------------|
| 1. Orientation | |
| A. Observation of the company's general construction operations and policies..... | 10 |
| B. Company safety program and safety practices..... | 10 |
| C. Equipment orientation (starting and learning the controls)..... | 25 |
| D. Adjustment of scales, operation of controls and weighing..... | 25 |
| 2. Care and Maintenance | |
| A. Routine fueling, lubrication and equipment servicing..... | 35 |
| 3. Operation of Equipment | |
| A. Special function of the unit..... | 25 |
| B. Equipment operation..... | <u>170</u> |
| TOTAL | 300 |

The minimum wage rate under this program shall be:

| | |
|---|-------------------|
| 60% of the journey worker rate for the first quarter of training | (0 - 74 hours) |
| 70% of the journey worker rate for the second quarter of training | (75 - 149 hours) |
| 80% of the journey worker rate for the third quarter of training | (150 - 174 hours) |
| 90% of the journey worker rate for the fourth quarter of training | (175 – 300 hours) |

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Actual minimum training wage is percentage based and calculated on the prevailing minimum SD: DOT Standard Job Classification (SD: Job) wage and rate. The Training rate is the greater of: Period percentage applied to the prevailing applicable SD: Job rate; or the prevailing Common Laborer rate. Trainees shall be paid an increased wage, based on the schedule for completed training hours.

TRAINING CURRICULUM

Classification: Equipment Operator G05 Training Program: Finish Motor Grader

| | <u>HOURS</u> |
|---|--------------|
| 1. Orientation | |
| A. Observation of the company's general construction operations and policies..... | 10 |
| B. Company safety program and safety practices..... | 10 |
| C. Equipment orientation (starting and learning the controls)..... | 35 |
| D. Starting and manipulating levers..... | 35 |
| 2. Care and Maintenance | |
| A. Routine fueling, lubrication and equipment servicing..... | 110 |
| 3. Operation of Equipment | |
| A. Special function of the unit..... | 50 |
| B. Equipment operation..... | <u>650</u> |
| TOTAL | 900 |

The minimum wage rate under this program shall be:

| | |
|---|-------------------|
| 60% of the journey worker rate for the first quarter of training | (0 - 224 hours) |
| 70% of the journey worker rate for the second quarter of training | (225 - 449 hours) |
| 80% of the journey worker rate for the third quarter of training | (450 - 674 hours) |
| 90% of the journey worker rate for the fourth quarter of training | (675 - 900 hours) |

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Actual minimum training wage is percentage based and calculated on the prevailing minimum SD: DOT Standard Job Classification (SD: Job) wage and rate. The Training rate is the greater of: Period percentage applied to the prevailing applicable SD: Job rate; or the prevailing Common Laborer rate. Trainees shall be paid an increased wage, based on the schedule for completed training hours.

TRAINING CURRICULUM

Classification: Truck Drivers GT1

Training Program: Tandem Truck without Trailer or Pup; Single Axle Truck over 26,000 GVW with or without Trailer

| | <u>HOURS</u> |
|---|--------------|
| 1. Orientation | |
| A. Observation of the company's general construction operations and policies..... | 10 |
| B. Company safety program and safety practices..... | 20 |
| C. Equipment orientation (starting and learning the controls)..... | 10 |
| D. Study of highway driving laws..... | 10 |
| E. Pre-trip inspection..... | 20 |
| 2. Care and Maintenance | |
| A. Routine fueling, lubrication and equipment servicing..... | 50 |
| 3. Operation of Equipment | |
| A. Advance moving of equipment..... | 30 |
| B. Equipment operation..... | <u>250</u> |
| TOTAL | 400 |

The minimum wage rate under this program shall be:

| | |
|---|-------------------|
| 60% of the journey worker rate for the first quarter of training | (0 - 99 hours) |
| 70% of the journey worker rate for the second quarter of training | (100 - 199 hours) |
| 80% of the journey worker rate for the third quarter of training | (200 - 299 hours) |
| 90% of the journey worker rate for the fourth quarter of training | (300 - 400 hours) |

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Actual minimum training wage is percentage based and calculated on the prevailing minimum SD: DOT Standard Job Classification (SD: Job) wage and rate. The Training rate is the greater of: Period percentage applied to the prevailing applicable SD: Job rate; or the prevailing Common Laborer rate. Trainees shall be paid an increased wage, based on the schedule for completed training hours.

TRAINING CURRICULUM

Classification: Truck Drivers GT2

Training Program: Semi-Tractor and Trailer; Tandem Truck with Pup

| | <u>HOURS</u> |
|---|--------------|
| 1. Orientation | |
| A. Observation of the company's general construction operations and policies..... | 10 |
| B. Company safety program and safety practices..... | 20 |
| C. Equipment orientation (starting and learning the controls)..... | 10 |
| D. Study of highway driving laws..... | 10 |
| E. Pre-trip inspection..... | 20 |
| 2. Care and Maintenance | |
| A. Routine fueling, lubrication and equipment servicing..... | 50 |
| 3. Operation of Equipment | |
| A. Advance movement of equipment..... | 30 |
| B. Equipment operation..... | <u>350</u> |
| TOTAL | 500 |

The minimum wage rate under this program shall be:

| | |
|---|-------------------|
| 60% of the journey worker rate for the first quarter of training | (0 - 124 hours) |
| 70% of the journey worker rate for the second quarter of training | (125 - 249 hours) |
| 80% of the journey worker rate for the third quarter of training | (250 - 374 hours) |
| 90% of the journey worker rate for the fourth quarter of training | (375 - 500 hours) |

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Actual minimum training wage is percentage based and calculated on the prevailing minimum SD: DOT Standard Job Classification (SD: Job) wage and rate. The Training rate is the greater of: Period percentage applied to the prevailing applicable SD: Job rate; or the prevailing Common Laborer rate. Trainees shall be paid an increased wage, based on the schedule for completed training hours.

TRAINING CURRICULUM

Classification: Ironworkers I01
Training Program: Steel Rebar

HOURS

- | | | |
|----|--|-----|
| 1. | Safety & Orientation..... | 28 |
| | Site orientation, hazard recognition, PPE, hand/power tool safety (including cutoff saws), pinch/crush hazards, rigging basics for bundles, fall protection in forms, ergonomics/strain prevention, hot/cold weather, housekeeping. | |
| 2. | Reading Plans & Bar Lists..... | 20 |
| | Blueprint basics, rebar schedules, bar marks, dimensions, cover requirements, lap lengths, hooks, stirrups, ties, tags, locations, pour breaks, construction joints. | |
| 3. | Tool & Equipment Familiarization..... | 24 |
| | Tie wire reels, pliers/pigtail tools, cordless tying tools, cutters (bolt/screw cutters), hand benders, table benders, shears/cutoff saws, chairs/spacers/chairs-setting tools, levels/tapes, chalk lines, lasers | |
| 4. | Material Handling & Storage..... | 28 |
| | Offloading bundles, rigging and signaling basics, staging, rack/storage, corrosion prevention, sequence planning, housekeeping. | |
| 5. | Placing Rebar & Mesh..... | 120 |
| | Layout reference lines, spacers/chairs installation, placing bars to cover and spacing, securing within forms, mats, slabs, beams, walls, footings, columns; dowels; supports; tying intermediate checks; coordination with supervision. | |
| 6. | Tying Techniques..... | 60 |
| | Tie types: snap tie, saddle tie, figure-eight, double-wrap, seismic ties, corner ties, vertical ties for columns/walls; production and quality balancing | |
| 7. | Cutting & Bending..... | 30 |
| | Measuring and marking cuts, saw/shear safety, angle/length accuracy, field bends, handling burrs, reinforcing end treatment, minimizing heat impact (avoid torch unless directed). | |
| 8. | Prefabricated Assemblies (Cages & Mats)..... | 20 |
| | Building/placing column/wall cages, beam stirrup assemblies, slab mats; templates, jigs, lift points, temporary bracing; transporting assemblies to forms. | |
| 9. | QA/QC & Documentation..... | 20 |
| | Pre-pour inspection checklists, measuring cover, lap length verification, spacing checks, tag reconciliation, as-built notes, punch list closeout. | |

TOTAL 350

TRAINING CURRICULUM CONTINUED

Classification: Ironworkers I01

Training Program: Steel Rebar

The minimum wage rate under this program shall be:

| | |
|---|-------------------|
| 60% of the journey worker rate for the first quarter of training | (0 – 87 hours) |
| 70% of the journey worker rate for the second quarter of training | (88 - 174 hours) |
| 80% of the journey worker rate for the third quarter of training | (175 - 262 hours) |
| 90% of the journey worker rate for the fourth quarter of training | (263 - 350 hours) |

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Actual minimum training wage is percentage based and calculated on the prevailing minimum SD: DOT Standard Job Classification (SD: Job) wage and rate. The Training rate is the greater of: Period percentage applied to the prevailing applicable SD: Job rate; or the prevailing Common Laborer rate. Trainees shall be paid an increased wage, based on the schedule for completed training hours.

TRAINING CURRICULUM

Classification: Ironworker I02 Training Program: Structural Steel

HOURS

1. Safety & Highway Bridge Orientation.....36
Bridge-specific hazards, fall protection on girders, leading-edge work, cold/heat stress, hand/ power tool safety, hot work (torches/welding), pinch/crush hazards, suspended loads, housekeeping, traffic control awareness, emergency response.
2. Structural Plans, Erection Plans & Procedures.....32
Blueprint basics, rebar schedules, bar marks, dimensions, cover requirements, lap lengths, hooks, stirrups, ties, tags, locations, pour breaks, construction joints.
3. Rigging, Tag Lines & Crane Communications.....52
Rigging basics (slings, shackles, spreader bars), center-of-gravity, lift plans, crane hand signals, radio etiquette, tag line control, pre-lift huddles, weather/wind limits.
4. Tool & Equipment Proficiency.....40
Air wrenches, impact sockets, spud bars (alignment), drift pins, grinders, magnetic base drills, hand drills, sledgehammers, torches, shears, rod-bending machines, layout tools (plumb bobs, lasers, levels).
5. Girder/Column Erection & Framing Placement.....150
Bearings and anchor checks, setting first girder, controlling camber and sweep, placing adjacent girders, cross frames/diaphragms, bracing, column/strut plumb, temporary stability measures, sequencing minimizing rework.
6. Fit-Up, Bolt-Up & Final Torque.....96
Hole alignment, drift pin use, temporary bolts, installing high-strength bolts, snug-tight, turn-of-nut / calibrated wrench / DTI methods, tightening patterns, re-torque after relaxation, bolt inspection and documentation.
7. Survey/Control: Plumb, Level & Laser Alignment.....32
Using levels, lasers, plumb bobs to set line/plumb/elevation; bearing seat elevations; sweep/camber checks; thermal movement considerations; tolerance verification.
8. Welding & Thermal Cutting.....48
Field welding basics (under supervision of certified welder), welding symbols, preheat/interpass requirements, weld prep, torch cutting, beveling, edge prep, distortion control, post-weld cleanup, compliance with WPS.
9. Field Fabrication & Bending.....16
Shearing small components, bending rods/plates to spec using bending machines/jigs, drilling/slotting for field modifications with approval.

TRAINING CURRICULUM CONTINUED

Classification: Ironworker I02 Training Program: Structural Steel

- 10. QA/QC, Inspection Readiness & Documentation.....28
Pre-inspection checklists, bolt verification, weld/torch quality checks, alignment records, member mark reconciliation, as-built notes, punch list tracking, photo documentation.
- 11. Demobilization, Punchlist & Lessons Learned.....20
Final adjustments, retorque checks, repair of coatings, touch-up, removal of temporary works, site cleanup, tool audits, crew debrief on improvements.

TOTAL 550

The minimum wage rate under this program shall be:

| | |
|---|-------------------|
| 60% of the journey worker rate for the first quarter of training | (0 – 137 hours) |
| 70% of the journey worker rate for the second quarter of training | (138 - 274 hours) |
| 80% of the journey worker rate for the third quarter of training | (275 - 412 hours) |
| 90% of the journey worker rate for the fourth quarter of training | (413 - 550 hours) |

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Actual minimum training wage is percentage based and calculated on the prevailing minimum SD: DOT Standard Job Classification (SD: Job) wage and rate. The Training rate is the greater of: Period percentage applied to the prevailing applicable SD: Job rate; or the prevailing Common Laborer rate. Trainees shall be paid an increased wage, based on the schedule for completed training hours.

TRAINING CURRICULUM

Classification: Painters P01

Training Program: Pavement Marking Installer/Applicator

HOURS

1. Safety & Traffic Control Orientation.....36
Work zone safety, temporary traffic control, flagging, night work, visibility, vehicle-pedestrian interface, PPE (respiratory for isocyanates, eye/face, hearing, hi-vis, cut/heat resistant), hot materials burn prevention, chemical exposure, spill response, equipment lockout/tagout.
2. Standard Plans & Marking Fundamentals.....32
Reading plans, MUTCD concepts (line types/lengths/gaps, colors, symbols), project specs, DOT tolerances, temporary vs. permanent markings, removal/obliteration requirements.
3. Material Science & Compatibility.....24
Epoxy plural components (A/B ratio, pot life, cure), paints (waterborne/solvent), primers/sealers, thermoplastic (temperature windows, preheat), cold-applied plastic (MMA), tapes, glass beads and anti-skid, substrate conditions and moisture/temperature limits.
4. Equipment Setup, Calibration & Maintenance.....56
Paint/epoxy truck systems (pumps, filters, hoses), plural-component ratio control, bead drop systems, thermoplastic preheater/applicator setup, thickness controls, hand sprayers, small removal machines; daily checks, cleaning, clog clearing, preventive maintenance.
5. Layout & Alignment.....40
Establishing lines using survey references, string/chalk lines, lasers, wheels, templates; complex geometry (tapers, gores, ramps), symbols/arrows spacing; temporary alignment methods at night.
6. Application Techniques: Paints & Epoxies (Plural Component).....64
Truck and walk-behind application; setting flow rates, line widths, skip pattern control; primers/sealers; bead application rates; hand spraying for short work/patches; edge lines, skip lines, and specialty markings.
7. Thermoplastic (Extrude/Spray) & Preformed Thermoplastic.....56
Preheat, substrate prep, primer/adhesive use, temperature control, thickness control, symbol and legend installs with templates, glass bead embedment, edge sealing, reheating techniques; handling and burn safety.
8. Cold-Applied Plastic (MMA) & Tapes.....28
Mixing ratios, pot life, surface prep, adhesion promotion, multi-pass build for thickness; tape selection for temp/permanent use, cleaning, primers, placement and rolling, seam treatment, removal of temp tapes.

TRAINING CURRICULUM CONTINUED

Classification: Painters P01

Training Program: Pavement Marking Installer/Applicator

| | |
|---|------------|
| 9. Removal Techniques (Small Machines)..... | 24 |
| Targeted removal/obliteration of lines/symbols with small grinders, shot/water blasters (as applicable), scarifying while minimizing substrate damage, dust control, debris management, traffic safety. | |
| 10. QA/QC, Measurement & Documentation..... | 28 |
| Thickness checks (wet film gauges), bead rate verification, retroreflectivity checks (if available), pattern/width verification, cure checks, weather logs, batch/lot records, daily quantities, photo documentation, punch list closeout | |
| 11. Troubleshooting, Maintenance & Lessons Learned..... | 20 |
| Final adjustments, retorque checks, repair of coatings, touch-up, removal of temporary works, site cleanup, tool audits, crew debrief on improvements. | |
| TOTAL | 400 |

The minimum wage rate under this program shall be:

| | |
|---|-------------------|
| 60% of the journey worker rate for the first quarter of training | (0 – 99 hours) |
| 70% of the journey worker rate for the second quarter of training | (100 - 199 hours) |
| 80% of the journey worker rate for the third quarter of training | (200 - 299 hours) |
| 90% of the journey worker rate for the fourth quarter of training | (300 - 400 hours) |

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Actual minimum training wage is percentage based and calculated on the prevailing minimum SD: DOT Standard Job Classification (SD: Job) wage and rate. The Training rate is the greater of: Period percentage applied to the prevailing applicable SD: Job rate; or the prevailing Common Laborer rate. Trainees shall be paid an increased wage, based on the schedule for completed training hours.

TRAINING CURRICULUM

Classification: Painters P02 Training Program: Bridge Painter

HOURS

| | |
|--|------------|
| 1. Safety & Environmental Compliance..... | 60 |
| Fall protection, respiratory protection, PPE, confined space awareness, lead paint hazards, silica exposure, hot work, traffic control, spill response, containment systems, ventilation, fire safety. | |
| 2. Surface Preparation Techniques..... | 120 |
| Sandblasting, power tool cleaning, hand scraping, washing, degreasing, rust removal, profile creation, containment for blasting debris. | |
| 3. Primers & Anti-Corrosion Systems..... | 60 |
| Types of primers (zinc-rich, epoxy), anti-rust coatings, mixing ratios, pot life, application methods, curing requirements. | |
| 4. Paint & Coating Application..... | 160 |
| Airless spray, conventional spray, rollers, brushes; multi-coat systems; varnish application; stripe painting on guardrails; coating cables and structural steel. | |
| 5. Equipment Setup & Maintenance..... | 40 |
| Wet/dry film thickness checks, adhesion tests, cure verification, environmental condition logs, batch tracking, photo documentation. | |
| 6. Quality Control & Documentation..... | 40 |
| Wet/dry film thickness checks, adhesion tests, cure verification, environmental condition logs, batch tracking, photo documentation. | |
| 7. Traffic Control & Work Zone Setup..... | 40 |
| MUTCD-compliant traffic control, lane closures, flagging, night work safety, signage, buffer zones. | |
| 8. Cleanup, Waste Management & Demobilization..... | 40 |
| Hazardous waste handling, containment teardown, tool audits, site cleanup, environmental compliance. | |
| TOTAL | 600 |

TRAINING CURRICULUM CONTINUED

Classification: Painters P02 Training Program: Bridge Painter

The minimum wage rate under this program shall be:

| | |
|---|-------------------|
| 60% of the journey worker rate for the first quarter of training | (0 – 149 hours) |
| 70% of the journey worker rate for the second quarter of training | (150 - 299 hours) |
| 80% of the journey worker rate for the third quarter of training | (300 - 449 hours) |
| 90% of the journey worker rate for the fourth quarter of training | (450 - 600 hours) |

The actual training will vary, in most instances, from this approximate breakdown because of the type of construction the contractor has under contract, the stage of construction when the trainee is taking this basic course, and other similar circumstances. However, the basic intent of the training, as described in the criteria for the program, will be followed during the training of each trainee.

Actual minimum training wage is percentage based and calculated on the prevailing minimum SD: DOT Standard Job Classification (SD: Job) wage and rate. The Training rate is the greater of: Period percentage applied to the prevailing applicable SD: Job rate; or the prevailing Common Laborer rate. Trainees shall be paid an increased wage, based on the schedule for completed training hours.

TRAINER RESPONSIBILITIES

The job of the Trainer is to make sure that the Trainee is receiving the proper training to achieve full journey worker status. A Trainer has certain responsibilities to help the Trainee achieve the goals to graduate from the training program. The following are a few things that the Trainer can do:

As their Mentor:

- Let them know they can trust you.
- Don't expect them to be great at the beginning. Not everyone will have the experience you have had.

As their Supervisor:

- Encourage them to continue exceeding at work. Nothing is better than knowing you are exceeding at a new task.
- Instead of yelling at them for everything they do wrong, tell them what the problem is and show them how to fix it.

As their Supporter:

- Show them that they can go to you with anything. They need to know that they have someone that will take care of situations out of their control.
- Praise them! Again, telling someone how good they are doing makes them want to continue to do a great job.
- Encourage them to do their best every day.

As their Trainer:

- Encourage them to try new equipment. This could help the project and allow them to get more experience.
- Be their Trainer! They need someone there who can show them "the ropes" during the first few days. Every job is different so don't expect them to know how you want it done.
- Make sure they get the proper training. As long as they are on the job you should be training them, and they should be learning from you. Don't just think they will be fine after a few days and leave them to figure it out on their own. They need someone they can ask questions.

Please print a copy and give to your Trainers. This will help them with what should be expected of them.

OJT REGISTRATION FORM

EXAMPLE ONLY – DO NOT COPY FORM FROM THIS PAGE – DOWNLOAD UP TO DATE FORM FOR FROM WEBSITE



South Dakota Department of Transportation Civil Rights Program

On-the-Job Training Program Registration Form

Do not fill out this form in your web browser (Download form to sign and submit electronically)

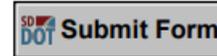
PLEASE COMPLETE CONTRACTOR SECTION – CLICK ON SUBMIT FORM WHEN COMPLETED

TRAINEE INFORMATION

Trainee Name Training Program
Start Date Any Prior Training Hours Starting Wage
Sex Racial/Ethnic Group
Economically Disadvantaged Yes No Trainee Employment
Trainee Signature _____

PROJECT INFORMATION

Contractor Name Prime Sub
Project Number PCN County(s)
Trainer Assigned
Contractor Signature _____



THIS SECTION IS TO BE COMPLETED BY CIVIL RIGHTS PROGRAM

| | |
|---|--|
| Classification <input type="text"/> | Received Date <input type="text"/> |
| Training Program <input type="text"/> | Program Hours <input type="text"/> |
| Minimum Starting Wage (not lower than GL 1 Rate) | 60% of journeyman wage <input type="text"/> |
| Minimum Wage after 25% = <input type="text"/> Hours | 70% of journeyman wage <input type="text"/> |
| Minimum Wage after 50% = <input type="text"/> Hours | 80% of journeyman wage <input type="text"/> |
| Minimum Wage after 75% = <input type="text"/> Hours | 90% of journeyman wage <input type="text"/> |
| Minimum Wage after Completion | 100% of journeyman wage <input type="text"/> |

MAKE TRAINEE WAGE ADJUSTMENTS AS NECESSARY DURING COURSE OF PROGRAM

On this registration form, it is important to fill out **all** the information asked for. Reading the instructions to this form can help with understanding how to properly fill this registration out. For example, when filling out Classification Title use “Self-Propelled Roller (except Hot Mix)” instead of “G02” or “Self-Propelled Roller.” Some things like the roller have multiple types.

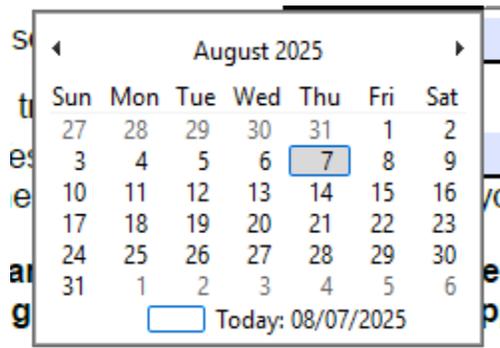
INSTRUCTIONS FOR OJT REGISTRATION FORM

✓ General Instructions:

- Save the original form.
- This report is to be completed and submitted within two weeks of trainee beginning the program. Failure to submit in a timely manner may result in deduction for late submission of the registration form.
- Only one registration may be submitted at a time.
- If trainee is working concurrently on another project, please submit a separate OJT Registration Form for each project.
- Any boxes outlined in red are required fields.
- Contractor has the responsibility to monitor trainee wages and hours to ensure that proper minimum wages are paid based on information, which will be provided on the completed registration form.

TRAINEE INFORMATION

- ✓ **Trainee Name:** Type Trainee Name
- ✓ **Training Program:** Type Training Program of Trainee (Use job classification titles such as “Scraper Operator”, “Form Builder”, etc. Be clear and be specific. Use titles as they appear in the SDDOT OJT Manual and/or wage scale. DO NOT USE WAGE CODES. Any classification not found in the SDDOT OJT Manual must be approved by SDDOT and FHWA prior to Trainee beginning program. Copy of the manual can be found at: <https://dot.sd.gov/programs-services/civil-rights/on-the-job-training-ojt>)
- ✓ **Start Date:** This is the start date as a trainee not the start date if a previous employee. Select start date from drop down calendar.



- ✓ **Any Prior Training Hours:** Enter the number of previous training hours or zero (0) if there are no previous training hours.
- ✓ **Starting Wage:** Enter the starting wage.

- ✓ **Sex:** Select Sex from drop down box

Sex Select Sex
Econ Select Sex
Train Male
Female

- ✓ **Racial/Ethnic Group:** Select Race/Ethnicity from the drop-down box

Racial/Ethnic Group Select Racial/Ethnic Group
es No Trainee
PROJECT INFORMATION
PCN

- Select Racial/Ethnic Group
- White
- Black or African American
- Hispanic or Latino
- Asian
- American Indian or Alaska Native
- Native Hawaiian or Other Pacific Islander
- Two or More Races

- ✓ **Economically Disadvantaged:** Select “Yes” if individual meets the Department of Labor guidelines for socially and economically disadvantaged. Otherwise select “no”
- ✓ **Training Employment:** Select the appropriate hiring referral from the drop-down box.

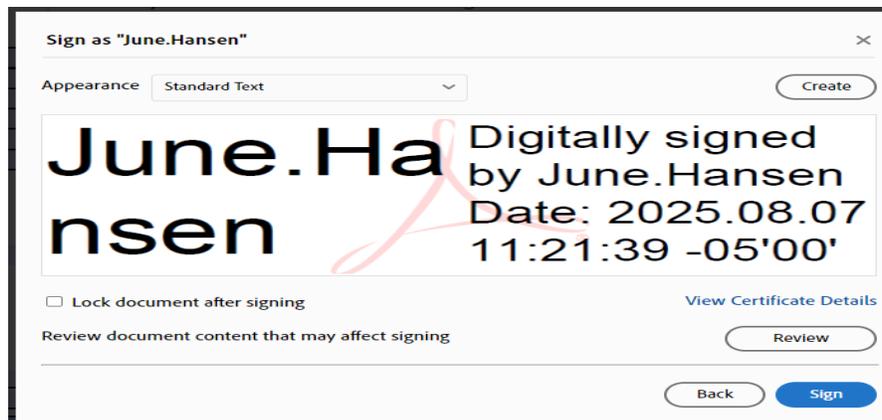
Trainee Employment Select One
PROJECT INFORMATION
Prime

- Select One
- New Hire
- TERO/TECRO Referral
- Current Employee Upgrade
- Rehire
- Union Referral

- ✓ **Trainee Signature:** Print and have Trainee sign. Be sure to complete the Project Information Section before you print. Or obtain Trainee electronic signature. For electronic signature: Click on signature box and insert electronic signature. Select Signature and hit “continue”.



- **Click on “Sign”**



- **Save the Document:** Then it will ask you to save the document. Rename the document including last name of trainee and month of report. For Example: OJT Registration Form– Brown-July 2025.pdf. Click on “Save”.

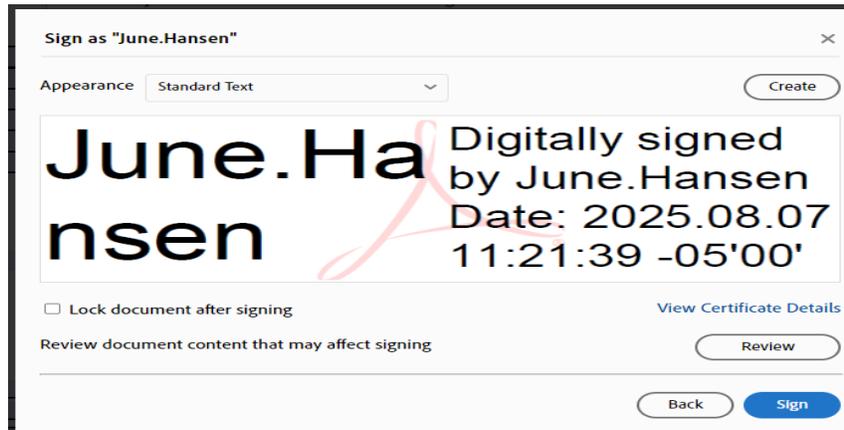
PROJECT INFORMATION

- ✓ **Contractor:** Type Contractor Name
- ✓ **Prime or Sub:** Select the appropriate box
- ✓ **Project Number/PCNs of Trainee Registration:** Type Project Number and PCN Number
- ✓ **Trainer Assigned:** Type name of trainer responsible for overseeing training

- ✓ **Contractor Signature:** Click on signature box and insert electronic signature. Select Signature and hit “continue”.

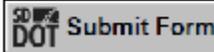


- Click on “Sign”



- **Save the Document:** Then it will ask you to save the document. Rename the document including last name of trainee and month of report. For Example: OJT Registration Form–Brown-July 2025.pdf. Click on “Save”.
- ✓ **Submit Form:** Click on the “Submit Form” button. It will bring up an email and ask which email you want to utilize and set a default for future submissions. Then hit “Send” on the email and the form will be sent.

This company certifies that it has provided supervised training as reported above in accordance with the Training Special provision and the Approved Training Program.

June.Hansen Digitally signed by June.Hansen Date: 2025.08.07 11:24:57 -05'00' 08/07/2025 Date 

- ✓ **Alternative Methods to Submit OJT Registration Form:** Forms may also be scanned and emailed to June.hansen@state.sd.us or via US Mail to the following address:

Department of Transportation
ATTN: June Hansen
700 E. Broadway Ave.
Pierre, SD 57501

OJT MONTHLY STATUS REPORT

EXAMPLE ONLY – DO NOT COPY FORM FROM THIS PAGE – DOWNLOAD UP TO DATE FORM FOR FROM WEBSITE



South Dakota Department of Transportation Civil Rights Program

OJT MONTHLY STATUS REPORT

Do not fill out this form in your web browser (Download form to sign and submit electronically)

PLEASE COMPLETE CONTRACTOR SECTION – CLICK ON **SUBMIT FORM** WHEN COMPLETED

Report for Month Ending 20 Contractor

Trainee Name Training Program

Project Number/PCNs of Trainee Registration

| PROJECT/ LOCATION | WEEK ENDING | HOURLY WAGE | TRAINING HOURS WORKED | NON-TRAINING HOURS <small>(25% of total program hours MAX)</small> | OFF-SITE TRAINING HOURS <small>(List all off-site training hours – only 100 hours eligible for reimbursement)</small> |
|----------------------|----------------|----------------|-----------------------------|--|--|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

| TOTAL HOURS FROM LAST REPORT | TOTAL TRAINING HOURS | 25% NON- TRAINING HOURS | TOTAL OFF-SITE HOURS | NEW TOTAL ACCRUED HOURS |
|------------------------------------|-------------------------|----------------------------|-------------------------|-------------------------------|
| 0 | 0 | 0 | 0 | 0 |

Complete these items as appropriate:

- A. Is the trainee working multiple projects concurrently? Yes No
If "Yes", please separate hours by project in the table above.
- B. Has trainee been transferred, laid off, terminated (voluntarily or involuntarily)? Yes No
If "Yes", effective date
Reason:
- C. Has trainee graduated? Yes No
If "Yes", date completed program
Is the graduate now employed with your firm at journeymen level? Yes No

This company certifies that it has provided supervised training as reported above in accordance with the Training Special Provision and the Approved Training Program.

Signature of Person Preparing Report _____ Date

On this Monthly Status Report form, it is important to fill out **all** the information requested. Reading the instructions to this form can help with understanding how to properly fill this report out. For example, when filling out the Projection/ Location you can either put the PCN Number or you may write the county or city name. All of A., B., and C. on the form need to be filled out as well as the date and reason. This helps us to know whether payment should be made.

INSTRUCTIONS FOR OJT MONTHLY STATUS REPORT

✓ General Instructions:

- Save the original form.
- This report is to be completed following the last full pay period of every month.
- The report is due in the Civil Rights office within one month following that pay period OR within one month of the ending of the pay period during which the trainee graduates, is suspended/laid off, quits or is terminated. Failure to submit in a timely manner may result in deduction for late reporting.
- Following the initial report, subsequent reports should include only training hours since the last report.
- If trainee has a change in hourly wage rate during the week, split the week across two lines in the table.
- Only one form can be submitted at a time.
- Any boxes outlined in red are required fields.
- Contractor has the responsibility to monitor trainee wages and hours to ensure that proper minimum wages are paid based on information, which was provided on the completed registration form.

✓ Report for Month Ending: Select Month from drop down box and add year

Report for Month Ending Select Month 2025

Trainee Name

Project Number/PCNs of

PROJECT/ LOCATION

HOURLY WAGE

January
February
March
April
May
June
July

- ✓ **Contractor:** Type Contractor Name
- ✓ **Trainee Name:** Type Trainee Name
- ✓ **Training Program:** Type Training Program of Trainee (Use job classification titles such as “Scraper Operator”, “Form Builder”, etc. Be clear and be specific. Use titles as they appear in the SDDOT OJT Manual and/or wage scale. DO NOT USE WAGE CODES. Any classification not found in the SDDOT OJT Manual must be approved by SDDOT and FHWA prior to Trainee beginning program. Copy of the manual can be found at: <https://dot.sd.gov/programs-services/civil-rights/on-the-job-training-ojt>)

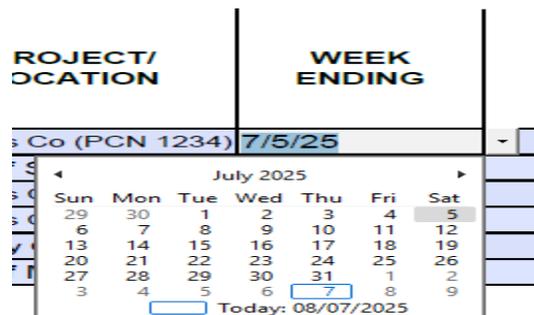
- ✓ **Project Number/PCNs of Trainee Registration:** Type Project Number and PCN Number

Report for Month Ending 20 Contractor

Trainee Name Training Program

Project Number/PCNs of Trainee Registration P 0009(21)28, PCN 1234

- ✓ **Project/Location:** Identify where trainee was working by stating City, County or Project Number/PCN Number. If not a SDDOT project, be sure to input the other project owner such as “City of XYZ” or “Business Parking Lot”. If trainee works on multiple projects in the same week, please list each project separately in the table.
- ✓ **Week Ending:** Select end of work week from drop down calendar.



- ✓ **Hourly Wage:** Enter wage rate as shown on payroll. If performing work in other classifications at different wage rates, separate those hours on a separate line.
- ✓ **General Note on Reporting Hours:** Please report hours to the closest quarter of a percent. The report form will not let you enter a number that is not to the closest quarter of a percent. For example, 40.8 should be entered as 40.75.
- ✓ **Training Hours Worked:** Enter training hours worked. This is a total of regular and overtime training hours worked during the pay period. DO NOT show regular and overtime hours separately on the report. DO NOT include non-training hours in this column. If hours are worked on different projects, please enter those hours on a separate line. Total training hours worked for the reporting period will be calculated and automatically updated in the “Total Training Hours” below the table.
- ✓ **Non-Training Hours:** Enter number of hours worked outside the training program. The table will automatically calculate the 25% eligible non-training hours and update in the “25% Non-Training Hours” below the table. DO NOT enter any off-site non-training hours. Those hours do not count towards graduation and are not eligible for reimbursement.

- ✓ **Off-Site Training Hours:** Enter number of training hours performed on off-site projects. The total number of off-site training hours will be calculated and automatically updated in the “Total Off-Site Training Hours” below the table. All off-site training hours should be reported and listed on the report. All training hours including off-site count towards graduation from the training program. For reimbursement purposes only, there is a limit of 100 hours eligible for reimbursement.

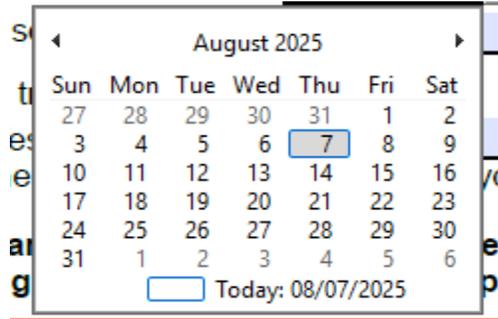
| PROJECT/ LOCATION | WEEK ENDING | HOURLY WAGE | TRAINING HOURS WORKED | NON-TRAINING HOURS (25% of total program hours MAX) | OFF-SITE TRAINING HOURS (List all off-site training hours – only 100 hours eligible for reimbursement) |
|-----------------------|----------------|----------------|-----------------------------|--|--|
| Hughes Co (PCN 1234) | 7/5/25 | \$ 22.38 | 38.75 | 14.25 | |
| City of Sioux Falls | 7/12/25 | \$ 26.75 | | | 46.5 |
| Hughes Co (PCN 1234) | 7/19/25 | \$ 24.01 | 48 | 8.75 | |
| Hughes Co (PCN 1234) | 7/26/25 | \$ 24.01 | 16.25 | 38.5 | |
| Gregory Co (PCN 5678) | 8/2/25 | \$ 26.75 | | | 34 |
| City of Madison | 8/2/25 | \$ 24.23 | | | 26.25 |

- ✓ **Total Hours from Last Report:** Enter the Total hours from previous report. If this is the first report, enter zero (0).
- ✓ **Total Training Hours:** Report form will automatically calculate and insert total.
- ✓ **25% Non-Training Hours:** Report form will automatically calculate and insert total eligible hours.
- ✓ **Total Off-Site Training Hours:** Report form will automatically calculate and insert total.
- ✓ **New Total Accrued Hours:** Report form will automatically calculate and insert total.

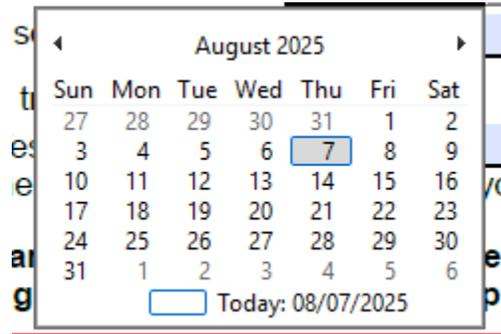
| TOTAL HOURS FROM LAST REPORT | TOTAL TRAINING HOURS | 25% NON- TRAINING HOURS | TOTAL OFF-SITE HOURS | NEW TOTAL ACCRUED HOURS |
|------------------------------------|-------------------------|----------------------------|-------------------------|-------------------------------|
| 455.5 | 103 | 15 | 106.75 | 680.25 |

- ✓ **Complete the questions at the bottom of the form as appropriate.**
 - **Question A.:** Click on “Yes” or “No”

- **Question B:** Click on “Yes” or “No”. If “Yes”, select effective date from drop down calendar. Enter Reason.



- **Question C:** Click on “Yes” or “No”. If “Yes”, select date from drop down calendar. Click on “Yes” or “No” to answer question about journeyman level status.



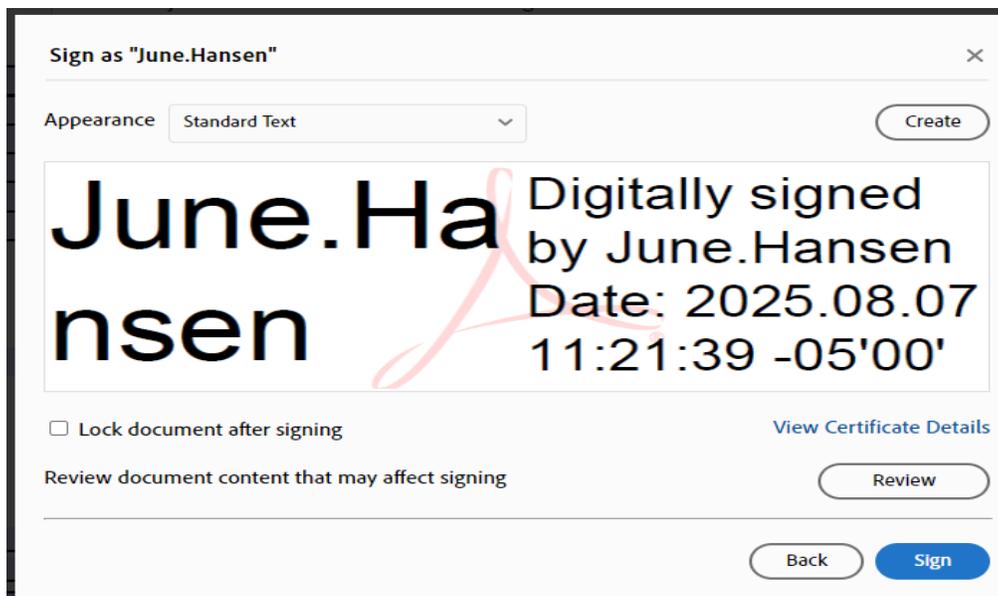
Complete these items as appropriate:

- A. Is the trainee working multiple projects concurrently? Yes No
 If “Yes”, please separate hours by project in the table above.
- B. Has trainee been transferred, laid off, terminated (voluntarily or involuntarily)? Yes No
 If “Yes”, effective date 9/5/25
 Reason: Transferred
- C. Has trainee graduated? Yes No
 If “Yes”, date completed program 09/02/25
 Is the graduate now employed with your firm at journeymen level? Yes No

- ✓ **Signature of Person Preparing Report:** Click on signature box and insert electronic signature. Select Signature and hit “continue”.

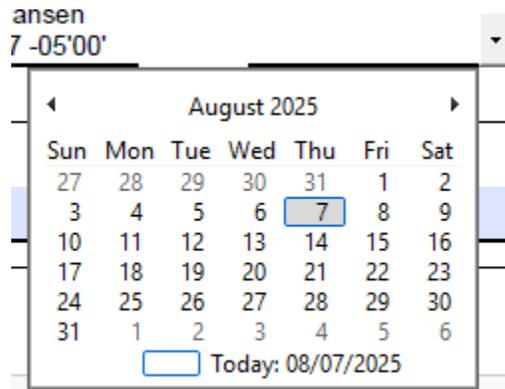


- **Click on “Sign”**



- **Save the Document:** Then it will ask you to save the document. Rename the document including last name of trainee and month of report. For Example: OJT Monthly Status Report–Brown-July 2025.pdf. Click on “Save”.

- ✓ **Date:** Select date of signature from drop down calendar.



- ✓ **Submit Form:** Click on the “Submit Form” button. It will bring up an email and ask which email you want to utilize and set a default for future submissions. Then hit “Send” on the email and the form will be sent.

This company certifies that it has provided supervised training as reported above in accordance with the Training Special provision and the Approved Training Program.

June.Hansen
Digitally signed by June.Hansen
Date: 2025.08.07.11:24:57 -05'00'
08/07/2025
Date
Submit Form

Signature of Person Preparing Report

- ✓ **Alternative Methods to Submit OJT Monthly Status Form:** Forms may also be scanned and emailed to June.hansen@state.sd.us or via US Mail to the following address:

Department of Transportation
 ATTN: June Hansen
 700 E. Broadway Ave.
 Pierre, SD 57501

REQUEST TO TRANSFER REGISTRATION

EXAMPLE ONLY – DO NOT COPY FORM FROM THIS PAGE – DOWNLOAD UP TO DATE FORM FOR FROM WEBSITE



South Dakota Department of Transportation Civil Rights Program

Request to Transfer Registration Form

Do not fill out this form in your web browser (Download form to sign and submit electronically)

PLEASE COMPLETE CONTRACTOR SECTION – CLICK ON **SUBMIT FORM** WHEN COMPLETED

| | |
|------------------------------------|--------------------------------|
| Trainee Name | Contractor |
| <input type="text"/> | <input type="text"/> |
| Training Program | Trainer |
| <input type="text"/> | <input type="text"/> |
| Current Project Number, PCN Number | New Project Number, PCN Number |
| <input type="text"/> | <input type="text"/> |
| Effective Date of Transfer | Prior Accrued Hours |
| <input type="text"/> | <input type="text"/> |



THIS SECTION IS TO BE COMPLETED BY CIVIL RIGHTS PROGRAM

| | | | |
|---|-------------------------|----------------------|----------------------|
| Classification | <input type="text"/> | Received Date | <input type="text"/> |
| Training Program | <input type="text"/> | Program Hours | <input type="text"/> |
| Minimum Starting Wage (not lower than GL 1 Rate) | 60% of journeyman wage | <input type="text"/> | |
| Minimum Wage after 25% = <input type="text"/> Hours | 70% of journeyman wage | <input type="text"/> | |
| Minimum Wage after 50% = <input type="text"/> Hours | 80% of journeyman wage | <input type="text"/> | |
| Minimum Wage after 75% = <input type="text"/> Hours | 90% of journeyman wage | <input type="text"/> | |
| Minimum Wage after Completion | 100% of journeyman wage | <input type="text"/> | |
| Total Accrued Hours as of Transfer | <input type="text"/> | | |
| Total Remaining Non-Training Hours as of Transfer | <input type="text"/> | | |

On this transfer registration form, it is important to fill out **all** the information asked for. Reading the instructions to this form can help with understanding how to properly fill this registration out. For example, when filling out Training Program use “Self-Propelled Roller (except Hot Mix)” instead of “G02” or “Self-Propelled Roller.” Some things like the roller have multiple types.

OJT REQUEST TO TRANSFER REGISTRATION INSTRUCTIONS

- ✓ **General Instructions:**
 - Save the original form.
 - This transfer registration is to be completed and submitted within two weeks of trainee beginning work on the project. Failure to submit in a timely manner may result in deduction for late submission of the transfer form.
 - Only one transfer registration may be submitted at a time.
 - Any boxes outlined in red are required fields.
 - Contractor has the responsibility to monitor trainee wages and hours to ensure that proper minimum wages are paid based on information, which will be provided on the completed trainee registration form.
 - Once the Request to Transfer has been approved, a copy of the transfer form will be sent to the appropriate Area Office, the contractor will receive a copy of approved transfer with an additional copy for the Trainee.

- ✓ **Trainee Name:** Type Trainee Name (Legal Name by which the trainee is known. Please do not use nicknames or abbreviations. Normally use first name, middle initial, last name.)

- ✓ **Contractor:** Type Contractor Name

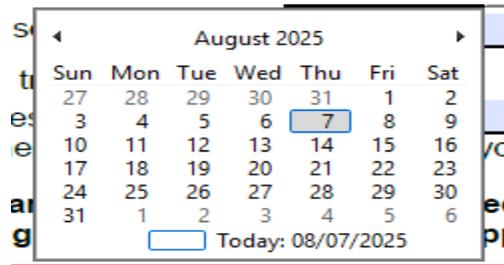
- ✓ **Training Program:** Type Training Program of Trainee (Use job classification titles such as “Scraper Operator”, “Form Builder”, etc. Be clear and be specific. Use titles as they appear in the SDDOT OJT Manual and/or wage scale. DO NOT USE WAGE CODES. Any classification not found in the SDDOT OJT Manual must be approved by SDDOT and FHWA prior to Trainee beginning program. Copy of the manual can be found at: <https://dot.sd.gov/programs-services/civil-rights/on-the-job-training-ojt>)

- ✓ **Trainer:** Type name of trainer responsible for overseeing training

- ✓ **Current Project Number:** SDDOT project number as it appears on the contract. This will be the project that the trainee will be transferring out of. Please include PCN number after the project number.

- ✓ **New Project Number:** SDDOT project number as it appears on contract. This will be the project that the trainee is being transferred to. Please include PCN number after the project number.

- ✓ **Effective Date of Transfer:** The date in which you want the transfer to take effect. Select date from drop down calendar.



- ✓ **Prior Accrued Hours:** Enter total accrued hours that the trainee has worked on other project(s) prior to the transfer.
- ✓ **Submit Form:** Click on the “Submit Form” button. It will bring up an email and ask which email you want to utilize and set a default for future submissions. Then hit “Send” on the email and the form will be sent.
- ✓ **Alternative Methods to Submit OJT Request to Transfer Form:** Forms may also be scanned and emailed to June.hansen@state.sd.us or via US Mail to the following address:

Department of Transportation
 ATTN: June Hansen
 700 E. Broadway Ave.
 Pierre, SD 57501