

**South Dakota Department of Transportation  
Civil Rights Program  
On-the-Job Training Program Registration Form**

(Please print or type all information. See additional instructions on back of form.)

*THIS PORTION IS TO BE COMPLETED BY CONTRACTOR.*

Trainee Name \_\_\_\_\_

Contractor Prime ( ) Sub ( ) \_\_\_\_\_

Street Address; Route/Box; Box Number \_\_\_\_\_

Project Number, PCN Number \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Prior Hours \_\_\_\_\_ Start Date \_\_\_\_\_ Starting Wage \_\_\_\_\_

Trainer \_\_\_\_\_

Training Program \_\_\_\_\_

Trainee Signature \_\_\_\_\_

Contractor Signature \_\_\_\_\_

Gender:  Male  Female

Ethnic Group:  Native Hawaiian/Other Pacific Islander

Trainee Employment:

American Indian  Two or More Races

New Hire  Current Employee Upgrade

African American/Black  Hispanic/Latino

Trainee will be working on multiple concurrent projects  Economically Disadvantaged  Asian  White

If multiple projects checked, please list projects: \_\_\_\_\_

**COMPLETE ABOVE AND MAIL FORM TO CIVIL RIGHTS PROGRAM AT ADDRESS BELOW**

**THIS PORTION IS TO BE COMPLETED BY CIVIL RIGHTS PROGRAM.**

Received Date \_\_\_\_\_

Classification \_\_\_\_\_

Training Program \_\_\_\_\_

Program Hours \_\_\_\_\_

Minimum Starting Wage (not less than General Laborer's Rate) 60% of journeyman wage \_\_\_\_\_

Minimum Wage after ¼ = \_\_\_\_\_ hours 70% of journeyman wage \_\_\_\_\_

Minimum Wage after ½ = \_\_\_\_\_ hours 80% of journeyman wage \_\_\_\_\_

Minimum Wage after ¾ = \_\_\_\_\_ hours 90% of journeyman wage \_\_\_\_\_

Minimum Wage upon Completion 100% of journeyman wage \_\_\_\_\_

**MAKE TRAINEE WAGE ADJUSTEMENTS AS NECESSARY DURING COURSE OF PROGRAM**

Two copies of this registration will be returned to the contractor following approval and calculation of wage levels- one for contractor and one for trainee.

Approval Date \_\_\_\_\_

\_\_\_\_\_ Approved as of Start Date

By \_\_\_\_\_

\_\_\_\_\_ Approved with conditions, see below

June D. Hansen, Civil Rights Compliance Officer

**June Hansen, Civil Rights Program  
Department of Transportation  
700 East Broadway Avenue  
Pierre, SD 57501-2586  
e-mail: [June.Hansen@state.sd.us](mailto:June.Hansen@state.sd.us)  
phone: 605-773-3540**

**Comments: SHOW INDIVIDUAL ON PAYROLL AS "TRAINEE".  
FILE TRAINEE STATUS REPORTS AS REQUIRED.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SDDOT Required Project Trainees  
Original-Area Engineer  
CC: Trainee, Contractor & Labor Compliance  
Revised- June 2019

All Other Trainees  
Original- SDDOT Files  
CC: Trainee & Contractor

## OJT Registration Instructions

The firm who will be training the individual (normally the prime contractor) is responsible for completing the upper portion of the registration form. This form should be completed and mailed to the Civil Rights Program (address shown in bottom portion of form) no later than two weeks after the trainee begins the training program. It is better if the form can be sent before training begins. **The original signed registration must be submitted.** Copies are not accepted.

“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.
“Street Address, etc.”	Mailing address of Trainee
“City, State, Zip”	Use Zip plus 4 zip code if known.
“Trainer”	Name of person who will be providing the trainee with the proper training.
“Trainee Signature”	Signed, in ink, by trainee.
“Contractor”	Name of firm doing the training, check whether prime or sub.
“Project Number”	Department of Transportation project number as it appears on contract. Please include PCEMS number after the project number.
“Prior Hours”	Applicable only if the trainee has been enrolled as an OJT for this same classification in the past --- use hours completed during the prior enrollment(s).
“Start Date”	Date on which training begins or date you plan to begin training.
“Start Wage”	Hourly base wage to be paid to trainee at start of training.
“Training Program”	Use job classification title such as “Scraper Operator”, “Form Builder” etc. Be clear and be specific. Use titles as they appear in the SDDOT OJT Training Manual and/or Davis-Bacon wage scale. <b>DO NOT USE WAGE CODES.</b> Any classification not found in the SDDOT OJT Training Manual must be approved by SDDOT and FHWA prior to Trainee beginning training. Copy of the booklet can be found at: <a href="https://dot.sd.gov/programs-services/civil-rights/on-the-job-training-ojt">https://dot.sd.gov/programs-services/civil-rights/on-the-job-training-ojt</a>
“Contractor Signature”	Form signed by contractor’s representative who completes the form.
“Gender”	Check the appropriate box for gender.
“Trainee Employment”	Check <u>either</u> New Hire or Upgrade as appropriate.
“Multiple Concurrent Jobs”	When a trainee will be working on two or more projects at the same time without quitting one and starting another.
“Ethnic Group”	Check which ethnic background applies to the trainee. Check “disadvantaged” if individual meets the Department of Labor guidelines for socially and economically disadvantaged. An ethnic background box <u>and</u> the disadvantaged box can be checked.

If the trainee will be working on two projects concurrently over a period of time, please note the additional project(s) in the space provided. This is only if the trainee will be going between the projects and not in cases when the trainee will complete work on one project and then transfer to the next project.

Send the original registration form to Civil Rights Program, South Dakota Department of Transportation (address on the front of the form), for final approval and determination of minimum wages. Once this has been done on all SDDOT Required Project Trainees, the original registration form will be sent to the appropriate Area Office, the contractor will receive a copy of approved registration with an additional copy for the Trainee. If necessary, a copy of the approved registration will be sent to a subcontractor if they are handling one of the trainee slots of the project. For all other trainees after approval and determination of minimum wages has been completed, the original will be filed in the Civil Rights office and copies will be sent to the Contractor including one for the Trainee. The firm doing the training 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. **Monthly Trainee Status Reports must be filed regularly on ALL Trainees.** Copies of forms can be found at: <https://dot.sd.gov/programs-services/civil-rights/on-the-job-training-ojt>