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 journeyworkers in the type of trade or job classification involved.
Why Update?

- Current program was out-of-date
- Made it difficult for trainees to graduate
- Hard to move trainees where needed
- Lacked guidance for trainers
Overview of Changes

- More flexibility in training (programs combined)
- Guidance for trainers
- Adjusting the required hours to graduate
- Streamlining transfer process
- Simplifying paperwork for trainees on concurrent project
- Credit for training courses
- Increased awareness of OJT program
- Bid Item now 500 hours per slot
• FHWA approval – March 14, 2016
• New OJT Special Provision – April 20, 2016 Letting
• CCO new special provision -- for projects let prior with unfilled slots
• Unfilled trainee slots moved to new OJT program (by CCO)
• Trainees in suspension -- may request to continue in prior OJT program or move to new program
• OJT Program Manuals
  ◦ Mailed out with OJT Letters
  ◦ Mailed to Contractors – Prior Lettings
  ◦ Posted on SDDOT OJT website

• New OJT Forms
  ◦ Mailed out with OJT letters
  ◦ Mailed to Contractors – Prior Lettings
  ◦ Posted on SDDOT OJT website

Distributing new materials
New OJT Training Manual

New Manual Contains:
1. Mission Statement & Purposes
2. Definitions
3. Program Policies & Procedures
4. Funding & Wage Rates
5. Methodology
6. Selecting Projects for Trainee Slots
7. Administrative Responsibilities
8. Online Form Information
**OJT Registration Form**

**Key Changes:**

1. Trainer Should be Listed
2. Concurrent Projects listed on one form
3. No Social Security Number
4. Check boxes for gender & ethnic group
5. Referral Information deleted
6. Original form still required to be mailed

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**OJT Registration Form**

**South Dakota Department of Transportation**

**Civil Rights Program**

**On-the-Job Training Program**

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

**This portion is to be completed by contractor.**

<table>
<thead>
<tr>
<th>Trainer Name</th>
<th>Contractor Name</th>
<th>Project Name</th>
<th>Classifications</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Address:**

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Trainer Signature:**

**Gender:** Male [ ] Female [ ]

**Ethnic Group:**

- [ ] American Indian
- [ ] African American/Black
- [ ] Hispanic/Latino
- [ ] Other
- [ ] Two or More Races

**Training Progress:**

- [ ] New Hire
- [ ] Current employee upgrade

**Trainee:**

- [ ] Male
- [ ] Female

- [ ] American Indian
- [ ] African American/Black
- [ ] Hispanic/Latino
- [ ] Other
- [ ] Two or More Races

**Complete above and mail form to CIVIL RIGHTS PROGRAM AT ADDRESS BELOW:**

**On this registration form it is important to list all of the information asked for. Reading the instructions to this form can help with understanding how to properly fill the registration out. For example, when filling out Classification Title use “Self-Propelled Roller (except Hot Mix)” instead of “002” or “Self-Propelled Roller.” Some things like the roller have multiple types.**
Minor Updates:
1. Added Column to record non-training hours
2. Questions “A” now deals with concurrent projects
3. Question “B” combines the various personnel actions
4. Important when working on concurrent projects to complete project/location column
5. May be submitted electronically (email, fax, etc.)
New Transfer Registration

- New Form – Simply Transfer
- May complete form or send written notice (email, etc.)
- Transfer trainee from one project to another
- Not to be used when trainee is working concurrently on projects
- May be submitted electronically
New Trainer Responsibilities Handout

- General Guidance for Trainers
- Copies will be sent out with OJT letters
- May copy from OJT Manual

(Page 38)
http://www.sddot.com/services/civil/ojt.aspx
Contact Information

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  - Pierre, SD 57501

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