

# 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.

| August 2025 |     |     |     |     |     |     |
|-------------|-----|-----|-----|-----|-----|-----|
| Sun         | Mon | Tue | Wed | Thu | Fri | Sat |
| 27          | 28  | 29  | 30  | 31  | 1   | 2   |
| 3           | 4   | 5   | 6   | 7   | 8   | 9   |
| 10          | 11  | 12  | 13  | 14  | 15  | 16  |
| 17          | 18  | 19  | 20  | 21  | 22  | 23  |
| 24          | 25  | 26  | 27  | 28  | 29  | 30  |
| 31          | 1   | 2   | 3   | 4   | 5   | 6   |

Today: 08/07/2025

- ✓ **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](mailto: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