

**Associated General Contractors of Wyoming  
& WYDOT Office of Civil Rights  
On-the-Job Training Program Application**  
(Please print or type all information. See additional instructions on back of form.)

*THIS PORTION IS TO BE COMPLETED BY CONTRACTOR AND TRAINEE.*

Trainee Name _____	Contractor _____ Prime ( ) Sub ( )
Street Address; Route/Box; Box Number _____	Prior Hours _____ Start Date _____ Starting Wage _____
City, State, Zip _____	Training Program _____
Trainer _____	
Trainee Signature _____	Contractor Signature _____
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Ethnic Group: <input type="checkbox"/> Native Hawaiian/Other Pacific Islander
Trainee Employment:	<input type="checkbox"/> American Indian <input type="checkbox"/> Two or More Races
<input type="checkbox"/> New Hire <input type="checkbox"/> Current Employee Upgrade	<input type="checkbox"/> African American/Black <input type="checkbox"/> Hispanic/Latino
<input type="checkbox"/> Trainee will be working on multiple concurrent projects	<input type="checkbox"/> Economically Disadvantaged <input type="checkbox"/> Asian <input type="checkbox"/> White
If multiple projects checked, please list projects: _____	
<input type="checkbox"/> We have read and understand the OJT Training Manual and what is required to remain eligible in participating in this program.	

**COMPLETE ABOVE AND MAIL FORM TO AGC OF WYOMING AT ADDRESS BELOW**

<b>THIS PORTION IS TO BE COMPLETED BY CIVIL RIGHTS PROGRAM.</b>	Received Date _____
Classification _____	
Training Program _____	Program Hours _____
Minimum Starting Wage (based on Job Classification)	
= _____	

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

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

Approval Date _____	_____ Approved as of Start Date
By _____	_____ Approved with conditions, see below
<u>AGC of Wyoming Education Committee</u>	

Rebecca Sanchez, AGC of Wyoming OJT  
Program Administrator  
PO Box 965  
Cheyenne, WY 82003  
e-mail: [rebecca@agcwyo.org](mailto:rebecca@agcwyo.org)  
phone: 307.632.0573

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

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## 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 AGC of Wyoming office (address show 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 employer 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 WYDOT OJT Training Manual and/or Davis-Bacon wage scale. <b>DO NOT USE WAGE CODES.</b> Any classification not found in the WYDOT OJT Training Manual must be approved by WYDOT and FHWA prior to Trainee beginning training. Copy of the booklet can be found at: <a href="#">LINK TO OUR SITE</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 Associated General Contractors of Wyoming (address on the front of the form), for final approval and determination of minimum wages. Once this has been done on all WYDOT Required Project Trainees, the original registration form will be held at the Associated General Contractors of Wyoming 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 AGC of Wyoming 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: [LINK](#)