Washington State Department of Transportation

Apprentice/Trainee Approval Request

Note: This form shall be submitted for each trainee intended for utilization per the Special Training Provision. The Prime Contractor is required to review and submit the form for approval of its subcontractor(s) trainees.

Prime Contractor	Federal Employee ID No.*	Contract No.
*Subcontractor (If Trainee is not employed by Prime)	Federal Employee ID No.*	Federal-Aid No.

*If no Federal Employer ID, use owner's Social Security Number.

Approval Request - Approval is requested to provide training, per our approved Training Program, to the following apprentice/trainee:

Trainee	Job Class

Social Security Number	Employee Status	Hrs. to be Trained This Project	Trainee Start Date
	☐ New Hire ☐ Upgrade		

Wage Rate	Type of On-The-Job Training
	☐ Apprenticeship ☐ Other (Describe)

NOTE: Minimum Wage - Trainees shall be paid in accordance with the provisions of RCW 39.12.021, which reads as follows: Apprentice workmen employed upon public works projects for whom an apprenticeship agreement has been registered and approved with the State Apprenticeship Council pursuant to chapter 49.04 RCW, must be paid at least the prevailing hourly rate for an apprentice of that trade. Any workman for whom an apprenticeship agreement has not been registered, and approved by the State Apprenticeship Council shall be considered to be a fully qualified journeyman and therefore, shall be paid at the prevailing hourly rate for journeyman.

Ethnic Group	Sex
☐ Black ☐ Asian/Pacific Islander ☐ American Indian ☐ Hispanic ☐ Other	☐ M ☐ F

Good faith effort documentation is **required** if a non-protected person is proposed for training.

Summary of previous training. (Enter amount and type of training previously received by trainee. If known, please indicate other Contracting Agency contract(s) trainee has been utilized, per the Special Training Provision.)

Prime Contractor Signature Date *(Sub) Contractor Signature Date

This Area for Contracting Agency Use Only

☐ Approved ☐ Denied

Remarks

Region Approving Authority Date Title

Distribution: White - Contracting Agency; Canary - Contractor; Pink - Headquarters; Goldenrod - Trainee