

Federal-Aid Highway Construction Annual Project Training Report

		See Insti	ructions	tor ass	istance	in co			torm.	•							
Prime Contractor						Contract No. Fed							deral Aid No.				
Subcontractor (if applicable)			Project Engineer			Region				Percent T	mplete As of						
Reporting Period	No. of Trainees Ass		signed Training Ho			ed	*Ethnic Code: (B)			Black (A) Asian		(H) Hispanic		(NA) Native American			
Jan. 1, To Dec. 31,)								
1	2	3		4		5		6		7	8	9		10	11 Training Complete		
	Trainee	Job		Gender		*Ethnic		New Hire		Hours	Trainee	Apprentice		Training Hrs. Completed			
Name (Last, First)	Tracking No.	Classi		Male	Male Female		Group		No	Assinged	Start Date	Yes	No	This Period	Yes	No	
												1					
Total Trainin																	
Comments:																	
Report Prepared (Signature):						Title:								Date:			

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Instructions

- 1. This report is to be completed annually by the project engineer or his/her designee, summarizing the **training accomplished by the individual trainees** during the reporting period beginning January 1st and ending December 31st of the current calendar year.
- 2. This report should be submitted to the **Region EEO** Officer by December 20 of the same calendar year as the reporting period. If used for City/County Ad and Award Projects, this report should be submitted to the **Region TransAid** Officer by December 20.
- 3. To aid in collating the data, trainees should be listed in groups by craft (e.g., Operating Engineers, Laborers, Carpenters, etc.)
- 4. Columns 1 9 should be completed from information found in the Apprentice/Trainee Approval Request (DOT 272-050) provided for each trainee utilized.
- 5. Column 10 should indicate the training completed as of the last reported payroll period.
- 6. A computer generated report providing the same information requested may be submitted in lieu of this report.