

Note: This training program must be submitted to the Engineer prior to commencing work.

If you have assigned training requirements to your subcontractor(s), a separate Training Program must be completed and submitted for each subcontractor. Subcontractor(s) programs must be submitted and reviewed by the prime.				
<input type="checkbox"/> Contractor Name <input type="checkbox"/> Prime		Federal Employer's ID No.*		WSDOT Contract No.
<input type="checkbox"/> Sub		Address		City
Address		State	Zip	Date
Federal -Aid Project No.	Project Title	Trainees Assigned		Trainee Hours Assigned

*If no Federal Employer's I.D. No., use owner's social security number.

I. Approval. Is requested to provide training, per Section 1-07.11 of the Standard Specification and Contract Special Provisions in the following areas:

A Apprenticeship / Trainee Craft	B Number of Trainees Projected	C Hourly Assignment Per Trainee	D Total Hours Assigned to Craft	E ATELS or SATC Approved? Yes or No*	F Estimated Start Date

*If your answer is No, please refer to Section III. Apprenticeship programs registered with the U.S. Department of Labor, Apprenticeship Training and Employer Labor Services (ATELS), or with the Washington State Department of Labor and Industries State Apprenticeship Training Council (SATC) will be considered acceptable.

II. Affirmative Action. This training commitment is not intended and shall not be used, to discriminate against any applicant for training, whether a member of a minority group or not. However, the training and upgrading of minorities and women toward journey level status is a primary objective of this training provision. Accordingly, the Contractor shall make every effort (documentation will be required if non-protected persons are proposed) to enroll minority trainees and women to the extent that such persons are available within a reasonable area of recruitment.

III. Programs Not Approved by ATELS or SATC. A detailed breakdown of the hours assigned to the various skills of the trade must be submitted for other than apprenticeship trades. In addition to completing Section I, the Contractor must provide the following standards:

- A. **Minimum Qualifications.** The Contractor shall establish minimum qualifications for persons entering the training program. (No employee shall be employed as a trainee in any classification in which he/she has successfully completed a training course leading to journey level status or in which they have been employed at a journey level status).
- B. **Work Skills.** An outline of the work processes in which the trainee will receive supervised work experience and training on-the-job and the allocation of the approximate time to be spent in each major process shall be set forth in these standards.
- C. **Terms of Training.** The term of training (the number of hours required for completion to journey level status) shall be stated in hours.
- D. **Program Monitoring.** The method for recording and reporting the training completed shall be stated herein.
- E. **Ratio of Trainees.** A numeric ratio of trainees to journey level person shall be established. It shall be consistent with proper supervision, training, safety, and continuity of employment. The ratio language shall be specific and clear as to application in terms of job site and workforce during normal operation (considered to fall between 1:10 and 1:4).

I understand and will comply fully with the plans and specifications under which this training is being performed, and will report subsequent revisions to the training program as changes occur.

Prime Contractor's Signature	Date	Subcontractor's Signature (if applicable)	Date
For Agency Use Only			
ATELS/SATC <input type="radio"/> Approved <input type="radio"/> Disapproved Non ATELS/SATC <input type="checkbox"/> Approval Recommended	Printed Name and Title		Date
Signature		Date	

The Agency may approve pre-approved training and apprentice crafts programs if all other Training Provision Program criteria are met.
NOTE: FHWA approval is required, on all Federal-Aid projects, for any training program proposed under Section III.

Federal Highway Administration Concurrence		
FHWA Approval <input type="radio"/> Approved <input type="radio"/> Disapproved	Printed Name and Title	
Signature		Date