

Enrollment Form

1. **For Use with Training Special Provision (TSP) Training:**
 - a. **The “OJT Trainee Enrollment Form” will be submitted directly to the CC RoadWise OJT Program Coordinator. This is a two-part form:**
 - I. Enrollment information which is completed by the enrollee and the employer
 - II. “CC RoadWise Definition of Disadvantaged” – This definition must be available to trainees when they are completing the Enrollment Form, so that they can answer the question “Disadvantaged – yes/no” knowledgeably and appropriately.
 - b. **Guidelines for completing the enrollment Form**
 - I. Unless directed otherwise by the CC RoadWise OJT Program Coordinator, trainees should not be enrolled until after the following criteria have been met:
 - (1) The contractor has a current “On-the-Job Training Annual Update Form” on file at CC RoadWise AND
 - (2) The project’s “initial Training Schedule” has been approved by the CC RoadWise OJT Program Coordinator.
 - II. Trainees may not begin training until after they have been properly enrolled, which includes approval of the enrollment by the CC RoadWise OJT Program Coordinator or designee.

III. All information must be completed on the form. We cannot determine the acceptance / denial of the enrollee without knowing the person's race, gender, whether he/she is a "new hire" or an "upgrade" person, and whether or not he/she is a "disadvantaged person" (according to Charleston County definition).

IV. Initial distribution form:

- (1) One (1) copy will be given to the trainee, along with a copy of the classification description.
- (2) One (1) copy will be maintained in the trainee's record file.
- (3) One (1) copy will be sent immediately and directly to the CC RoadWise OJT Program Coordinator. To expedite the process, the form may be faxed to 843.329.0055.

c. Processing of the Enrollment Form by the CC RoadWise Program Coordinator:

I. Usually an OJT representative will respond by telephone or e-mail within 2-3 days of receipt of the Enrollment form to let the contractor know of the enrollee's acceptance or denial.

II. The Enrollment Form that has been marked "APPROVED" (or DENIED") will be signed and dated by an On-the-Job Training representative. The "Approved / Denied enrollment Form" will be mailed within 4-5 days. It will be distributed as follows:

- (1) The original will be kept on file in the Office of DBE and Special Projects.
- (2) One (1) copy will be sent to the Pre-Construction Engineer (PCE)

- (3) One (1) copy will be sent to the Contractor / employer with whom it originated.
 - (4) One (1) copy will be sent to the Prime Contractor, if the Enrollment Form originated from a Subcontractor.
 - (5) One (1) copy will be sent to the Construction Engineer
2. For use with Contractor's General On-the-Job Training (OJT) Program (NOT for training under the Training Special Provision-TSP)
- a. **“The OJT Trainee Enrollment form or a similar form containing the same information will be completed by the trainee and the company.**
 - b. **Guidelines for completing the Enrollment Form**
 - I. Trainees may not begin training until after they have been properly enrolled, and recorded as being in training.
 - II. All information should be completed on the form (except for project-specific information) to enable the company to track equitable distribution of training opportunities.
 - c. **Initial distribution of the form**
 - I. One (1) copy will be given to the trainee
 - II. One (1) copy will be maintained in the trainee's personnel file.

- III. The original form will be maintained by the firm in its training file.
- IV. NOTE: No copies of this form should be sent to CC RoadWise