

## Forms and Reports

The following pages contain instructions for the various forms and reports necessary for the implementation of the CC RoadWise on-the-Job Training Program as implemented in fulfillment of the training special Provisions (TSP) requirement.

**Note:**

FOR EACH FORM, INSTRUCTIONS ARE GIVEN FIRST FOR HOW TO USE THE FORM WHEN TRAINING IS BEING DONE TO MEET REQUIREMENTS OF A **TRAINING SPECIAL PROVISION (TSP) REQUIREMENT.**

THE **SECOND** SET OF INSTRUCTIONS IS GIVEN FOR HOW TO USE THE FORM WHEN TRAINING IS BEING DONE FOR THE CONTRACTOR'S OWN **GENERAL ON-THE-JOB TRAINING (OJT) PROGRAM.**

**You may make copies of these forms in either of the following ways:**

- All of these forms are available via e-mail by contacting the CC RoadWise OJT Program Coordinator at (843) 329-0050 Ext. 2508.
- You may make copies of the forms from the printed samples in the Manual.

**Please be sure to complete all information on each form before sending it to CC RoadWise.**

### **General Guidelines Concerning Forms and Reports**

1. **For use with Training special Provision (TSP) Training:**
  - a. Maintain current records of each trainee's work experience and report this information to Charleston County RoadWise as described in this manual, or as otherwise directed.
  - b. Maintain statistical information and proper records, so that we will be able to provide certification and verification of training status of trainees upon request.

- c. Ensure that the trainee is properly enrolled in the program before using him/her as a trainee under work covered by the Davis-Bacon regulations.
  - d. Indicate on the payroll the training status of the trainee.
  - e. Maintain separate sets of paperwork for each trainee and for each project that a trainee trains on, if he/she works on more than one project.
  - f. PLEASE NOTE: All forms are available through Charleston County RoadWise. Substitutes for these forms might be permitted, but they must receive prior approval from the CC RoadWise Program Coordinator.
- 2. For use with Contractor's General On-the-Job Training Program (NOT for training under the Training Special Provision-TSP):**

- a. Maintain current records of each trainee's work experience and report this information to Charleston County RoadWise (CC RoadWise) offices, as described in this manual, or as directed.**
- b. Maintain statistical information and proper records, so that he will be able to provide certification and verification of training status of trainees upon request of any agency requiring such information.**
- c. Ensure that the trainee is properly enrolled in the program before using him/her as a trainee under work covered by the Davis-Bacon Regulations.**
- d. Indicate on the payroll the training status of the trainee.**
- e. Maintain separate sets of paperwork for each trainee.**
- f. PLEASE NOTE: All of the following forms are available from the CC RoadWise OJT Program Coordinator. Substitutes for these forms might be permitted, but they must receive prior approval from the CC RoadWise Program Coordinator.**

**On-the-Job Training Program Annual Update Form**

- 1. For Use with Training special Provision (TSP) Training:**

- a. Once each year the Company's OJT Coordinator will submit to the CC RoadWise OJT Program Coordinator a signed copy of the Annual Update Form.
- b. Prior to signing this form, a copy of the OJT Program must be made available to all individuals in the company who are involved in the implementation of the Training Special Provisions requirements and all other guidelines listed on the form must have been met also.

**2. For use with Contractor's General On-the-Job Training (OJT) Program (Not for training under the Training Special Provision-TSP):**

This form is not needed with the contractor's general On-the-Job Training Program. It is needed only when training is being done in fulfillment of Training Special Provisions requirements.

**This page intentionally left blank**