

Initial Training Schedule Form

1. For Use with Training Special Provision (TSP) Training:

- a. A plan must be prepared for how the training slots will be used on each specific project, although it may be necessary to make changes later in the project.
 - I. The trainees will be distributed amount the work classifications on the basis of the company's needs and the availability of individuals who have achieved full-fledged industry standards in the various classifications within a reasonable area of recruitment.
 - II. The prime contractor may choose to have a subcontractor fill some of the training slots. (For further explanation of this process. When a Subcontractor does some of the "Training".
- b. Submit this information on the "On-the-Job Training – initial Training Schedule" form.
- c. A Company Training schedule must be approved by the Cc RoadWise OJT Program coordinator prior to work beginning on the project.
- d. Once approved by the CC RoadWise OJT Program Coordinator or designee, a copy of this schedule stamped "APPROVED" will be sent to the Contractor and to the Pre-Construction Engineer.

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.