

# Key Points for Quick Reference

## TRAINING SPECIAL PROVISION (TSP) REQUIREMENTS

- The following items should be sent directly to the CC Roadwise OJT Program Coordinator:
  - Annual Update Form
  - Initial Training Schedule
  - Enrollment Forms
  - Request to Pay
- The following items must be sent to the Preconstruction Engineer (PCE) and Construction Engineer (CE)
  - Monthly Training Status Reports
  - Trainee Termination Report
  - Completion Certificates
- No Trainee may begin accumulating training hours until his/her enrollment has been approved by CC Roadwise OJT Program Coordinator or designee.
- Arrangements must be made with the CC Roadwise OJT Program Coordinator or designee ahead of time for transfer hours to be counted toward the training requirement.
- On each project, the following guidelines are used for evaluating the eligibility of trainees.
  - 60-70% must be in at least one of the following categories: female, minority, or economically disadvantaged (as defined on the enrollment form)
  - 50% or more should be “new hires” – defined as someone who has been with the firm for 6 months or less.

- The forms and reports in this manual may be reproduced for your use.
- Reimbursement for training is not made until all training requirements have been fulfilled or until the project is completed, whichever one comes first.
- We will evaluate whether or not the training requirement has been met by reviewing whether or not the number of trainees listed in the Training Special Provision section of the contract have been trained, NOT whether the number of hours listed in the line item section of the contract have been met.
- The CC Roadwise staff is eager to assist you with any questions or concerns that you have with meeting the OJT requirements on a project.

## **Key Points for Quick Reference**

### **GENERAL ON-THE-JOB TRAINING (OJT) REQUIREMENTS**

- No items should be sent to CC RoadWise personnel, unless specifically requested during a review of the contractor's equal opportunity practices.
- No trainee may begin accumulating training hours until after he/she is properly enrolled in the company's training program.
- No reimbursement for training is made for the contractor's general OJT. Reimbursement is made only when training is done to meet Training Special Provision (TSP) requirements and when the training is completed.