



Trainee Termination Form

1. For Use with Training special Provision (TSP) Training:
 - a. General Guidelines
 - I. A Trainee termination Form should be completed on each trainee, whenever he/she leaves the training program, regardless of the reason for the trainee's leaving the training program.
 - II. Attach to the Termination Form any additional materials indicated on the form.
 - III. In Box 15, choose the reason for termination that is most specific for your particular situation. (e.g. if the trainee quit because he was having personal problems, please make "P" rather than "Q".
 - b. Distribute the form as follows:
 - I. One (1) copy of the form (and any necessary attachments) should be kept in the employer's record file for that trainee.
 - II. One (1) copy of the form (and any necessary attachments) should be given to the trainee.
 - III. The original form (and any necessary attachments) should be attached to the trainee's final Monthly Training Status Report (MTSR) and sent to the Pre-Construction Engineer (PCE) who will:

- (1) Review it,
 - (2) Sign it,
 - (3) Retain a copy for his own records, and then
 - (4) Send the original to the CC RoadWise OJT Program Coordinator.
2. For Use with contractor's General On-the-Job Training (OJT) Program (NOT for training under the Training Special Provision-TSP):
 - a. General Guidelines
 - I. A Trainee Termination Form should be completed on each trainee, whenever he/she leaves the training program, regardless of the reason for the trainee's leaving the training program.
 - II. Ignore the parts of the form that are project specific.
 - III. Attach to the termination form any additional materials indicated on the form.
 - IV. In Box 15, choose the reason for termination that is most specific for your particular situation. (e.g. if the trainee quit because he was having personal problems, please make "P" rather than "Q")
 - b. Distribute the form as follows:
 - I. One (1) copy of the form (and any necessary attachments) should be kept in the trainee's personnel file.
 - II. One (1) copy of the form (and any necessary attachments) should be given to the trainee.
 - III. The original form (and any necessary attachments) should be kept in the company's training file.