



## Monthly Training Status Report (MTSR)

### 1. For use with Training special Provision (TSP) Training:

#### a. Guidelines for completing the MTSR:

- I. Record only the hours that the trainee was engaged in training activities for his/her specified classification.
- II. Only hours worked on the project in which the trainee is enrolled may be recorded in rows 11 and 12. If additional training hours were done at another approved location, those hours must be recorded in Row 13.
- III. If training hours are recorded in Row 13, copies of certified payrolls for those hours, as explained in "Transfer of Trainees" must be included also.
- IV. Submit a report every month for every person enrolled as a trainee until they have completed their training. Even if zero (0) hours of training were done on that project that month, submit a form, being sure to give the explanation for zero hours in Box 15.
- V. Each form should include the hours recorded from the previous months, until all of the columns are filled, at which time a new form would be started. If completing the form by hand, it is allowable for the contractor to retain the original form and simply add the new information each month. After making a copy of the original, fill in the name of the month, sign it, and distribute it as the original (see below for how to distribute the MTSR)
- VI. Each month, the MTSR must be submitted to the Pre-Construction Engineer (PCE) by the 10<sup>th</sup> of the month following the month during which the training was done.

- VII. The contractor must let the PCE know how the contractor defines
- VIII. “month” when completing the MTSR:
  - (1) Calendar month, or
  - (2) Month ending with the end of the last complete week in the month, with the partial final week being included in the tabulations of the following month.
- b. Distribution of the MTSR form
  - I. One (1) copy should be kept in the employer’s record file for that trainee.
  - II. One (1) copy should be given to the trainee
  - III. The original should be submitted to the Pre-Construction Engineer, who will:
    - (1) verify the information against certified payrolls,
    - (2) sign the bottom of the form
    - (3) retain a copy for his own records, and then
    - (4) Forward the original to CC RoadWise OJT Program Coordinator to be recorded and filed.
- 2. For Use with Contractor’s General On-the-Job training (OJT) Program (NOT for training under the Training Special Provision-TSP):
  - a. Guidelines for completing the MTSR:
    - I. Record only the hours that the trainee was engaged in training activities for his/her specified classification.
    - II. The parts of the form that are project specific will not need to be completed.
    - III. Row 13, Box 15, and CC RoadWise signature are irrelevant for general OJT.

- IV. Prepare a report every month for every person enrolled as a trainee until they have completed their training. Even if zero (0) hours of training were done that month, prepare a form, being sure to give the explanation for zero hours in Box 15.
- V. Each form should include the hours recorded from the previous months, until all of the columns are filled, at which time a new form would be started. If completing the form by hand, the contractor could retain the original form and simply add the new information each month. After making a copy of the original, fill in the name of the month, sign it, and distribute it as the original (see below for how to distribute the MTSR).
- VI. Each month, the MTSR should be prepared by the 10<sup>th</sup> of the month following the month during which the training was done.
- VII. The contractor should let the trainee know how the contractor defines “month” when completing the MTSR:
  - (1) Calendar month, or
  - (2) Month ending with the end of the last complete week in the month, with the partial final week being included in the tabulations of the following month.

b. Distribution of the MTSR form

- I. One (1) copy should be kept in the employer’s record file for that trainee
- II. One (1) copy should be given to the trainee.
- III. The original should be filed in the contractor’s training file.