



# MONTHLY TRAINING STATUS REPORT

## On-The-Job Training Program

**INSTRUCTIONS:** This report is to be completed by the Contractor (or subcontractor) monthly for each individual who has received training during the month on a project under the training special provision. The report is to be submitted by the 10<sup>th</sup> of the month following the end of the report period. Two copies of the report are to be submitted to the Resident Construction Engineer and one copy is to be given to the trainee. Reports are to be submitted MONTHLY on each trainee, even if no training was performed during the month. A separate MTSR must be completed for EACH PROJECT that a Trainee has worked on during that month.

(1) S.C. File Number	(2) Trainee's name	(3) Report date ending <div style="text-align: center;">20</div>
(4) Training category (check one) New Hire <input type="checkbox"/> Upgrade <input type="checkbox"/>	(5) Is Trainee a disadvantaged person? Yes <input type="checkbox"/> No <input type="checkbox"/>	(6) Trainee's gender M <input type="checkbox"/> F <input type="checkbox"/>
(7) Trainee's ethnic group <b>White</b> <input type="checkbox"/> <b>Black</b> <input type="checkbox"/> <b>Asian American</b> <input type="checkbox"/> <b>Native American</b> <input type="checkbox"/> <b>Hispanic</b> <input type="checkbox"/> <b>Other (specify)</b>		
(8) Job classification of trainee	(9) Total hours in Training Program	(10) Date training began

**INSTRUCTIONS:** One vertical column is to be completed for each succeeding month and the form resubmitted. Enter month and year as applicable in columns A through I. Each report should be cumulative.

Line No.	Hours of training	A	B	C	D	E	F	G	H	I
(11)	Provided during month on this project									
(12)	Provided to date on this project									
(13)	Total accumulated hours transferred from other projects									
(14)	Remaining to complete program									

(15) List training received in this classification during the month on any other projects: list hours trained and S.C. file number.

(16) Comment on progress of Trainee/Explanation for why no training was done this month / or any other relevant remarks.

(17) Current status of Trainee <input type="checkbox"/> Continuing <input type="checkbox"/> Terminated (must attach a Trainee Termination Form)	(18) Date report completed
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(19) Signature of person completing form	(20) Title of person completing form	(21) Phone number of person completing form
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(22) Contractor's name and address

(23) Resident Construction Engineer's signature	(24) Date signed
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