

OJT Program Quick Guide

I CAN'T ENROLL A TRAINEE YET

- Submit the contractor training plan.

I'M READY TO ENROLL A TRAINEE

- Log in to the Diversity Management System (DMS) and enroll trainee.
- Make sure you are enrolling your trainee on a Federally Funded Project.
- You will receive system confirmation once enrollment is approved.

I'VE ALREADY ENROLLED MY TRAINEE, WHAT NOW?

- Each month, complete and submit the Monthly Audit Report by the 10th. List correct District and Area Office for project on which training took place.
- Make sure **certified payroll** reflects the trainee's Training Classification Code (starts with a '9'; for example: 9124-Concrete Finisher, Paving and Structures) for all training hours.

MY TRAINEE QUIT OR IS NO LONGER ABLE TO BE IN THE PROGRAM.

- On the last monthly report, terminate the trainee and provide the last training date along with a reason for termination.
 - Replace the trainee within 30 days.
 - If trainee has completed at least 50% of training, you can request approval of Good Faith Effort for goal credit.

MY TRAINEE IS READY TO GRADUATE THE PROGRAM.

- Once the last monthly report has been approved, you may graduate the trainee.
- Make sure the trainee's **certified payroll** reflects their **NEW** Wage Code as of their graduation date (starts with a '1'; for example: 1124-Concrete Finisher, Paving and Structures).

I WANT TO TRAIN MY TRAINEE ON A NON-FEDERALLY FUNDED PROJECT.

- Training may take place on active projects where opportunities exist. For projects that certified payroll are not being submitted, upload supporting payroll documentation to the trainee record.

THE HOURS LISTED FOR THE TRAINING CLASSIFICATIONS ARE A **MAXIMUM** NUMBER OF HOURS.

GRADUATE YOUR TRAINEE WHEN **YOU** ARE READY.

Contact the OJT Administrator with any questions or concerns you may have at (512) 416-4700 or CIV_FederalPrograms@txdot.gov.

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