



**Federal-Aid Highway Construction  
Annual Training Report**

**Instructions**

1. This report is to be completed annually by the project engineer or his/her designee, summarizing the **training accomplished by the individual trainees** during the reporting period beginning January 1st and ending December 31st of the current calendar year.
2. This report should be submitted to the **Region EEO** Officer by December 20 of the same calendar year as the reporting period. If used for City/County Ad and Award Projects, this report should be submitted to the **Region TransAid** Officer by December 20.
3. To aid in collating the data, trainees should be listed in groups by craft (e.g., Operating Engineers, Laborers, Carpenters, etc.)
4. Columns 1 - 9 should be completed from information found in the Apprentice/Trainee Approval Request (DOT 272-050) provided for each trainee utilized.
5. Column 10 should indicate the training completed as of the last reported payroll period.
6. A computer generated report providing the same information requested may be submitted in lieu of this report.