

## Federal-Aid Highway Construction Annual Project Training Report

See Instructions for assistance in completing this form.

Prime Contractor Contract No. Federal Aid No.									0.							
Subcontractor (if applicable)		Project Engineer				Reg	Region			Percent Training Cor		omplete As of				
Reporting Period       Jan. 1,     To Dec. 31,	No. of Trainees Ass	Trainees Assigned Trainin		g Hours Assigned		d				A) Asian (H) Hispa		anic	anic (NA) Native American			
1	2 Trainee	3 Job		4 Gender		5 <b>*Ethnic</b>		6 <b>New Hire</b>		7 Hours	8 Trainee	9 Apprentice		10 Training Hrs. Completed	11 Training Complete	
Name (Last, First)	Tracking No.		fication	Male	Female	C	ode	Yes	No			Yes	No	This Period	Yes	No
Total Training Hours																

Comments:		
Report Prepared (Signature):	Title:	Date:

## 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.