

# Training Special Provision Monthly On-the-Job Training Report

Sheet ..... of .....

Contractor: <i>(Name and Address)</i> 21			<b>INSTRUCTIONS:</b> This report must be submitted each month <b>directly</b> to the Highway Civil Rights Office. Send a copy to the Project Manager for inclusion in the monthly progress estimate and also keep a copy for your records.  <b>Note:</b> <i>The Remarks column is to be used for reporting when a trainee completes training, terminates employment or is replaced by another trainee.</i>		
<b>SUBMIT TO:</b> NDOR Highway Civil Rights Office 1500 Highway 2 • P.O. Box 94759 • Lincoln, NE 68509-4759			Month and Year:	Project No.:  NDOR Project Manager:	
<b>TRAINEE NAME AND SOCIAL SECURITY NUMBER</b> <i>(one Trainee per line)</i>	<b>WORK CLASSIFICATION</b>	<b>WAGE RATE PAID</b>	<b>TOTAL HOURS TRAINED THIS MONTH</b>	<b>REMARKS</b>	
Contractor's Representative: <i>(Signature and Title)</i>		Date:	NDOR External Civil Rights Office: <i>(Signature and Title)</i>		Date: