

On-the-Job Training Program Manual

Montana Department of Transportation
Office of Civil Rights

January 1, 2026

Purpose & Intent

The Federal Highway Administration (FHWA) requires state DOTs to establish training goals.

Purpose

The purpose is the training and upgrading of individuals who are minorities, women, or from disadvantaged backgrounds toward journey worker status.

Accordingly, the contractor shall make every effort to enroll these individuals as trainees, to the extent that such persons are available within a reasonable area of recruitment. This training commitment is not intended, and shall not be used, to discriminate against any applicant for training, whether member of a minority group or not.

Intent

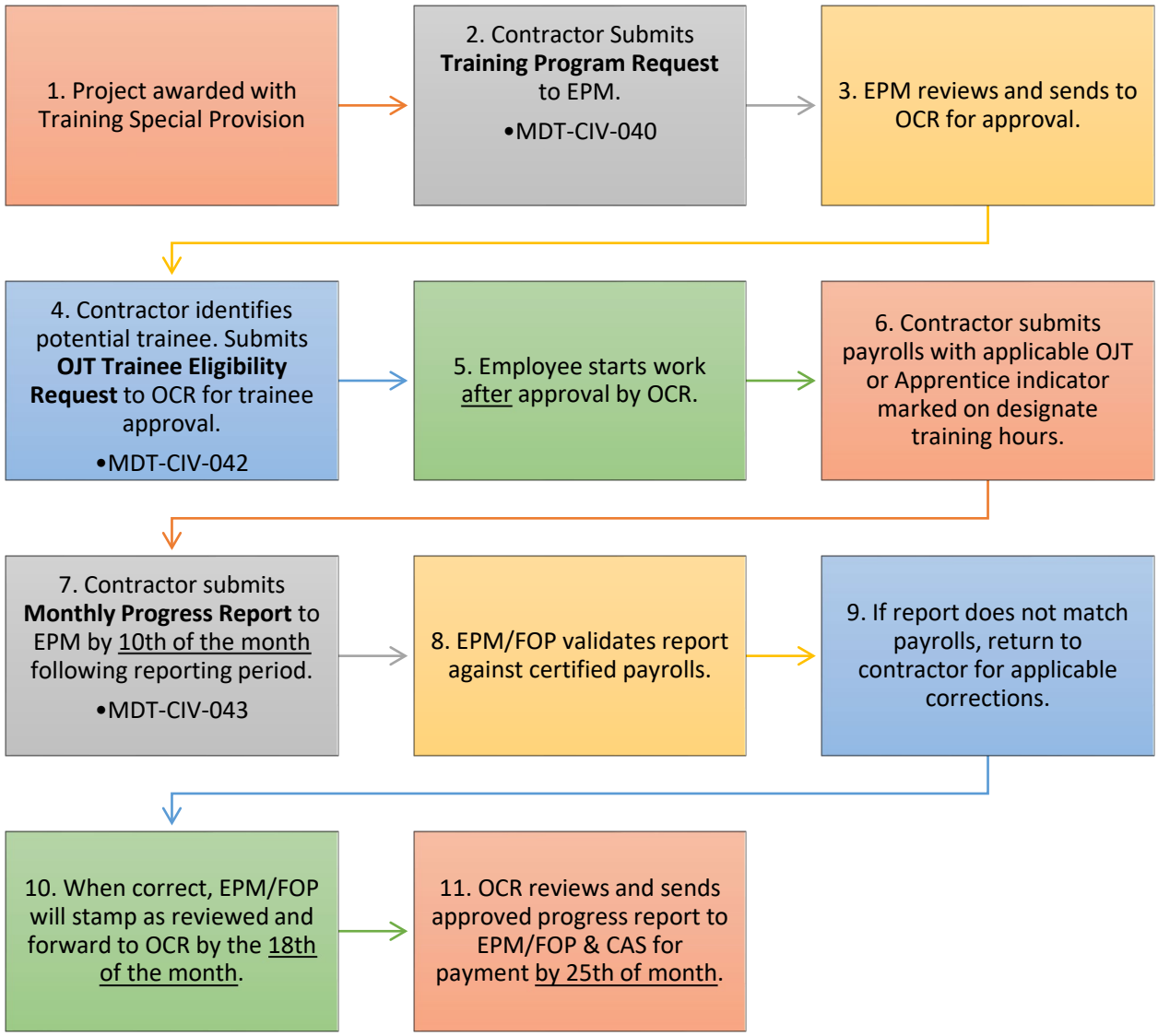
The intent is two-fold: to build a skilled, work-ready workforce, and to retain employees as they reach journey status.

Key Points

- **Training Programs** must be submitted to the Engineering Program Manager's office and approved by the OJT Program Manager prior to utilization.
- **Off-Site Training** for training or testing for certification that cannot take place at the job site must be pre-approved by the OJT Program Manager.
- **Recruitment** will include documented systematic and direct recruitment to entities which serve members of the groups listed above.
- **Proposed Trainee(s)** must be vetted for eligibility and approved by the OJT Program Manager prior to the trainee's start of work in the training classification.
- **Certified Payrolls** will be marked with the applicable OJT or Apprenticeship indicator(s) and corresponding wage progression, or they will be returned to the contractor. Additionally, use of these indicators will be discontinued when the trainee is working in classification not included in the approved training program or has completed their training program. For help with Certified Payrolls, contact MDT Contract Admin Section.
- **Monthly Progress Reports** will be submitted to the Engineering Project Manager's office by the 10th of the month following the reporting period.
- **Reimbursement** will be made on the estimate following approval by the OJT Program Manager. Delayed or inaccurate paperwork will delay reimbursement.
- **Good Faith Effort** helps contractors document their good faith effort to fulfill their assigned training goal.
- **Changes** can be requested using the OJT Change Request form.

OJT Process Flow

NOTE: The OJT Process Flow is subject to change. Late paperwork will delay reimbursement.



Forms

Training Program Request (form MDT-CIV-040 – PDF | Word)

- Submit to Engineering Project Manager's office for review and approval by the OJT Program Manager as soon as feasible following the preconstruction meeting.
- The training program must be approved prior to the training performing any work in that training program.
- The approved training program will be provided to both the approved trainee and the contractor's payroll manager.

Off-Site Training Request (form MDT-CIV-041 – PDF | Word)

- Must be pre-approved by the OJT Program Manager.
- May be used for training or testing for certification that cannot take place at the job site.
- Must be associated with a Federal-aid project and the trainee must receive payment from that project.
- Must not be a primary portion of the training program.
- Trainee must have work hours recorded to that Federal-aid project on the certified payrolls at the same or higher pay rate than when training on the project site.

OJT Trainee Eligibility Request (form MDT-CIV-042 – PDF | Word)

- Submit proposed trainee's information to the OJT Program Manager.
- Proposed trainee must be vetted for eligibility and approved by the OJT Program Manager prior to the trainee's start of work in the training classification.
- Proposed trainee may not have already completed training in the proposed classification. However, additional training in a classification they already received training may be approved on a case-by-case basis.

Monthly Progress Reports (MDT-CIV-043 – PDF | Word)

- Monthly progress reports will be submitted to the Engineering Project Manager's office by the 10th of the month following the reporting period to ensure timely reconciliation.
- Validated progress reports will be forwarded to the OJT Program Manager for approval by the 18th of the month.
- Approved monthly progress reports will be sent to the Engineering Project Manager's office and the Contract Administration Section by the 25th of the month.
- Reimbursement will be made on the estimate immediately following approval. Late reports will delay reimbursement.

OJT Goof Faith Effort Log (form MDT-CIV-044 – PDF | Word)

- This log helps contractors document their good faith effort to meet the assigned training goal(s), demonstrating effort to comply with the contractual requirement.
- Attache copies of advertisements, emails, etc.
- Must be submitted to the OJT Program Manager before hiring individuals outside of the groups identified above.

- Must be submitted to the OJT Program Manager if the contractor fails to meet their training goal.

OJT Change Request (form OJT-CIV-045 – PDF | Word).

- Changes to OJT Training Programs or trainees must be approved by the OJT Program Manager.
- Potential changes include:
    - Moving the trainee to another project
    - Changing the Training Program
    - Increasing training goals/hours