

APPENDIX L

PENDOT's ON-THE-JOB TRAINING (OJT) PROGRAM PROCEDURES / PROCESSES / FORMS

**PennDOT's On-the-Job Training (OJT) Program Procedures /
Processes / Forms**

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Project Monitoring

- ✓ In accordance with Executive Order #11246 and/or when a PennDOT highway construction project's contract contains the "Special Provisions Item 1999-9999 (1999-0000) - Trainees" it is the Prime's responsibility to submit an EO-363, the Highway Contractor's On-the-Job Training Program form, to the District Labor Contract Compliance Agent (DLCCA) (or the District's OJT Designee) within 10 calendar days of the Notice to Proceed Date (NTP) identified for the project. This should be addressed during preconstruction meetings. If for some reason, such as a Design Build, the Prime is not ready to submit the EO-363, they should identify that in writing and identify the date they would be able to submit the EO-363. The District OJT Designee could access the OJT Worksheet from ECMS to help identify the Controlling Activities that appeared to have the potential to support the assigned training which may have already been identified by the District when they completed the OJT Worksheet.
- ✓ The EO-363 specifies the number of "trainees" to be trained in each selected classification and it identifies the training program to be used, specifying the starting time for training in each of the classifications and the anticipated prevailing wage rate is to be identified for each of the classifications listed; apprentice programs are 1000 hours and compensation will be in accordance with their particular Union Agreement.
- ✓ The PennDOT Project Inspector in Charge (IIC) should discuss the Training Special Provisions at the weekly project progress meetings (or any documented project meetings scheduled with the prime contractor) to identify whether or not there are any issues that need to be addressed, in an effort to ensure that the Training to be provided is On-Track.
- ✓ ALL changes, replacements, revisions to previously approved EO-363s, are to be addressed at the time the concerns are identified by communicating those concerns to the IIC and/or ACE, the DLCCA (or District's OJT Designee) and/or the OJT SS Counselor at the time they occur, not weeks or months later.
- ✓ The "Trainee Enrollment Form" the EO-364 is to be submitted along with all of the documentation that can demonstrate that the enrollment is in compliance with the Training Special Provisions (TSP). The EO-364 should be prepared by the training provider and submitted for Conditional Approval to the IIC prior to the "trainee -or- apprentice" beginning any work on the project, allowing enough time for the enrollment form to be processed. Hours completed prior to the conditional approval of the enrollment by the IIC, cannot be credited towards satisfying the Prime's training obligation and those hours of training completed will not be eligible for reimbursement under the bid item for training. Only the hours of training completed after the "Final" BEO Approval date will be reimbursable and credited towards satisfying the Prime's training obligation. Prime Contractors need to reference and adhere to the "Instructions" that are included on the OJT Enrollment form [EO-364 (1-11)].
- ✓ "Trainees" should NOT receive preferential treatment, but the Department expects counseling be given prior to a termination. The OJT Supportive Service (OJT SS) Counselor, and the IIC should be included in those counseling sessions whenever possible and the DLCCA (or District's OJT Designee) should also be made aware of them.

- ✓ When a Quit or Termination occurs, the EO-365 is to be submitted at that time, along with justification documentation that demonstrates why the Trainee quit or was terminated; for example if the Prime identifies that the termination was a result of excessive absenteeism, the Prime should be able to provide documentation that would demonstrate the times when work was available and the trainee or apprentice did not show for work...
- ✓ In cases when it is identified that a trainee or apprentice has been injured; the injured party must be requested to provide documentation that identifies whether or not they will be able to return to work in a timely manner to complete their remaining hours of training (this could be satisfied by a doctor's note). If it is identified that the trainee or apprentice will not be able to resume their training in a timely manner the Prime will need to replace them. In some instances this can result in the need for the IIC to reevaluate the remaining scope of work scheduled for completion with the Prime's Project Manager and the IIC and/or ACE, in an effort to identify whether or not a replacement would have sufficient time to complete the required hours of training needed for completion, based on the previously approved training program; or if the Prime should consider replacing the previously approved training classification with another one, in an effort to ensure that the replacement training identified would have the potential to support a completed training, based upon the project's remaining scope of work.
- ✓ The "Highway Contractor's Monthly Training Report" the EO-365. The IIC should ensure that the EO-365 reports are being received in a timely manner. If the training provider is experiencing any difficulties with a "trainee -or- apprentice" at any time, the IIC is to be notified immediately. The IIC shall be notified at the time of a termination or a completion by the filing an EO-365 report at the time, regardless of the calendar date.
- ✓ The IIC should ensure that the trainee (or apprentice), the District, and the OJT SS Counselor receive copies of the EO-365 reports and Completion Certificates.
- ✓ **At the time a "trainee -or- apprentice" completes the required training program hours the contractor MUST issue a Completion Certificate and a Monthly Training Report (EO-365) regardless of the calendar date.**
- ✓ If the Prime fails to complete the required number of trainees assigned to a project the Prime must provide a summary identifying the details as to what lead to their short fall in training hours.
- ✓ The IIC and/or ACE also need to conduct a review of what occurred on the project to identify what lead to and/or contributed to the short fall in training hours that occurred, to determine whether or not the Prime contractor's actions (or lack of action) contributed to (or caused) the short fall in training hours that occurred. The IIC and/or Ace will need to identify whether or not the short fall in training occurred as a result of the project being Fast Tracked, or if previously scheduled work had been eliminated, or if the work scheduled for completion in the approved training classification was actually completed ahead of schedule.
- ✓ Then ALL of the documentation should be forwarded to the DLCCA (or District's OJT Designee), preferably by email. The DLCCA (or District's OJT Designee) makes the District's Conditional Determination as to whether or not the documentation provided demonstrates that the short fall in

training hours was or was not the fault of the Prime contractor and they forward their Conditional Determination along with the documentation received from the Prime, the IIC and/or ACE onto the OJT Program Administrator requesting concurrence in the District's Conditional Determination. Short Falls in training hours should be addressed as soon as possible, after a short fall in training is identified.

- ✓ If the District's conditional determination identifies that the Prime did not demonstrate "good faith efforts" to provide the training as contracted and the Bureau of Equal Opportunity concurs with that determination, a memo regarding the unsatisfactory program performance should be placed in the contractor's past performance report, and a copy of it is to be sent to BEO and the Prequalification's Officer.

Locating the Current Version of OJT Forms

The most current version of the Highway Construction Training Program Forms and Publications have been placed on the **PennDOT Homepage** under “**Forms & Publications**” –AND- on the **BEO Homepage** under “**Forms**”

- ✓ **PUB # 610** –The Statewide Minority and Women Resource “Directory”
 - ✓ **Form # EO-363** – Highway Contractor’s OJT Training Program
 - ✓ **Form # EO-364** – Trainee Enrollment Form
 - ✓ **Form # EO-365** – Highway Contractor’s Monthly Training Report
 - ✓ **PUB #733** - The Statewide On-the-Job Supportive Service Program
- ✓ *To locate the “Directory” from the **PennDOT Homepage**:*
1. Go to: <http://www.penndot.gov>
 - a. Then look to the right of the screen and click on: Forms, PUBs & Maps;
 2. It does appear that the OJT Program Forms can be found on page #3....

Do not reproduce copies of these forms, please access the OJT forms as needed to ensure that you are using the most current version of the OJT forms for your submittals.

EO-363 – Highway Contractor’s On-The-Job Training (OJT) Program

The contractor is required by the “Training Special Provisions - Item 1999-9999 (1999-0000) – Trainees” to submit to the DLCCA (or District’s OJT Designee) the EO-363 within 10 calendar days of the Notice to Proceed Date identified for the project (This should be addressed during the project’s Preconstruction meeting).

The DLCCA (or District’s OJT Designee) should:

- ✓ Make sure that the accurate numbers of trainees, as required by the contract have been listed.
- ✓ Review the proposed classifications identified on the contractor’s Training Program (form EO-363) to ensure that the proposed classifications meet the needs of the project’s scheduled scope of work and will have the potential to support the required hours of training needed for a completed training.
- ✓ When training is proposed in a laborer classification the Prime should be able to demonstrate to the department how the proposed Laborer training would provide a significant, effective and meaningful training.
- ✓ Ensure that the construction craft classification(s) identified, on an EO-363, have been identified in accordance with the 23 CFR 230A, Section 230.111 and Management Directive 215.16:
 - Availability of minorities, women and disadvantaged individuals for this project (50 mile radius)
 - The Contractor’s normal workforce
 - The need for additional journeypersons in the area
 - Satisfactory ratio of trainees to journeypersons (should be between 1:10 and 1:4.)
- ✓ ***PennDOT will consider the approval of training classifications in lower level management, and/or “specialty” classifications where the training is oriented toward construction related activities such as office computer technicians, construction office managers, project administrators, timekeepers, and traffic control assistants, When There Are More Than Three (3) Trainee Slots Assigned To The Project, Otherwise proposed training in lower level management and “specialty” classifications will be addressed on a case by case basis. Documentation must be provided that would demonstrate how providing that type of training would be in compliance with the TSP and lead to a career opportunity in the industry.***
- ✓ Ensure that when a PennDOT Approved Training Program Outline has been identified, the accurate Program Number and hours of training required for a completion have been listed accurately.
- ✓ Ensure that when an apprentice program has been identified, that the accurate Hours of Training to be provided have been identified (*Apprenticeship Programs are 1,000 hours*).
- ✓ Ensure that the Approximate Start Date for each training program selected has been identified, month-day and year, and it is not a past date.
- ✓ If and/or when it is identified that a training provider is unable to start the training on the “Approximate Start Date” identified by the EO-363, a revised start date should be requested; the revised start date can be identified by email - containing the identification of the company representative providing it.
- ✓ Approved training programs identified on an EO-363 can be revised at a later date by crossing off the training to be eliminated and writing in the newly proposed classification, and including documentation that will justify the revision.

- ✓ The Rate of Pay should be estimated on the EO-363 in accordance to the Davis Bacon and/or L&I Prevailing wage rates identified for the project on ECMS; compensation for Apprenticeship Program training will be paid in accordance with their particular Union agreement (Skill Level) – verification of the wage rates identified will be confirmed when the enrollment form EO-364 is submitted.
- ✓ Ensure that the subcontractor has been identified on the EO-363 if or when a subcontractor will be the Training Provider.
- ✓ Make sure that the company representative's Name, Title, Signature and Date have been included and are legible on the EO-363.

If the DLCCA (or District's OJT Designee) identifies inaccuracies on the EO-363 submittal they should return it to the Prime for revision; then when submitting the revised version to the OJT Program Administrator for final Approval, identify the initial receipt date and the date the revised version of the EO-363 was received back by the DLCCA (or District's OJT Designee) to demonstrate the timeliness of the submission.

After the EO-363 has been approved by the OJT Program Administrator a copy of it will be faxed back to the DLCCA (or District's OJT Designee) and they will provide a copy to the Contractor's Representative that had initially submitted the OJT program form.

A sample copy of the Contractor's Professional Training Completion Certificate should be included with the submission of their EO-363.

After the contractor's Training Program (EO-363) is approved, the contractor must recruit for a minority, women or economically disadvantaged person. They should maintain copies of the documentation that will demonstrates their recruitment efforts made and they should maintain copies of the responses received as a result of those recruitment efforts made.

When the Prime is a Union Contractor they should notify the appropriate Union office as soon as possible, specifically identifying that they will need a women, and/or minority apprentice to satisfy Executive Order #11246, the training special provisions that were included in their PennDOT Highway Construction project's contract and they should identify the approximate start date for that training to begin. If their documentation can demonstrate that no women or minority candidates meeting program criteria could be located, then an economically disadvantaged white male apprentice can be considered for enrollment, only if the union can provide documentation that can demonstrate that the proposed white male apprentice's economically disadvantaged status. The Prime is responsible for maintaining documentation would demonstrate their recruitment efforts made with their union, in addition to maintaining the documentation that would demonstrate the results they received from the recruitment efforts they made with their union.

EO-364 – Trainee Enrollment Form

A “Trainee Enrollment Form” EO-364 must be completed by the contractor prior to filling any training position. The report is to ensure that the contractor has taken ‘positive steps’ to recruit for a minority/women/economically disadvantaged person. The information obtained by the EO-364 helps to ensure that the selected trainee has not previously completed similar training -or- has not been successfully employed in the proposed training classification. The contractor must submit a completed EO-364 to the IIC prior to the “Anticipated Start Date” identified on the EO-364 and prior to the Trainee beginning training.

The PennDOT Inspector-in-Charge’s (IIC’s) review of the enrollment form, EO-364 should ensure that:

- ✓ The form has been completed accurately, by ensuring that ALL of the items included on the form have been addressed.
 - ✓ The candidate has been accurately identified and a complete social security number has been provided.
 - ✓ The IIC must verify that an accurate Hourly wage rate for the training to be provided has been identified as well as the Wage Rate Scale for the work to be performed. The minimum hourly rate is to be no less than the Common Laborer rate identified for the project for trainees performing in a construction craft. The Prime needs to provide written documentation that would justify paying a higher rate for the training to be provided, to ensure that the proposed candidate isn’t receiving the higher rate because their skill level dictates it.
 - ✓ For Fair Market wage rates for non-construction crafts, such as: Construction Office Managers, Timekeepers, Field Engineers, Traffic Control Assistants...must be provided demonstrating the source used to make the determination and examples, to demonstrate that the Fair Market Rate identified is in compliance with the acceptable rates of a federally funded project.
 - ✓ Trainees in PennDOT Approved construction craft training programs may remain at the common laborer rate throughout the “core” training, as is identified in the training program outline. Upon completion of the “core” training, pay trainees in accordance to the appropriate Wage Rate Scale for the Contract Work Being Performed.
 - ✓ In the case of apprentices, pay the appropriate rates approved by the U.S. Department of Labor in connection with the existing apprenticeship program, this would apply to all apprentices being trained by this Training Special Provision.
 - ✓ For clarification, the “Journeyman wage rate” is the “Wage Rate Scale for the Contract Work Being Performed.”
- When the candidate is an Apprentice – the total number of hours of their apprenticeship training completed to date should be identified on the EO-364 and a copy of their Indenture papers should be included with the submission of their EO-364. If the indenture papers are not included, they should be requested and a note identifying that should be included when the EO-364 is sent on for processing to the DLCCA (or District OJT Designee). A copy of the indenture papers should be forwarded after they are received. The Indenture papers will help to demonstrate whether or not an apprentice’s enrollment would be in compliance with the TSP because they identify the status of the apprenticeship and the time frame that it should take for them to achieve journeyman status in their craft.

- A non union contractors trainee candidate is considered an: On the Job Trainee (OJT) – their proposed Hourly and Wage Rate Scale for Training Classification must be identified on the EO-364 that is submitted to enroll them.
- ✓ On a Federally funded project the Davis Bacon prevailing wage rates are to be referenced by the Title of the work Classification and the Davis Bacon “Group number” needs to be identified based on the duties to be performed during the training scheduled to be provided.
- ✓ On a 100% State funded project The PA Department of Labor & Industry’s prevailing wage rates are to be referenced by the Title of the work Classification and L&I prevailing wage rate “Class number” needs to be identified based on the duties to be performed during the training scheduled to be provided.
- This documentation comes directly from the Federal or State Prevailing Wage Rate documentation posted with the project’s contract information on ECMS.
- If the candidate is not an Apprentice but is a new hire that has been sponsored to become a conditional member of a union, the union contractor must identify what lead them to select the proposed candidate and they must specifically identify the candidate’s union status and how their enrollment would be in compliance with the TSP.
- If the proposed candidate is a current employee selected for an upgraded training, the contractor must identify the total number of years the current employee has worked in the industry, the current position they hold with the company and how long they have worked in that position, or classification, in an effort to demonstrate how the completion of the proposed training would advance the current employee’s skill level and earnings potential beyond the position they currently hold with the company.
- Ensure that an accurate Anticipated Start Date has been identified on the EO-364. If the Anticipated Start Date listed is a past date, the IIC must request a more accurate start date for the proposed candidate to begin their training.
- If the information provided on the EO-364 appears to the IIC as being complete and in compliance with the TSP and the IIC determines that the candidate’s enrollment appears to be in compliance, the IIC will sign and date the EO-364 indicating that they have “Conditionally Approved” the proposed enrollment and they submit, by Fax or scan and email, the EO-364 to the District OJT Designee for processing.
- If the District OJT Designee concurs with the conditional approval they forward a copy of the conditionally approved EO-364 onto the OJT Program Administrator for final BEO approval. If the OJT Program Administrator concurs with Conditional Approval the date the IIC conditionally approved the EO-364 will become the BEO Approved Start date for the training to begin.
- If an EO-364’s delayed submission is identified as being the fault of the Prime contractor’s that should be noted and no back dating would be justified -but- if the delayed submission is identified, in writing, as being the fault of PennDOT Project Staff, or Central Office staff’s back dating will be granted.

- Ensure that ALL of the required names, signatures, telephone numbers, email addresses, location addresses and dates have been included legibly on the EO-364 form. The IIC's dated signature at the end of the EO-364 form ensures that the form has been reviewed and appears to have been completed accurately and that the proposed enrollment has been conditionally approved by the IIC. If and/or when a person is unavailable to provide a required signature, a company representative can sign on their behalf by identifying that the individual is unavailable to sign then that company representative signs and dates what they wrote; per the instructions that are included on the EO-364.
- After the EO-364 has been reviewed, signed and dated by the IIC a copy of it is to be faxed, or scanned and emailed to the DLCCA (or District's OJT Designee). After the DLCCA (or District's OJT Designee) reviews it and verifies that it has been accurately completed and they concur that the proposed enrollment would be in compliance with the TSP, they fax, or scan and email, a copy of the EO-364 to the OJT Program Administrator for final approval. A copy of the original EO-364 containing original signatures is to be maintained in the Project's file folder.
- Once final approval has been given the EO-364 will be stamp dated "BEO Approved" identifying the BEO Approved" start date for the training to begin; a copy of the approved EO-364 will be faxed back to the DLCCA (or District's OJT Designee) and they will fax a copy of it to the IIC who will then give a copy of it to the Contractor's Project Manager and the IIC will place a copy of it into the project's file folder.
- The IIC should ensure that the trainee or apprentice receives a copy of the BEO Approved EO-364; and that the OJTs receive copies of their PennDOT Approved Training Program Outlines listing the individuals from the contractor's work force that had been designated to provide the training to be provided.

EO-365 – Highway Contractor’s Monthly Training Report

- The training provider is to complete, sign and date the EO-365; that company representative should be sure to identify their title with the company, when they sign and date the form.
- The EO-365 is to be submitted to the IIC monthly by the training provider for each trainee employed on the project under the Training Special Provisions. The EO-365 is to be submitted for the duration of each training classification by the 5TH day following the end of the Pay Period PRIOR to the 30TH of the month.
- If and when the training provider is experiencing difficulties with the trainee at any time, the IIC must be notified immediately and the difficulties should be identified on the EO-365. The IIC is to be notified at the time of a termination or a completion, by the filing of an EO-365 report at this time, regardless of the calendar date; if training is completed a copy of the training provider’s professional completion certificate should be completed and submitted along with the submission of the final EO-365.
- If and when a seasonal layoff occurs, the layoff date and the anticipated recall date are to be identified on the EO-365; subsequent reporting will not be expected until following the recall date that was identified.
- The trainee (or apprentice) review then should sign and date their EO-365 and they should receive a copy of them for their records; if or when a trainee (or apprentice) is unavailable to sign an EO-365, a company representative should identify that in the item box identified for the trainee’s (or apprentice’s) signature (that “John Doe” is unavailable to sign) and then they should sign and date what they wrote, then submit the form to the DLCCA (or District OJT Designee) for processing.
- The IIC’s review of the EO-365 report is to verify the accuracy of the skilled training being provided, as well as the accuracy of the hours of training being reported (monthly and total hours trained to date); the IIC’s dated signature on the form acknowledges that the information provided under: “Summary of Specific Tasks Performed” and “Evaluation of Trainee:” have been accurately identified and that the hours of training provided to date have been accurately calculated.
- Accurately completed EO-365s are to be faxed, or scanned and emailed, to the DLCCA (or District’s OJT Designee) as documentation of the monthly training hours completed; then the DLCCA (or District’s OJT Designee) reviews them for accuracy and to update their system, then they fax a copy of the EO-365 onto the OJT Program Administrator. A copy of the EO-365 form containing original signatures is to be maintained in the Project’s file folder.
- A copy of a completion certificate is to be provided along with the final EO-365 report identifying that training was completed. **This is to be done at the time the required hours of training are completed regardless of the calendar date;** training providers should not wait until the end of the month to submit a final EO-365 and/or completion certificate.
- The IIC shall ensure that the trainee (or apprentice), the DLCCA (or District OJT Designee), and the OJT SS Counselor receive copies of the EO-365 reports and Completion Certificates.
- The DLCCA (or District OJT Designee) shall ensure that copies of the EO-365 reports have been submitted to the OJT Program Administrator.

Sample Training Completion Certificate

CERTIFICATE OF TRAINING

This is to certify that _____ has completed _____ hours
of On-The-Job Training in the job classification: _____,
and the training was provided in accord with all current orders and requirements
of the:

**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL HIGHWAY ADMINISTRATION**

Through the approved training program of:

The above training program was monitored by the
District Office of the State Highway Administration
Pennsylvania Department of Transportation.

Training was completed this _____ day of _____, _____

ATTEST:

PRESIDENT

EEO OFFICER

SUPERVISOR

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

PennDOT's OJT Supportive Services

PennDOT has contracted with the consultant group: **Global Quality & Engineering Consulting** to manage PennDOT's On-the-Job Training (OJT) Supportive Services (SS) program; PennDOT's OJT SS program is administrated by PennDOT's OJT Program Administrator.

After a Prime contractor's EO-363 has been Approved by PennDOT's OJT Program Administrator a copy of it is submitted to the OJT SS consultant to make them aware of the project's location, the classifications selected to satisfy the Prime's training obligations and the approximate start date for said training to begin, for monitoring and/or scheduling purposes.

After a conditionally approved EO-364 (OJT program enrollment form) has been received from the District, the OJT Program Administrator reviews it an effort to ensure that the proposed enrollment would be in compliance with the program regulations, if so, final approval is granted and a copy of the BEO approved form is disseminated to the OJT SS consultant and to the PA Engineering District Labor Contract Compliance Agent (DLCCA) (or OJT Designee) that had submitted it.

The approved EO-364 contains, but is not limited to, the BEO stamp dated approved start date which indicates that the hours of training completed as of that date forward can be credited towards satisfying said training obligation; the status of the trainee: non-union trainee or union apprentice trainee; the Hourly and Journeyman rates; the State Labor & Industry or Davis Bacon prevailing wage rate information for the specific duties the trainee is to be trained to perform; the personal contact information of the approved trainee, and dated signatures: the IIC's dated signature demonstrates when they granted their conditional approval of the proposed enrollment.

The OJT SS Program manager references the information included on the EO-364 to schedule an Orientation meeting between the OJT SS field counselor and the newly enrolled trainee, preferably within the first month of the enrollment the on-site Orientation meeting is to be held. At that meeting trainees are encouraged to document their training activities and to track the hours of training that they complete, in addition to discussing the training that is to be provided. The program goal is addressed as well as the pitfalls and barriers that are associated with working in the heavy highway construction industry, in addition to addressing the supportive service needs of the trainee. The OJT SS field counselor's contact information is given to the trainee so that they can be reached by telephone 24 hours a day to provide supportive services.

Following the Orientation, Monthly interviews with trainees will be conducted by the OJT SS field counselors. The OJT SS field counselors will also maintain contact with project personnel (Prime's and District's) in order to develop an evaluation of the trainee's performance and progress throughout the on-the-job training period; and they will make themselves available to assist in addressing issues and/or concerns regarding the training if and/or when issues and/or concerns are identified. If the Prime is signatory to the union, the OJT SS field counselor can assist as a liaison with the union in an effort to help to ensure that apprentices that meet the program criteria are being referred.

The OJT SS consultant will schedule and hold Outreach events with PA CareerLinks in an effort to increase the CareerLink's job bank of qualified and/or qualifiable women and minority job seekers interested in participating in an on-the-job training opportunity. The information maintained in the CareerLink system should help highway construction contractors that have a need to recruit program eligible candidates who could be enrolled to satisfy their On-the-Job Training obligations that are assigned to their highway construction project's contract. Highway construction contractors are encouraged to register their job orders with the PA CareerLink System.

PennDOT's OJT SS consultant can assist contractors with any of the following (*but not limited to*) OJT program tasks:

- * Trainee Referrals
- * Trainee Record Keeping
- * Trainee Performance Issues
- * Union Liaison
- * Program forms: EO-363, EO-364 & EO-365 Submission Requirements

If you have questions for PennDOT's OJT SS Consultant please contact:

Global Quality & Engineering Consulting's OJT SS Program Manager:

- Ms. Sumathi Ravindraraj, PE, CPCC
 - Telephone: 717-795-1073
 - Email: sravindr@GQEC.com

OJT Program Administrator's Contact Information

If you have questions regarding the OJT Program, contact the OJT Program Administrator:

Harvey Bear - OJT Program Administrator
EO Specialist II/ Contract Compliance Division
PennDOT/Bureau of Equal Opportunity
400 North Street-5th Floor West
Harrisburg, PA 17120 - 0041
Direct Line: (717) 783-0311
Fax: (717) 772-4026
BEO Main Line: (717) 787-5891
800 #: 1-800-468-4201
Email: hbear@pa.gov

-Or-

William Kerney – Chief of the Contract Compliance Division
PennDOT/Bureau of Equal Opportunity
400 North Street-5th Floor West
Harrisburg, PA 17120 - 0041
BEO Main Line: (717) 787-5891
800#: 1-800-468-4201
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