

**Maine Department of Transportation
Off-Site OJT Request/Approval Form**

Contractor Section

Contractor Name: _____	Contact Person: _____
Project Name: _____	Date: _____
Project #: _____	PIN: _____
Trainee Name: _____	Supervisor: _____
Classification: _____	Resident: _____
Hours Completed to Date: _____	Rate of Pay: _____

Description of training activities completed to date:

Reason for request to move OJT off-site:

Are there other federal aid projects in Maine under construction with your company at this time?
If yes, please list Project name, location & PINS:

If yes, please describe why the OJT cannot get the required training on one of these sites during this season:

§23 CFR 230.111 states:

Some off-site training is permissible as long as the training is an integral part of an approved training program and does not compromise a substantial part of the overall training. Furthermore, the trainee must be concurrently employed on a federally aided project subject to the Special Training Provisions attached to this directive. Reimbursement for off-site training may only be made to the contractor where he/she does one or more of the following: Contributes to the cost of the training, provides the instruction to the trainee or pays the trainee's wages during the off-site training period.

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Please describe how this off-site would not compromise a substantial part of the overall training:

Please certify that the trainee:

- Will concurrently be employed on a federal aid project.
- Will still receive pay from the federal aid project.
- Will still have work hours recorded to that federal aid project on the certified payrolls at the same rate or higher than when training on the project site.

Please check all that apply to the proposed off-site training.

- The contractor is paying the cost of the training.
- The contractor is providing instruction to the trainee.
- The contractor is paying the trainee's wages.

Contractor Signature _____ Date: _____

Department of Transportation Section

Date Received: _____

- Approve training, hours will count, wages/Item 660 will be paid.
Okay to monitor off-site.
- Disapprove training. If OJT moved, hours will not count, item 660 will not be credited or paid. Monitoring will not be done.

Comments:

Signature of MaineDOT,
Civil Rights Office _____ Date: _____

Cc:
MaineDOT Resident
Contractor