



Thruway Authority

TRAINING REPORT

INSTRUCTIONS:

This report is to be completed by the contractor:

- Immediately upon hiring of an apprentice/technician/trainee
- Upon satisfactory completion of training
- Upon the separation of apprentice/technician/trainee

The original is to be submitted to the Thruway Project Engineer (TPE)/Engineer-in-charge (EIC) for approval.

Contract TA No.
Contract D No.

Section I Contractor/Trainee Information

Contractor Name		Trainee Name (Last, First, MI)		
Trainee Street Address		City	State	Zip Code
Social Security No. (last four digits)	Employee Status (Check one) <input type="checkbox"/> New Hire <input type="checkbox"/> Upgrade <input type="checkbox"/> Re-hire	Gender <input type="checkbox"/> F <input type="checkbox"/> M <input type="checkbox"/> X		
Ethnic Group Representation (Check one)	The Training Special Provision is to provide training opportunities to minorities and women.			
<input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Asian <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Native Hawaiian or Other Pacific Islander				
<p>White (not Hispanic or Latino) - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. Black or African American - A person having origins in any of the black racial groups of Africa. Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race. Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam. American Indian or Alaska Native - A person having origins in any of the original peoples North and South America (including Central America), and who maintains tribal affiliation or community attachment. Native Hawaiian or Other Pacific Islander - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p>				

Section II Training Information

Job Classification (Check one) <input type="checkbox"/> Trainee <input type="checkbox"/> Technician <input type="checkbox"/> Apprentice	Training Program Name	Start Date	Completion Date
Local/Sponsor (Union No. or DOL) _____			

TRAINING HOURS SUMMARY

Previous hours completed _____ Hours earned on this project _____ Total completed hours _____

Trainee did not complete the project and/or training program due to:

- Seasonal Layoff Temporary Layoff Contract Completed Terminated (provide written justification)

Section III Review/Approval

Reviewed by:

_____ Signature of Contractor Representative _____ Title _____ Date

Reviewed/Approved by:

_____ Signature of Thruway Project Engineer/Engineer-in-charge _____ Title _____ Date