



Thruway Authority

Office of Construction Management - Compliance Unit
 P.O. Box 189
 Albany, NY 12201-0189

MONTHLY TRAINING PROGRESS REPORT

Section I Contractor/Trainee Information

Month/Year (mm/yy)		Contract D No.		TA No.	
Contractor Name			Subcontractor Name		
Apprentice/Technician/Trainee Name (Last, First, MI)			Social Security No. (last four digits)		
Trainee Street Address		City	State	Zip Code	Phone No.

Section II Training Information

Total required training hours	Previous training hours	Training hours this period	Hours remaining to complete
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PERFORMANCE

Attendance/punctuality		Progress on training program		Quality of work/overall performance	
<input type="checkbox"/> Regular	<input type="checkbox"/> Irregular	<input type="checkbox"/> Ahead of schedule	<input type="checkbox"/> On schedule	<input type="checkbox"/> Behind schedule	<input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unsatisfactory

Monthly Work Hours	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours
Week 1								
Week 2								
Week 3								
Week 4								
Week 5								
Grand Total								

Section III Review/Approval

Prepared by:	I have read and understand this report.	
_____	_____	_____
Signature	Date (mm/dd/yy)	Apprentice/Technician/Trainee Signature
Date (mm/dd/yy)		
Reviewed/Approved by:		
_____	_____	_____
Thruway Project Engineer Signature	Date (mm/dd/yy)	

Comments

Personal Privacy Protection Law Notification

The information that you are providing in this report is being requested for the principal purpose of keeping a record of the Training Special Provision requirement. This information is being requested pursuant to Federal Highway Act of 1968, Section 22. Failure to provide this information may result in non-compliance of the Training Special Provision requirement. This information will be used in accordance with Section 96(1) of the Personal Privacy Law, particularly subdivisions (b), (e) and (f). This information is being requested by the Department of Engineering and will be maintained in the Compliance Unit Project's file. This information will be maintained by the Chief Compliance Officer, 200 Southern Boulevard, Albany, NY 12209, (518) 471-5830.