

**SOUTH DAKOTA DEPARTMENT OF TRANSPORTATION**  
**Civil Rights Program**  
**On-the-Job Trainee Registration**

(Please print or type all information. See Additional Instructions on Back of Form)

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*THIS PORTION TO BE COMPLETED BY CONTRACTOR.*

\_\_\_\_\_  
 Trainee Name

\_\_\_\_\_  
 Street Address; Route/Box; Box Number

\_\_\_\_\_  
 City, State, Zip

\_\_\_\_\_  
 Trainee Social Security Number

\_\_\_\_\_  
 Contractor Prime ( ) Sub ( )

\_\_\_\_\_  
 Project Number, PCN Number

\_\_\_\_\_  
 Prior Hours      Start Date      Start Wage

\_\_\_\_\_  
 Trainee Classification Title

**Trainee Signature**

**Contractor Signature**

Trainee Status: (check all which apply)

\_\_\_\_\_ Minority (\_\_\_\_\_)

\_\_\_\_\_ Female

\_\_\_\_\_ Disadvantaged

Trainee Source (new hires only): (check one)

\_\_\_\_\_ United Sioux Tribes

\_\_\_\_\_ One-Stop Career Center (Job Service)

\_\_\_\_\_ Union (\_\_\_\_\_)

\_\_\_\_\_ Walk On \_\_\_\_\_

\_\_\_\_\_ Another Employee

\_\_\_\_\_ Other (specify \_\_\_\_\_)

Trainee Employment: (check one)

\_\_\_\_\_ New Hire

\_\_\_\_\_ Current Employee Upgrade

**COMPLETE ABOVE AND MAIL FORM TO CIVIL RIGHTS PROGRAM AT ADDRESS BELOW**

*THIS PART TO BE COMPLETED BY CIVIL RIGHTS PROGRAM*      Received Date \_\_\_\_\_

Classification \_\_\_\_\_

Training Program \_\_\_\_\_      Program Hours \_\_\_\_\_

Minimum Starting Wage (not less than General Laborer's Rate)	60% of journeyman wage _____
Minimum Wage after 1/4 = _____ hours	70% of journeyman wage _____
Minimum Wage after 1/2 = _____ hours	80% of journeyman wage _____
Minimum Wage after 3/4 = _____ hours	90% of journeyman wage _____
Minimum Wage upon completion	100% of journeyman wage _____

**MAKE TRAINEE WAGE ADJUSTMENTS AS NECESSARY DURING COURSE OF PROGRAM**

Two copies of this registration will be returned to the contractor following approval and calculation of wage levels – one for contractor and one for trainee

Approval Date \_\_\_\_\_      \_\_\_\_\_ Approved as of Start Date

By \_\_\_\_\_      \_\_\_\_\_ Approved with conditions, see below

June D. Hansen, Civil Rights Compliance Officer

**Comments: SHOW INDIVIDUAL ON PAYROLL AS "TRAINEE". FILE TRAINEE STATUS REPORTS AS REQUIRED.**

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SDDOT Required Project Trainees  
 Original – Area Engineer  
 CC: Trainee, Contractor & Labor Compliance  
 Revised – January 2008

All Other Trainees  
 Original – SDDOT Files  
 CC: Trainee & Contractor

## OJT Registration Instructions

The firm who will be training the individual (normally the prime contractor) is responsible for completing the upper portion of the registration form. This form should be completed and mailed to the Civil Rights Program (address shown in bottom portion of form) no later than the week in which the trainee begins the training program. It is better if the form can be sent before training begins.

### PLEASE PRINT OR TYPE ALL INFORMATION

- “Trainee Name”      Legal Name by which the trainee is known. Please do not use nicknames or abbreviations. Normally use first name, middle initial, last name.
- “Street Address, etc.”      Mailing address of Trainee
- “City, State, Zip”      Use Zip plus 4 zip code if known.
- “Trainee Signature”      Signed, in ink, by trainee.
- “Contractor”      Name of firm doing the training, check whether prime or sub.
- “Project Number”      Department of Transportation project number as it appears on contract. Please include PCEMS number after the project number.
- “Prior Hours”      Applicable only if the trainee has been enrolled as an OJT for this same classification in the past - -- use hours completed during the prior enrollment(s).
- “Start Date”      Date on which training begins or date you plan to begin training.
- “Start Wage”      Hourly base wage to be paid trainee at start of training.
- “Trainee Classification”      Use job classification title such as “Scraper Operator”, “Form Builder” etc. Be clear and be specific. Use titles as they appear in the SDDOT/A.G.C. Training Booklet and/or wage scale. **DO NOT USE WAGE CODES.** Any classification not found in the SDDOT/AGC Training Booklet must be approved by SDDOT and FHWA prior to Trainee beginning training. Copy of the booklet can be found at: [www.sddot.com/ojt.asp](http://www.sddot.com/ojt.asp).
- “Contractor Signature”      Form signed by contractor’s representative who completes the form.
- “Trainee Status”      Check each line, which applies. Check “minority” if trainee is American Indian, Black, Hispanic or Asian American and fill in blank with proper racial group. Check “female” if applicable. “Check “disadvantaged” if individual is neither minority nor female and the individual meets the Department of Labor guidelines for socially and economically disadvantaged.
- “Trainee Employment”      Check either New Hire or Upgrade as appropriate.
- “Trainee Source”      Check the source of this trainee (if a new hire) – one check mark only in this group.

Send this form to Civil Rights Program, South Dakota Department of Transportation, for final approval and determination minimum wages. Once this has been done on all SDDOT Required Project Trainees, the original registration form will be sent to the appropriate Area Office, the contractor will receive a copy of approved registration with an additional copy for the Trainee. If necessary, a copy of the approved registration will be sent to a subcontractor if they are handling one of the trainee slots of the project. For all other trainees after approval and determination of minimum wages has been completed, the original will be filed in the Civil Rights office and copies will be sent to the Contractor including one for the Trainee. The firm doing the training has the responsibility to monitor trainee wages and hours to ensure that proper minimum wages are paid based on information, which will be provided on the completed registration form.

Monthly Trainee Status Reports must be filed regularly on ALL Trainees.

Copies of forms can be found at: [www.sddot.com/ojt.asp](http://www.sddot.com/ojt.asp).