

Associated General Contractors of Wyoming

PO Box 965 Cheyenne Wyoming 82003

Phone: 307.632.0573

Trainee Monthly Status Report

Employer/Contractor: _____ Trainer Name: _____

Trainee Name: _____ Job Classification: _____

Project Number (WYDOT)/Name: _____ Location: _____

Training Month/Year: _____ Trainee Wage Rate: _____

Training Hours Worked: _____ Non-Training Hours Worked: _____

Complete these items as appropriate:

A. Is the trainee working multiple projects concurrently? (*check one*) [] Yes [] No

If "Yes", please separate hours by project in the table below.

Project/Location	Week Ending	Hourly Wage	Training Hours Worked	Non-Training Hours

B. Has trainee been transferred/laid off/quit/fired? (*check one*) [] Yes [] No

If "Yes", date? _____

Reason _____

C. Has trainee graduated? (*check one*) [] Yes [] No

If "Yes", date? _____

Is the graduate now employed with your firm at journey level? (*check one*) [] Yes [] No

This company certifies that it has provided supervised training as reported above in accordance with the Training Special Provision and the Approved Training Program.

Signature of Person Preparing Report

Date

AGC of Wyoming Review:

Rec'd Date _____ Review Date _____ By _____

PLEASE READ ALL INSTRUCTIONS.

GENERAL: This report is to be completed following the last day of every month. The report is due in the AGC of Wyoming office within one month following the last day of the month OR within one month of the ending of the period during which the trainee graduates, is suspended/laid-off, quits or is terminated. Blank copies of this form can be found at: <https://wca-agc.build/on-the-job-training-program/>

Training Month/Year – Please report for previous month of work in the form of Month YYYY, i.e. “May 2020”, “December 2021”. etc.

Trainee Name – Trainee’s name as show on the registration form.

Job Classification – The job classification as shown in the OJT Program Manual, i.e. “Concrete Finisher”, “Ironworker”, etc.

Contractor – Name of firm providing training; may be prime or subcontractor.

Project Number/Name – Project Number as it appears on contract, as “NHPPI-I804260” If working on multiple projects, please list all projects listed as a trainee.

IF USING THE TABLE:

Project/Location -- If the Trainee works on multiple projects during the monthly period be sure to indicate every project and indicated the number of hours. If work on multiple projects in same work week, please list each project separately in the table.

Week Ending – Date of last day of pay period as “3-10-06” or “10-26-06”. (when using the table)

Hourly Wage/Trainee Wage Rate – Wage Rate as shown on payroll.

Hours Worked – Training hours only – total of regular and overtime training hours worked during the pay period. DO NOT show regular and overtime hours separately on this report. DO NOT show non-training hours. Also it is important to show all Training hours even those not on federal-aid construction projects. If the Trainee works on multiple projects during the period, please indicate in the margin the number of hours per project.

Non-Training Hours – Number of hours that are worked outside the training program. The trainee will receive credit for 25% of their total program hours to towards graduation. For example, if a trainee is registered in a training program that requires 800 hours to graduate, the trainee will receive credit for 200 Non-Training hours worked; however, all Non-Training Hours must be reported.

NOTE: If a trainee has a change in hourly wage rate during a pay period, split that pay period across two lines – use the first to show information for the hours up to the change and then use the next line, same payroll number, week ending, etc. to show the new rate and the hours worked at that rate. The same procedure should be used if a Trainee works on more than one project in the same week.

REMEMBER – REPORT IS DUE FOLLOWING THE LAST DAY OF THE MONTH OR IMMEDIATELY IN THE CASE OF TERMINATION, LAYOFF OR QUIT. PENALTIES MAY BE ASSESSED FOR LATE REPORTS.

Monthly Trainee Status Reports may be mailed, faxed or e-mailed to:

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