

## Office of Civil Rights On-the-Job Training Offsite Training Request

OJT Program Manager:  
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**Instructions:** Submit to the OJT Program Manager. Training must be approved before off-site training begins.

PROJECT INFORMATION	
Contract ID:	Fed/State Project Number:
Project Description:	Training Goals Assigned:
Prime Contractor:	Engineering Project Manager:
CONTRACTOR CONTACT INFORMATION – The contractor fulfilling the OJT requirement.	
Contractor fulfilling the OJT Requirement (if not Prime):	Email Address:
OJT Representative:	Phone Number:
Trainee Name:	Training Classification:

PROPOSED OFF-SITE TRAINING	
Description of training activities completed to date:	
Reason for Request:	<input type="checkbox"/> The project crew will temporarily be working on a different MDT Federal-Aid project. If yes, list project description and location: <input type="checkbox"/> Training or testing for certification that cannot take place at the job site. <input type="checkbox"/> We would like to offer training on a skill set that cannot be offered on the current project. <input type="checkbox"/> Other:
Approximate timeline for off-site training:	
Describe how this off-site training would NOT comprise a substantial part of the overall training:	

*§23 CFR 230.111 states:*

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

CONTRACTOR ACKNOWLEDGEMENT STATEMENT
<p><b>Certify that the trainee:</b></p> <ul style="list-style-type: none"> <li>Will concurrently be employed on a Federal Aid Project.</li> <li>Will still receive pay from the Federal Aid Project.</li> <li>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.</li> </ul> <p><b>Check all that apply</b> to the proposed off-site training</p> <p><input type="checkbox"/> The Contractor is paying the cost of the training.</p> <p><input type="checkbox"/> The Contractor is providing instruction to the trainee.</p> <p><input type="checkbox"/> The Contractor is paying the trainee's wages.</p> <p><b>Contractor Signature &amp; Date</b> (Ink or Electronic)</p>

MDT USE ONLY      DISSEMINATION: Contractor, EPM
<div style="display: flex; justify-content: space-between; align-items: center;"> <div>OJT Program Manager</div> <div> <input type="checkbox"/> Approve      <input type="checkbox"/> Disapprove         </div> </div>
<p>If disapproved, provide explanation:</p> <p style="text-align: center;"><i>Disapproved training hours will not count, be credited, or reimbursed.</i></p>