

**MONTANA**

Department of Transportation

MDT-CIV-045

01/26

Previous versions obsolete

**Office of Civil Rights
On-the-Job Training
Change Request**

OJT Program Manager:
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406-444-6945

Instructions: Submit to the EPM. EPM submits to the OJT Program manager. The requested changes must be approved before they are implemented. If approved, the trainee must be provided a copy of the revised training program.

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:

MOVE TRAINEE TO ANOTHER PROJECT – If approved, this may require a Change Order.

Contract ID:	Fed/State Project Number:
Project Description:	Training Goals Assigned:
Does this project currently have OJT goal(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No	Engineering Project Manager (if different):
Reason:	

CHANGE TRAINING PROGRAM – Refer to training program list on Training Program Request form ([MDT-CIV-040](#)).

Current Training Program:	Proposed Training Program:
Reason:	

INCREASE TRAINING GOAL/HOURS – If approved, this may require a Change Order.

PROPOSED TRAINING HOURS Must be in 500-hour increments		PROPOSED WAGE PROGRESSION Indicate if this change would adjust the hours &/or wage progression.		
Orientation:		Hours	Base Wage	Fringe
Safety:		1 – 250:		
Care & Maintenance:		251 – 375:		
Observed Operation/Work:		376 – 500:		
Independent Operation/Work:				
<i>Total Hours:</i>				
Reason:				

CONTRACTOR ACKNOWLEDGEMENT STATEMENT

I have read, understand and will comply fully with the OJT requirements as outlined in the [OJT Program Manual](#).

Contractor Signature (Ink or Electronic stamp)	Date:
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MDT USE ONLY – If PDF, EPM should use electronic reviewed stamp.

DISSEMINATION: OCR sends to Contractor, EPM, Shane Pogram

Engineering Project Manager	Recommend: <input type="checkbox"/> Yes <input type="checkbox"/> No	OJT Program Manager	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove
<input type="checkbox"/> Training Program has been updated			
If disapproved, provide explanation:			
<i>Disapproved training hours will not count, be credited, or reimbursed.</i>			