



# On-the-Job Training Program Manual

Montana Department of Transportation  
Office of Civil Rights

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## Purpose & Intent

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The Federal Highway Administration (FHWA) requires state DOTs to establish training goals.

### Purpose

The purpose is the training and upgrading of individuals who are minorities, women, or from disadvantaged backgrounds toward journeyworker status.

Accordingly, the contractor shall make every effort to enroll these individuals as trainees, to the extent that such persons are available within a reasonable area of recruitment. This training commitment is not intended, and shall not be used, to discriminate against any applicant for training, whether member of a minority group or not.

### Intent

The intent is two-fold: to build a skilled, work-ready workforce, and to retain employees as they reach journey status.

### Key Points

- **Training Programs** will be requested using the Training Program Request (form MDT-CIV-040 – [PDF](#) | [Word](#)). The approved training program will be provided to both the approved trainee and the contractor's payroll manager.
- **Off-Site Training** for relevant components of the training program must be pre-approved using the Off-Site Training Request (form MDT-CIV-041 – [PDF](#) | [Word](#)).
- **Recruitment** will include documented systematic and direct recruitment to entities which serve members of the groups listed above.
- **Proposed Trainee** information will be submitted using the **OJT Trainee Eligibility Request** (form MDT-CIV-042 – [PDF](#) | [Word](#)) and receiving approval from the OJT Program Manager prior to the trainee's start of work in the training classification.
- **Certified Payrolls** will be marked with the applicable OJT or Apprenticeship indicator(s) and corresponding wage progression, or they will be returned to the contractor. Additionally, use of these indicators will be discontinued when the trainee is working in classification not included in the approved training program or has completed their training program. For help with Certified Payrolls, contact [MDT Contract Admin Section](#).
- **Monthly Progress Reports** (MDT-CIV-043 – [PDF](#) | [Word](#)) will be submitted to the Project Manager's office by the 10<sup>th</sup> of the month following the reporting period, to ensure timely reconciliation. Validated progress reports will be forwarded to the OJT Program Manager for approval. OCR will return approved progress report to EPM/FOP.
- **Reimbursement** will be made on the estimate following approval by the OJT Program Manager. Delayed or inaccurate paperwork will delay reimbursement.
- **Good Faith Effort** will be documented by submitting the **OJT Good Faith Effort Log** (form MDT-CIV-044 – [PDF](#) | [Word](#)) before hiring individuals outside of the groups identified above.
- **Changes** can be requested using the OJT Change Request (form OJT-CIV-045 – [PDF](#) | [Word](#)). Potential changes include:
  - Moving the trainee to another project

- Changing the Training Program
- Increasing training goals/hours

## OJT Process Flow

**NOTE: The OJT Process Flow is still being fine-tuned.  
More details to come!**

