



## On-the-Job Training Application Training Manual

In March 2021, INDOT automated its On-the-Job Training Program into the Indiana Technical Assistance Portal (ITAP). This manual provides step by step directions and screen shots for enrollment and processing of INDOT's OJT Program. For questions, please contact [OJT@indot.in.gov](mailto:OJT@indot.in.gov)


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This is what the contractor main page looks like when you log into the OJT application. On this page you can see your goal completion percentage, number of apprentices, number of goal hours & number of hours attained toward to the goal. You have a Forms box with each of the different forms used for the OJT program. You can click on each of the forms to access those items further. You also have a Contact Information box for you to enter your firm's EEO Officer &/or OJT Specialist's contact information.

## 1. Submitting the Annual Partnership Agreement & Approved Training Program(s)

- a. Before you can do anything in the OJT system, you must enter & save the Contract Information for your firm's EEO Officer &/or OJT Specialist.  
(Once this is saved the first time it will not have to be done again unless contacts need to be changed or added.)
- b. Before you can complete any OJT reporting, you must review & submit your annual Partnership Agreement and any approved training program(s). Remember, only prime contractors with federally funded INDOT contracts active within the current calendar year are required to enroll in the OJT program.  
(Once this is saved the first time it will not have to be done again unless new training program(s) need to be added.)

- c. To review & submit the Partnership Agreement, click on “Partnership Agreements” in the left Forms box.
- d. Once on the Partnership Agreements page, click the  icon to start a new Partnership Agreement for the calendar year.
- e. The annual goal will automatically be calculated based on your company’s previous 3-year work history. All the work history data will auto populate if you have submitted a Partnership Agreement in the previous three years. The annual goal is calculated based on the same formula as we have been using.
- f. You will have to review the Partnership Agreement document for the current year. There is a link to click to review that document under the current year of submission for the Partnership Agreement.
- g. You will also have to attach your approved training program(s) (union agreements if union firms) before they system will allow you to submit the Partnership Agreement.
- h. You must check (✓) that you agree to the terms since physical signatures are no longer required.
- i. Then click the submit button. The system will not allow submission if any of the items are missing & will tell you what is missing.

Home / Partnership Agreements

### Partnership Agreements

Firm Name: The Hoosier Company, Inc.

Year: 2021

Training Program:

Step 1: Determine Total Number of Hours worked in High way construction trades on INDOT federal-aid contracts(either as prime contractor or sub contractor during the past three years. Do not include hours worked on state-funded and private work.)

Hours Worked During	2018 Hours	2019 Hours	2020 Hours
Total	0	0	0

Step 2: Add the total number of hours from each year and divide it by three (3):

<input type="text"/>	+	<input type="text"/>	+	<input type="text"/>	=	<input type="text"/>	/ 3	=	<input type="text"/>
2018		2019		2020					Average Hours

Step 3: Multiply the "Average Hours" by five percent (5%):

<input type="text"/>	*	5%	=	<input type="text"/>
Average Hours				2021 Training Goal

Approved Training Program:

I agree by agree all the terms and conditions contained herein and affirm under penalty and the prejry that the information stated above is true and accurate.

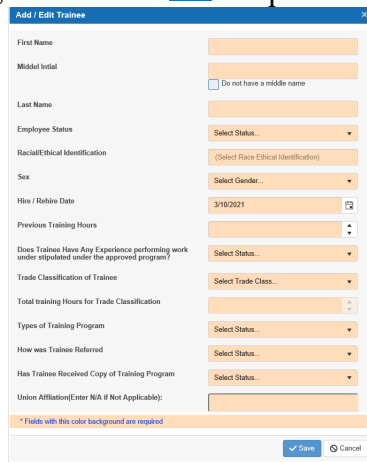
## 2. How to Submit Trainee Introductions

- a. To access the Trainee data, click on “Trainees” in the Forms box.

Forms

- Trainees
- Partnership Agreements
- Monthly Projects
- Terminations
- Quarterly Reports
- Annual Report

- b. To add a new trainee, click on the  to open the Add/Edit Trainee box.



**Add / Edit Trainee**

First Name:

Middle Initial:   Do not have a middle name

Last Name:

Employee Status:

Racial/Ethnic Identification:

Sex:

Hire / Rehire Date:

Previous Training Hours:

Does Trainee Have Any Experience performing work under stipulated under the approved program?:

Trade Classification of Trainee:

Total training Hours for Trade Classification:

Types of Training Program:

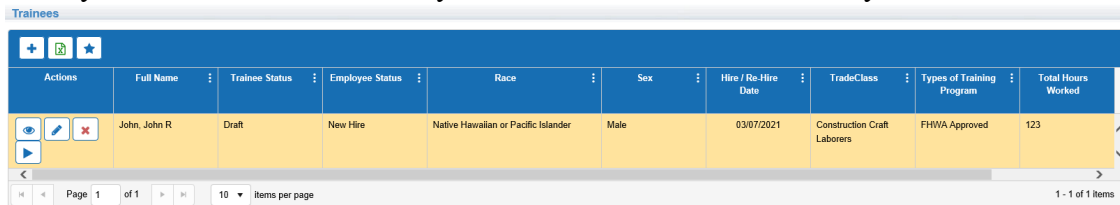
How was Trainee Referred:




Has Trainee Received Copy of Training Program:


Union Affiliation(Enter N/A if Not Applicable):

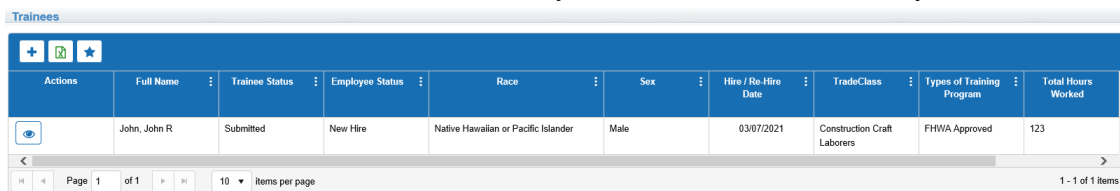
\* Fields with this color background are required


- c. Fill in all the fields. They are all required to save the trainee. The “Total training Hours for Trade Classification” field will automatically populate based on the trade classification selected. Once all fields are completed, save the trainee.
- d. Once you have saved the trainee, you will see the trainee record in your trainees list.



Actions	Full Name	Trainee Status	Employee Status	Race	Sex	Hire / Re-Hire Date	Trade Class	Types of Training Program	Total Hours Worked
  	John, John R	Draft	New Hire	Native Hawaiian or Pacific Islander	Male	03/07/2021	Construction Craft Laborers	FHWA Approved	123

- e. Click the  icon to submit the trainee for approval. Once submitted for approval it will come to [ojt@indot.in.gov](mailto:ojt@indot.in.gov) for approval.
- f. You will receive an email notification that your trainee was successfully submitted.

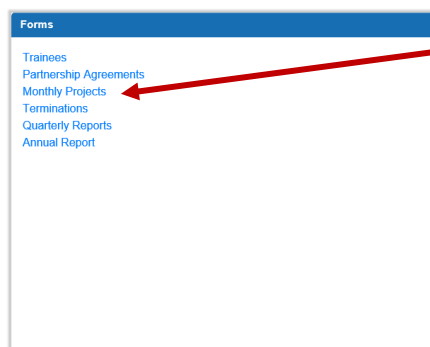


Actions	Full Name	Trainee Status	Employee Status	Race	Sex	Hire / Re-Hire Date	Trade Class	Types of Training Program	Total Hours Worked
	John, John R	Submitted	New Hire	Native Hawaiian or Pacific Islander	Male	03/07/2021	Construction Craft Laborers	FHWA Approved	123

- g. Repeat the trainee submission for all trainees.


### 3. How to Submit Monthly Project & Trainee Hours

- a. To submit the monthly trainee hours & project information, click on “Monthly Projects” in the Forms box.





**Forms**

- Trainees
- Partnership Agreements
- Monthly Projects
- Terminations
- Quarterly Reports
- Annual Report

- b. When the Projects page opens it will show each month you have entered monthly data for. This is the area you will enter each of the trainee’s hours & the project data. Click the  icon to start a new monthly report.
- c. Select the month/year you are wanting to report on & click update.

- d. Once you have added the month you want to start reporting on, that report will now be listed in the listing on the Projects page.

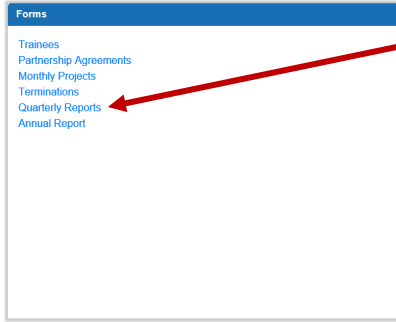
- e. To start adding data to the monthly report, click the  icon. This will open the Projects Details page. On this page you will add each trainee with hours to report for the month as well as report the federal aid hours worked for that month.


- f. You will need to enter the total of federal aid hours worked for the month you are reporting. The system will not let you submit until that information is provided.
- g. To add trainee hours worked for the month, click on the  icon. This will open the “Add/Edit Trainee Hours” box. You can select the trainee you are reporting on from the Trainee dropdown box, enter the number of INDOT hours worked & the number of Non INDOT Hours worked. Then hit save. Repeat this step for all trainees you need to report on for the month.

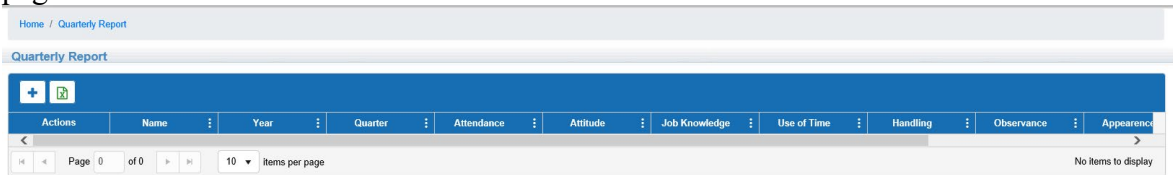
- h. Once you have entered all trainees for the month & the federal aid hours for the month you will then hit save & submit.

## 4. How to Submit Quarterly Reports

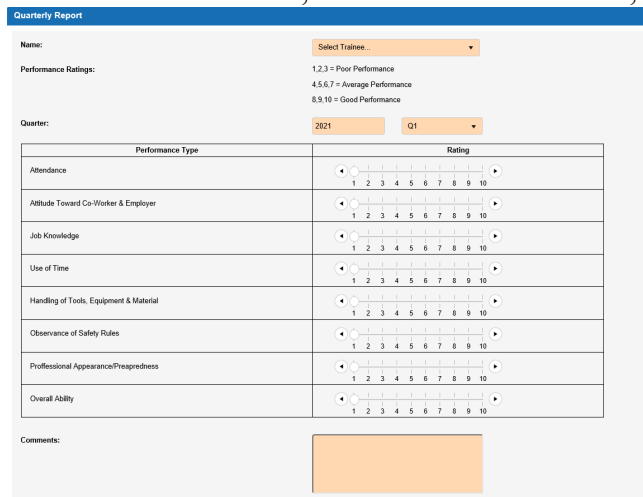
- a. To submit the quarterly reports, click on “Quarterly Reports” in the Forms box.



- b. To add a quarterly report for a trainee, click on the  icon. This will open the Quarterly Report page.



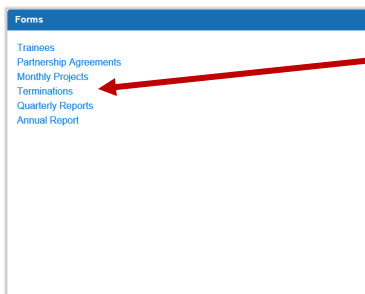
- c. On this page select the trainee from the trainee dropdown menu, select the quarter you are reporting for & then grade them using the sliding scales for each category. There is also a comment box available, if needed. Once finished, hit save.


A screenshot of the 'Quarterly Report' form. It has a 'Name:' field with a dropdown menu labeled 'Select Trainee...'. Below that is a 'Performance Ratings:' section with a legend: '1,2,3 = Poor Performance', '4,5,6,7 = Average Performance', and '8,9,10 = Good Performance'. There is a 'Quarter:' field with a dropdown menu showing '2021' and 'Q1'. The main part of the form is a table with two columns: 'Performance Type' and 'Rating'. The 'Performance Type' column lists: 'Attendance', 'Attitude Toward Co-Worker & Employer', 'Job Knowledge', 'Use of Time', 'Handling of Tools, Equipment & Material', 'Observance of Safety Rules', 'Professional Appearance/Preparedness', and 'Overall Ability'. The 'Rating' column contains sliding scales for each category, ranging from 1 to 10. At the bottom, there is a 'Comments:' field with a text input box.

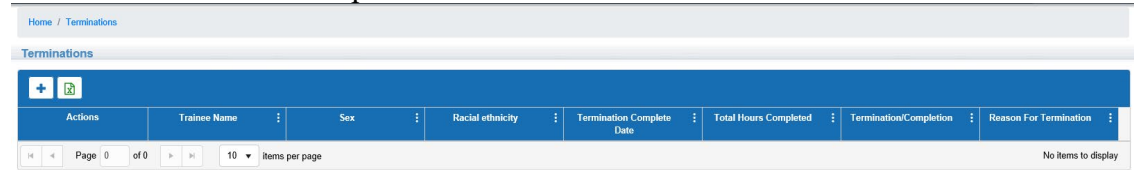
- d. Once the quarterly report is saved, it will show up on the Quarterly Report page in the listing.

## 5. How to Submit Trainee Termination/Completions

- a. To submit a trainee termination/completion form, click on “Terminations” in the Forms box.



- b. Once you are on the Terminations page, to add a new trainee termination/completion form click on the  icon. This will open the “Add Trainee Termination” form.



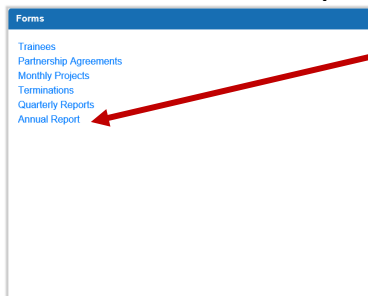
- c. On the Add Trainee Termination form, select the trainee from the dropdown menu. That trainee’s information will populate on the form. Select the termination/completion date, total hours completed, whether the trainee was fired, quit, laid off or completed & the reasoning. Once all that information is entered, hit “Update”.


- d. The trainee termination record is then saved & shows on the Terminations page.

Actions	Trainee Name	Sex	Racial ethnicity	Termination Complete Date	Total Hours Completed	Termination/Completion	Reason For Termination
	John, John R	Male	Native Hawaiian or Pacific Islander	03/17/2021	38	Laid Off	Laid Off

## 6. How to Submit the Annual Report

- a. To access the Annual Report, click on “Annual Report” in the Forms box.



- b. Once you are on the Annual Reports page, click the  icon to open the Annual Report for the current year. This page will show your company’s name, year you are reporting on, the annual goal, hours attained, number of trainees, number of terminations, number of completions, and contains a comment box where you can add any additional comments as needed & an upload option if good faith efforts are required. All summary data will be based upon the trainee data

added by your company throughout the year.

Home / Annual Report

**Annual Report**

Firm Name	Dave Omara Contractor, Inc.
Year	2021
Annual Goal	0
Hours Attained	0
Trainees	0
Terminations	0
Completions	0
Notes	<div style="background-color: #f9a825; height: 30px; width: 100%;"></div>
Good Faith Effort:	<input type="text" value="Select files..."/>

- c. Once you have reviewed the report, hit “save” & “submit”. Once the report is submitted edits **cannot** be made to it so review carefully prior to submission.
  - i. If there are issues with the report upon review for approval, you will be contacted for additional information.

## 7. Contact Information

- a. Katie Daniels – INDOT OJT Program Manager  
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(317)914-2832