



AGC of TEXAS

On-the-Job Training Program Quick Guide

I'm ready to enroll a trainee.

Complete and submit the Enrollment Form to ojt@agctx.org. You will receive a confirmation letter and a digital copy of the Orange Book from AGC of Texas. Furnish each trainee with a copy of the Orange Book. The confirmation letter may be used as proof of enrollment. If preferred, printed copies of the Orange Book are available upon request.

My trainee is already enrolled, now what?

By the fifteenth (15th) of each month, complete and submit the Monthly Reporting Form and submit to ojt@agctx.org. Report the previous month's hours (e.g., report all June training hours by July 15). If no training was performed, report zero hours. The trainee's certified payroll must reflect the trainee's reported training hours.

My trainee is no longer able to complete the program.

On the next Monthly Reporting Form, list a termination date and reason. If the trainee is less than 50 percent complete, replace the trainee. If the trainee has completed 50 percent or more of the training program, the training may be eligible for good faith effort. Contact ojt@agctx.org to determine eligibility for credit.

My trainee is ready to graduate the program.

On the trainee's next Monthly Reporting Form, enter a graduation date in the space provided. AGC of Texas will mail a graduation certificate for the trainee. Public presentation of the certificate is encouraged, if possible.

What are my company's recordkeeping requirements?

The Contractor and AGC shall retain training records for a period of three years following completion of the contract work. Such records shall be made available at reasonable times and places for inspection by authorized representatives of TxDOT, the Federal Highway Administration, and other relevant awarding and regulatory entities.

Other questions? Contact the Chapter Office at (512) 478-4691 or ojt@agctx.org.