

# ENROLLMENT FORM

This form must be completed (except for the signatures) and submitted before the trainee starts their training. Training hours will not be counted towards the contractual requirement until the Office of Civil Rights & Labor Compliance receives this form. Upon satisfactory completion of the two-week probationary period, the trainee will be officially enrolled in the OJT Program. A representative from the Office of Civil Rights & Labor Compliance will visit the job site - **or we may need to do this virtually for awhile this season due to COVID-19** - to complete program enrollment/orientation and signatures will be collected at that time.

Project Name and Number:	
Contractor:	
Trainee Name:	
Type of training/classification:	
Number of Training Hours:	
Training Start Date:	
Starting wage ( <i>must be at least the general laborer rate on the project</i> ):	
Project Superintendent:	
Phone Number:	
Email Address:	
OJT Supervisor (if not superintendent):	
Phone Number:	
Email Address:	
VTrans Resident Engineer:	
Phone Number:	
<b>Signatures</b> ( <i>to be signed after two-week probationary period at the on-site meeting</i> )	
Trainee Signature:	
Contractor/Employer Signature:	
VTrans Office of Civil Rights Signature:	

Please submit this form to Karen Brouillette, Civil Rights Program Coordinator, at [karen.brouillette@vermont.gov](mailto:karen.brouillette@vermont.gov).