50% OJT REIMBURSEMENT PROGRAM

On-the-Job Training (OJT) Apprentice or Trainee must fill out this form accurately with required documentation submitted to the Alaska DOT&PF, Civil Rights Office. Read through the instructions found here under the “OJT Support Services” tab: https://dot.alaska.gov/cvlrts/ojt.shtml prior to filling out this form.

OJT Apprentice/Trainee Contact Information:	
Name:	**Email:**
Phone:	**Address (must match W-9):**
Alaska Vendor Self Service Number:	
Date:	**Signature:**

OJT Apprentice/Trainee Information:	
Gender: ☐ Female ☐ Male ☐ Prefer not to say	**Last 4 digits of SSN:**
Ethnicity/Race: ☐ Alaska Native/Indigenous ☐ African American/Black ☐ Asian/Pacific Islander ☐ Hispanic ☐ Caucasian ☐ Other: ____________________________	

Project Information:	
Prime Contractor:	**Project Number (Ex. CFHWY00939):**
Project Name:	
Hired classification: ☐ Bricklayer ☐ Cement Mason ☐ Electrician ☐ Ironworker ☐ Teamster ☐ Equipment Operator ☐ Roofer ☐ Piledriver ☐ Laborer ☐ Painter Heat & Frost Insulator ☐ Plumber ☐ Sheet Metal Worker ☐ Shipyard Worker ☐ Other:____________________________________	

Civil Rights Office Use Only	
Date Received:	☐ **Apprentice/Trainee in IRIS VSS?**
Approved/Denied (reason)**:**	☐ **Invoice/Receipts attached?**
Total Amount:	☐ **Application complete**
CRO Staff Name:	**Title:**
Signature:	**Date:**

Examples on How to Fill Out Expenses

Expense/Vendor:	Unit Price:	Total Paid:	Date Paid or Months:	Attachment(s) **Invoice ☐ Bank Info ☐**
AIH: Steel Toe Boots	$150.00	$150.00	10/1/23	Invoice ☒ Bank Info ☒
Chevron: Fuel Cost	$75.00	$300.00	10/1/23-12/1/23	Invoice ☒ Bank Info ☒
Childcare Expense from Thread	$500	$1,000.00	11/1/23-12/30/23	Invoice ☒ Bank Info ☒

Use this Section to Fill out Expenses

Expense/Vendor:	Unit Price:	Total Paid:	Date Paid or Months:	Attachment(s) **Invoice ☐ Bank Info ☐**
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