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KANSAS DEPARTMENT OF TRANSPORTATION CONTRACTOR'S WEEKLY EMPLOYEE TRAINING REPORT

Contractor - complete this form weekly for each trainee working on the contract. Submit <u>3 copies</u> to the project engineer <u>within 5 days</u> after the end of the pay period.												Project #																					
												Location																					
												Type of program		KCA		Union		Other															
Contractor name										Week Ending Date																							
Trainee name										Trainee classification																							
Social Security#						Date enrolled in program						Total hours required in program																					
Percent of journeyman scale %						Hourly rate paid						Davis-Bacon Rate																					
Status of Trainee is: Working Dropped Out Graduated Transferred to Another Project Temporarily Laid Off Terminated																																	
Date and hours worked by trainee this week on project shown above												Other project #						Other project #															
Hours trained this week						Previous hours trained						Total hours trained to date																					
What were the trainee's primary job duties this week?																																	
The trainee's overall job performance for this week is: Excellent Good Fair Poor																																	
Supervisor comments																																	
Trainee comments																																	
Trainee signature																		Date															
Supervisor signature																		Date															
Reviewed By:						Date						Area Engineer						Date															