

INSTRUCTIONS FOR COMPLETING WEEKLY TRAINING REPORT (HT-296)

1. This Form will be completed by the contractor or subcontractor for each trainee undergoing training during the period covered by the payroll period ending date. Three copies of the Form will be accomplished for each trainee, each week.
2. The top portion of the Form will be completed, providing the trainee's name, identity of the contractor or subcontractor providing the training, the payroll week ending date of the report, the Work Classification for which the employee is being trained, the DC Contract Number and the Federal Aid Project Number.
3. Under the heading "Type Training Completed in Training Program Outline", the contractor will enter the terminology of that portion of the Training Program Outline for which the trainee was trained during the payroll period terminating with the payroll period ending date indicated.
4. The contractor providing the training will enter *daily* the number of hours for which training was provided in each category of the Training Program Outline.
5. The trainee's supervisor will rate the trainee's performance for the period covered by this report in the space provided.
6. Within 2 days following the end of the payroll period for which training was provided, the original copy of this completed Form will be forwarded to the DC Department of Transportation, Civil Rights Division Division, 2000 14th Street, N.W., 5th Floor, Washington, DC 20009.

One copy of the completed form will be sent to the Resident Engineer on the Project, and one copy will be retained by the contractor in each individual's trainee file.

* Please Note: This form is **NOT** to be submitted in or with Weekly Payroll submissions.