

## ON-THE-JOB TRAINING ACKNOWLEDGEMENT AND STATEMENT OF INTENT

\_\_\_\_\_ Date

**To:** External EEO Coordinator  
Office of Labor Compliance  
New Hampshire Department of Transportation  
P.O. Box 483, 7 Hazen Drive  
Concord, NH 03302-0483

**Project Name and Number:** \_\_\_\_\_

\_\_\_\_\_ (Company) has reviewed the OJT training requirements (Training Special Provisions) stated in the contract for the above noted project. Based on these requirements, the availability of applicants within a reasonable area of recruitment, and in an effort to meet the minority and female participation goals outlined in the contract (Affirmative Action Requirements, 41 CFR 60-4.2- Solicitations), our company will select a qualified trainee(s) and conduct training under the classification(s) identified below in accordance with the NHDOT On-The-Job Training Program.

The undersigned has personally reviewed the content of each selected training classification in relation to the project scope and assures that all portions of training can be completed if initiated by the “no later than” (NLT) date indicated below.

1 Selected Training Classification	2 Number of Trainees in Classification	3 Projected Start Date	4 NLT Start Date in Order to Complete Training
1.			
2.			

\_\_\_\_\_  
Printed Name Company EEO Officer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Approved       Disapproved  (reason for disapproval enclosed)

Signature/Date NHDOT External EEO Coordinator: \_\_\_\_\_