



DELAWARE DEPARTMENT OF TRANSPORTATION



DeIDOT

**ON-THE-JOB TRAINING
SUPPORTIVE SERVICES
(OJT/SS)**

PRO RANK

BUSINESS SOLUTIONS

P: (855) PRO-RANK
E: info@prorankllc.com
W: www.prorankllc.com

@prorankllc    



Wade West & Kyrin Robinson
ProRank Business Solutions, LLC
(DeIDOT OJT/SS Consultants)



DeIDOT DBE/SS & OJT/SS Program Evaluations (2014)

1. Collection & analysis of DOT contract awards & program reports.
2. Review of federal regulations and programs for compliance.
3. Engage, survey, interview stakeholders and program administrators.
4. Conduct evaluation, make recommendations for improvements to programs.

DeIDOT OJT/SS Program Updates



Website & Database

&

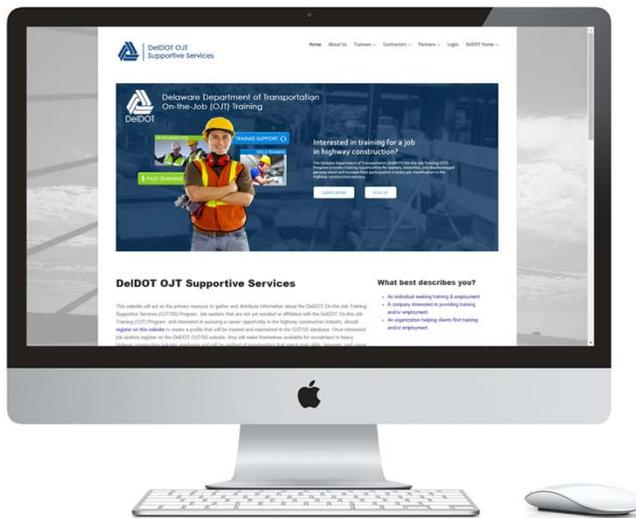


Trainee Support

&



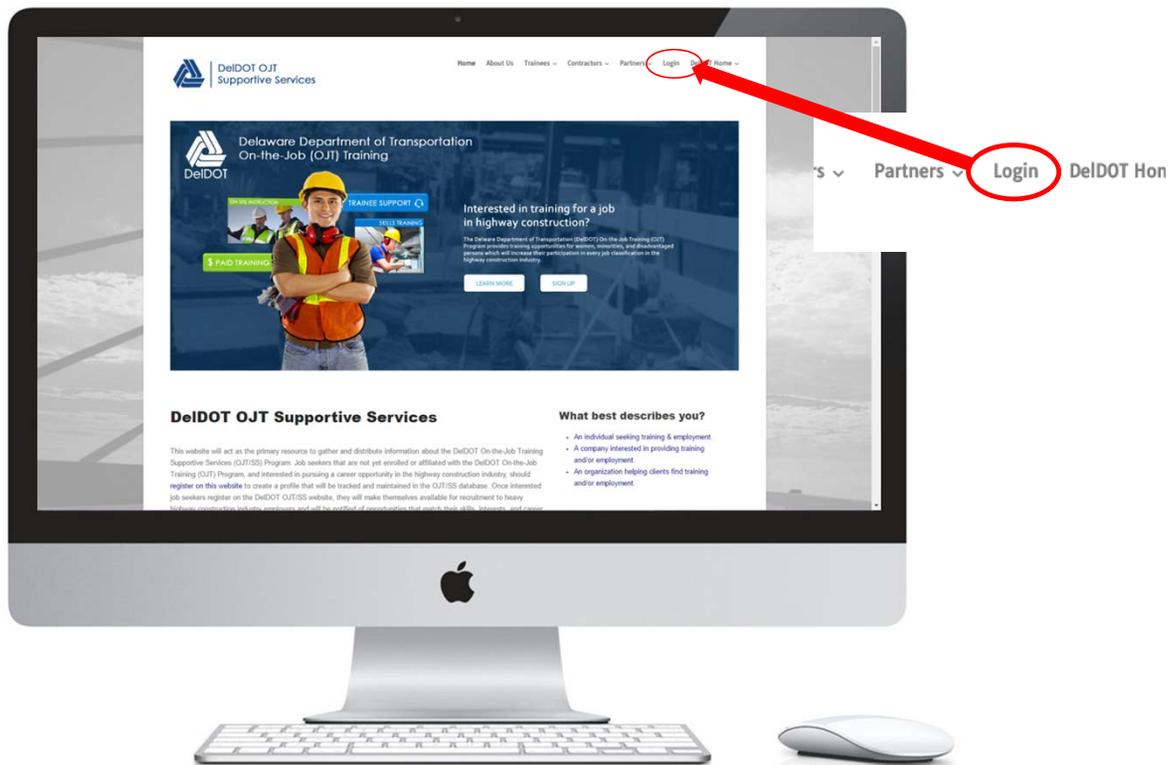
Networking & Outreach



Website & Database

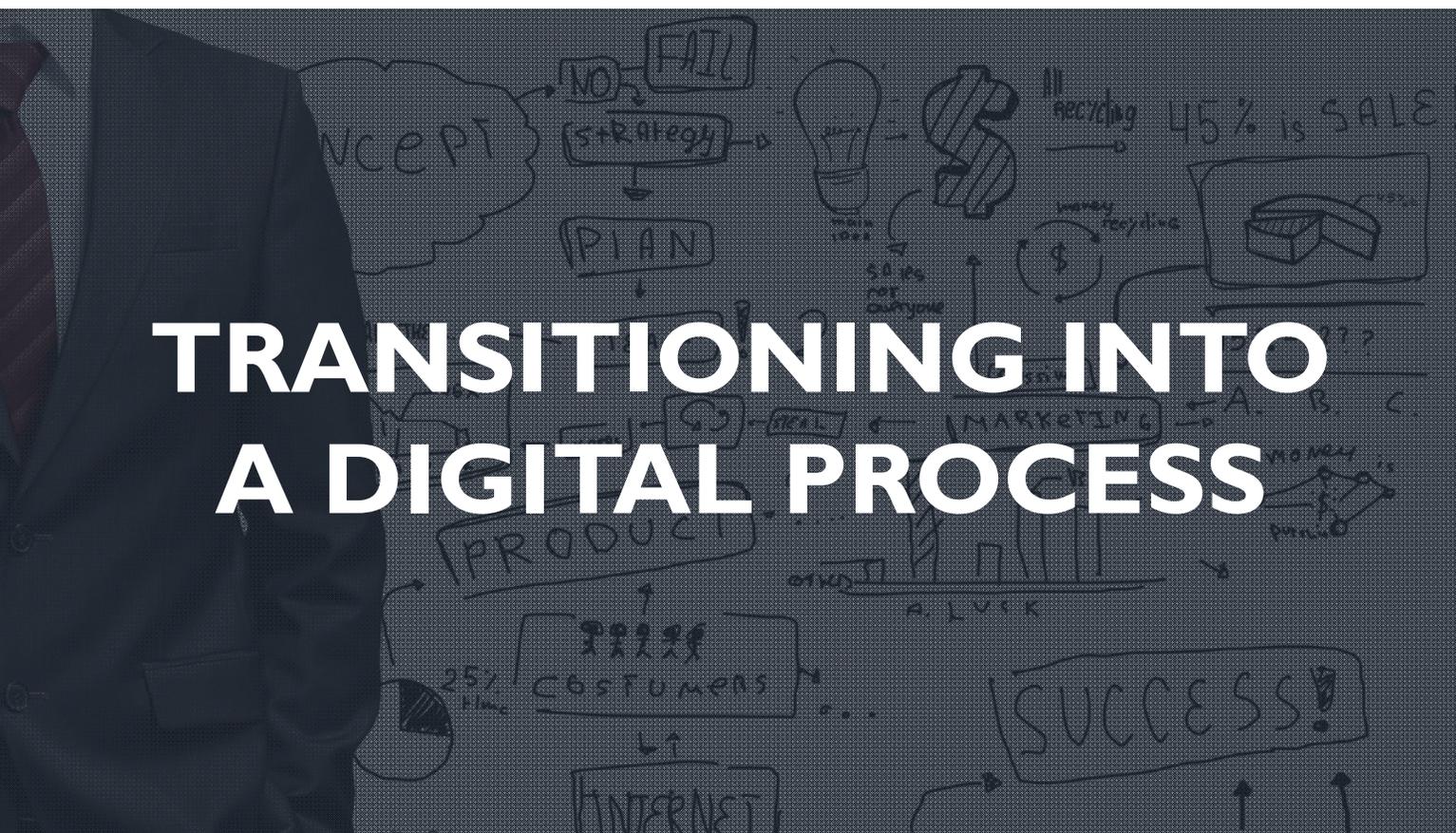
- Transition into a digital process
- Provide online info on OJT program
- Provide historical tracking and analysis

<https://deldotojt.com/>



<https://deldotojt.com/>

TRANSITIONING INTO A DIGITAL PROCESS



THIS IS NOT AN OFF-THE-SHELF COOKIE CUTTER SOLUTION!

- Customized solutions
- Form conversion
- DeIDOT workflow
- New activities

HAVE IT
YOUR WAY!



USER FEEDBACK IS CRITICAL

DELDOT OJT FORMS

Delaware Department of Transportation
OJT MONTHLY PROGRESS REPORT

DelDOT OJT Supportive Services

Home About Us Trainees **Contractors** Partners Login DelDOT Home

Contractor Sign-Up
OJT Program Guidelines
OJT Forms

Delaware Department of Transportation
On-the-Job (OJT) Training

Contractor Representative: _____
Supervisor Signature: _____ Date: _____
Supervisor Name (Print): _____
Telephone: () _____

Trainee Signature: _____ Date: _____

RETAIN ORIGINAL AND SEND TO: DOT.DelawareORE@state.de.us or
Delaware Department of Transportation
Office of Civil Rights
800 Bay Road, Dover, Delaware 19903

DELDOT

Add classifications to this Training Schedule.

OJTSS Projects Name Sample Project
 Project Number 987654321
 Federal Aid Number 789-DE
 County Kent City/District District 9

Project information and prime contractor information will be generated automatically.

Trainee Schedule Information.

Program Type *
 DelDOT Program
 Contract Calendar Days
 Submit

[Back to Trainee Schedules](#)

Trainee Schedule Form


 STATE OF DELAWARE
 DEPARTMENT OF TRANSPORTATION
 800 Bay Road
 Dover, Delaware 19903

**DELAWARE DEPARTMENT OF TRANSPORTATION
 ON-THE-JOB TRAINING PROGRAM
 TRAINEE SCHEDULE FORM**

PLEASE COMPLETE THE ENTIRE FORM

DelDOT Project Number: _____ Federal Aid Number: _____
 Project Title: _____
 County: New Castle Kent Sussex City/District: _____
 No. of Trainee(s) Assigned: _____ Contract Calendar Days: _____
 Contractor Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Telephone: () _____ Email: _____

APPROVED TRAINING PROGRAM TO BE USED:
 Company Program DelDOT Program Other Program (Please Explain):

NUMBER OF TRAINEES	CLASSIFICATIONS	ESTIMATED STARTING DATE (M/Y)	REQUIRED HOURS

Contractor Representative Signature: _____
 Contractor Representative Name (Print): _____
 Contractor Representative Title: _____ Date: _____
 Telephone: () _____ Email: _____

I hereby agree that the scope of this contract can support the proposed trainee classifications in achieving the required program hours. However, by signing, this does not guarantee the hours will be met and does not relieve the contractor of their Good Faith Effort (GFE) responsibility to administer the OJT program.

DelDOT Group Engineer: _____ Date: _____

MAIL COPY TO: Delaware Department of Transportation, Office of Civil Rights, 800 Bay Road, Dover, Delaware 19903
Trainee Schedule Form rev. 01/2021A

Trainee Schedule

OUTSS Projects Name	Sample Project	Prime Contractor	Sample Organiz
Project Number	987654321	Prime Contractor Address	123 Main St Anytown, DE 198
Federal Aid Number	789-DE	Prime Contractor Email	sampleorganizat
County	Kent	City/District	District 9
City/District	District 9	Prime Contractor Phone	(302) 555-1111

APPROVED TRAINING PROGRAM TO BE USED:

Program Type	Total # Trainees Assigned	Contract Calendar Days
DeIDOT Program	257	

[Add Classifications](#)

← Add Classifications to the Training Schedule

Number of Trainees	Classification Name	Estimated Start Date
No Data		

Once you have added all classification and trainee information, please confirm & sign.

Confirm & Sign *

No

Do you confirm the above information is true and correct?

Your Signature

[reset](#)

[Submit](#)

[Back to Add New Training Schedule](#)

Trainee Schedule Form



DELAWARE DEPARTMENT OF TRANSPORTATION ON-THE-JOB TRAINING PROGRAM TRAINEE SCHEDULE FORM

PLEASE COMPLETE THE ENTIRE FORM

DeIDOT Project Number: _____ Federal Aid Number: _____

Project Title: _____

County: New Castle Kent Sussex City/District: _____

No. of Trainee(s) Assigned: _____ Contract Calendar Days: _____

Contractor Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: () _____ Email: _____

APPROVED TRAINING PROGRAM TO BE USED:

Company Program DeIDOT Program Other Program (Please Explain):

NUMBER OF TRAINEES	CLASSIFICATIONS	ESTIMATED STARTING DATE (M/Y)	REQUIRED HOURS

Contractor Representative Signature: _____

Contractor Representative Name (Print): _____

Contractor Representative Title: _____ Date: _____

Telephone: () _____ Email: _____

I hereby agree that the scope of this contract can support the proposed trainee classifications in achieving the required program hours. However, by signing, this does not guarantee the hours will be met and does not relieve the contractor of their Good Faith Effort (GFE) responsibility to administer the OJT program.

DeIDOT Group Engineer: _____ Date: _____

MAIL COPY TO: Delaware Department of Transportation, Office of Civil Rights, 800 Bay Road, Dover, Delaware 19903

Trainee Schedule Form rev. 01/28/2014

You are adding a new classification group to this Training Schedule

DeIDOT Classification *

Yes

Classification *

Select

Number of Trainees *

How many trainees will receive training under this classification on this project?

Estimated Start Date *

11/28/2016

What date does training for this classification start on the project?

Submit

[Back to Add Classifications](#)

Fields are 1-to-1. Make an entry for each line on the form.



Trainee Schedule Form

STATE OF DELAWARE
DEPARTMENT OF TRANSPORTATION
200 Bay Road
DOVER, DELAWARE 19901

DELAWARE DEPARTMENT OF TRANSPORTATION
ON-THE-JOB TRAINING PROGRAM
TRAINEE SCHEDULE FORM

PLEASE COMPLETE THE ENTIRE FORM

DeIDOT Project Number: _____ Federal Aid Number: _____

Project Title: _____

County: New Castle Kent Sussex City/District: _____

No. of Trainee(s) Assigned: _____ Contract Calendar Days: _____

Contractor Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: () _____ Email: _____

APPROVED TRAINING PROGRAM TO BE USED:

Company Program DeIDOT Program Other Program (Please Explain): _____

NUMBER OF TRAINEES	CLASSIFICATIONS	ESTIMATED STARTING DATE (M/Y)	REQUIRED HOURS

Contractor Representative Signature: _____

Contractor Representative Name (Print): _____

Contractor Representative Title: _____ Date: _____

Telephone: () _____ Email: _____

I hereby agree that the scope of this contract can support the proposed trainee classifications in achieving the required program hours. However, by signing, this does not guarantee the hours will be met and does not relieve the contractor of their Good Faith Effort (GFE) responsibility to administer the OJT program.

DeIDOT Group Engineer: _____ Date: _____

MAIL COPY TO: Delaware Department of Transportation, Office of Civil Rights, 200 Bay Road, Dover, Delaware 19901

Trainee Schedule Form rev. 01/28/2014

Trainee Schedule

OJTSS Projects Name Sample Project
Project Number 987654321
Federal Aid Number 789-DE
County Kent **City/District** District 9

Prime Contractor Sample Organization
Prime Contractor Address 123 Main St
 Anytown, DE 19850
Prime Contractor Email sampleorganization@email.com
Prime Contractor Phone (302) 555-1111

APPROVED TRAINING PROGRAM TO BE USED:

Program Type	Total # Trainees Assigned	Contract Calendar Days
DeIDOT Program	3	257

[+ Add Classifications](#)

Number of Trainees	Classification Name	Estimated Start Date
2	Air Compressor Operator	12/01/2016
1	Backhoe Operator	12/15/2016

Once you have added all classification and trainee information, please confirm & sign.

Confirm & Sign *

Yes

Do you confirm the above information is true and correct?



[reset](#) [undo](#)

Your Signature

[Back to Add New Training Schedule](#)

← Once complete, sign and submit.

Trainee Schedule Form



**DELAWARE DEPARTMENT OF TRANSPORTATION
 ON-THE-JOB TRAINING PROGRAM
 TRAINEE SCHEDULE FORM**

PLEASE COMPLETE THE ENTIRE FORM

DeIDOT Project Number: _____ **Federal Aid Number:** _____
Project Title _____
County: New Castle Kent Sussex **City/District:** _____
No. of Trainee(s) Assigned: _____ **Contract Calendar Days:** _____
Contractor Name: _____
Address: _____
City: _____ **State:** _____ **Zip:** _____
Telephone: () _____ **Email:** _____

APPROVED TRAINING PROGRAM TO BE USED:

Company Program DeIDOT Program Other Program (Please Explain):

NUMBER OF TRAINEES	CLASSIFICATIONS	ESTIMATED STARTING DATE (M/Y)	REQUIRED HOURS

Contractor Representative Signature: _____
Contractor Representative Name (Print): _____ **Date:** _____
Contractor Representative Title: _____ **Email:** _____
Telephone: () _____

I hereby agree that the scope of this contract can support the proposed trainee classifications in achieving the required program hours. However, by signing, this does not guarantee the hours will be met and does not relieve the contractor of their Good Faith Effort (GFE) responsibility to administer the OJT program.

DeIDOT Group Engineer: _____ **Date:** _____

MAIL COPY TO: Delaware Department of Transportation, Office of Civil Rights, 800 Bay Road, Dover, Delaware 19903

Trainee Schedule Form rev. 01/28/2014

Trainee Schedule

OJTSS Projects Name Sample Project
Project Number 987654321
Federal Aid Number 789-DE
County Kent **City/District** District 9

Prime Contractor Sample Organization
Prime Contractor Address 123 Main St
Anytown, DE 19850
Prime Contractor Email sampleorganization@email.com
Prime Contractor Phone (302) 555-1111

APPROVED TRAINING PROGRAM TO BE USED:

Program Type	Total # Trainees Assigned	Contract Calendar Days
DeIDOT Program	3	257

+ Add Classifications

Notification sent to Engineer for approval!

Number of Trainees	Classification Name	Estimated Start Date	Required Hours
2	Air Compressor Operator	12/01/2016	520
1	Backhoe Operator	12/15/2016	720

Once you have added all classification and trainee information, please confirm & sign.

Successful submission.

THANK YOU.
You have successfully submitted a Training Schedule for this project. It will be reviewed by the Group Engineer. You will be notified once this submission is approved or disapproved.
You may no longer edit this Training Schedule. If you have made mistakes, or have been denied, you must resubmit a new Training Schedule for approval.

[Back to Add New Training Schedule](#)

Please confirm the trainee information below.

Trainee Name Sammy Sampine
Trainee Email sammy@contractbird.com
Trainee Mobile Phone (302) 256-7554
Trainee Home Phone (302) 256-8352
Trainee Date of Birth 11/01/1980
Trainee SSN (Last 4) 1234
Trainee Gender Male
Trainee Ethnicity (Race) American Indian

Emergency Contact
Trainee Emergency Contact May Sampine
Trainee Emergency Contact Relationship Spouse
Trainee Emergency Contact Phone (302) 245-8750

Confirm trainee information & request enrollment.

Project 087854321-Sample Project
 Please verify the project you are requesting the trainee be assigned.
Requested Classification * Carpenter
 What classification will the trainee be assigned on this project?
Estimated Required Hours * 1040
 What is the total estimated number of hours this trainee is expected to complete for this training?

Admin
 Date Entered Entered by User
 11/01/2020 9:45 AM John Doe
 Last Updated By User
 11/01/2020 9:45 AM John Doe

I hereby certify that I have presented this employee with a copy of his/her training program and have explained the program to his/her full understanding. To the best of my knowledge this employee has not successfully completed a training program leading to journey status in this classification or ever been employed as a journeyman in this classification.

Your Signatures *
 John Doe

Please sign to confirm.

[Back to Request Enrollment for Interested Applicant](#)

VERY SIMILAR PROCESS FOR OTHER FORMS

Enter training request information, sign and submit.

Trainee Enrollment Form



DELAWARE DEPARTMENT OF TRANSPORTATION ON-THE-JOB TRAINING PROGRAM TRAINEE ENROLLMENT FORM

Contractor Name: _____
EEO Contact Name: _____ **Title:** _____
Telephone: () _____ **Email:** _____
Trainee Name: _____
Street Address: _____
City: _____ **State:** _____ **Zip:** _____
Telephone: () _____ **Email:** _____
Date of Birth: ____/____/____ **Social Security Number:** _____
Driver's License No.: _____ **Expiration Date:** _____ **State:** _____
Emergency Contact Name: _____ **Telephone:** () _____
Race: Caucasian African American Hispanic Asian American Indian
Gender: Male Female **Job Status:** New Hire Upgrade

Job Classification: _____ **No. Hours:** _____ **Start Date:** _____
DelDOT Project No.: _____ **Alternate OJT Program Title (if applicable):** _____

I hereby certify that I have presented this employee with a copy of his/her training program and have explained the program to his/her full understanding. To the best of my knowledge this employee has not successfully completed a training program leading to journey status in this classification or ever been employed as a journeyman in this classification.

Contractor Representative Signature: _____
Contractor Representative Name (Print): _____
Contractor Representative Title: _____ **Date:** _____
Telephone: () _____ **Email:** _____

TRAINEE PROGRESS REPORT BEFORE

Delaware Department of Transportation
OJT MONTHLY PROGRESS REPORT

Contractor Name: ABC Company Contact Name: John Smith Contract Number: TZ01600000
 Contract Description: Asphalt paving Trainee Name: Stella Stevens Start Date: 00/00/16
 Enrollment Date: 00/00/16 Starting Wage Rate: \$15 (hr) Current Wage Rate: \$26 (hr) Percent Complete: 25 %

TRAINEE

REPORTING PERIOD: BEGINNING: 00/00/2016 ENDING 00/00/2016 APPROX. TRAINING TIME: 13 Wks/520 Hrs

Training Phase	Req. Hours	Safety	Productivity	Quality	Understanding	Attitude	Attendance	Total Hours this Period	Total Hours to Date
I. ORIENTATION AND OBSERVATION									
(Record Performance Rating for each category)									
A. Safety procedures	10	3	4	3	1	2	4	5	5
B. Observe machine in operation	15								
C. Starting, stopping and regulating valves	15								
II. CARE AND MAINTENANCE									
A. Safety procedures	10								
B. Routine fueling, lubrication and servicing	30								
III. OPERATION OF EQUIPMENT									
A. Safety procedures	10	3	3	3	3	4	4	10	10
B. Connecting pipes from compressor to equipment	45								
C. On-the-job operation	360								
D. Special applications	25								

Rating Scale: 4 = Excellent, 3= Above Average, 2=Average, 1= Needs Improvement, 0=Not rated

CURRENT STATUS:

Progressing Disciplined (Provide Documentation) Completed Program

Observations and/or comments: Trainee is performing all tasks as assigned.

Supervisor Signature: John Smith Date: 00/00/2016 Trainee Signature: Stella Stevens Date: 00/00/2016
 Supervisor Name (Print): JOHN SMITH

RETAIN ORIGINAL AND SEND TO: DOT.DelawareDBE@state.de.us or
 Delaware Department of Transportation
 Office of Civil Rights
 800 Bay Road, Dover, Delaware 19903



TRAINEE PROGRESS REPORT

AFTER



OJT Monthly Progress Report

OJT Project	987654321-Sample Project	Trainee Name	John Q. Sample	Enrollment Date	11/27/2016 2:12pm-John Q. Sample-51
Project Number	987654321	Starting Wage Rate	\$27.00	Training Start Date	11/27/2016
Prime Contractor	Sample Organization	Current Wage Rate	\$23.17	Assignment Completion %	15.38%
Contact Name	John Doe			Training End Date	

Reporting Period

OJT Classification	Loader Operator	Month	November	Year	2016
---------------------------	-----------------	--------------	----------	-------------	------

Training Phase & Course	Safety	Productivity	Quality	Understanding	Attitude	Attendance	Required Hours	Total Hours This Period	Total Hours To Date
I) Orientation & Observation									
A) Safety procedures	3	4	3	1	2		3	5	5.00
Total - I) Orientation & Observation								5	5.00
III) Actual Operation of Equipment									
A) Safe operating procedures	3	3	3	3	4		4	5	10.00
Total - III) Actual Operation of Equipment								5	10.00
Total								10	15.00

Description of Trainee Progress
Working very hard.

Current Status
Progressing

Name of Supervisor Jim Supervisor
Prime Contractor Contact John Doe
Date Contractor Signed 11/28/2016 10:50pm

Contractor Signature

OJT Trainee John Q. Sample
Date Trainee Sign

Trainee Signature

A black and white photograph of a baby, likely a toddler, looking directly at the camera. The baby has a serious expression and is holding their right hand to their ear. A speech bubble is positioned to the left of the baby's head, containing the text "SOUNDS AWESOME!".

**SOUNDS
AWESOME!**

**All of that
data goes in...**

**What data
comes out?**

EVERYTHING!

*just a small
sample of the
good stuff!*



Available Data

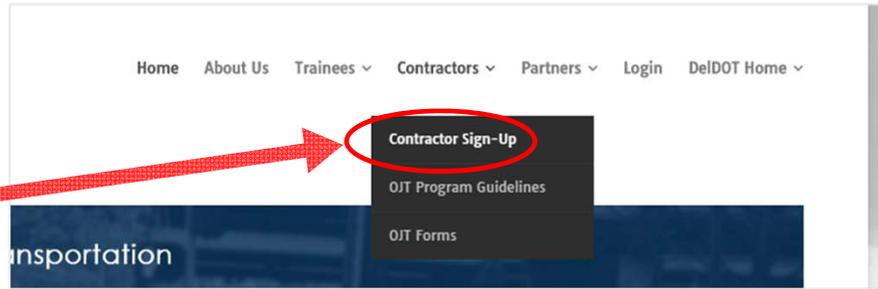
- All documents & reports
- Trainee completion %
- Trainee case note history
- Organization performance metrics
- Project status and info
- Event calendars
- And much more!



UPDATES & ANNOUNCEMENTS

New Contractor Sign-Up

- DeIDOT OJT prime contractors that have **not yet registered** on the DeIDOT OJTSS website may self-register.
- From the main menu, select Contractors, then select Contractor Sign-Up. Complete the online registration form.



Website: <https://deldotojt.com>

Additional User Roles (Anticipated March 2017)

Reports & Signatures (While in transition to digital process)

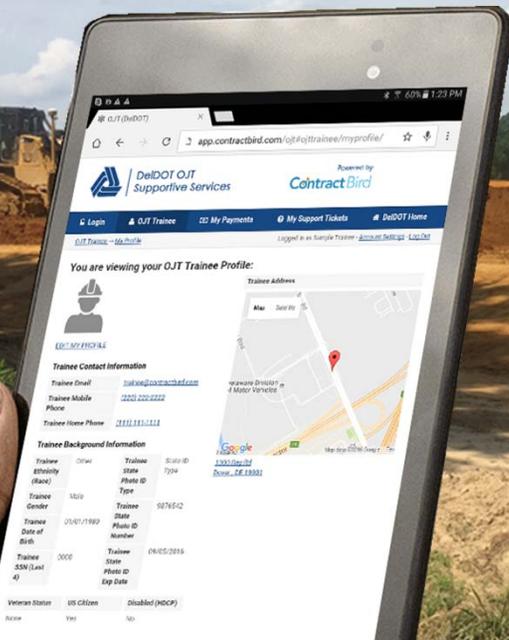
Database: <https://deldotojt.com> (After Logging In)

Help Videos & Support (After user login)

- Help Section for links to video tutorials & instructions.
- My Support Tickets to request support for questions, errors or issues.



In the field. On the job-site.



OJT  **DELDOT OJTSS MODULE**

- Online/Web Based
- Mobile & Tablet Ready
- Real-Time Trainee Stats
- Automated Reminders & Notifications
- Tiered User Role Access

Powered by


DeIDOT OJT/SS Program Updates



Website & Database

&



Trainee Support

&



Networking & Outreach



Benton Gordon
Allen Myers Construction

Trainee Support

- Direct trainee engagement
- Online profile access
- Assessment & customized OJT Plan
- Trainee support & requests

Direct Trainee Engagement
What do we do?

DIRECT TRAINEE ENGAGEMENT

Trainee Engagement

Unchanged Process

- Pre-screening Interview

New/Modified Process

- On-site Orientation
- Quarterly Interview
- Exit Interview
- Follow-up Survey

Support & Requests

- Advocacy & Support
- Financial Requests
 - Safety Equipment
 - Transportation
 - Childcare Assistance
- Additional Training (ESL)
- Customized OJT Plan

Support & Requests
What do we provide?

DeIDOT OJT/SS Program Updates



Website & Database

&



Trainee Support

&



Networking & Outreach



Job Fair
New Castle County

Networking & Outreach

- Effective partnerships
- Active recruitment
- Stakeholder involvement

PARTNERSHIPS



Networking & Outreach

- Partnership with community organizations, non-profits, public agencies, trade organizations & unions, potential employers, etc.
- Job fairs & applicant workshops
- DeIDOT OJTSS Job Bank & trainee recruitment
- Upcoming job fair (March 2017)



Upcoming Job Fair March 2017

- Delaware Department of Transportation
- DeIDOT OJT Prime Contractors
- New Castle County
- Rose Hill Community Center
- New Castle Prevention Coalition
- New Castle Boys & Girls Club
- EDiS Company
- Johnson Controls
- Interfaith Community Housing of Delaware
- Local Civic Associations
- More TBA

*Tentative List



Trainee Registration Link



Interested in training for a job
in highway construction?

The Delaware Department of Transportation (DeIDOT) On-the-Job Training (OJT) Program is a unique training program that provides on-the-job training for highway construction workers.

EFFECTIVE RECRUITMENT

DeIDOT OJT Supportive Services

This website will act as the primary resource to gather and distribute information about the DeIDOT On-the-Job Training Supportive Services (OJT/SS) Program. Job seekers that are not yet enrolled or affiliated with the DeIDOT On-the-Job Training (OJT) Program and interested in pursuing a career opportunity in the highway construction industry, should register on this website to create a profile that will be tracked and maintained in the OJT/SS database. Once interested job seekers register on the DeIDOT OJT/SS website, they will make themselves available for recruitment to employers.

What best describes you?

- An individual seeking training & employment
- A company interested in providing training and/or employment
- An organization helping clients find training and/or employment

<https://deldotojt.com/>



Interested Applicants

Interested Applicants Sign Up or Login

Click "Sign Up" below to create a new account and be placed on the list of interested OJT applicants or enter your email address and password to login to edit your existing account.

Email Address

Password (forgot?)

Remember me

SIGN IN

Need an account?

[Sign Up](#)

New interested applicants can register and create a trainee profile. Once successfully registered, the applicant can log in and update or revise their profile.



Interested Applicants

Sign Up

Please complete the form below to create a new account and be placed on the list of interested OJT applicants.

User Information

Please enter the information below to create a new user in the DelDOT OJTSS Website & Database.

Name *		Email *
<input type="text"/>	<input type="text"/>	<input type="text"/>
First	Last	<small>This email will be used to login.</small>
Do you own a computer, or do you use the library? *		Password *
<input type="text" value="I do not own a computer, I use the library"/>		<input type="text"/>
		<input type="text"/>
		<input type="text"/>
		<small>Confirm Password</small>

Complete
Registration Form

Personal Information

Please enter your personal contact and emergency contact information below.

US Citizen *	Trainee Gender *
<input type="text"/>	<input type="text"/>

Please provide any additional details you feel would help to explain why you would be a good candidate for the OJT Program.

Registration Confirmation

Please confirm and sign below to complete your registration process.

Confirm Sign up *

I agree to the Terms of Use for the ContractBird system and DelDOT OJTSS website.

Your Signature *

[reset](#)

SUBMIT

[Back to My OJT Profile & Application](#)

Once complete,
sign and submit.

Trainee is added to a pool of interested applicants pursuing employment in the highway construction industry. (OJTSS Job Bank)

LET'S HELP GET THEM EMPLOYED!

Thank You!



DeIDOT OJT
Supportive Services



: mail@deldotojt.com



: <http://deldotojt.com/>

PRO RANK
BUSINESS SOLUTIONS

P: (855) PRO-RANK | E: info@prorankllc.com | W: www.prorankllc.com



Wade West & Kyron Robinson
ProRank Business Solutions, LLC
(DeIDOT OJT/SS Consultants)