



MONTHLY TRAINING PROGRESS REPORT

Section I Contractor/Trainee Information									
Month/Year (mm/yy)		Contract D No.				TA No.			
Contractor Name					Subcontractor Name				
Apprentice/Technician/Trainee Name (Last, First, MI)					Social Security No. (last four digits)				
Trainee Street Address			City		State	Zip Code		Phone No.	
Section II Training Information									
Total required training hours		Previous training hours			Training hours this period		Hours remaining to complete		
PERFORMANCE									
Attendance/punctuality			Progress on training program			Quality of work/overall performance			
Regular			Ahead of schedule			Excellent		Needs improvement	
Irregular			On schedule			<input type="checkbox"/> Satisfactory		Unsatisfactory	
Behind schedule									
Monthly Work Hours	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Hours	
Week 1									
Week 2									
Week 3									
Week 4									
Week 5									
Grand Total									
Section III Review/Approval									
Prepared by:					I have read and understand this report.				
<div style="display: flex; justify-content: space-between;"> <div>_____ Signature</div> <div>_____ Date (mm/dd/yy)</div> </div>					<div style="display: flex; justify-content: space-between;"> <div>_____ Apprentice/Technician/Trainee Signature</div> <div>_____ Date (mm/dd/yy)</div> </div>				
Reviewed/Approved by:									
<div style="display: flex; justify-content: space-between;"> <div>_____ Thruway Project Engineer Signature</div> <div>_____ Date (mm/dd/yy)</div> </div>									
Comments									
Personal Privacy Protection Law Notification									
<p>The information that you are providing in this report is being requested for the principal purpose of keeping a record of the Training Special Provision requirement. This information is being requested pursuant to Federal Highway Act of 1968, Section 22. Failure to provide this information may result in non-compliance of the Training Special Provision requirement. This information will be used in accordance with Section 96(1) of the Personal Privacy Law, particularly subdivisions (b), (e) and (f). This information is being requested by the Department of Engineering and will be maintained in the Compliance Unit Project's file. This information will be maintained by the Chief Compliance Officer, 200 Southern Boulevard, Albany, NY 12209, (518) 471-5830.</p>									