



**FINANCIAL SERVICES DEPARTMENT
PROCUREMENT PROGRAMS DIVISION
CONSTRUCTION TRAINING PROGRAM(CTP)**

Training Report

Date:

Start of Reporting Period:

End of Reporting Period:

SECTION I. Project Information

Solicitation Number:	Company's Full Legal Name:	Project Name:	Estimated Budget:
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SECTION II. Trainee Participation

Trainee types for use in section below: Apprentice (A), Apprenticeship Graduate (AG), On the Job Trainee (OJT), OJT Graduate (OG), Construction Ready (CR), Bilingual Program (BP), Bilingual Program Graduate (BPG), Upskilled Employee (UE)

Last Name	First Name	Last Four of SSN	Residential Zip Code	Wage Classification	Training Organization	Type of Trainee	Employed By	Hours Worked

SECTION III. Trainee Status Change

This section is for use only when there is a change to the status of a trainee (example: promotion, termination, etc.)

Last Name	First Name	Last Four of SSN	Residential Zip Code	Wage Classification	Status Change	Type of Trainee	Employed By	Hours Worked

SECTION IV. Validation and Approval

<u>GENERAL CONTRACTOR VALIDATION STATEMENT</u>		FOR USE BY CITY OF AUSTIN CONSTRUCTION TRAINING PROGRAM STAFF	
I validate the information provided in this Training Report is accurate.			
General Contractor Representative's Full Name:		Full Name:	Position:
General Contractor Representative's Phone Number:		Signature:	
General Contractor Representative's Email Address:		Date:	Approved Disapproved
Signature:	Date:	Remarks:	
Next Training Report Due:			

For questions concerning the Construction Training Program,
please email the administrator at CTP@austintexas.gov