



## 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. <b>(last four digits)</b>		
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
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#### 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
<b>Week 1</b>								
<b>Week 2</b>								
<b>Week 3</b>								
<b>Week 4</b>								
<b>Week 5</b>								
<b>Grand Total</b>								

### Section III Review/Approval

Prepared by:  _____ Signature                                      Date (mm/dd/yy)	I have read and understand this report.  _____ Apprentice/Technician/Trainee Signature                      Date (mm/dd/yy)
Reviewed/Approved by:  _____ Thruway Project Engineer Signature                      Date (mm/dd/yy)	

Comments

#### Personal Privacy Protection Law Notification

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.