



CAPITAL CONTRACTING OFFICE

Construction Training Program

One Texas Center · 505 Barton Springs Road, Suite 1045 · Austin, TX 78704

Date: _____

Training Plan

SECTION I. Project Information

Solicitation Number: _____ Project Name: _____ Project Budget: _____ Trainee Requirement for Contracts \$10M or Less _____ Trainee Requirement for Contracts More Than \$10M* _____

Procurement Method: _____ Project Type: _____ Expected Start Date: _____ Project Duration: _____

* Calculated based on 15% of total workforce

SECTION II. Contractor Information

Company's Full Legal Name:		Company's Phone Number:		General Contractor (GC) Name:	
Company's Mailing Address:			City:	State:	Zip Code:
GC Representative's Name:		GC Representative's Phone Number:		GC Representative's Email Address:	

SECTION III. Trainee Information

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)

Trainee's Wage Classification	# of Trainees per Classification	Type of Trainee	Training Organization	Approximate Start Date	Requirement Fulfilled By

SECTION IV. Submission and Approval

GENERAL CONTRACTOR INFORMATION		FOR USE BY CITY OF AUSTIN CAPITAL CONTRACTING OFFICE CONSTRUCTION TRAINING PROGRAM	
Full Name:			
Signature:		Full Name:	Position:
Date:	Frequency of Training Report:	Signature:	
NOTE: First Training Report will be due within 30 calendar days of NTP		Date:	Approved Disapproved
Remarks:			

For questions concerning the Construction Training Program, please contact the administrator at (512) 974-2319, or you may send an email to CTP@austintexas.gov