

General Directions for completing Prime Contractor Apprenticeship Training Program Utilization Plan

Part A

Contractor/Contract Information Section: The Prime Contractor is responsible for completing this section. Failure to submit this plan at the Pre-Construction Meeting may result in Progress Payments being withheld.

Part B

Planned Apprenticeship Hours Section: This section should be completed by the Prime Contractor. The information required in Part B is described below.

Trade or Craft: Indicate the Trade or Craft being used.

Apprentices: Indicate the number of hours that will be utilized by the Prime Contractor and all Sub Contractors combined for each craft.

Totals: Total the number of hours in the columns.

Total Planned Apprenticeship Hours: This is the total number of hours that are planned to be used on this project to fulfill the Apprenticeship Training Program Utilization Goal.

Part C

Description of how the Contractor plans to ensure fulfillment of the Apprenticeship Training Program Utilization Goal Section: This section is to be completed by the Prime Contractor. Please describe how you plan to fulfill the Apprenticeship Training program Utilization Goal on this project. Provide a summary of your outreach and recruitment procedures to hire Apprentices to work on this project.