



# ON-THE-JOB TRAINING PROGRAM TRANSFER/MODIFICATION REQUEST

Project Number: \_\_\_\_\_

Date: \_\_\_\_\_

In order to fulfill the training requirement for this project, \_\_\_\_\_

(contractor name)

requests permission to transfer or add (circle one) \_\_\_\_\_ training hours in:

1. \_\_\_\_\_ (specify item or training phase)
2. \_\_\_\_\_ (specify item or training phase)
3. \_\_\_\_\_ (specify item or training phase)
4. \_\_\_\_\_ (specify item or training phase)

from the above noted project to \_\_\_\_\_  
(name and location of new project)

The reason for this request is: (check all that apply)

- The new project will provide better training opportunity
- The current project is near completion and the required training can not be completed
- Other (explain): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name of trainee(s) concerned: \_\_\_\_\_

Printed name and signature of NHDOT Contract Administrator (**current project**):

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Company EEO Officer name and signature

Approved  Disapproved

\_\_\_\_\_ Date: \_\_\_\_\_

NHDOT External EEO Coordinator

Contractor: First coordinate your request with the NHDOT Contract Administrator, obtain signature, then forward to NHDOT Labor Compliance Office for approval.