# **OJT TRAINING PROGRESS REPORT**

While in TAA approved on-the-job training, the trainee must make satisfactory progress and complete the training by the end date specified in the OJT contract. This form must be completed at least every 60 days. Send the completed form to the TAA Specialist working with this trainee.

Failure to complete the form and submit it in a timely manner may result in termination of the TAA contract.

## Trainee Information

Name (First MI Last):

OJT Position Title:

Petition:

OJT Start Date:

OJT End date:

Company Name:

## Employer Representative

1. Is the trainee making satisfactory progress?

1. Is it possible for the trainee to complete the OJT by the end date listed above?
2. Is trainee meeting attendance requirements?

## Signatures

Employer Representative Name (please print):

Employer Representative Title:

Employer Representative Signature: Date:

Trainee Signature: Date: