

*State of Connecticut Department of Transportation
Division of Contract Compliance is conducting*

CIVIL RIGHTS CONTRACT COMPLIANCE TRAINING

“All Contractors, Subcontractors, Consultants, Subconsultants and Equal Employment Opportunity Officers will benefit from this training. All firms are encouraged to attend”

Topics to be discussed include:

Affirmative Action Plan Requirements

- Plan Development and Implementation
 - Recruitment Strategies
- Sexual Harassment Prevention

On the Job Training Program (OJT)

- OJT Requirements
- Trainee Recruitment
- Reporting Requirements

Contractor Compliance Requirements

- Contractor/Consultant Responsibilities
- Understanding the DBE/SBE Program Requirements and Responsibilities
 - Preparing for a Compliance Review

Title VI

- Contractor/Consultant Responsibilities

Training will be offered on the following dates:

February 19, 2009 (8:30 a.m. – 12:00 p.m.) March 16, 2009 (1:00 p.m. – 5:00 p.m.)
June 2, 2009 (8:30 a.m. – 12:00 p.m.) October 15, 2009 (1:00 p.m. – 5:00 p.m.)

Training will be held at: The State of Connecticut Department of Transportation
2800 Berlin Turnpike, Conference Room “A”
Newington, CT

Please respond by Wednesday, February 4, 2009

You need to attend only one of the training sessions.

Please check the box indicating your 1st, 2nd and 3rd choice dates to attend.

	<u>February 19, 2009</u>	<u>March 16, 2009</u>	<u>June 2, 2009</u>	<u>October 15, 2009</u>
First Choice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Second Choice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Third Choice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Company Name: _____
Contact Person: _____ Title: _____
Phone: _____ Fax: _____
Number of attendees: _____

Please confirm your attendance by mail or fax:

Mail to: Mr. John Hayward; Connecticut Department of Transportation; 2800 Berlin Turnpike; Newington, CT 06131
Fax to: Mr. John Hayward at (860) 594-3016

January 5, 2009

Dear Contractor/Subcontractor,

The Department of Transportation, Division of Contract Compliance will be conducting training on Contract Compliance. The **Contract Compliance Training** will provide an overview of the Contract Compliance Program and provide information on the equal employment requirements, including the On-The-Job Training Program.

If you are a Contractor, Subcontractor, Equal Employment Specialist and working for the Connecticut Department of Transportation, you are required to attend.

You will only need to attend one of the four training sessions available. The following dates have been scheduled for training:

February 19, 2009	8:30am – 12:00pm
March 16, 2009	1:00pm – 5:00pm
June 2, 2009	8:30am – 12:00pm
October 15, 2009	1:00pm – 5:00pm

The Contract Compliance Training will be held at the Connecticut Department of Transportation, 2800 Berlin Turnpike, Newington, CT, in Conference Room A.