



MNDOT/DEED HIGHWAY HEAVY  
CONSTRUCTION TRAINING PARTNERSHIP

STATE PROGRAM ADMINISTRATION  
MINNESOTA WORKFORCE CENTER  
540 NORTH FAIRVIEW AVENUE  
SUITE 100  
SAINT PAUL MN 55104  
651-642-0704  
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## FAQs (Frequently Asked Questions) about the MnDOT/DEED HHCT (Highway Heavy Construction Training) Program and the Program Application Form

**Am I applying for a job with MnDOT when I fill out this application form?** *No. The form is used to help us decide if you will be eligible for a specialized training program that may help you get an entry-level highway construction job with private construction companies. This is why we are asking certain questions, such as concerning gender and ethnicity, that you don't regularly find on an employment application. If your application is accepted, we will schedule you for a final screening interview to determine your eligibility for the training program. The Minnesota Department of Transportation (MnDOT) is sponsoring the HHCT program; the Minnesota Department of Employment and Economic Development (DEED) is coordinating and managing it.*

**Am I guaranteed a job after the training is done?** *No. However, HHCT Program graduates will have gained highway construction industry knowledge, safety training and insights that will greatly improve their opportunities to get highway construction jobs. While in training, participants will be able to network directly with employers. Program graduates will also be able to offer construction employers a **Certificate** as evidence that they have completed a MnDOT certified training program.*

**How does the MnDOT/DEED HHCT Program compare to other construction training programs?**

1. *The HHCT Program is authorized, certified and sponsored by MnDOT to directly reduce the disparity in ethnic **minority and female workers** in Minnesota's highway construction workforce.*
2. *Program graduates will receive **Certificates** verifying their completion of the MnDOT certified HHCT training.*
3. *Core Program training is developed and delivered by the **St Paul College**, recognized as the "**Number One Community and Technical College in the Nation**", according to the *Washington Monthly* magazine. **OSHA certified instructors** will deliver OSHA 10 Certification training. Additionally, **construction employers** will also participate in delivering the training, thus providing great networking opportunities for HHCT Program graduates.*
4. *Program graduates will receive case management and placement assistance with networked employers through the **Minnesota WorkForce Centers** and will be able to use the Centers' vast resources. WorkForce Centers are strategically located throughout the state and offer access to regional career professionals who have substantial experience with local employers and job markets.*

**I have lots of construction experience and training from other agencies. Do I still have to go through the HHCT training in order to receive placement help and other Program benefits?** *Yes.*

**Will I be paid while I attend the training?** *No. Do I have to pay for the training?* *No.*

**Can a person with a felony record apply for the Program?** *Yes. Applicants must provide and include details on the application. HHCT interviewees must provide appropriate documentation at the time of the interview.*



The Highway Heavy Construction Training Partnership, sponsored and funded by the Minnesota Department of Transportation, is designed to encourage the placement of underrepresented minorities and women in construction and highway building occupations associated with state/federally funded construction projects. Graduates of the Partnership Program receive basic training in construction terminology, safety rules, construction site safety, use of hand and power tools, measurements and dimensions in construction, and job retention skills.



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## **FAQs (Frequently Asked Questions) about the MnDOT/DEED HHCT (Highway Heavy Construction Training) Program and the Program Application Form Page 2**

**Can a non-female, non-minority person apply for the Program?** *No person is limited or prohibited from applying. Eligibility for the final screening interview will be determined by applying Program guidelines, "...to reduce the disparity in ethnic minority and female workers in Minnesota's highway construction workforce."*

**What happens after my application is reviewed?** *If your application qualifies, you will be scheduled for a final screening interview where you will be required to provide supporting documentation and answer several questions. If you pass the interview, you will be scheduled for National Career Readiness Certification (NCRC). NCRC testing verifies your math, reading and information locating abilities. You should have good computer skills to participate in NCRC testing. If you have an active e-mail account, you will receive information, an ID and password for online NCRC practice tests. After NCRC testing is successfully completed, the HHCT Program training is scheduled.*

**If my HHCT Program Application is declined, what other training or job opportunities are available?**

1. *It may be helpful to speak with a Minnesota WorkForce Center Representative to find information about training and apprenticeship programs. Some training programs provided by schools and/or community agencies may require fees and/or tuition.*
2. *MinnesotaWorks.net offers powerful resources and information about job opportunities and current apprenticeships.*
3. *The Central Corridor Light Rail Transit Construction Project has developed an online registration database for interested job seekers at [www.LRTWorks.com](http://www.LRTWorks.com)*

**Will I be notified if my HHCT Program Application is declined?** *Because of the tremendous number of Applications we have received, we encourage all interested applicants to call 651-642-0704 to receive information about their current HHCT Program Application status. Qualified applicants will receive an interview scheduling letter.*

**If I make a mistake on the HHCT Program Application and I'm declined, can I fill out another Application?** *If you wish to complete another Application, we may consider your new Application for the next HHCT Program Year.*

**If I miss my scheduled HHCT interview, can I ask for another one?** *Because of the large number of HHCT Program interviews, we may grant one (1) request for interview rescheduling if the candidate offers substantial reason and calls 651-642-0704 within 24 hours of the original interview date. Rescheduling will be at the sole discretion of the State Program Coordinator.*

**Why do I need to declare vehicle ownership/insurance?** *Construction work requires independent transportation.*

**Where do I send the completed application?** *Mail or fax it to the address/fax number at the top of this form.*

