

ARIZONA DEPARTMENT OF TRANSPORTATION
BECO OJT HANDOUT PRECONSTRUCTION MEETINGS
Projects **WITH** OJT Goal

Project TRACS#: _____ Assessed OJT Goal: _____

Prime Name: _____

On-The-Job-Training with Goals: 9230003

- ☐ The contractor shall provide On-The-Job training (OJT) aimed at moving minorities, women, and disadvantaged trainees into journeymen status in various types of construction trades or job
- ☐ It is the intent that training be provided in construction classifications/crafts rather than for office support positions
- ☐ A minimum amount of OJT hours is established on this project
- ☐ Each trainee is expected to achieve a minimum of 600 hours of training
- ☐ Prime Contractor may utilize approved subcontractors on the project to meet OJT goal on the project
- ☐ Prime Contractor retains primary responsibility for meeting the training requirements on the project
- ☐ All OJT Compliance Submittals will be completed in ADOT's DBE and OJT Online Reporting System ([DOORS](#))

OJT Training Programs: 923-1.04

- ☐ Copy of contractor's Approved Training Program must be on file with BECO prior to commencing training on project

OJT Commitment Schedule: 923-3.01

- ☐ Identifies Prime Contractor's commitment to meeting the project's OJT Goal
- ☐ Must be submitted no later than the Preconstruction Conference
- ☐ Supplemental OJT Schedule can be submitted for approval throughout the life of the project
- ☐ If OJT commitment is less than the assessed OJT goal on the project contractor must submit Good Faith Efforts explaining the efforts made to meet the project's OJT goal

OJT Enrollment: 923-3.01 (B) and Monthly Training Reports: 923-6 (A)

- ☐ Trainee must be enrolled in the project's OJT Module in [DOORS](#) to count towards the OJT Goal
- ☐ Monthly Training Report(s) must be submitted by the 15th of the month for the previous month
- ☐ Only hours achieved the week of enrollment into [DOORS](#) (and beyond) are eligible to be reported on the Monthly Training Reports to count for credit towards the OJT Goal
- ☐ Contractor is eligible for \$3/Hour reimbursement on all approved OJT hours in DOORS

Banking-Carryover Hours: 923-3.03

- ☐ OJT hours achieved by a trainee in excess of the minimum required amount of hours on a project may be transferred to count towards a future project's OJT Goal*
- ☐ Banked-Carryover hours will only be credited when the same trainee who completed the excess hours is transferred to a future project
- ☐ Prime Contractor is not eligible for additional reimbursement on banked/carryover hours

Compliance Determination: 923-6(D)

☐ BECO will determine the Prime Contractor's compliance with the OJT requirements throughout the project ☐
Good Faith Efforts can be made throughout the life of the project if Prime Contractor is not meeting the assessed OJT goal or commitment

Title VI Compliance

- Para informacion en Espanol hable: Contractorcompliance@azdot.gov, 602-712-2966, [BECO Title VI LEP Request Form](#)
- For Limited English Proficiency (LEP) or other Title VI Requests: Contractorcompliance@azdot.gov, 602-712-2966, [BECO Title VI LEP Request Form](#)

Contact BECO staff for assistance at contractorcompliance@azdot.gov

*Review the OJT Specifications for more details

EVERYONE IN COMPLIANCE, NO SANCTIONS

BECO FORM 165C (Rev 10.20.2023)