



# OJT Compliance Reporting Guide

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# OJT Compliance Reporting Guide

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## Purpose

- A Resource Guide with screenshots that will assist contractor's staff with electronically reporting OJT accomplishment on an ADOT FHWA funded construction project in DOORS.
- **NOTE:** PER ADOT's OJT Program and OJT Requirements, OJT accomplishments must be reported in ADOT's Contract management system DOORS to count for credit towards a project's assessed OJT Goal.

## Title VI Compliance

- Para informacion en Espanol hable: [Contractorcompliance@azdot.gov](mailto: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](mailto:Contractorcompliance@azdot.gov), 602-712-2966, [BECO Title VI LEP Request Form](#)

## Log in to DOORS

1. Use the following link to access ADOT DOORS (formerly known as ADOT DBE System):
  - a. <http://adotdoors.dbesystem.com/>
2. Log in using your "Username" and "Password"

## OJT Compliance Reporting Guide

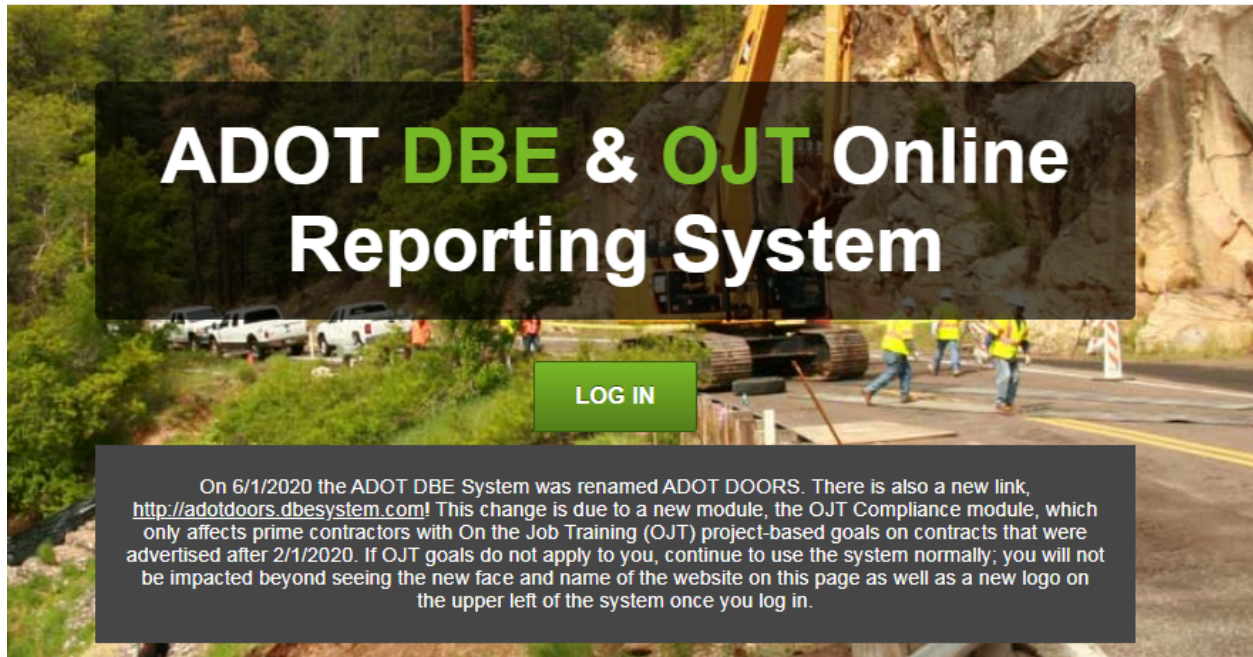


Click Help/Support for assistance and/or training offerings.

AZ UTRACS

Help / Support

The recently renamed ADOT DBE & OJT Online Reporting System (DOORS) allows firms to report or verify contract payments, monitor contract compliance, report and monitor OJT trainees and hours, and submit or renew DBE Certification applications.

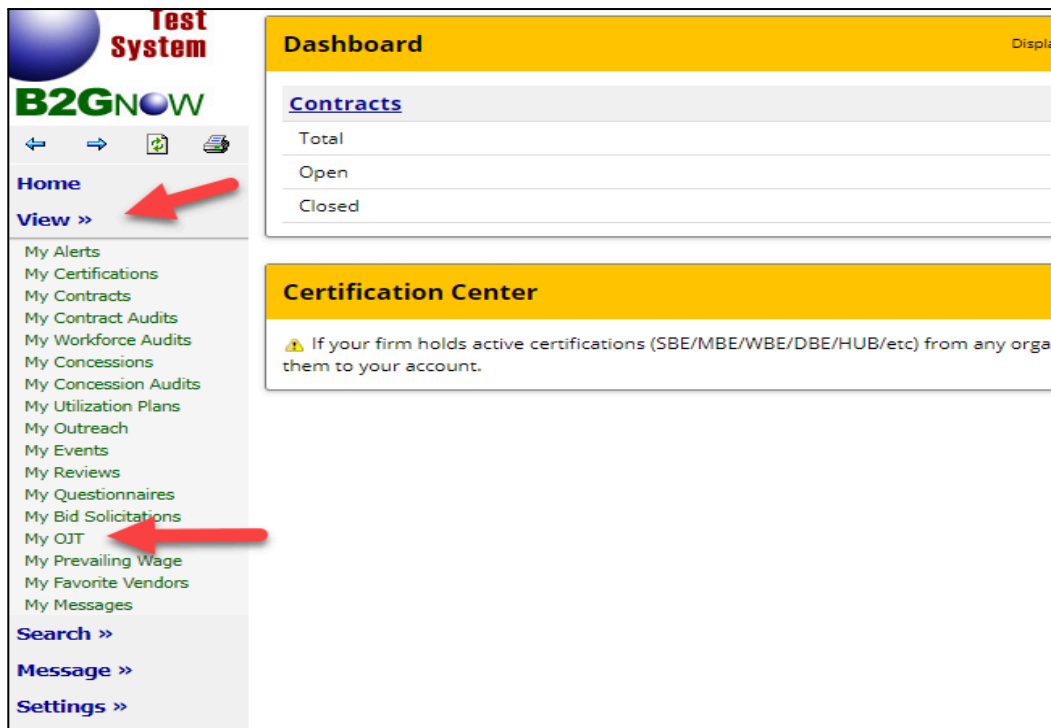


On 6/1/2020 the ADOT DBE System was renamed ADOT DOORS. There is also a new link, <http://adotdoors.dbesystem.com>! This change is due to a new module, the OJT Compliance module, which only affects prime contractors with On the Job Training (OJT) project-based goals on contracts that were advertised after 2/1/2020. If OJT goals do not apply to you, continue to use the system normally; you will not be impacted beyond seeing the new face and name of the website on this page as well as a new logo on the upper left of the system once you log in.

### Access your projects with an assigned OJT goal

1. Click **"View"** on the left side of the screen; a drop down screen will appear
2. Click **"MY OJT"**; takes you to the **"OJT Goal Assignment"** screen (Screenshot below)

## OJT Compliance Reporting Guide



### OJT Goal Assignment Screen

- List the contractor's projects that have an assigned OJT goal
- Identifies project details:
  - Project title (TRACS# and project name)
  - Trainees required
  - Trainees pending action
  - Project status (**Active**, **Pending**, **Complete**)

### Submit Training Schedule

- Document your company's commitment to meeting the project's assessed OJT goal
- If your company cannot meet the assessed OJT goal you will need to attach Good Faith Efforts to the training schedule
- Contractor can utilize subcontractor's trainees to fulfill OJT goal requirements
- Contractor can revise the training schedule throughout the life of the project.
- Training schedule history kept to track previously approved/returned commitments
- Contractor cannot enroll or transfer a trainee into a project until the project status is "**Active**" and training schedule status is "**Approved**"

## OJT Compliance Reporting Guide

10 records click column title, 10 filter click drop down menu.

| Actions              | Title               | Goal Type        | Goal Year | Trainees Required / Progress | Trainees Pending Action | Status  |
|----------------------|---------------------|------------------|-----------|------------------------------|-------------------------|---|
| <a href="#">View</a> | H685001C: Busy Road | Project-Specific |           | 15 / 0                       | 0                       | Pending Training Schedule Submission (08/26/2023) |

10 records displayed: Previous Page < Page 1 > Next Page

Records per page 20

- Click **"View"** next to projects with a status of **"Pending Training Schedule Submission"**
  - Takes user to the "Goal" tab within the project's OJT module
- Click **"Submit Training Schedule"** (Screenshot below)

|                         |  |
|-------------------------|--|
| TRAINEE PROGRESS        |  |
| TRAINING HOURS PROGRESS |  |
| CONTRACT                | <b>H685001C: Busy Road</b>                               |
| PRIME CONTRACTOR        | <b>VendorADOT2</b>                                       |
| GOAL TYPE               | <b>Project-Specific</b>                                  |
| GOAL ASSESSED           | <b>15 trainee(s); 9000 hours</b>                         |
| GOAL COMMITMENT         | <b>No Commitment Entered</b>                             |
| STATUS                  | <b>Pending Training Schedule Submission (08/26/2023)</b> |
| STAFF CONTACT PERSON *  | <b>Aimee Barrett</b>                                     |
| VENDOR CONTACT PERSON * | <b>Vendor ADOT2</b>                                      |

| Training Schedule          |   |
|----------------------------|---|
| TRAINING SCHEDULE DUE DATE | <b>08/26/2023</b>                               |
| TRAINING SCHEDULE ACTION   | <b><a href="#">Submit Training Schedule</a></b> |

### Complete Training Schedule information

- Select the applicable **"Contractor"** (Screenshot below)
  - Select the company the trainee works
  - Ex. Prime, Subcontractor
- Select the applicable **"Program Type"**
  - Ex. Apprentice – Fann Contracting, Inc., Apprentice – Ames Construction
- Select the applicable **"Craft/Classification"**
  - Ex. Asphalt Raker – Level 1:60%, Cement Mixer-Level 1:60%
- Enter **"Trainee Commitment"** working in this classification on this project
  - Ex. 1, 2, 3, 4
- Enter **"Hour Commitment (Per Trainee)"**
- Enter **"Approximate Start Date"** trainee will start on the project

## OJT Compliance Reporting Guide

7. Enter “**Approximate End Date**” trainee will complete training on the project
8. Click “**Add Line Items**” to add additional trainee classifications as needed
9. Click “**Choose Files**” if attaching GFE with the schedule
10. Add “**Comments**” for ADOT review
11. Click the “**Acknowledgement**” Box
12. Click “**Submit**”
13. Status updates:
  - a. Training schedule status will update to “**Pending Staff Review**”
    - i. First level approval granted by the Field Office administering the project
    - ii. Second level approval granted by the assigned BECO Compliance Technician
  - b. Project status will update to “**Pending Training Schedule First Level Approval**”
  - c. The system will generate notifications to ADOT to review and approve the training schedule

II. Training Information

| Contractor *          | Program Type *                     | Craft/Classification *              | Trainee Commitment * | Hour Commitment (Per Trainee) * | Approximate Start Date * | Approximate End Date * | Actions                |
|-----------------------|------------------------------------|-------------------------------------|----------------------|---------------------------------|--------------------------|------------------------|------------------------|
| [Prime] VendorADOT2 ▾ | Trainee - FNF CONSTRUCTION, INC. ▾ | POWER EQUIPMENT OPERATOR: POW ▾     | 2                    | 600                             | 06/29/2023               | 05/24/2024             | <a href="#">Delete</a> |
| [Prime] VendorADOT2 ▾ | Trainee - FNF CONSTRUCTION, INC. ▾ | CARPENTER: CARPENTER (Including c ▾ | 2                    | 600                             | 06/29/2023               | 05/24/2024             | <a href="#">Delete</a> |
| [Prime] VendorADOT2 ▾ | Trainee - FNF CONSTRUCTION, INC. ▾ | LABORER: LABORER TRAINEE LEVEL 1 ▾  | 2                    | 600                             | 06/30/2023               | 05/24/2024             | <a href="#">Delete</a> |
| [Prime] VendorADOT2 ▾ | Trainee - FNF CONSTRUCTION, INC. ▾ | CEMENT MASON: CEMENT MASON TR ▾     | 2                    | 600                             | 06/30/2023               | 05/24/2024             | <a href="#">Delete</a> |

[Add Line Item](#)

Total Trainees Committed:

0

Total Hours Committed:

0

SUPPORTING DOCUMENTS

Choose Files

No file chosen

Attach GFE documentation if Assessed Goal cannot be met or if the Training Program used on the project is not an "Approved" program.

COMMENTS

### Training Schedule approved by ADOT

- System generates notification to the contractor that training schedule was “**Approved**”
- Toggle back to the “**Goal List**” Screen by clicking “**My OJT**”
- Project Status is now “**Active**”
- Contractor can proceed with enrolling trainee(s)

### Enroll a Trainee into the Project

- Document the trainees contact information

## OJT Compliance Reporting Guide

- Document trainees training program type (Apprentice, Trainee) and training classification
  - Trainees must be enrolled into DOORS for EACH training craft program they are participating in to report hours.
  - Example. Enroll trainee as a Laborer and enroll trainee as an Operator if performing training in both programs at once.
- Upload Apprentice Certificate/Trainee Certificate to LCPtracker eDocuments for ADOT review

**Transactions: On the Job Training Goal Assignments**

Goal List Trainee List

To resort click column title

| Actions              | Title               | Goal Type | Goal Year | Trainees Required / Progress | Trainees Pending Action | Status |
|----------------------|---------------------|-----------|-----------|------------------------------|-------------------------|--------|
| <a href="#">View</a> | H685001C: Busy Road | All       | All       | 15 / 0                       | 0                       | Active |

1 - 1 of 1 records displayed: Previous Page < Page 1 > Next Page

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1. Click **“View”** next to projects with a status of **“Active”** (Screenshot above)
2. Click **“Enroll a Trainee”** (Screenshot below)

**Training Schedule**

TRAINEE ENROLLMENT DUE DATE: 06/29/2023

TRAINING SCHEDULE ACTION: [Update Training Schedule](#)

TRAINING SCHEDULE HISTORY

| Actions              | Version   | Status   | Date Submitted | Date Reviewed | Comments |
|----------------------|-----------|----------|----------------|---------------|----------|
| <a href="#">View</a> | Version 1 | Approved | 06/27/2023     | 06/30/2023    |          |

**Trainees**

No trainees enrolled

[Enroll a Trainee](#) [Return To List](#)

### Complete Enrollment Information for Trainee

- **NOTE:** All Trainees (including Project Engineer Trainees) must be on the contractor’s certified payroll (CPR)
- Prior to enrolling a trainee into DOORS, contractor is required to upload the contractor’s approved training program documentation\* (Trainee’s Enrollment Form, Apprentice Certificate and/or Progression Level Up Form) into LCPtracker eDocuments (Apprentice/Training Certificates) and notify Field reports via email at [MLB\\_Apprentice\\_OJT\\_Request@azdot.gov](mailto:MLB_Apprentice_OJT_Request@azdot.gov) so Field Reports can activate the training classification for CPR

## OJT Compliance Reporting Guide

\*Old ADOT Training Program documentation will not be accepted; contractor must use their own approved program forms or approved apprentice forms

1. Click **"New Hire"**
2. Complete all enrollment Information:
  - a. \*Denotes a required entry
  - b. Trainee Name, SSN, Address, Phone Number, Gender, Ethnicity, Hire Type, Training Program, Training Classification, Contractor, Wage, Start Date
  - c. Contractor: Identify which contractor the trainee is employed with
3. Click **"Choose Files"** to attach trainees apprentice certificate/trainee certificate
  - a. BECO has committed to reviewing the cert in LCPtracker eDocuments. This is not a mandatory field
4. Click the **"Acknowledgement"** Box
5. Add **"Comments"** for ADOT review
6. Click **"Submit"**
7. Status Updates
  - a. The enrollment will go into **"Submitted, Pending Approval"** Status
  - b. The system will generate a notification to ADOT to review and approve the Enrollment
8. Once approved status will update to **"Active"**
9. Repeat steps to add additional trainees as needed

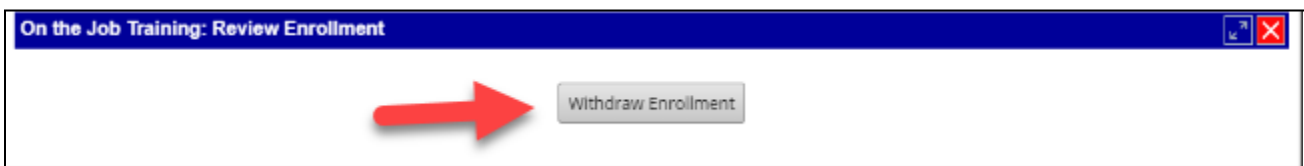


## OJT Compliance Reporting Guide

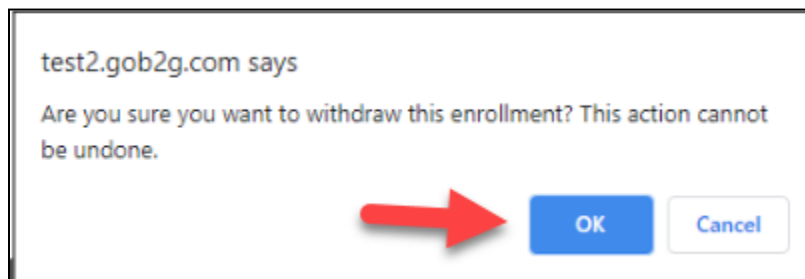
### Withdraw Request

- If an enrollment form or a progression level up was submitted by mistake, the trainees training record can be withdrawn by contractor
- Once the training record is in “withdrawn” status ADOT has the ability to delete the record if you would like to remove the record entirely
- Once the training record is withdrawn the trainees previous training record will revert back to “Active” status to continue reporting training accomplishments

1. Toggle back to the Project’s “Goal” tab to add monthly training reports
2. Click “View” next to the training record that needs to be withdrawn
3. Click “Withdraw Enrollment”



4. A pop up message will appear asking “Are you sure you want to withdraw this enrollment? This action cannot be undone.” Click “OK”



5. Trainees training record is now in “Withdrawn” status

|                      |              |   |  |           |
|----------------------|--------------|---|--|-----------|
| <a href="#">View</a> | slim, thomas | CARPENTER: CARPENTER (Including cement form work) TRAINEE LEVEL 1 - 60% | 0.00 Hours Reported<br>0.00 Hours Approved | Withdrawn |
|----------------------|--------------|---|--|-----------|

6. Training record can be resubmitted by clicking “Resubmit Enrollment” button once trainee is in “Withdrawn” status (this will take you back to the enrollment screen where you can make edits to the trainees training program and resubmit the enrollment to ADOT for approval)

# OJT Compliance Reporting Guide

## On the Job Training: Review Enrollment



Resubmit Enrollment

### Trainees are enrolled and Active on the project

- System generates notification to the contractor that trainees enrollment was approved by BECO
- Toggle back to the “Goal” Screen within the project’s OJT module
- Trainee status is now “Active” on the project
- Contractor can now report trainees’ OJT hours on “Monthly Trainee Reports”
- Once a trainee has been enrolled, trainee can be transferred to other “Active” projects with an “Approved” training schedule

### Monthly Trainee Reports

- Trainees must be on contractor’s project certified payroll prior to submitting Monthly Trainee Reports in DOORS for BECO approval
- Report OJT hours on the project by the 15<sup>th</sup> of the month, for previous months achieved hours (Ex. by August 15, 2019, report the OJT hours achieved in July 2019)
- Report hours in DOORS based off the project Training Reimbursement Report available in LCPtracker
- Only hours achieved the week of enrollment into DOORS and beyond should be reported in the monthly training reports in DOORS and be eligible for the \$3/hour reimbursement

# OJT Compliance Reporting Guide

| Trainees             |                 |  |  |           |
|----------------------|-----------------|--|--|-----------|
| Actions              | Name            | Craft/Classification   | Training Hours                             | Status    |
| <a href="#">View</a> | Bradshaw, Cindy | CARPENTER: CARPENTER (Including cement form work) TRAINEE LEVEL 1 - 60%    | 0.00 Hours Reported<br>0.00 Hours Approved | Active    |
| <a href="#">View</a> | Bradshaw, Cindy | CEMENT MASON: CEMENT MASON TRAINEE LEVEL 1 - 60%                           | 0.00 Hours Reported<br>0.00 Hours Approved | Active    |
| <a href="#">View</a> | Higley, Shaun   | CARPENTER: CARPENTER (Including cement form work) TRAINEE LEVEL 1 - 60%    | 0.00 Hours Reported<br>0.00 Hours Approved | Active    |
| <a href="#">View</a> | Mendoza, Robert | CEMENT MASON: CEMENT MASON TRAINEE LEVEL 1 - 60%                           | 0.00 Hours Reported<br>0.00 Hours Approved | Active    |
| <a href="#">View</a> | molina, enrique | CARPENTER: CARPENTER (Including cement form work) TRAINEE LEVEL 1 - 60%    | 0.00 Hours Reported<br>0.00 Hours Approved | Active    |
| <a href="#">View</a> | slim, thomas    | CARPENTER: CARPENTER (Including cement form work) TRAINEE LEVEL 1 - 60%    | 0.00 Hours Reported<br>0.00 Hours Approved | Withdrawn |
| <a href="#">View</a> | williams, lee   | POWER EQUIPMENT OPERATOR: POWER EQUIPMENT OPERATOR Trainee - Level 1 - 60% | 0.00 Hours Reported<br>0.00 Hours Approved | Active    |

1. Toggle back to the Project's **"Goal"** tab to add monthly training reports
2. Click **"View"** next to trainee to add a monthly trainee report (Screenshot above)
3. Click **"Add Training Report"** (Screenshot below)

**Training Reports**

No Training Reports found.

Return
Add Training Report

4. Click **"Report Period"** drop down box & select applicable reporting month (Screenshot below)
5. Click **"Create Training Report"**
  - a. Monthly Report is now in **"Pending Submission"** status and is available to edit

**Add Training Report**

REPORT PERIOD
2023 - June

Create Training Report

## OJT Compliance Reporting Guide

- Click **"Edit Report"** (Screenshot below)

| Training Reports       |            |               |   |                |             |                             |
|------------------------|------------|---------------|---|----------------|-------------|-----------------------------|
| Training Report Period | Date Due   | Trainee Name  | Status                                      | Hours Reported | Date Posted | Actions                     |
| June 2023              | 07/15/2023 | williams, lee | Training Report not posted for this period. |                |             | <a href="#">Edit Report</a> |

Return
Mark All Training Reports Not Posted as No Work
Add Training Report

### Edit Monthly Trainee Report

- Click the **"Payroll Period"** and select the reporting period date (Screenshot below)
  - Report hours based on project's certified payroll
- Click **"Training Hours for Payroll Period"** and report OJT hours achieved
- Click **"Add Line Item"** to report additional OJT hours during rating period
- Add **"Comments"** for ADOT review
- Click **"Save Draft"** if you want to report additional hours at a later date
- Click **"Submit Report"** once you have reported all OJT hours achieved for the reporting month
- Status Update
  - Monthly Report will now be in **"Pending Staff Review"** Status
  - The system will generate a notification to ADOT to review and approve
    - Once approved status will update to **"Approved"**
- Repeat steps to report OJT hours for all trainees working on the project as needed

SSN (LAST 4 DIGITS)

TRAINING CLASSIFICATION

CONTRACTOR

**COMMENTS**

8956

POWER EQUIPMENT OPERATOR: POWER EQUIPMENT OPERATOR Trainee - Level 1 - 60%

VendorADOT2

DBA:

Add your comments here for ADOT to review.

**Training Information**

TOTAL HOURS PRIOR TO THIS TRAINING REPORT PERIOD: 0.00

| Payroll Period | Contract            | Training Hours for Payroll Period | Actions                |
|----------------|---------------------|-----------------------------------|------------------------|
| 06/10/2023     | H685001C: Busy Road | 40.5                              | <a href="#">Delete</a> |
| 06/17/2023     | H685001C: Busy Road | 55                                | <a href="#">Delete</a> |

[Add Line Item](#)

Total training hours for the reporting month:

Total training hours (current and previous months):

Percentage of training completed: 0.00 %

Mark As No Work
Submit Report
Save Draft
Cancel

## OJT Compliance Reporting Guide

### Monthly Training Report Approved

- Toggle back to “**Trainee**” screen within the projects OJT module
- Monthly Report Status is now “**Approved**”
- Progress towards the project’s OJT goal is tracked in the “**Training Hours Progress**” bar in “**Goal**” tab
- Contact ADOT through “**Messages**” tab to have a submitted or “**Approved**” report returned for revisions

On the Job Training: View Project Goal

Goal List | Contract | **Goal** | Trainee List | Training Report List | Messages | Reports

H685001C: Busy Road  
Prime: VendorADOT2

Active Trainees: 6

**Goal Information**

|                         |                           |
|-------------------------|---------------------------|
| TRAINEE PROGRESS        | 6 Enrolled                |
| TRAINING HOURS PROGRESS | 95.5                      |
| CONTRACT                | H685001C: Busy Road       |
| PRIME CONTRACTOR        | VendorADOT2               |
| GOAL TYPE               | Project-Specific          |
| GOAL ASSESSED           | 15 trainee(s); 9000 hours |
| GOAL COMMITMENT         | 15 trainee(s); 9000 hours |
| STATUS                  | Active                    |
| STAFF CONTACT PERSON *  | ADOT Staff2               |
| VENDOR CONTACT PERSON * | Vendor ADOT2              |

### Transfer Trainee between projects

- Transfer “**Active**” trainees to “**Active**” Projects with an “**Approved**” Training Schedule to report
- Contractor may transfer a trainee back and forth between projects if the trainee works on multiple projects in any given month.

## OJT Compliance Reporting Guide

**Test System**  
**B2Gnow**

Transactions: On the Job Training Goal Assignments

Goal List Trainee List

| Actions              | Title                     | Goal Type        | Goal Year | Trainees Required / Progress | Trainees Pending Action |        |
|----------------------|---------------------------|------------------|-----------|------------------------------|-------------------------|--------|
| <a href="#">View</a> | H685001C: Busy Road       | Project-Specific | All       | 15 / 6                       | 0                       | Active |
| <a href="#">View</a> | F000154C: Party Time Road | Project-Specific | All       | 2400 / 0                     | 0                       | Active |

1 - 2 of 2 records displayed: Previous Page < Page 1 > Next Page

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1. Contractor toggles back to the **"My OJT"** tab.
2. You can access the trainee that will need to be transferred the following ways:
  - a. By Project (Option 1)
  - b. By **"Trainee List"** (Option 2)
3. By Project (Option 1)
  - a. Click **"View"** for the project the trainee is currently enrolled into (Screenshot above)
  - b. Click **"View"** for the trainee that will be transferred to a different Project (Screenshot below)

| Trainees             |                 |  |  |           |
|----------------------|-----------------|--|--|-----------|
| Actions              | Name            | Craft/Classification   | Training Hours                               | Status    |
| <a href="#">View</a> | Bradshaw, Cindy | CARPENTER: CARPENTER (Including cement form work) TRAINEE LEVEL 1 - 60%    | 0.00 Hours Reported<br>0.00 Hours Approved   | Active    |
| <a href="#">View</a> | Bradshaw, Cindy | CEMENT MASON: CEMENT MASON TRAINEE LEVEL 1 - 60%                           | 0.00 Hours Reported<br>0.00 Hours Approved   | Active    |
| <a href="#">View</a> | Higley, Shaun   | CARPENTER: CARPENTER (Including cement form work) TRAINEE LEVEL 1 - 60%    | 0.00 Hours Reported<br>0.00 Hours Approved   | Active    |
| <a href="#">View</a> | Mendoza, Robert | CEMENT MASON: CEMENT MASON TRAINEE LEVEL 1 - 60%                           | 0.00 Hours Reported<br>0.00 Hours Approved   | Active    |
| <a href="#">View</a> | molina, enrique | CARPENTER: CARPENTER (Including cement form work) TRAINEE LEVEL 1 - 60%    | 0.00 Hours Reported<br>0.00 Hours Approved   | Active    |
| <a href="#">View</a> | slim, thomas    | CARPENTER: CARPENTER (Including cement form work) TRAINEE LEVEL 1 - 60%    | 0.00 Hours Reported<br>0.00 Hours Approved   | Withdrawn |
| <a href="#">View</a> | williams, lee   | POWER EQUIPMENT OPERATOR: POWER EQUIPMENT OPERATOR Trainee - Level 1 - 60% | 95.50 Hours Reported<br>95.50 Hours Approved | Active    |

- c. Contractor is now on the **"Trainee"** Tab (Screenshot below)
- d. Click **"Transfer Trainee"**
- e. Proceed to Step 5

# OJT Compliance Reporting Guide

## On the Job Training: View Trainee

Goal List | Contract | Goal | **Trainee** | Training Report List | Action History | Documents | Messages | Reports

H685001C: Busy Road  
Prime: VendorADOT2

Active Trainees: 6

Graduate Trainee | Terminate / Resign Trainee | **Transfer Trainee** | Submit Change Request | Upgrade Trainee

### Trainee Information

|                   |                       |
|-------------------|-----------------------|
| TRAINING PROGRESS | 95.50 Hours Completed |
| NAME              | williams, lee         |
| STATUS            | Active                |

4. By "Trainee List" (Option 2)
  - a. Click "My OJT" tab
  - b. Click the "Trainee List" tab (Screenshot below)

## Transactions: On the Job Training Goal Assignments

| Transactions: On the Job Training Goal Assignments |                           |                  |           |                              |                         |
|--|---------------------------|------------------|-----------|------------------------------|-------------------------|
| Goal List   <b>Trainee List</b>                    |                           |                  |           |                              |                         |
| Actions  | Title                     | Goal Type        | Goal Year | Trainees Required / Progress | Trainees Pending Action |
|  |                           | All              | All       |                              | All                     |
| <a href="#">View</a>                               | H685001C: Busy Road       | Project-Specific |           | 15 / 6                       | 0 Active                |
| <a href="#">View</a>                               | F000154C: Party Time Road | Project-Specific |           | 2400 / 0                     | 0 Active                |

- c. Click "View" next to the trainee that will be transferred to a different project

| Actions              | Name            | Goal Title          | Classification  | Training Hours                             | Status |
|----------------------|-----------------|---------------------|---|--|--------|
|                      |                 |                     | All   |  | All    |
| <a href="#">View</a> | Bradshaw, Cindy | H685001C: Busy Road | CARPENTER: CARPENTER<br>(Including cement form work)<br>TRAINEE LEVEL 1 - 60% | 0.00 Hours Reported<br>0.00 Hours Approved | Active |
| <a href="#">View</a> | Bradshaw, Cindy | H685001C: Busy Road | CEMENT MASON: CEMENT MASON<br>TRAINEE LEVEL 1 - 60%                           | 0.00 Hours Reported<br>0.00 Hours Approved | Active |
| <a href="#">View</a> | Higley, Shaun   | H685001C: Busy Road | CARPENTER: CARPENTER<br>(Including cement form work)<br>TRAINEE LEVEL 1 - 60% | 0.00 Hours Reported<br>0.00 Hours Approved | Active |
| <a href="#">View</a> | Mendoza, Robert | H685001C: Busy Road | CEMENT MASON: CEMENT MASON<br>TRAINEE LEVEL 1 - 60%                           | 0.00 Hours Reported<br>0.00 Hours Approved | Active |

- d. You are now on the "Trainee" Tab
  - e. Click "Transfer Trainee"

# OJT Compliance Reporting Guide

**On the Job Training: View Trainee**

Goal List | Contract | Goal | **Trainee** | Training Report List | Action History | Documents | Messages | Reports

H685001C: Busy Road  
Prime: VendorADOT2 Active Trainees: 6

Graduate Trainee | Terminate / Resign Trainee | **Transfer Trainee** | Submit Change Request | Upgrade Trainee

**Trainee Information**


|                   |                       |
|-------------------|-----------------------|
| TRAINING PROGRESS | 95.50 Hours Completed |
| NAME              | williams, lee         |
| STATUS            | Active                |


5. Click the **“Transfer To”** Drop down Box
  - a. The Drop down Box will show contractor’s **“Active”** projects with an **“Approved”** training schedule
  - b. Select the Project the trainee is transferring to
6. Click the **“Request Carry Over Hours”** drop down box
  - a. Select **“No”**
7. Check the **“Acknowledgement”** box
8. Click **“Transfer”** (Screenshot below)


Graduate Trainee | Terminate / Resign Trainee | **Transfer Trainee** | Submit Change Request | Upgrade Trainee


[Change Rec](#)

**Transfer Trainee**

TRANSFER TO \*  Select goal... ▼

REQUEST CARRY OVER HOURS? \*  No ▼

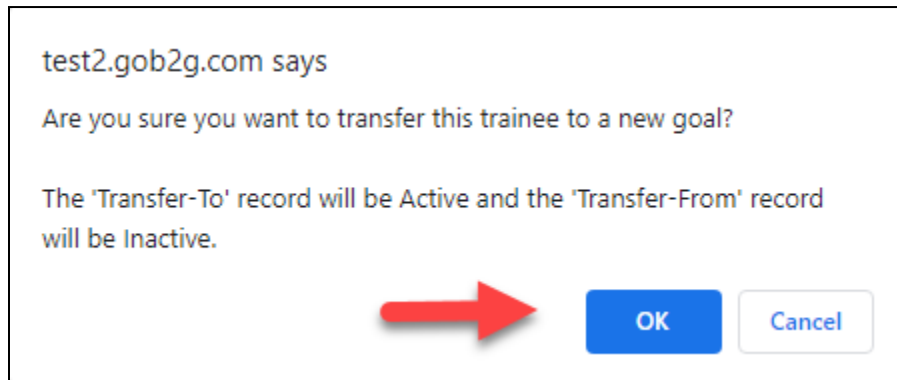
ACKNOWLEDGEMENT \*  ☐ By checking this box, I understand and will comply fully with the plans and specifications under which this training is being performed.

 **Transfer**

9. Click **“Ok”** on the pop up message notice
  - a. This confirms you want to transfer the trainee to a different project (Screenshot below)



## OJT Compliance Reporting Guide



10. Trainee is now transferred to the new project

a. Trainee will show as “Inactive” on the old project (Screenshot below)

|                      |                 |                           |  |  |           |
|----------------------|-----------------|---------------------------|--|--|-----------|
| <a href="#">View</a> | Mendoza, Robert | H685001C: Busy Road       | CEMENT MASON: CEMENT MASON<br>TRAINEE LEVEL 1 - 60%                              | 0.00 Hours Reported<br>0.00 Hours Approved   | Active    |
| <a href="#">View</a> | molina, enrique | H685001C: Busy Road       | CARPENTER: CARPENTER<br>(Including cement form work)<br>TRAINEE LEVEL 1 - 60%    | 0.00 Hours Reported<br>0.00 Hours Approved   | Active    |
| <a href="#">View</a> | slim, thomas    | H685001C: Busy Road       | CARPENTER: CARPENTER<br>(Including cement form work)<br>TRAINEE LEVEL 1 - 60%    | 0.00 Hours Reported<br>0.00 Hours Approved   | Withdrawn |
| <a href="#">View</a> | williams, lee   | H685001C: Busy Road       | POWER EQUIPMENT OPERATOR:<br>POWER EQUIPMENT OPERATOR<br>Trainee - Level 1 - 60% | 95.50 Hours Reported<br>95.50 Hours Approved | Inactive  |
| <a href="#">View</a> | williams, lee   | F000154C: Party Time Road | POWER EQUIPMENT OPERATOR:<br>POWER EQUIPMENT OPERATOR<br>Trainee - Level 1 - 60% | 0.00 Hours Reported<br>0.00 Hours Approved   | Active    |

b. Trainee will show as “Active” on the new project (Screenshot below)

11. Contractor is now ready to submit monthly training reports on the new project

On the Job Training: Trainee List

Goal ListContractGoalTrainee ListTraining Report ListMessagesReports

F000154C: Party Time Road  
Prime: VendorADOT2

Active Trainees: 1

To resort click on

| Actions              | Name          | Goal Title                | Classification   | Training Hours                             | Status |
|----------------------|---------------|---------------------------|--|--|--------|
|                      |               |                           | All  |  | All    |
| <a href="#">View</a> | williams, lee | F000154C: Party Time Road | POWER EQUIPMENT OPERATOR:<br>POWER EQUIPMENT OPERATOR<br>Trainee - Level 1 - 60% | 0.00 Hours Reported<br>0.00 Hours Approved | Active |

### Graduate a Trainee


- Once a trainee has completed all levels of training in their applicable classification, the trainee is ready to graduate to journeymen or journey-level status.

# OJT Compliance Reporting Guide

1. Toggle back to the **"My OJT"** tab
2. Click **"Trainee List"** tab to show all enrolled trainees for the contractor
3. Click **"View"** for the trainee who will be graduated (Screenshot below)

| Actions              | Name            | Goal Title          | Classification  | Training Hours                             | Status |
|----------------------|-----------------|---------------------|---|--|--------|
|                      |                 |                     | All ▾   |  | All    |
| <a href="#">View</a> | Bradshaw, Cindy | H685001C: Busy Road | CARPENTER: CARPENTER<br>(Including cement form work)<br>TRAINEE LEVEL 1 - 60% | 0.00 Hours Reported<br>0.00 Hours Approved | Active |
| <a href="#">View</a> | Bradshaw, Cindy | H685001C: Busy Road | CEMENT MASON: CEMENT MASON<br>TRAINEE LEVEL 1 - 60%                           | 0.00 Hours Reported<br>0.00 Hours Approved | Active |
| <a href="#">View</a> | Higley, Shaun   | H685001C: Busy Road | CARPENTER: CARPENTER<br>(Including cement form work)<br>TRAINEE LEVEL 1 - 60% | 0.00 Hours Reported<br>0.00 Hours Approved | Active |
| <a href="#">View</a> | Mendoza, Robert | H685001C: Busy Road | CEMENT MASON: CEMENT MASON<br>TRAINEE LEVEL 1 - 60%                           | 0.00 Hours Reported<br>0.00 Hours Approved | Active |
| <a href="#">View</a> | molina, enrique | H685001C: Busy Road | CARPENTER: CARPENTER<br>(Including cement form work)<br>TRAINEE LEVEL 1 - 60% | 0.00 Hours Reported<br>0.00 Hours Approved | Active |

4. Contractor is now on the **"Trainee"** tab
5. Click **"Graduate Trainee"** (Screenshot below)


[Graduate Trainee](#)
[Terminate / Resign Trainee](#)
[Transfer Trainee](#)
[Submit Change Request](#)
[Upgrade Trainee](#)

**Trainee Information**

TRAINING PROGRESS

**95.50 Hours Completed**  
 Training hours reported across multiple goals [View Linked Records](#)

NAME

williams, lee

STATUS

Active

6. Contractor is now on the **"Graduate Trainee"** screen
7. Complete all applicable graduation information
  - a. **\*Denotes a required entry**
  - b. Graduation Date
  - c. Graduation Reason
  - d. Click **"Choose File"** to add supporting documents if applicable (Ex. Union completion letter, Training Completion letter)
  - e. Add **"Comments"** for ADOT review
    - i. Ex. Trainee has shown proficient skills to graduate to journey-level status
    - ii. Ex. Apprentice has completed all required training and has reached journeymen status
8. Click **"Submit"** (Screenshot below)

## OJT Compliance Reporting Guide

On the Job Training: Graduate Trainee

williams, lee Active

Graduation Information

GRADUATION DATE \*

GRADUATION REASON

REQUEST REIMBURSEMENT

SUPPORTING DOCUMENT(S)

COMMENTS \*

Select Graduation Reason ▾

☐ Yes

Choose Files No file chosen

Submit Cancel

9. Click “**OK**” to the pop up message
  - a. This is confirming the contractors intent to graduate a trainee

test2.gob2g.com says

Are you sure you want to submit trainee for graduation?

OK

Cancel

10. Status Change
  - a. Trainee status is now changed to “**Pending Graduation Approval**”
  - b. The system will generate a notification to ADOT to review and approve
  - c. Once approved, trainee status will update to “**Graduated**” (Screenshot below)



| Trainees             |               |  |  |                  |
|----------------------|---------------|--|--|------------------|
| Actions              | Name          | Craft/Classification   | Training Hours                             | Status           |
| <a href="#">View</a> | williams, lee | POWER EQUIPMENT OPERATOR: POWER EQUIPMENT OPERATOR Trainee - Level 1 - 60% | 0.00 Hours Reported<br>0.00 Hours Approved | <b>Graduated</b> |

### Terminate/Resign Trainee

- Document trainees or apprentices who no longer work for the contractor for any reason (resigned, terminated, reduction in force)

# OJT Compliance Reporting Guide

1. Toggle back to the **"My OJT"** Tab
2. Click the **"Trainee List"** Tab
3. Click **"View"** next to the trainee who is no longer working for the contractor (Screenshot below)

|  |                 |                           |  |  |  |
|--|-----------------|---------------------------|--|--|--|
| <a href="#">View</a>   | Mendoza, Robert | H685001C: Busy Road       | CEMENT MASON: CEMENT MASON<br>TRAINEE LEVEL 1 - 60%                              | 0.00 Hours Reported<br>0.00 Hours Approved   | Active   |
| <a href="#">View</a>   | molina, enrique | H685001C: Busy Road       | CARPENTER: CARPENTER<br>(Including cement form work)<br>TRAINEE LEVEL 1 - 60%    | 0.00 Hours Reported<br>0.00 Hours Approved   | Active   |
| <a href="#">View</a>   | slim, thomas    | H685001C: Busy Road       | CARPENTER: CARPENTER<br>(Including cement form work)<br>TRAINEE LEVEL 1 - 60%    | 0.00 Hours Reported<br>0.00 Hours Approved   | Withdrawn  |
|  <a href="#">View</a> | williams, lee   | H685001C: Busy Road       | POWER EQUIPMENT OPERATOR:<br>POWER EQUIPMENT OPERATOR<br>Trainee - Level 1 - 60% | 95.50 Hours Reported<br>95.50 Hours Approved |  Inactive |
| <a href="#">View</a>   | williams, lee   | F000154C: Party Time Road | POWER EQUIPMENT OPERATOR:<br>POWER EQUIPMENT OPERATOR<br>Trainee - Level 1 - 60% | 0.00 Hours Reported<br>0.00 Hours Approved   | Graduated  |

4. User is now on the **"Trainee"** Tab
5. Click **"Terminate/Resign Trainee"** (Screenshot below)

**On the Job Training: View Trainee**

[Goal List](#) | [Contract](#) | [Goal](#) | [Trainee](#) | [Training Report List](#) | [Action History](#) | [Documents](#) | [Messages](#) | [Reports](#)

H685001C: Busy Road  
Prime: VendorADOT2

Active Trainees: 5

Graduate Trainee

Terminate / Resign Trainee

Transfer Trainee

Submit Change Request

**Trainee Information**

TRAINING PROGRESS

0.00 Hours Completed

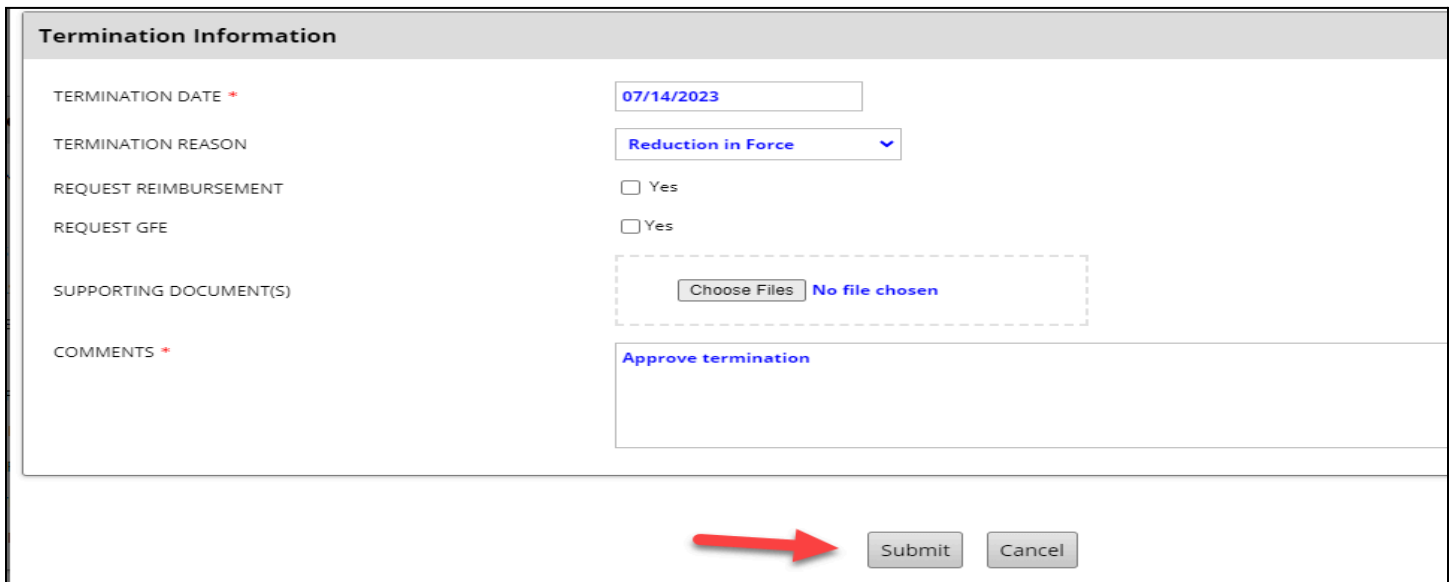
NAME

Mendoza, Robert

6. User is now on the **"Terminate Trainee"** screen
7. Complete all applicable termination information
  - a. **\*Denotes a required entry**
  - b. Termination Date
  - c. Termination Reason
  - d. Click **"Choose Files"** to add supporting document(s) if applicable
  - e. Add **"Comments"**
    - i. Ex. Trainee has quit our company for personal reasons
    - ii. Ex. Trainee has quit due to health reasons
    - iii. Ex. Trainee was terminated due to not showing up for work

# OJT Compliance Reporting Guide

- f. Click **“Submit”**



**Termination Information**

TERMINATION DATE \* 07/14/2023

TERMINATION REASON Reduction in Force

REQUEST REIMBURSEMENT ☐ Yes

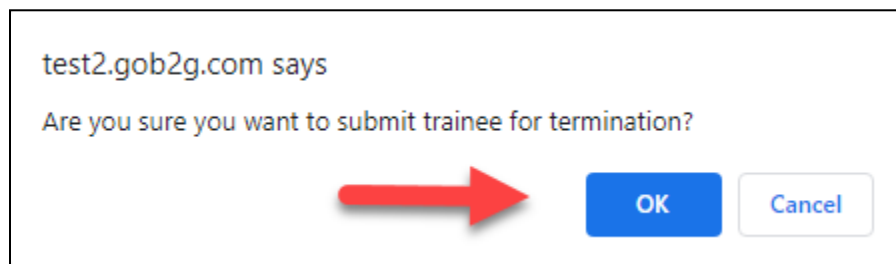
REQUEST GFE ☐ Yes

SUPPORTING DOCUMENT(S) Choose Files No file chosen

COMMENTS \* Approve termination

Submit Cancel

8. Click **“OK”** to the pop up message
- a. This is confirming the contractors intent to terminate a trainee



test2.gob2g.com says

Are you sure you want to submit trainee for termination?

OK Cancel

9. Status Change
- a. Trainee status is now changed to **“Pending Termination Approval”** (Screenshot below)

## OJT Compliance Reporting Guide

| Trainee Information        |  |
|----------------------------|--|
| TRAINING PROGRESS          | 0.00 Hours Completed   |
| NAME                       | Mendoza, Robert  |
| STATUS                     | Pending Termination Approval ( <a href="#">Mark Active</a> ) |
| SSN (LAST 4 DIGITS)        | 9865   |
| ADDRESS                    | 1801 w jefferson, Phoenix, AZ, 85007                         |
| PHONE NUMBER               | (602) 502-3421   |
| GENDER                     | Male   |
| ETHNICITY                  | Hispanic American  |
| LABOR REVIEW COMPLETE?     | No   |
| HIRE TYPE                  | New Hire   |
| ECONOMICALLY DISADVANTAGE? | .  |

- The system will generate a notification to ADOT to review and approve
- Once approved trainee status will update to "Terminated" (Screenshots below)

|                      |                 |                     |   |  |            |
|----------------------|-----------------|---------------------|---|--|------------|
| <a href="#">View</a> | Bradshaw, Cindy | H685001C: Busy Road | CEMENT MASON: CEMENT MASON<br>TRAINEE LEVEL 1 - 60%                           | 0.00 Hours Reported<br>0.00 Hours Approved | Active     |
| <a href="#">View</a> | Higley, Shaun   | H685001C: Busy Road | CARPENTER: CARPENTER<br>(Including cement form work)<br>TRAINEE LEVEL 1 - 60% | 0.00 Hours Reported<br>0.00 Hours Approved | Active     |
| <a href="#">View</a> | Mendoza, Robert | H685001C: Busy Road | CEMENT MASON: CEMENT MASON<br>TRAINEE LEVEL 1 - 60%                           | 0.00 Hours Reported<br>0.00 Hours Approved | Terminated |
| <a href="#">View</a> | molina, enrique | H685001C: Busy Road | CARPENTER: CARPENTER<br>(Including cement form work)<br>TRAINEE LEVEL 1 - 60% | 0.00 Hours Reported<br>0.00 Hours Approved | Active     |

### Submit Change Request

- A trainee may choose to change their training classification and enroll in a new training program.
- Contractor will submit a Change Request, so they do not have to complete a new enrollment form to capture the trainees demographic information. This will keep the achieved training hours with the original training program where the training was completed.
- Contractor will notify ADOT of change request in the OJT Module
- NOTE:** If the trainee/apprentice is upgrading within their training program, DO NOT submit a Change Request, complete the Upgrade Trainee Step

## OJT Compliance Reporting Guide

**On the Job Training: View Trainee**

Goal List | Contract | Goal | **Trainee** | Training Report List | Action History | Documents | Messages | Reports

H685001C: Busy Road Prime: VendorADOT2 Active Trainees: 4

[Graduate Trainee](#)
[Terminate / Resign Trainee](#)
[Transfer Trainee](#)
[Submit Change Request](#)

**Trainee Information**

|                   |                      |
|-------------------|----------------------|
| TRAINING PROGRESS | 0.00 Hours Completed |
| NAME              | Bradshaw, Cindy      |
| STATUS            | Active               |

1. Toggle back to the **"My OJT"** tab
2. Click **"Trainee List"** Tab
3. Click **"View"** next to the trainee with a change request
4. Click **"Submit Change Request"** (Screenshot above)
5. User is now on the **"Submit Trainee Change Request"** screen
  - a. Select the trainees **"Training Program"**
  - b. Select the new **"Proposed Training Classification"**
  - c. Add **"Comments"** for ADOT review
6. Check the **"Acknowledgement"** box
7. Click **"Submit"** (Screenshot below)

**Training Information**

|                                    |  |
|------------------------------------|--|
| TRAINING PROGRAM *                 | Trainee - FNF CONSTRUCTION, INC.   |
| PROPOSED TRAINING CLASSIFICATION * | POWER EQUIPMENT OPERATOR: POWER EQUIPMENT OPERATOR Trainee - Level 1 - 60% |
| CONTRACTOR *                       | [Prime] VendorADOT2  |
| TRAINING START DATE ON PROJECT *   | 06/05/2023   |
| PROJECT NAME                       | Busy Road  |
| CONTRACT REFERENCE / NUMBER        | H000501C   |

**Contractor Information**

|                 |                                     |
|-----------------|-------------------------------------|
| CONTRACTOR NAME | VendorADOT2                         |
| PHONE NUMBER    | (602) 555 - 5555                    |
| CONTACT PERSON  |                                     |
| ADDRESS         | 725 West McDowell Phoenix, AZ 85007 |
| EMAIL           | VendorADOT2@b2gnowuser.com          |

# OJT Compliance Reporting Guide

### Acknowledgement Statement

☐ By checking this box, I understand and will comply fully with the plans and specifications under which this training is being performed.

COMMENTS

Submit

Cancel

## 8. Status change

- Trainee status is now changed to “Change Request Pending” (Screenshot below)

| Trainees             |                |  |  |                        |
|----------------------|----------------|--|--|------------------------|
| Actions              | Name           | Craft/Classification   | Training Hours                                 | Status                 |
| <a href="#">View</a> | Baker, Timothy | LABORER: LABORER TRAINEE LEVEL 1 - 60%                                     | 510.00 Hours Reported<br>510.00 Hours Approved | Inactive               |
| <a href="#">View</a> | Baker, Timothy | LABORER: LABORER TRAINEE LEVEL 2 - 80%                                     | 0.00 Hours Reported<br>0.00 Hours Approved     | Active                 |
| <a href="#">View</a> | Nguyen, Lee    | CARPENTER: CARPENTER (Including cement form work) TRAINEE-LEVEL 2 -70%     | 0.00 Hours Reported<br>0.00 Hours Approved     | Active                 |
| <a href="#">View</a> | Nguyen, Lee    | CARPENTER: CARPENTER (Including cement form work) TRAINEE LEVEL 1 - 60%    | 340.00 Hours Reported<br>340.00 Hours Approved | Inactive               |
| <a href="#">View</a> | Quincy, Samuel | POWER EQUIPMENT OPERATOR: POWER EQUIPMENT OPERATOR Trainee - Level 1 - 60% | 400.00 Hours Reported<br>400.00 Hours Approved | Change Request Pending |
| <a href="#">View</a> | Vasquez, Linda | MECHANIC: MECHANIC TRAINEE LEVEL 1 - 60%                                   | 385.00 Hours Reported<br>385.00 Hours Approved | Active                 |

Mark Goal Complete

Enroll a Trainee

Return To List

Customer Support

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- The system will generate a notification to ADOT to review and approve
- Once approved trainee status will update to “Active” (Screenshots below)





# OJT Compliance Reporting Guide

**On the Job Training: Trainee List**

Goal List Contract Goal **Trainee List** Training Report List Messages Reports

H000501C: Busy Road Prime: VendorADOT2 Active Trainees: 4 Status Goal Type Goal Assessed

To resort click column title

| Actions              | Name           | Goal Title          | Classification   | Training Hours                                 | Status   |
|----------------------|----------------|---------------------|--|--|----------|
| <a href="#">View</a> | Baker, Timothy | H000501C: Busy Road | LABORER: LABORER TRAINEE LEVEL 1 - 60%                                     | 510.00 Hours Reported<br>510.00 Hours Approved | Inactive |
| <a href="#">View</a> | Baker, Timothy | H000501C: Busy Road | LABORER: LABORER TRAINEE LEVEL 2 - 80%                                     | 0.00 Hours Reported<br>0.00 Hours Approved     | Active   |
| <a href="#">View</a> | Nguyen, Lee    | H000501C: Busy Road | POWER EQUIPMENT OPERATOR: POWER EQUIPMENT OPERATOR Trainee - Level 1 - 60% | 365.00 Hours Reported<br>365.00 Hours Approved | Active   |
| <a href="#">View</a> | Nguyen, Lee    | H000501C: Busy Road | CARPENTER: CARPENTER (Including cement form work) TRAINEE LEVEL 1 - 60%    | 340.00 Hours Reported<br>340.00 Hours Approved | Inactive |
| <a href="#">View</a> | Quincy, Samuel | H000501C: Busy Road | CARPENTER: CARPENTER (Including cement form work) TRAINEE LEVEL 1 - 60%    | 600.00 Hours Reported<br>600.00 Hours Approved | Active   |
| <a href="#">View</a> | Vasquez, Linda | H000501C: Busy Road | MECHANIC: MECHANIC TRAINEE LEVEL 1 - 60%                                   | 385.00 Hours Reported<br>385.00 Hours Approved | Active   |

1 - 6 of 6 records displayed: Previous Page < Page 1 > Next Page

[Return To Goal](#)

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9. Trainees “classification” has now changed and status is “Active” (Screenshot Below)

**On the Job Training: Trainee List**

Goal List Contract Goal **Trainee List** Training Report List Messages Reports

H000501C: Busy Road Prime: VendorADOT2 Active Trainees: 4 Status Goal Type Goal Assessed

To resort click column title

| Actions              | Name           | Goal Title          | Classification   | Training Hours                                 | Status   |
|----------------------|----------------|---------------------|--|--|----------|
| <a href="#">View</a> | Baker, Timothy | H000501C: Busy Road | LABORER: LABORER TRAINEE LEVEL 1 - 60%                                     | 510.00 Hours Reported<br>510.00 Hours Approved | Inactive |
| <a href="#">View</a> | Baker, Timothy | H000501C: Busy Road | LABORER: LABORER TRAINEE LEVEL 2 - 80%                                     | 0.00 Hours Reported<br>0.00 Hours Approved     | Active   |
| <a href="#">View</a> | Nguyen, Lee    | H000501C: Busy Road | POWER EQUIPMENT OPERATOR: POWER EQUIPMENT OPERATOR Trainee - Level 1 - 60% | 365.00 Hours Reported<br>365.00 Hours Approved | Active   |
| <a href="#">View</a> | Nguyen, Lee    | H000501C: Busy Road | CARPENTER: CARPENTER (Including cement form work) TRAINEE LEVEL 1 - 60%    | 340.00 Hours Reported<br>340.00 Hours Approved | Inactive |
| <a href="#">View</a> | Quincy, Samuel | H000501C: Busy Road | CARPENTER: CARPENTER (Including cement form work) TRAINEE LEVEL 1 - 60%    | 600.00 Hours Reported<br>600.00 Hours Approved | Active   |
| <a href="#">View</a> | Vasquez, Linda | H000501C: Busy Road | MECHANIC: MECHANIC TRAINEE LEVEL 1 - 60%                                   | 385.00 Hours Reported<br>385.00 Hours Approved | Active   |

1 - 6 of 6 records displayed: Previous Page < Page 1 > Next Page

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10. Contractor is now ready to submit monthly training reports on the trainee’s new classification.

# OJT Compliance Reporting Guide

## Upgrade Trainee

- As trainee completes their hours in a training classification, the trainee will upgrade or advance to the next training level
- Contractor will submit upgrade request in the OJT Module

**On the Job Training: View Trainee**

Goal List Contract Goal **Trainee** Training Report List Action History Documents Messages Reports

H000501C: Busy Road Prime: VendorADOT2 Active Trainees: 4

Graduate Trainee Terminate / Resign Trainee Submit Change Request **Upgrade Trainee**

**Trainee Information**

|                     |                        |
|---------------------|------------------------|
| TRAINING PROGRESS   | 510.00 Hours Completed |
| NAME                | Baker, Timothy         |
| STATUS              | Active                 |
| SSN (LAST 4 DIGITS) | 9845                   |

**On the Job Training: Enroll Trainee**

\* required entry

**Trainee Information**

|                       |            |                           |
|-----------------------|------------|---------------------------|
| HIRE TYPE *           | New Hire   | <b>Upgrade / Level-up</b> |
| TRAINEE NAME *        | First Name | M.I.                      |
|                       | Last Name  |                           |
| SSN (LAST 4 DIGITS) * |            |                           |

- Toggle back to the “My OJT” tab
- Click “Trainee List” Tab
- Click “View” next to the trainee upgrading to the next training level
- Click “Upgrade Trainee”
- Click the “SELECT TRAINEE RECORD TO UPGRADE / LEVEL-UP” drop down and select which project the trainee is completing upgrade on

# OJT Compliance Reporting Guide

**On the Job Training: Enroll Trainee**

\* required entry

**Trainee Information**

HIRE TYPE \*

**New Hire** **Upgrade / Level-up**

SELECT TRAINEE RECORD TO UPGRADE / LEVEL-UP \*

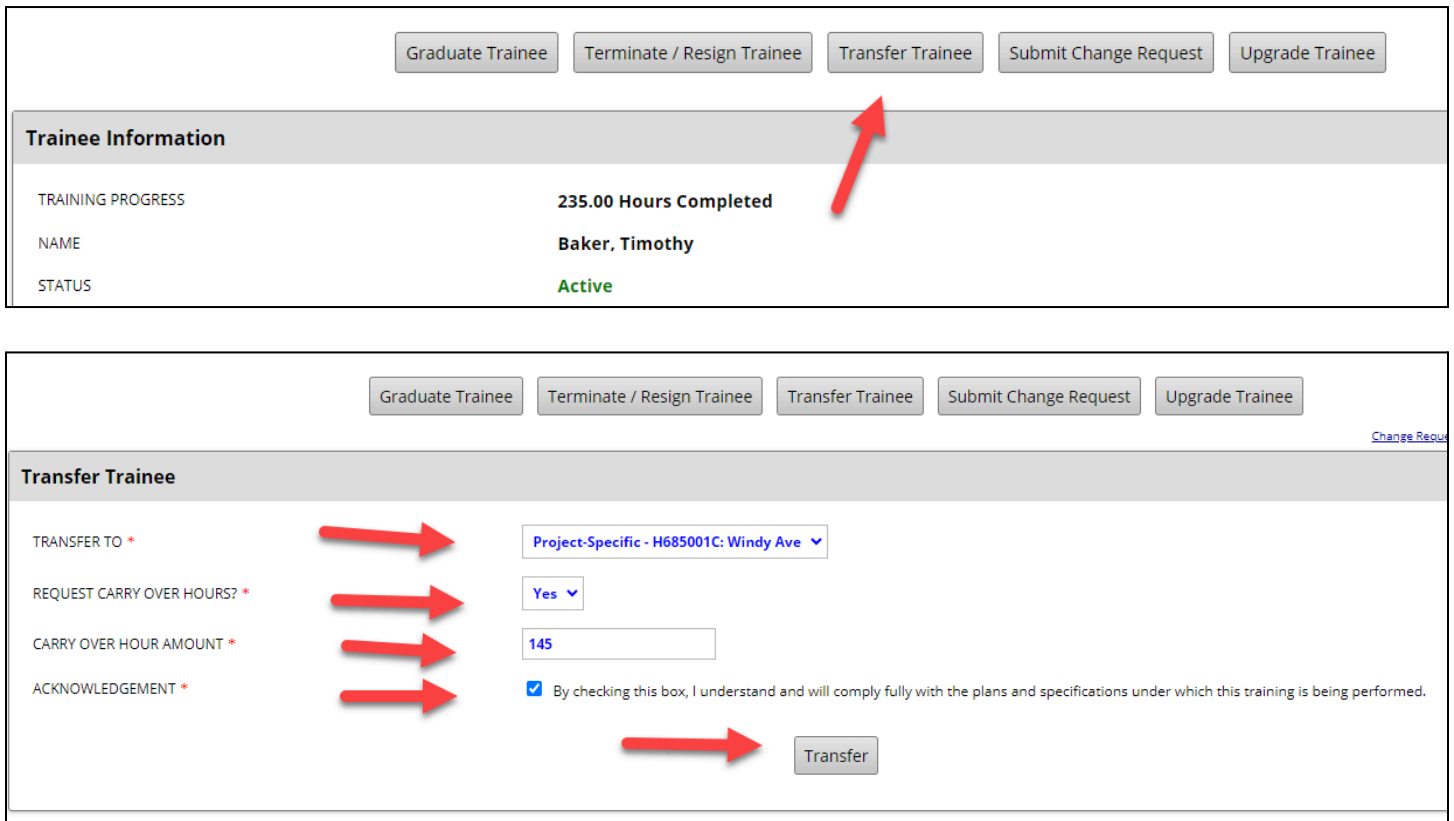
| Actions                | Name             | Classification   | Goal                | Status |
|------------------------|------------------|--|---------------------|--------|
| <a href="#">Select</a> | Baker, Timothy . | LABORER: LABORER TRAINEE LEVEL 1 - 60%                                     | H000501C: Busy Road | Active |
| <a href="#">Select</a> | Nguyen, Lee .    | CARPENTER: CARPENTER (Including cement form work) TRAINEE LEVEL 1 - 60%    | H000501C: Busy Road | Active |
| <a href="#">Select</a> | Quincy, Samuel . | POWER EQUIPMENT OPERATOR: POWER EQUIPMENT OPERATOR Trainee - Level 1 - 60% | H000501C: Busy Road | Active |
| <a href="#">Select</a> | Vasquez, Linda . | MECHANIC: MECHANIC TRAINEE LEVEL 1 - 60%                                   | H000501C: Busy Road | Active |

6. Click **"Select"**
7. Contractor is now in the **"Enroll a Trainee"** screen
  - a. **"Upgrade/Level Up"** Box is now selected
  - b. Contractor can only update the Training Program, training classification, subcontractor and training start date
8. Select the applicable training program
9. Select the upgraded training classification/level
10. Select the applicable subcontractor the trainee belongs too
11. Select the applicable trainee start date (date trainee started working in the new classification/level)
12. Check the **"Acknowledgement"** box
13. Click **"Submit"** (Screenshot below)
14. Status change
  - a. Trainee status updates to **"Submitted, Pending Approval"**
  - b. System generates a notification to ADOT to review upgrade request
  - c. Once approved, trainee status updates to **"Active"**
  - d. Contractor is ready to report OJT hours on the trainees upgraded training classification

## Transfer with Carry Over Hour Request

- If trainee has achieved a minimum of 600 hours on a project, and the project' assessed OJT goal was achieved, the contractor can request trainees excess OJT hours be carried over to a different project
- Trainee must transfer to the new project to be eligible for Carry Over Request
- ADOT will review Carry Over Request and approve or deny

# OJT Compliance Reporting Guide



Graduate Trainee Terminate / Resign Trainee **Transfer Trainee** Submit Change Request Upgrade Trainee

**Trainee Information**

TRAINING PROGRESS 235.00 Hours Completed

NAME Baker, Timothy

STATUS Active

**Transfer Trainee**

TRANSFER TO \* Project-Specific - H685001C: Windy Ave

REQUEST CARRY OVER HOURS? \* Yes

CARRY OVER HOUR AMOUNT \* 145

ACKNOWLEDGEMENT \* ☒ By checking this box, I understand and will comply fully with the plans and specifications under which this training is being performed.

Transfer

1. Toggle back to the **"My OJT"** tab
2. Click **"Trainee List"** Tab
3. Click **"View"** next to the trainee transferring with carry over hours
4. Click **"Transfer Trainee"**
5. Click the **"Transfer To"** Drop down Box
  - a. The Drop down Box will show contractors' **"Active"** projects with an **"Approved"** training schedule
  - b. Select the Project the trainee is transferring to
6. Click the **"Request Carry Over Hours"** drop down box
7. Select **"Yes"**
8. Click the **"Carry Over Hour Amount"** box
  - a. Record the trainees OJT hours the contractor is requesting to carry over to the new project
9. Check the **"Acknowledgement"** box
10. Click **"Transfer"** (Screenshot below)
11. Status Change
  - a. Trainee status will update to **"Pending Transfer Approval"**
  - b. System will generate a notification to ADOT to review request

# OJT Compliance Reporting Guide

**On the Job Training: Trainee List** Help & Tools

Goal List Contract Goal **Trainee List** Training Report List Messages Reports

H685001C: Windy Ave  
Prime: VendorADOT2

Trainees Pending Approval: 1  
Active Trainees: 0

Status: **Active**  
Goal Type: Project-Specific  
Goal Assessed: 4 trainee(s); 1800 hours

To reset click column title. To filter click drop down menu.

| Actions                | Name           | Goal Title          | Classification                            | Training Hours   | Status                    |
|------------------------|----------------|---------------------|---|--|---------------------------|
| <a href="#">Review</a> | Baker, Timothy | H685001C: Windy Ave | LABORER: LABORER TRAINEE<br>LEVEL 2 - 80% | 0.00 Hours Reported<br>0.00 Hours Approved<br>145 Carry Over Hours | Pending Transfer Approval |

## Transfer with Carry Over Hours Approved

- Once carry over hour request is approved by ADOT, trainee will be transferred and “Active” on the new project
- New projects “Goal” tab will reflect the carry over hours in the “Training Hours Progress” bar
- Contractor is now ready to report trainees OJT hours on the new project

TRAINEE PROGRESS

1 Enrolled

TRAINING HOURS PROGRESS

145

CONTRACT

H685001C: Windy Ave

PRIME CONTRACTOR

VendorADOT2

GOAL TYPE

Project-Specific

GOAL ASSESSED

4 trainee(s); 1800 hours

GOAL COMMITMENT

3 trainee(s); 3000 hours

STATUS

Active

STAFF CONTACT PERSON \*

Navid Askarinya

VENDOR CONTACT PERSON \*

Vendor ADOT2

ADMINISTRATIVE FUNCTIONS

[Edit Settings](#) [Delete Goal](#)

## Graduate Trainee

- Upon graduation, provide each trainee with a certificate showing the type and length of training satisfactorily completed.

## OJT Compliance Reporting Guide

**On the Job Training: View Trainee**

Goal List Contract Goal **Trainee** Training Report List Action History Documents Messages Reports

H000501C: Busy Road Prime: VendorADOT2 Active Trainees: 4

Graduate Trainee Terminate / Resign Trainee Submit Change Request Upgrade Trainee

**Trainee Information**

|                   |                        |
|-------------------|------------------------|
| TRAINING PROGRESS | 235.00 Hours Completed |
| NAME              | Baker, Timothy         |
| STATUS            | Active                 |

1. Toggle back to the “My OJT” tab
2. Click “Trainee List” Tab
3. Select the trainee graduated
4. Click “Graduate Trainee”
5. Enter “Graduation date”
6. Select “Graduation Reason”
7. Mark the Box “Request Reimbursement”
8. Upload the Graduation Certificate
9. Enter “Comments”
10. Click “Submit”

**On the Job Training: Graduate Trainee**

Baker, Timothy Active

**Graduation Information**

|                        |                              |
|------------------------|------------------------------|
| GRADUATION DATE *      | <input type="text"/>         |
| GRADUATION REASON      | Select Graduation Reason ▼   |
| REQUEST REIMBURSEMENT  | <input type="checkbox"/> Yes |
| SUPPORTING DOCUMENT(S) | Choose Files No file chosen  |
| COMMENTS *             | <input type="text"/>         |


Submit Cancel

## OJT Compliance Reporting Guide

### Mark Goal Complete

- Once all eligible training hours have been reported in DOORS the contractor is ready to request the OJT Goal be considered complete in DOORS
  - If Contractor has fallen short of OJT commitment identified in the approved training schedule, contractor will be required to submit Good Faith Efforts explaining the actions taken to meet the OJT goal on the project
- Toggle back to the “Goal” Tab for the project that has completed all OJT opportunities
  - Click **“Mark Goal Complete”** (screenshot below)
    - Project will go to BECO for review to determine compliance with the OJT Program requirements

| Trainees             |                |  |  |          |
|----------------------|----------------|--|--|----------|
| Actions              | Name           | Craft/Classification   | Training Hours                                   | Status   |
| <a href="#">View</a> | Baker, Timothy | LABORER: LABORER TRAINEE LEVEL 1 - 60%                                     | 510.00 Hours Reported<br>510.00 Hours Approved   | Inactive |
| <a href="#">View</a> | Baker, Timothy | LABORER: LABORER TRAINEE LEVEL 2 - 80%                                     | 235.00 Hours Reported<br>235.00 Hours Approved   | Active   |
| <a href="#">View</a> | Nguyen, Lee    | POWER EQUIPMENT OPERATOR: POWER EQUIPMENT OPERATOR Trainee - Level 1 - 60% | 365.00 Hours Reported<br>365.00 Hours Approved   | Active   |
| <a href="#">View</a> | Nguyen, Lee    | CARPENTER: CARPENTER (Including cement form work) TRAINEE LEVEL 1 - 60%    | 340.00 Hours Reported<br>340.00 Hours Approved   | Inactive |
| <a href="#">View</a> | Quincy, Samuel | CARPENTER: CARPENTER (Including cement form work) TRAINEE LEVEL 1 - 60%    | 1195.00 Hours Reported<br>1195.00 Hours Approved | Active   |
| <a href="#">View</a> | Vasquez, Linda | MECHANIC: MECHANIC TRAINEE LEVEL 1 - 60%                                   | 385.00 Hours Reported<br>385.00 Hours Approved   | Active   |


Mark Goal Complete
Enroll a Trainee
Return To List