How to request trainee classifications in LCPTracker

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](#)

Purpose: To document the process for entering Trainees in [LCPtracker](#) for the purpose of tracking them on the LCPtracker Training Reimbursement Report for a project's certified payroll (CPR).*

- The trainee classification will be added to specific project wage data when requested by the contractor for reporting trainee's on certified payroll & for training reimbursement purposes.

1. Upload the completed apprentice certificate and/or Trainees Enrollment form to LCPtracker, eDocuments (Apprentice/Training Certificates) and notify Field reports via email at MLB_Apprentice_OJT_Request@azdot.gov.
   1. This resource mailbox called "Apprentice_OJT_Request" has been created specifically for apprentice/trainee approvals.
   2. If the apprentice/trainee classification(s) is needed, then include the specific classification(s) needed in the email request also. This mailbox must not be used for anything else.
2. Once Field Reports has verified that the required forms have been uploaded we will complete the approval process.
3. Next, Field Reports will add the requested Apprentice/Trainee classifications to the project wage data. This is done by:
   1. Reviewing the requested trainee classifications from the contractor
   2. The contractor is notified via email that the Apprentice/Trainee has been approved and the requested classification(s) added to the project wage data.
4. Contractor can now enter your Apprentice/Trainee on the project's certified payroll and report project OJT hours in DOORS.

*For follow up questions related to LCPTracker and Certified Payroll Reporting process please contact the [ADOT Field Reports department](#)

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