

OJT Compliance Reporting Guide

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OJT Compliance Reporting Guide

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 the DBE & OJT Reporting System (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, 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](#)

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.

A banner for the ADOT DBE & OJT Online Reporting System. The background is a photograph of a construction site with workers in yellow safety vests and a yellow excavator. Overlaid on the image is a dark grey rectangular box containing the text "ADOT DBE & OJT Online Reporting System" in white and green. Below the text is a green "LOG IN" button. At the bottom of the banner is a dark grey box with white text providing information about the system's renaming and a new link.

ADOT DBE & OJT Online Reporting System

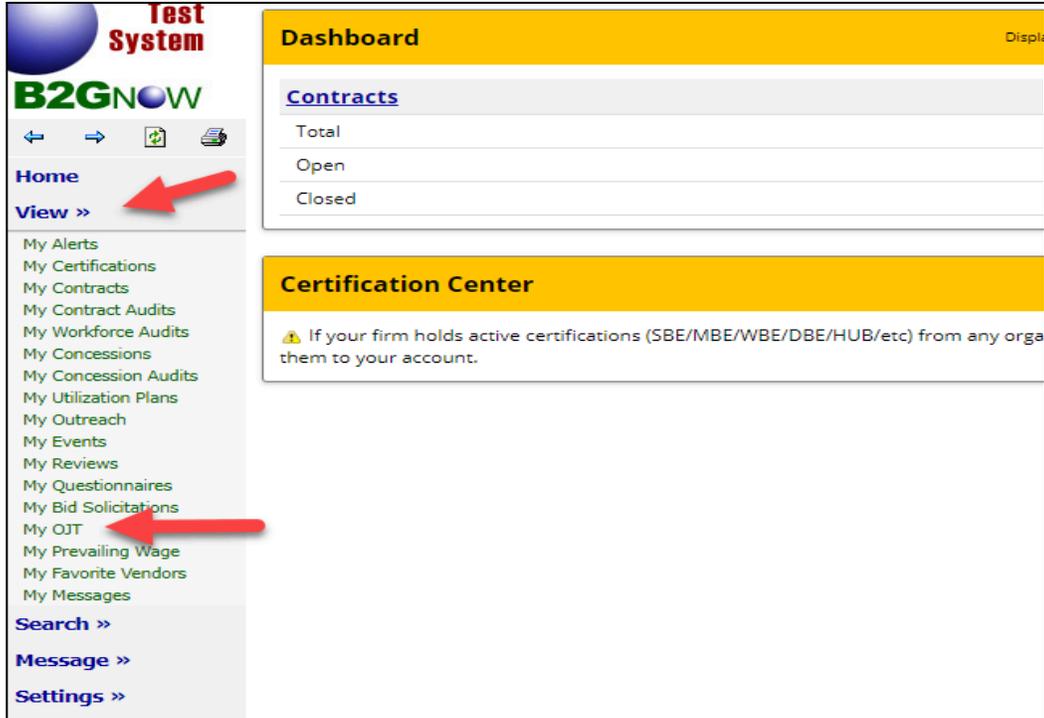
LOG IN

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

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- Contractor cannot enroll or transfer a trainee into a project until the project status is “Active” and training schedule status is “Approved”

Actions	Title	Goal Type	Goal Year	Trainees Required / Progress	Trainees Pending Action	Status
View	H685001C: Busy Road	Project-Specific		15 / 0	0	Pending Training Schedule Submission (08/26/2023)

0/1 records displayed: Previous Page < Page 1 > Next Page Records per page 20

1. Click “View” next to projects with a status of “Pending Training Schedule Submission”
 - a. Takes user to the “Goal” tab within the project’s OJT module
2. Click “Submit Training Schedule” (Screenshot below)

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

Training Schedule

TRAINING SCHEDULE DUE DATE	08/26/2023
TRAINING SCHEDULE ACTION	Submit Training Schedule

Complete Training Schedule information

1. Select the applicable “Contractor”(Screenshot below)
 - a. Select the company the trainee works
 - b. Ex. Prime, Subcontractor
2. Select the applicable “Program Type”
 - a. Ex. Apprentice – Fann Contracting, Inc., Apprentice – Ames Construction
3. Select the applicable “Craft/Classification”
 - a. Ex. Asphalt Raker – Level 1:60%, Cement Mixer-Level 1:60%

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4. Enter **“Trainee Commitment”** working in this classification on this project
 - a. Ex. 1, 2,3, 4
5. Enter **“Hour Commitment (Per Trainee)”**
6. Enter **“Approximate Start Date”** trainee will start on the project
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	Delete
[Prime] VendorADOT2	Trainee - FNF CONSTRUCTION, INC.	CARPENTER: CARPENTER (Including c	2	600	06/29/2023	05/24/2024	Delete
[Prime] VendorADOT2	Trainee - FNF CONSTRUCTION, INC.	LABORER: LABORER TRAINEE LEVEL 1	2	600	06/30/2023	05/24/2024	Delete
[Prime] VendorADOT2	Trainee - FNF CONSTRUCTION, INC.	CEMENT MASON: CEMENT MASON TR	2	600	06/30/2023	05/24/2024	Delete

[Add Line Item](#)

Total Trainees Committed: 0

Total Hours Committed: 0

SUPPORTING DOCUMENTS

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”**

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- Project Status is now “Active”
- Contractor can proceed with enrolling trainee(s)

Enroll a Trainee into the Project

- Document the trainees contact information
- 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
View	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
View	Version 1	Approved	06/27/2023	06/30/2023	

Trainees

No trainees enrolled

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

OJT Compliance Reporting Guide

Complete Enrollment Information for Trainee

- **NOTE:** All [Trainees](#) (including [Project Engineer Trainees](#)) must be on the contractor's certified payroll report (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 so Field Reports can activate the training classification for CPR

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

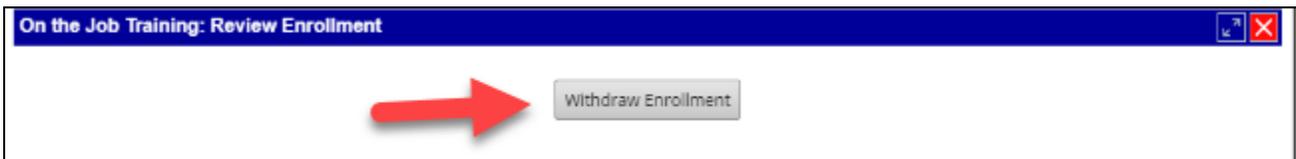
1. Click **"New Hire"**
2. Complete all enrollment Information:
 - a. ***Denotes a required entry**
 - b. Trainee Name, SSN, Address, Phone Number, Gender, Ethnicity, Hire Type, Training Program, Training Classification, Contractor, Wage, Start Date
 - c. Contractor: Identify which contractor the trainee 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

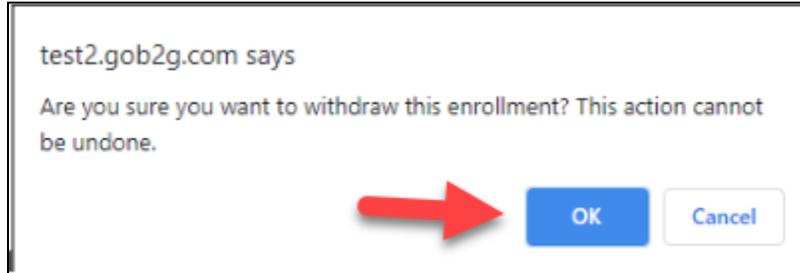
- If an enrollment form or a progression level up was submitted by mistake, the trainees training record can be withdrawn by contractor
- Once the training record is in “withdrawn” status ADOT has the ability to delete the record if you would like to remove the record entirely
- Once the training record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



OJT Compliance Reporting Guide

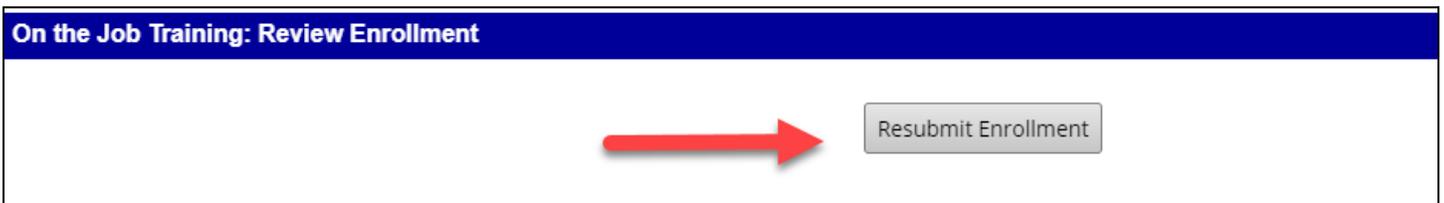
4. A pop up message will appear asking “Are you sure you want to withdraw this enrollment? This action cannot be undone.” Click “OK”



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

View	slim, thomas	CARPENTER: CARPENTER (Including cement form work) TRAINEE LEVEL 1 - 60%	0.00 Hours Reported 0.00 Hours Approved	Withdrawn
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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)



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

OJT Compliance Reporting Guide

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 15th of the month, for previous months achieved hours (Ex. by August 15th 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

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



Enroll a Trainee Return To List

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”**

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- a. Monthly Report is now in “**Pending Submission**” status and is available to edit

Add Training Report

REPORT PERIOD 2023 - June ▾ ←

Create Training Report ↙

- 6. 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.	Edit Report →

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

Edit Monthly Trainee Report

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

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SSN (LAST 4 DIGITS) 8956

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

CONTRACTOR VendorADOT2
DBA:

COMMENTS 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	Delete
06/17/2023	H685001C: Busy Road	55	Delete

[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](#)

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

OJT Compliance Reporting Guide

On the Job Training: View Project Goal

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

H685001C: Busy Road Active Trainees: 6
Prime: VendorADOT2

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

Transactions: On the Job Training Goal Assignments

Goal List | Trainee List

Actions	Title	Goal Type	Goal Year	Trainees Required / Progress	Trainees Pending Action
View	H685001C: Busy Road	Project-Specific	All	15 / 6	0 Active
View	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
View	Bradshaw, Cindy	CARPENTER: CARPENTER (Including cement form work) TRAINEE LEVEL 1 - 60%	0.00 Hours Reported 0.00 Hours Approved	Active
View	Bradshaw, Cindy	CEMENT MASON: CEMENT MASON TRAINEE LEVEL 1 - 60%	0.00 Hours Reported 0.00 Hours Approved	Active
View	Higley, Shaun	CARPENTER: CARPENTER (Including cement form work) TRAINEE LEVEL 1 - 60%	0.00 Hours Reported 0.00 Hours Approved	Active
View	Mendoza, Robert	CEMENT MASON: CEMENT MASON TRAINEE LEVEL 1 - 60%	0.00 Hours Reported 0.00 Hours Approved	Active
View	molina, enrique	CARPENTER: CARPENTER (Including cement form work) TRAINEE LEVEL 1 - 60%	0.00 Hours Reported 0.00 Hours Approved	Active
View	slim, thomas	CARPENTER: CARPENTER (Including cement form work) TRAINEE LEVEL 1 - 60%	0.00 Hours Reported 0.00 Hours Approved	Withdrawn
View	williams, lee	POWER EQUIPMENT OPERATOR: POWER EQUIPMENT OPERATOR Trainee - Level 1 - 60%	95.50 Hours Reported 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

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

Goal List | **Trainee List**

Actions	Title	Goal Type	Goal Year	Trainees Required / Progress	Trainees Pending Action	
		All	All			All
View	H685001C: Busy Road	Project-Specific		15 / 6	0	Active
View	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
View	Bradshaw, Cindy	H685001C: Busy Road	CARPENTER: CARPENTER (Including cement form work) TRAINEE LEVEL 1 - 60%	0.00 Hours Reported 0.00 Hours Approved	Active
View	Bradshaw, Cindy	H685001C: Busy Road	CEMENT MASON: CEMENT MASON TRAINEE LEVEL 1 - 60%	0.00 Hours Reported 0.00 Hours Approved	Active
View	Higley, Shaun	H685001C: Busy Road	CARPENTER: CARPENTER (Including cement form work) TRAINEE LEVEL 1 - 60%	0.00 Hours Reported 0.00 Hours Approved	Active
View	Mendoza, Robert	H685001C: Busy Road	CEMENT MASON: CEMENT MASON TRAINEE LEVEL 1 - 60%	0.00 Hours Reported 0.00 Hours Approved	Active

OJT Compliance Reporting Guide

- d. You are now on the “Trainee” Tab
- e. Click “**Transfer Trainee**”

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

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)

[Change Rec](#)

Transfer Trainee

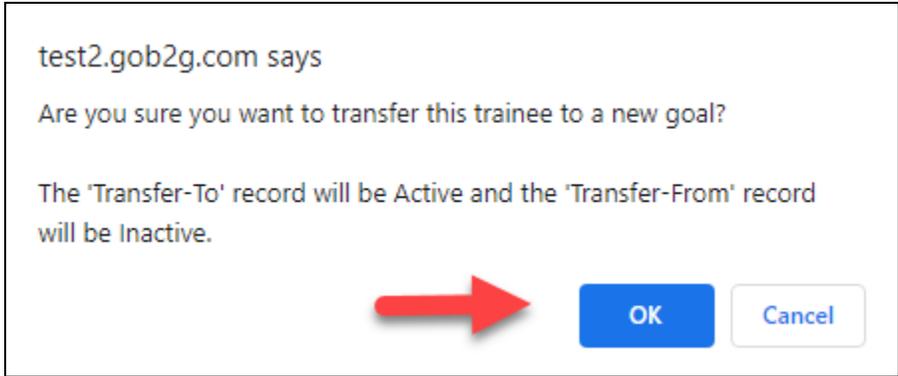
TRANSFER TO *

REQUEST CARRY OVER HOURS? *

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

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

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- 10. Trainee is now transferred to the new project
 - a. Trainee will show as **“Inactive”** on the old project (Screenshot below)

View	Mendoza, Robert	H685001C: Busy Road	CEMENT MASON: CEMENT MASON TRAINEE LEVEL 1 - 60%	0.00 Hours Reported 0.00 Hours Approved	Active
View	molina, enrique	H685001C: Busy Road	CARPENTER: CARPENTER (Including cement form work) TRAINEE LEVEL 1 - 60%	0.00 Hours Reported 0.00 Hours Approved	Active
View	slim, thomas	H685001C: Busy Road	CARPENTER: CARPENTER (Including cement form work) TRAINEE LEVEL 1 - 60%	0.00 Hours Reported 0.00 Hours Approved	Withdrawn
View	williams, lee	H685001C: Busy Road	POWER EQUIPMENT OPERATOR: POWER EQUIPMENT OPERATOR Trainee - Level 1 - 60%	95.50 Hours Reported 95.50 Hours Approved	Inactive
View	williams, lee	F000154C: Party Time Road	POWER EQUIPMENT OPERATOR: POWER EQUIPMENT OPERATOR Trainee - Level 1 - 60%	0.00 Hours Reported 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 List | Contract | Goal | **Trainee List** | Training Report List | Messages | Reports

F000154C: Party Time Road Active Trainees: 1
Prime: VendorADOT2

To resort click co

Actions	Name	Goal Title	Classification	Training Hours	Status
View	williams, lee	F000154C: Party Time Road	POWER EQUIPMENT OPERATOR: POWER EQUIPMENT OPERATOR Trainee - Level 1 - 60%	0.00 Hours Reported 0.00 Hours Approved	Active

OJT Compliance Reporting Guide

Trainee Terminate/Trainee Resigned

- Document trainees or apprentices who no longer work for the contractor for any reason (resigned, terminated, reduction in force)
- Toggle back to the “My OJT” Tab
 - Click the “Trainee List” Tab
 - Click “View” next to the trainee who is no longer working for the contractor (Screenshot below)

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

- User is now on the “Trainee” Tab
- 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 Active Trainees: 5
Prime: VendorADOT2

Trainee Information

TRAINING PROGRESS **0.00 Hours Completed**

NAME **Mendoza, Robert**

- User is now on the “Terminate Trainee” screen
- Complete all applicable termination information
 - *Denotes a required entry
 - Termination Date
 - Termination Reason
 - Click “Choose Files” to add supporting document(s) if applicable

OJT Compliance Reporting Guide

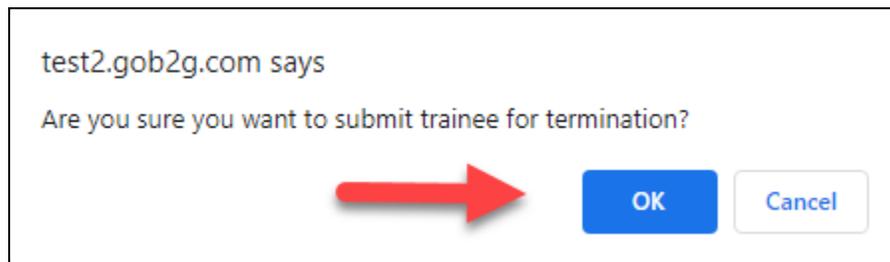
- e. Add **“Comments”**
 - i. Ex. Trainee has quit our company for personal reasons
 - ii. Ex. Trainee has quit due to health reasons
 - iii. Ex. Trainee was terminated due to not showing up for work
- f. Click **“Submit”**

The screenshot shows a form titled "Termination Information" with the following fields and values:

- 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

At the bottom right of the form, there are two buttons: "Submit" and "Cancel". A red arrow points to the "Submit" button.

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



- 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 (Mark Active)
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?	-

- b. The system will generate a notification to ADOT to review and approve
- c. Once approved trainee status will update to **“Terminated”** (Screenshots below)

View	Bradshaw, Cindy	H685001C: Busy Road	CEMENT MASON: CEMENT MASON TRAINEE LEVEL 1 - 60%	0.00 Hours Reported 0.00 Hours Approved	Active
View	Higley, Shaun	H685001C: Busy Road	CARPENTER: CARPENTER (Including cement form work) TRAINEE LEVEL 1 - 60%	0.00 Hours Reported 0.00 Hours Approved	Active
View	Mendoza, Robert	H685001C: Busy Road	CEMENT MASON: CEMENT MASON TRAINEE LEVEL 1 - 60%	0.00 Hours Reported 0.00 Hours Approved	Terminated
View	molina, enrique	H685001C: Busy Road	CARPENTER: CARPENTER (Including cement form work) TRAINEE LEVEL 1 - 60%	0.00 Hours Reported 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 Active Trainees: 4
Prime: VendorADOT2

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 -	<input type="text" value="Trainee - FNF CONSTRUCTION, INC."/>
PROPOSED TRAINING CLASSIFICATION -	<input type="text" value="POWER EQUIPMENT OPERATOR: POWER EQUIPMENT OPERATOR Trainee - Level 1 - 60%"/>
CONTRACTOR -	<input type="text" value="[Prime] VendorADOT2"/>
TRAINING START DATE ON PROJECT -	<input type="text" value="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

8. Status change

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

Trainees				
Actions	Name	Craft/Classification	Training Hours	Status
View	Baker, Timothy	LABORER: LABORER TRAINEE LEVEL 1 - 60%	510.00 Hours Reported 510.00 Hours Approved	Inactive
View	Baker, Timothy	LABORER: LABORER TRAINEE LEVEL 2 - 80%	0.00 Hours Reported 0.00 Hours Approved	Active
View	Nguen, Lee	CARPENTER: CARPENTER (Including cement form work) TRAINEE-LEVEL 2 - 70%	0.00 Hours Reported 0.00 Hours Approved	Active
View	Nguen, Lee	CARPENTER: CARPENTER (Including cement form work) TRAINEE LEVEL 1 - 60%	340.00 Hours Reported 340.00 Hours Approved	Inactive
View	Quincy, Samuel	POWER EQUIPMENT OPERATOR: POWER EQUIPMENT OPERATOR Trainee - Level 1 - 60%	400.00 Hours Reported 400.00 Hours Approved	Change Request Pending
View	Vasquez, Linda	MECHANIC: MECHANIC TRAINEE LEVEL 1 - 60%	885.00 Hours Reported 885.00 Hours Approved	Active

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- b. The system will generate a notification to ADOT to review and approve
- c. 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
			All		All
View	Baker, Timothy	H000501C: Busy Road	LABORER: LABORER TRAINEE LEVEL 1 - 60%	510.00 Hours Reported 510.00 Hours Approved	Inactive
View	Baker, Timothy	H000501C: Busy Road	LABORER: LABORER TRAINEE LEVEL 2 - 80%	0.00 Hours Reported 0.00 Hours Approved	Active
View	Nguyen, Lee	H000501C: Busy Road	POWER EQUIPMENT OPERATOR: POWER EQUIPMENT OPERATOR Trainee - Level 1 - 60%	365.00 Hours Reported 365.00 Hours Approved	Active
View	Nguyen, Lee	H000501C: Busy Road	CARPENTER: CARPENTER (Including cement form work) TRAINEE LEVEL 1 - 60%	340.00 Hours Reported 340.00 Hours Approved	Inactive
View	Quincy, Samuel	H000501C: Busy Road	CARPENTER: CARPENTER (Including cement form work) TRAINEE LEVEL 1 - 60%	600.00 Hours Reported 600.00 Hours Approved	Active
View	Vasquez, Linda	H000501C: Busy Road	MECHANIC: MECHANIC TRAINEE LEVEL 1 - 60%	385.00 Hours Reported 385.00 Hours Approved	Active

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

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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
			All		All
View	Baker, Timothy	H000501C: Busy Road	LABORER: LABORER TRAINEE LEVEL 1 - 60%	510.00 Hours Reported 510.00 Hours Approved	Inactive
View	Baker, Timothy	H000501C: Busy Road	LABORER: LABORER TRAINEE LEVEL 2 - 80%	0.00 Hours Reported 0.00 Hours Approved	Active
View	Nguyen, Lee	H000501C: Busy Road	POWER EQUIPMENT OPERATOR: POWER EQUIPMENT OPERATOR Trainee - Level 1 - 60%	365.00 Hours Reported 365.00 Hours Approved	Active
View	Nguyen, Lee	H000501C: Busy Road	CARPENTER: CARPENTER (Including cement form work) TRAINEE LEVEL 1 - 60%	340.00 Hours Reported 340.00 Hours Approved	Inactive
View	Quincy, Samuel	H000501C: Busy Road	CARPENTER: CARPENTER (Including cement form work) TRAINEE LEVEL 1 - 60%	600.00 Hours Reported 600.00 Hours Approved	Active
View	Vasquez, Linda	H000501C: Busy Road	MECHANIC: MECHANIC TRAINEE LEVEL 1 - 60%	385.00 Hours Reported 385.00 Hours Approved	Active

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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 Active Trainees: 4
Prime: VendorADOT2

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 *	<input type="button" value="New Hire"/> <input type="button" value="Upgrade / Level-up"/>
TRAINEE NAME *	<input type="text" value="First Name"/> <input type="text" value="M.I."/> <input type="text" value="Last Name"/>
SSN (LAST 4 DIGITS) *	<input type="text"/>

1. Toggle back to the “My OJT” tab
2. Click “Trainee List” Tab
3. Click “View” next to the trainee upgrading to the next training level
4. Click “Upgrade Trainee”
5. 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
Select	Baker, Timothy .	LABORER: LABORER TRAINEE LEVEL 1 - 60%	H000501C: Busy Road	Active
Select	Nguyen, Lee .	CARPENTER: CARPENTER (Including cement form work) TRAINEE LEVEL 1 - 60%	H000501C: Busy Road	Active
Select	Quincy, Samuel .	POWER EQUIPMENT OPERATOR: POWER EQUIPMENT OPERATOR Trainee - Level 1 - 60%	H000501C: Busy Road	Active
Select	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

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

Transfer Trainee

TRANSFER TO *	<input type="text" value="Project-Specific - H685001C: Windy Ave"/>
REQUEST CARRY OVER HOURS? *	<input type="text" value="Yes"/>
CARRY OVER HOUR AMOUNT *	<input type="text" value="145"/>
ACKNOWLEDGEMENT *	<input checked="" type="checkbox"/> 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 resort click column title. To filter click drop down menu.

Actions	Name	Goal Title	Classification	Training Hours	Status
Review	Baker, Timothy	H685001C: Windy Ave	LABORER: LABORER TRAINEE LEVEL 2 - 80%	0.00 Hours Reported 0.00 Hours Approved 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

OJT Compliance Reporting Guide

Graduate 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.
- Upon graduation, provide each trainee with a certificate showing the type and length of training satisfactorily completed.
 - Toggle back to the **“My OJT”** tab
 - Click **“Trainee List”** tab to show all enrolled trainees for the contractor
 - Click **“View”** for the trainee who will be graduated (Screenshot below)

On the Job Training: Trainee List

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

Prime: [REDACTED] Active Trainees: 4

Actions	Name	Goal Title	Classification	Training Hours
View	Mann, Austin D	[REDACTED]	LABORER: LABORER TRAINEE LEVEL 1 - 60%	0.00 Hours Reported 0.00 Hours Approved
View	Matter, Joseph	[REDACTED]	POWER EQUIPMENT OPERATOR: POWER EQUIPMENT OPERATOR Trainee - Level 1 - 60%	42.00 Hours Reported 42.00 Hours Approved
View	Matter, Joseph	[REDACTED]	LABORER: LABORER TRAINEE LEVEL 1 - 60%	1178.50 Hours Reported 1178.50 Hours Approved

- Contractor is now on the **“Trainee”** tab
- Click **“Graduate Trainee”** (Screenshot below)

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

Trainee Information

TRAINING PROGRESS	235.00 Hours Completed
NAME	Baker, Timothy
STATUS	Active

1. 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
2. Click **"Submit"** (Screenshot below)

On the Job Training: Graduate Trainee

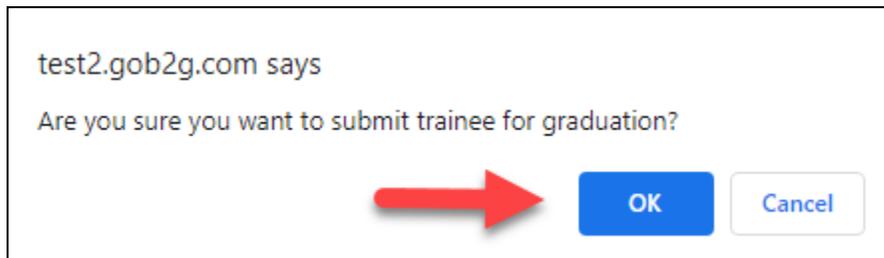
Baker, Timothy Active

Graduation Information

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

OJT Compliance Reporting Guide

- Click “Ok” to the pop up message
- This is confirming the contractors intent to graduate a trainee



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

Trainees				
Actions	Name	Craft/Classification	Training Hours	Status
View	williams, lee	POWER EQUIPMENT OPERATOR: POWER EQUIPMENT OPERATOR Trainee - Level 1 - 60%	0.00 Hours Reported 0.00 Hours Approved	 Graduated

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

1. Toggle back to the “Goal” Tab for the project that has completed all OJT opportunities
2. Click “Mark Goal Complete” (screenshot below)
 - a. Project will go to BECO for review to determine compliance with the OJT Program requirements

OJT Compliance Reporting Guide

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

