

**ARIZONA DEPARTMENT OF TRANSPORTATION**  
**BECO OJT HANDOUT PRECONSTRUCTION MEETINGS**  
Projects **WITHOUT** OJT Goal

Project TRACS#: \_\_\_\_\_ Assessed OJT Goal: \_\_\_\_\_

Prime name: \_\_\_\_\_

***On-The-Job-Training without Goals: 9230004***

- The contractor shall provide On-The-Job training (OJT) aimed at moving minorities, women, and disadvantaged trainees into journeymen status in various types of construction trades or job
- It is the intent that training be provided in construction classifications/crafts rather than for office support positions
- No minimum amount of OJT hours is established on this project, reporting is voluntary
- Prime Contractor may utilize approved subcontractors trainees on the project to count OJT participation on the project and to receive OJT reimbursement
- Prime Contractor retains primary responsibility for meeting the training requirements on the project
- All OJT Compliance Submittals will be completed in ADOT's DBE and OJT Online Reporting System ([DOORS](#))

***OJT Training Programs: 923-1.04***

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

***OJT Commitment Schedule: 923-3.01***

- Identifies Prime Contractor's commitment to training on the project
- Must be submitted no later than the Preconstruction Conference
- Supplemental OJT Schedule can be submitted for approval throughout the life of the project

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

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

***Banking-Carryover Hours: 923-3.03***

- Reported OJT hours on a project without an OJT goal are eligible for banking/carryover request
- Banked-Carryover hours will only be credited when the same trainee transfers to a future project
- Prime Contractor is not eligible for additional reimbursement on banked/carryover hours

## **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](#)

**Contact BECO staff for assistance at [contractorcompliance@azdot.gov](mailto:contractorcompliance@azdot.gov)**

**EVERYONE IN COMPLIANCE, NO SANCTIONS**