

OJT Compliance Reporting

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OJT Compliance Reporting

Log in to DOORS

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



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 image showing a construction site with a yellow excavator and workers in safety vests. Overlaid on the image is a dark grey box with white and green text. The text reads "ADOT DBE & OJT Online Reporting System" in large, bold letters. Below this is a green "LOG IN" button. At the bottom of the banner is a white text box with a black background containing a notice about the system's renaming and the new link.

ADOT DBE & OJT Online Reporting System

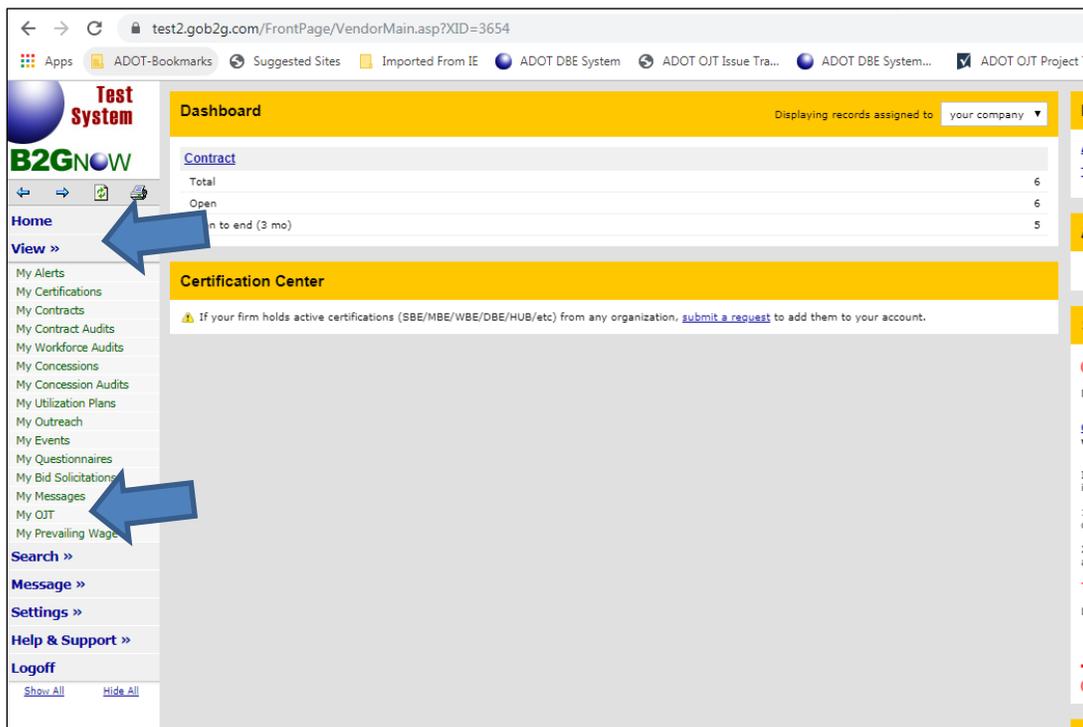
LOG IN

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

OJT Compliance Reporting



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 fulfil OJT goal requirements
- Contractor can revise 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

Title	Goal Type	Goal Year	Trainees Required / Progress	Trainees Pending Action	Status
View Gabe Test Project 1: Gabe Test Project 1	Project-Specific	All	3 / 0	0	Active
View H122455C: Gabe Test Project 2	Project-Specific	All	4 / 0	0	Pending Training Schedule Submission (03/27/2020)

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)

On the Job Training: View Project Goal

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

H122455C: Gabe Test Project 2
Prime: VendorADOT1

Active Trainees: 0

Status: **Pending Training Schedule Submission (03/27/2020)**
Goal Type: Project-Specific
Goal Assessed: 4 trainee(s); 2400 hours
Goal Accepted: 4 trainee(s); 2400 hours

Goal Information

TRAINEE PROGRESS: [Progress Bar]

TRAINING HOURS PROGRESS: [Progress Bar]

PRIME CONTRACTOR: VendorADOT1

CONTRACT TITLE: Gabe Test Project 2

GOAL TYPE: Project-Specific

GOAL ASSESSED: 4 trainee(s); 2400 hours

GOAL COMMITMENT: No Commitment Entered

STATUS: **Pending Training Schedule Submission (03/27/2020)**

STAFF CONTACT PERSON: ADOT Staff2

VENDOR CONTACT PERSON: Vendor ADOT1

Training Schedule

TRAINING SCHEDULE DUE DATE: 03/27/2020

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

Trainees

No trainees enrolled

[Return To List](#)

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%
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

OJT Compliance Reporting

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

Contractor	Program Type	Craft/Classification	Trainee Commitment	Hour Commitment (Per Trainee)	Approximate Start Date	Approximate End Date	Actions
[Prime] VendorADOT1	Apprentice - FANN CONTRACTING IN	LABORER: ASPHALT LABORER Trainee	1	500	08/01/2019	02/29/2020	Delete
[Prime] VendorADOT1	Apprentice - FANN CONTRACTING IN	LABORER: GROUP 2 Trainee - Level 3	1	600	08/01/2019	02/29/2020	Delete
[Prime] VendorADOT1	Apprentice - FANN CONTRACTING IN	LABORER: ASPHALT RAKER Trainee L	1	700	08/01/2019	02/29/2020	Delete
[Tier 1] VendorADOT2	Apprentice - FANN CONTRACTING IN	LABORER: TRAFFIC CONTROL TECHNI	1	400	08/01/2019	02/29/2020	Delete

Total Trainees Committed: 4
Total Hours Committed: 2200

COMMENTS: I can only complete 2200 hours of OJT training on the project due to site conditions, location, scope of work and project sequencing.

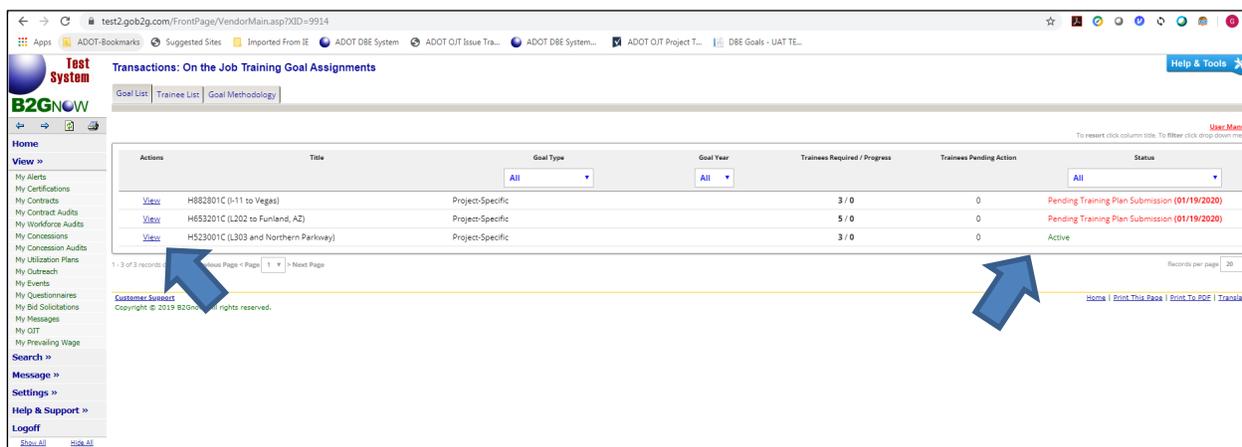
Training Schedule approved by ADOT

- 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)

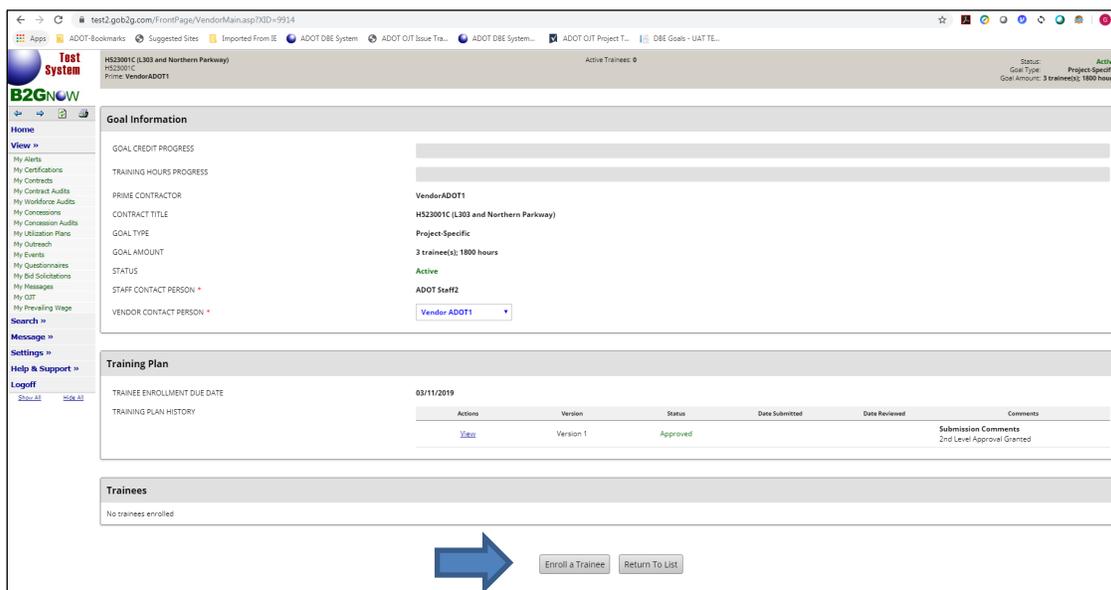
Enroll a Trainee into the Project

- Document the trainees contact information
- Document trainees training program type (Apprentice, Trainee) and training classification
- Upload Apprentice Certificate/Trainee Certificate to LCPTTracker eDocuments for ADOT review

OJT Compliance Reporting



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



Complete Enrollment Information for Trainee

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, Subcontractor, Wage, Start Date
3. Click **“Choose Files”** to attach trainees apprentice certificate/trainee certificate
 - a. BECO has committed to reviewing the cert in LCPTracker’s eDocuments. This is not a mandatory field
4. Click the **“Acknowledgement”** Box
5. Add **“Comments”** for ADOT review

OJT Compliance Reporting

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
 - i. Once approved status will update to **“Active”**.
8. Repeat steps to add additional trainees as needed

On The Job Training - Enroll Trainee

Trainee Information

Trainee Name *

SSN LAST 4 DIGITS *

ADDRESS *

PHONE NUMBER *

GENDER *

CONTRACT ID *

TRAINING DOCUMENTS

Training Information

TRAINING PROGRAM *

PROPOSED TRAINING CLASSIFICATION *

TRAINING START DATE *

PROJECT NAME

CONTRACT REFERENCE NUMBER

Contractor Information

CONTRACTOR NAME

CONTRACTOR NUMBER

ADDRESS

EMAIL

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

Trainees are enrolled and Active on the project

- System generates notification to the contractor that trainees enrollment was approved
- 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

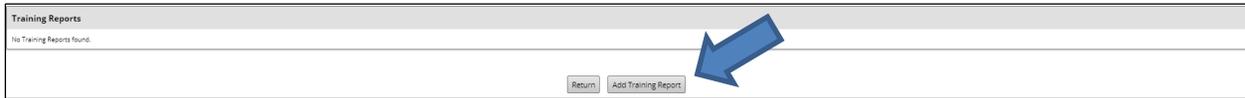
Monthly Trainee Reports

- 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 based on your project’s certified payroll

Actions	Name	Classification	Hours Completed	Status
View	John, John Q	1010 Asphalt Paver - Level 1: 60% Training Hours: 700, Credits: 1	None reported	Active
View	Lindon, Brenda A	2010 Cement Mixer - Level 1: 60% Training Hours: 700, Credits: 1	None reported	Active
View	Jordan, Michael	6979 Electrician Level 1 (60%) Training Hours: 1000, Credits: 1	None reported	Active

OJT Compliance Reporting

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)

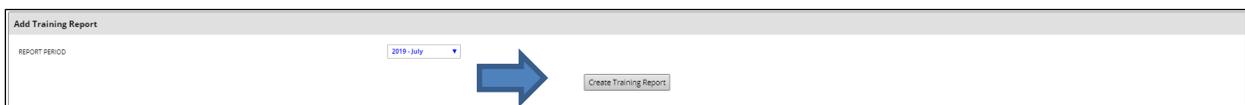


Training Reports

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

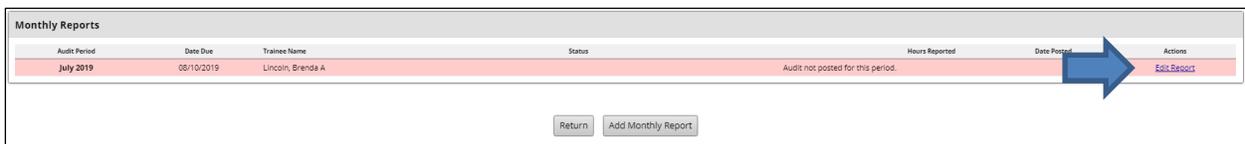


Add Training Report

REPORT PERIOD: 2019 - July

[Create Training Report](#)

6. Click "Edit Report" (Screenshot below)



Monthly Reports

Audit Period	Date Due	Trainee Name	Status	Hours Reported	Date Posted	Actions
July 2019	08/10/2019	Lincoln, Brenda A.	Audit not posted for this period.			Edit Report

[Return](#) [Add Monthly 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 "Submit Report" once you have reported all OJT hours achieved for the reporting month
6. 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"
7. Repeat steps to report OJT hours for all trainees working on the project as needed

OJT Compliance Reporting

On the Job Training: Edit Training Report

Report Information
 REPORTING PERIOD: July 2019
 STATUS: Pending Submission

Trainee Information
 TRAINEE NAME: Lincoln, Brenda A
 SSN (LAST 4 DIGITS): 7104
 TRAINING CLASSIFICATION: LABORER: GROUP 2 Trainee - Level 3 - 70%
 CONTRACTOR: Vendor/ADOT2
 COMMENTS: Certified Payroll 1-4, total hours achieved for these payrolls were 160

Training Information
 TOTAL HOURS PRIOR TO THIS TRAINING REPORT PERIOD: 0.00

Payroll Period	Contract	Training Hours for Payroll Period	Actions
07/05/2019	H212121C: Gabe Test Project 12	40	Delete
07/12/2019	H212121C: Gabe Test Project 12	40	Delete
07/19/2019	H212121C: Gabe Test Project 12	40	Delete
07/26/2019	H212121C: Gabe Test Project 12	40	Delete

Total training hours for the reporting month: 160
 Total training hours (current and previous months): 160
 Percentage of training completed: N/A %

Submit Report Save Draft Cancel

Customer Support Copyright © 2020 BDO Now. All rights reserved. [Send This Page](#) [Trainees](#)

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

H212121C: Gabe Test Project 12
 Prime: Vendor/ADOT2

Active Trainees: 1

Details: Active
 Goal Type: Project Specific
 Goal Assessed: 2 trainees: 1200 hours

Goal Information

TRAINEE PROGRESS: 8 Enrolled

TRAINING HOURS PROGRESS: 160 of 1200

CONTRACT: H212121C: Gabe Test Project 12
 PRIME CONTRACTOR: Vendor/ADOT2
 GOAL TYPE: Project-Specific
 GOAL ASSESSED: 2 trainees: 1200 hours
 GOAL COMMITMENT: 2 trainees: 1200 hours
 STATUS: Active
 STAFF CONTACT PERSON: ADOT Staff2
 VENDOR CONTACT PERSON: Vendor: ADOT2

Training Schedule

TRAINEE ENROLLMENT DUE DATE: 07/01/2019
 TRAINING SCHEDULE ACTION: [Update Training Schedule](#)
 TRAINING SCHEDULE HISTORY:

Actions	Version	Status	Date Submitted	Date Reviewed	Submission Comments	Comments
View	Version 1	Approved	04/28/2020	04/30/2020	Log notes for assessed OJT goal on the project. Review Comments: approved Review Comments: approved	

Trainees

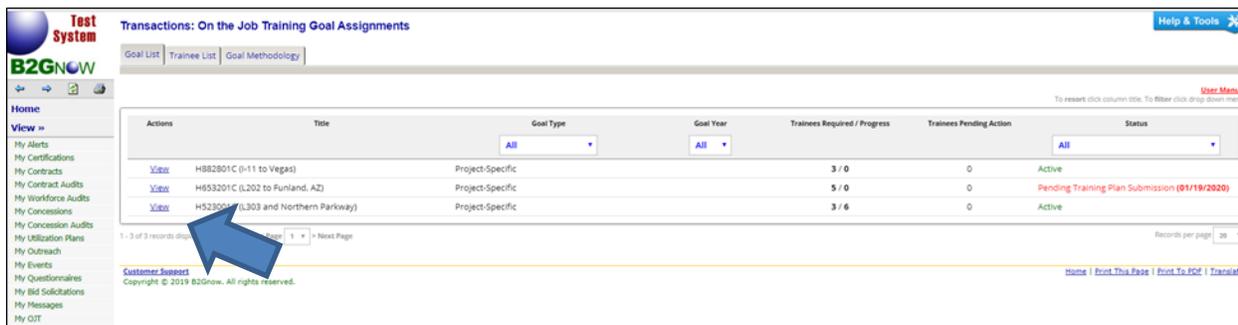
Actions	Name	Contract/Classification	Training Hours	Status
View	Lincoln, Brenda A	LABORER: GROUP 2 Trainee - Level 3 - 70%	160.00 Hours Reported 160.00 Hours Approved	Active

Enroll a Trainee Return To List

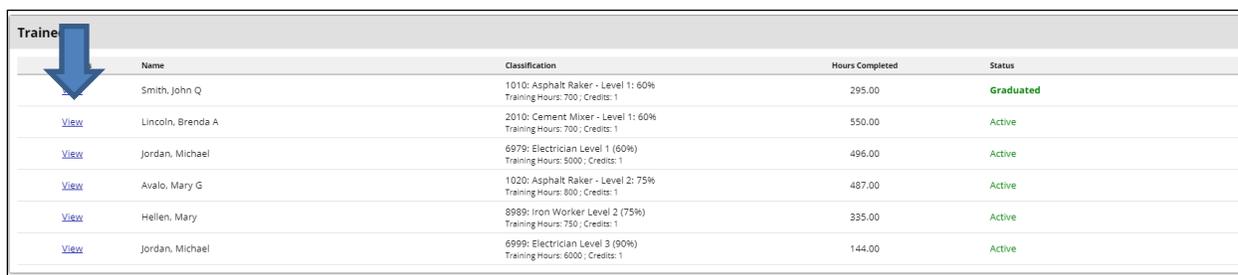
OJT Compliance Reporting

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.



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)

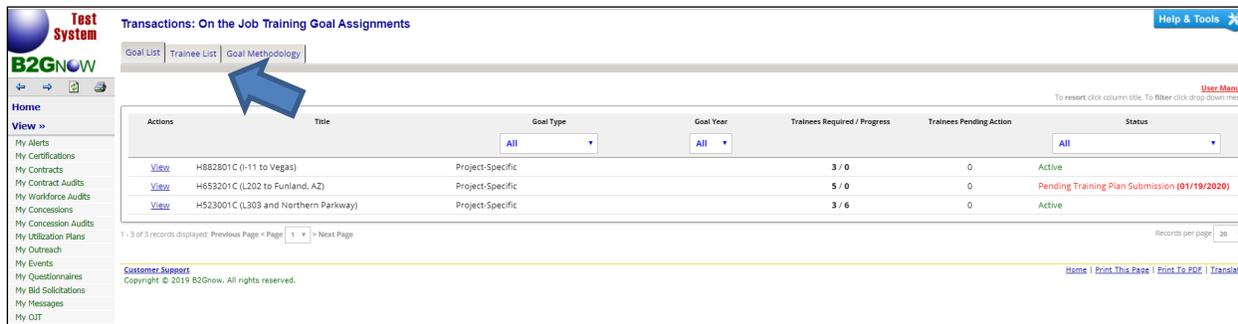


- c. Contractor is now on the “Trainee” Tab (Screenshot below)
- d. Click “Transfer Trainee”
- e. Proceed to Step 5

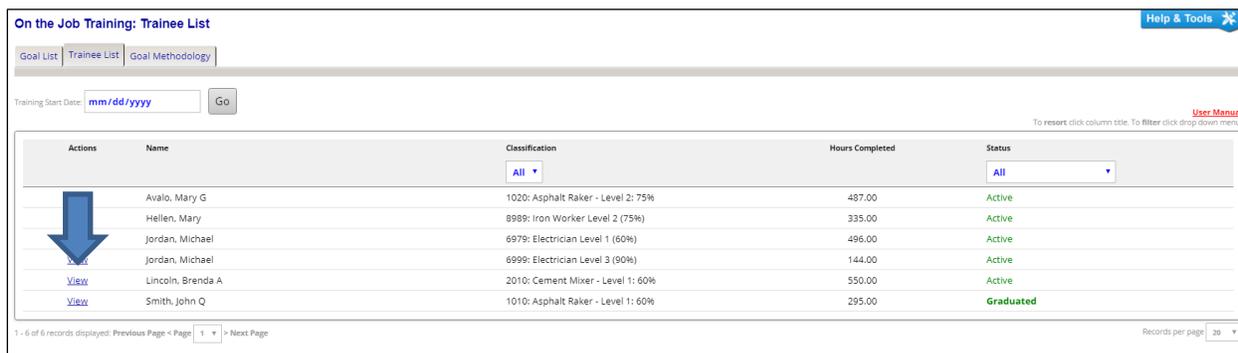


OJT Compliance Reporting

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



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



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



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

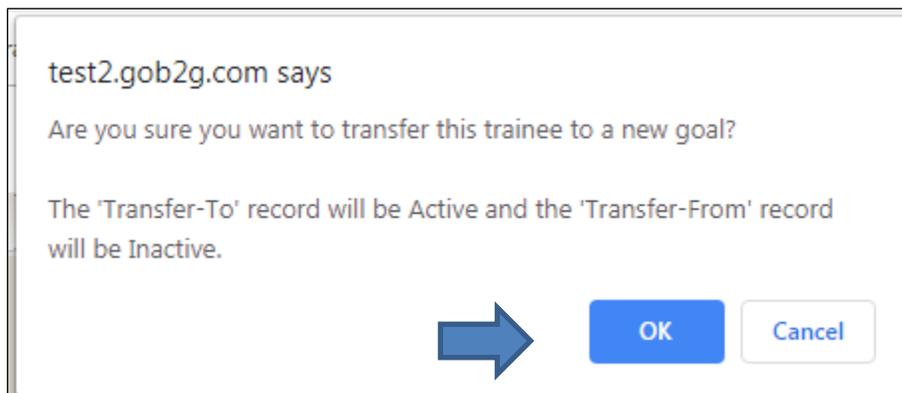
OJT Compliance Reporting

8. Click “Transfer” (Screenshot below)

The screenshot shows the 'View Trainee' page for Lincoln, Brenda A. The 'Transfer Trainee' section has a dropdown menu set to 'Project-Specific - H32322C: Gabe Test Project 11'. Below it, there is a 'REQUEST CARRY OVER HOURS?' dropdown set to 'No' and a checkbox for 'By checking this box, I understand and will comply with the plans and specifications under which this training is being performed.' A blue arrow points to the 'Transfer' button.

9. Click “Ok” on the pop up message notice

a. This confirms you want to transfer the trainee to a different project (Screenshot below)



10. Trainee is now transferred to the new project

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

The screenshot shows the 'Trainee List' page for goal H523001C. The table below lists trainees with their names, classifications, hours completed, and status. Lincoln, Brenda A is highlighted in grey and has a status of 'Inactive'. A blue arrow points to this row.

Actions	Name	Classification	Hours Completed	Status
View	Avalo, Mary G	1020: Asphalt Raker - Level 2: 75% Training Hours: 800 ; Credits: 1	487.00	Active
View	Hellen, Mary	8989: Iron Worker Level 2 (75%) Training Hours: 750 ; Credits: 1	335.00	Active
View	Jordan, Michael	6979: Electrician Level 1 (60%) Training Hours: 5000 ; Credits: 1	496.00	Active
View	Jordan, Michael	6999: Electrician Level 3 (90%) Training Hours: 6000 ; Credits: 1	144.00	Active
View	Lincoln, Brenda A	2010: Cement Mixer - Level 1: 60% Training Hours: 700 ; Credits: 1	550.00	Inactive
View	Smith, John Q	1010: Asphalt Raker - Level 1: 60% Training Hours: 700 ; Credits: 1	295.00	Graduated

OJT Compliance Reporting

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 | Monthly Report List | Messages

H653201C (L202 to Funland, AZ) Active Trainees: 1
 H653201C
 Prime: VendorADOT1

Status: Active
 Goal Type: Project-Specific
 Goal Amount: 5 trainee(s); 3000 hours

User Manual
 To resort click column title. To filter click drop down menu.

Actions	Name	Classification	Hours Completed	Status
View	Lincoln, Brenda A	2010: Cement Mixer - Level 1: 60% Training Hours: 700 ; Credits: 1	None reported	Active

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

Records per page: 20

Return To Goal

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.

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)

On the Job Training: Trainee List

Goal List | Trainee List | Goal Methodology

Training Start Date: mm/dd/yyyy Go

User Manual
 To resort click column title. To filter click drop down menu.

Actions	Name	Classification	Hours Completed	Status
View	Salvo, Mary G	1020: Asphalt Raker - Level 2: 75%	487.00	Active
View	Hellen, Mary	8989: Iron Worker Level 2 (75%)	335.00	Active
View	Jordan, Michael	6979: Electrician Level 1 (60%)	496.00	Active
View	Jordan, Michael	6999: Electrician Level 3 (90%)	144.00	Active
View	Lincoln, Brenda A	2010: Cement Mixer - Level 1: 60%	550.00	Inactive
View	Lincoln, Brenda A	2010: Cement Mixer - Level 1: 60%	None reported	Active
View	Smith, John Q	1010: Asphalt Raker - Level 1: 60%	295.00	Graduated

1 - 7 of 7 records displayed: Previous Page < Page 1 > Next Page

Records per page: 20

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

On the Job Training: View Trainee

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

H653201C: Gable Test Project 11 Active Trainees: 2
 Prime: VendorADOT2

Status: Active
 Goal Type: Project-Specific
 Goal Amount: 2 trainee(s); 1500 hours

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

Display Status History View Latest Training Report

Trainee Information

TRAINING PROGRESS: 160.00 Hours Completed
 Training hours reported across multiple goals. [View linked records](#)

NAME: Lincoln, Brenda A
 STATUS: Active
 SSN(LAST 4 DIGITS): 7104
 ADDRESS: 3456 E Washington St, Phoenix, AZ, 85034
 PHONE NUMBER: (480) 999-2356
 GENDER: Female
 ETHNICITY: Caucasian
 LABOR REVIEW COMPLETE?: No
 HIRE TYPE: New Hire
 ECONOMICALLY DISADVANTAGED?:

OJT Compliance Reporting

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)

The screenshot shows a web form titled "On the Job Training: Graduate Trainee" for user "Lincoln, Brende A Active". The form has several sections: "GRADUATION DATE" with a text input containing "04/30/2020"; "GRADUATION REASON" with a dropdown menu showing "Select Graduation Reason"; "SUPPORTING DOCUMENT(S)" with a "Choose File" button and "No file chosen" text; and "COMMENTS" with a text area containing "Trainee has shown proficient skills to graduate to journey-level status". At the bottom right, there are "Submit" and "Cancel" buttons. A large blue arrow points to the "Submit" button.

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



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)

OJT Compliance Reporting

On the Job Training: Trainee List Help & Tools

Goal List | Trainee List | Goal Methodology

Training Start Date: User Manual

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

Actions	Name	Classification	Hours Completed	Status
View	Avalo, Mary G	1020: Asphalt Raker - Level 2: 75%	487.00	Graduated
View	Hellen, Mary	8989: Iron Worker Level 2 (75%)	335.00	Active
View	Jordan, Michael	6979: Electrician Level 1 (60%)	496.00	Active
View	Jordan, Michael	6999: Electrician Level 3 (90%)	144.00	Active
View	Lincoln, Brenda A	2010: Cement Mixer - Level 1: 60%	550.00	Inactive
View	Lincoln, Brenda A	2010: Cement Mixer - Level 1: 60%	None reported	Active
View	Smith, John Q	1010: Asphalt Raker - Level 1: 60%	295.00	Graduated

1 - 7 of 7 records displayed: Previous Page < Page 1 > Next Page Records per page 20

Terminate/Resign Trainee

- 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)

On the Job Training: Trainee List Help & Tools

Goal List | Trainee List | Goal Methodology

Training Start Date: User Manual

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

Actions	Name	Classification	Hours Completed	Status
View	Avalo, Mary G	1020: Asphalt Raker - Level 2: 75%	487.00	Graduated
View	Hellen, Mary	8989: Iron Worker Level 2 (75%)	335.00	Active
View	Jordan, Michael	6979: Electrician Level 1 (60%)	496.00	Active
View	Jordan, Michael	6999: Electrician Level 3 (90%)	144.00	Active
View	Lincoln, Brenda A	2010: Cement Mixer - Level 1: 60%	550.00	Inactive
View	Lincoln, Brenda A	2010: Cement Mixer - Level 1: 60%	None reported	Active
View	Smith, John Q	1010: Asphalt Raker - Level 1: 60%	295.00	Graduated

1 - 7 of 7 records displayed: Previous Page < Page 1 > Next Page Records per page 20

- User is now on the **“Trainee”** Tab
- Click **“Terminate/Resign Trainee”** (Screenshot below)

On the Job Training: View Trainee Help & Tools

Goal List | Contact | Goal | Trainee | Training Report List | Action History | Documents | Messages

H333320: Sable Test Project 11 Search: Active
 Project: Veneer/SOTC Goal Type: Project Specific
 Goal Assigned: 2 trainees(1: 1200 hours)

Active Trainees: 2

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

[Go to My Documents Library | View Related Documents | Reports](#)

Trainee Information

TRAINING PROGRESS: 160.00 Hours Completed
 Training hours reported across multiple goals [View Linked Records](#)

NAME: Lincoln, Brenda A
 STATUS: Active
 SSN(LAST 4 DIGIT): 7104
 ADDRESS: 3456 E Washington St, Phoenix, AZ, 85034
 PHONE NUMBER: (480) 999-2356
 GENDER: Female
 ETHNICITY: Caucasian
 LABOR REVIEW COMPLETE?: No
 HIRE TYPE: New Hire
 ECONOMICALLY DISADVANTAGED?

- User is now on the **“Terminate Trainee”** screen
- Complete all applicable termination information

OJT Compliance Reporting

- 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
- f. Click **“Submit”**

On the Job Training: Terminate Trainee
Lincoln, Brenda A Active

Termination Information

TERMINATION DATE * 04/30/2020

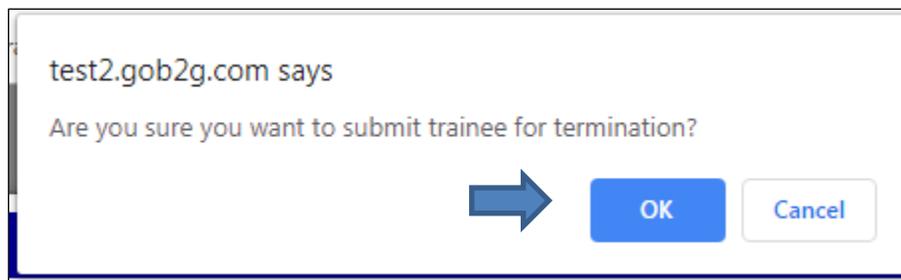
TERMINATION REASON Resigned

SUPPORTING DOCUMENT(S) Choose Files No file chosen

COMMENTS * Trainee has quit our company for personal reasons

Submit Cancel

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

Termination Request

TERMINATION DATE: 04/30/2020
 TERMINATION REASON: Resigned
 SUBMITTED BY: Vendor ADOT2
 DATE SUBMITTED: 04/30/2020
 COMMENTS: Trainee has quit our company for personal reasons

Trainee Information

TRAINING PROGRESS: 160.00 Hours Completed
Training hours reported across multiple goals [View Linked Records](#)
 NAME: Lincoln, Brenda A
 STATUS: Pending Termination Approval (Mark Active)
 SSN (LAST 4 DIGITS): 7104
 ADDRESS: 3456 E Washington St. Phoenix, AZ, 85034
 PHONE NUMBER: (480) 999-2356
 GENDER: Female
 ETHNICITY: Caucasian
 LABOR REVIEW COMPLETE?: No
 HIRE TYPE: New Hire
 ECONOMICALLY DISADVANTAGED?:

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

On the Job Training: Trainee List

Only show trainees training on my contract: []

Training Start Date: mm/dd/yyyy [] [Go]

Actions	Name	Goal Title	Classification	Training Status	Status
View	Danielson, Paul	62g001: B2Gnow Team OJT Contract	PROJECT ENGINEER- PROJECT ENGINEER ADOT OJT TRAINEE LEVEL 1	40.00 Hours Reported 40.00 Hours Approved	Terminated
View	Lincoln, Brenda A	H323232C: Galea Test Project 11	LABORER- GROUP 2 Trainee- Level 3 - 70%	0.00 Hours Reported 0.00 Hours Approved	Terminated
View	Toole, Tossie	H222222C: Galea S. Joana Test Project	LABORER- ASPHALT BAKER Trainee Level 3 - 70%	0.00 Hours Reported 0.00 Hours Approved	Terminated
View	Toole, Tossie	H222222C: Galea S. Joana Test Project	LABORER- ASPHALT BAKER Trainee Level 3 - 70%	0.00 Hours Reported 0.00 Hours Approved	Terminated

Submit Change Request

- A trainee may choose to change their training classification
- Contractor will notify ADOT of change request in the OJT Module

On the Job Training: View Trainee

Active Trainee: 2

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

Trainee Information

TRAINING PROGRESS: 500.00 Hours Completed
 NAME: Hill, Henry
 STATUS: Active
 SSN (LAST 4 DIGITS): 7021
 ADDRESS: 8721 N Biltmore Dr. Phoenix, AZ, 85029
 PHONE NUMBER: (602) 532-1853
 GENDER: Male
 ETHNICITY: Caucasian
 LABOR REVIEW COMPLETE?: No
 HIRE TYPE: New Hire
 ECONOMICALLY DISADVANTAGED?: No

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 **“Enroll a Trainee”** screen
 - a. Select the trainees **“Training Program”**
 - b. Select the new **“Proposed Training Classification”**

OJT Compliance Reporting

- c. Add **“Comments”** for ADOT review
6. Check the **“Acknowledgement”** box
7. Click **“Submit”** (Screenshot below)

ATTACHED DOCUMENTS: H6882602C OJT_GFE.pdf

Training Information

TRAINING PROGRAM: DOL Training Program

PROPOSED TRAINING CLASSIFICATION: 5040: Plumber Level 1 (75%) (Training Hours: 800, Credits: 1)

SUBCONTRACTOR: [Tier 1] VendorADOT2

TRAINING START WAGE: 24.00

TRAINING START DATE: 07/01/2019

PROJECT NAME: HS23001C (L303 and Northern Parkway)

CONTRACT REFERENCE / NUMBER: HS23001C

Contractor Information

CONTRACTOR NAME: VendorADOT1

PHONE NUMBER: (602) 555-5555

ADDRESS: 725 West McDowell Phoenix, AZ 85007

EMAIL: VendorADOT1@b2gnowuser.com

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: Trainee decided they wanted to be a trainee as a Plumber Level 1 (75%)

Submit Cancel

8. Status change
 - a. Trainee status is now changed to **“Change Request Pending”** (Screenshot below)

On the Job Training: View Trainee

Goal List | Contract | Goal | Trainee | Monthly Report List | Action History | Documents | Messages

HS23001C (L303 and Northern Parkway)
HS23001C
Prime: VendorADOT1

Trainees Pending Resubmission: 1
Trainees Graduate/GFE: 3
Active Trainees: 2

Status: Active
Goal Type: Project-Specific
Goal Amount: 3 trainee(s); 1800 hours

Jordan, Michael: **Change Request Pending**

View Change Request

Trainee Information

TRAINING PROGRESS: 496.00 of 5000 Hours Reported; Training 10% Complete

SSN (LAST 4 DIGITS): 2323

ADDRESS: 2323 E Apache Blvd, Tempe, AZ, 85281

PHONE NUMBER: (480) 253-6987

GENDER: Male

ETHNICITY: Black

LABOR REVIEW COMPLETE?: No

HIRE TYPE: New Hire

- 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

On the Job Training: Trainee List

Goal List | Trainee List | Goal Methodology

Training Start Date: mm/dd/yyyy Go

To reset click column title. To filter click drop down menu. [User Manual](#)

Actions	Name	Classification	Hours Completed	Status
View	Avolio, Mary G	1020: Asphalt Raker - Level 2: 75%	487.00	Graduated
View	Hellen, Mary	8989: Iron Worker Level 2 (75%)	335.00	Terminated, GFE Awarded
View	Jordan, Michael	5040: Plumber Level 1 (75%)	496.00	Active
View	Jordan, Michael	6999: Electrician Level 3 (90%)	144.00	Active
View	Lincoln, Brenda A	2010: Cement Mixer - Level 1: 60%	550.00	Inactive
View	Lincoln, Brenda A	2010: Cement Mixer - Level 1: 60%	None reported	Active
View	Smith, John Q	1010: Asphalt Raker - Level 1: 60%	295.00	Graduated

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

On the Job Training: Trainee List

Goal List | Trainee List | Goal Methodology

Training Start Date: mm/dd/yyyy Go

To reset click column title. To filter click drop down menu. [User Manual](#)

Actions	Name	Classification	Hours Completed	Status
View	Avolio, Mary G	1020: Asphalt Raker - Level 2: 75%	487.00	Graduated
View	Hellen, Mary	8989: Iron Worker Level 2 (75%)	335.00	Terminated, GFE Awarded
View	Jordan, Michael	5040: Plumber Level 1 (75%)	496.00	Active
View	Jordan, Michael	6999: Electrician Level 3 (90%)	144.00	Active
View	Lincoln, Brenda A	2010: Cement Mixer - Level 1: 60%	550.00	Inactive
View	Lincoln, Brenda A	2010: Cement Mixer - Level 1: 60%	None reported	Active
View	Smith, John Q	1010: Asphalt Raker - Level 1: 60%	295.00	Graduated

1 - 7 of 7 records displayed Previous Page Page 1 Next Page Records per page | 20

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

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

HHS4545C Guide Test Project 10
From: VendorAD072

Active Trainee: 2

Status: Goal Type: Project Specific
Goal Associated: 2 trainee(s), 1200 hours

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

[Go to My OJT Library | View OJT Trainee | Details](#)

Trainee Information

TRAINING PROGRESS	500.00 Hours Completed
NAME	Hill, Henry
STATUS	Active
SSN (LAST 4 DIGITS)	7021
ADDRESS	8721 N Biltmore Dr, Phoenix, AZ, 85029
PHONE NUMBER	(602) 532-1853
GENDER	Male
ETHNICITY	Caucasian
LABOR REVIEW COMPLETE?	No
HIRE TYPE	New Hire
ECONOMICALLY DISADVANTAGED?	No

- 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 Goal to Upgrade to” drop down and select which project the trainee is completing upgrade on

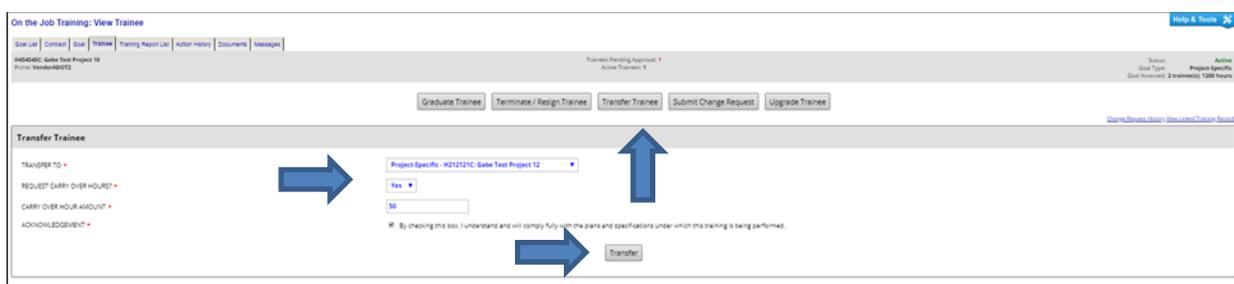
OJT Compliance Reporting



6. Click **“Submit”**
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



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

OJT Compliance Reporting

- 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



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

