



# OJT Compliance Reporting Guide

---

## Contents

Purpose	2
Title VI Compliance	2
Log in to DOORS	2
Access your projects with an assigned OJT goal	3
OJT Goal Assignment Screen	4
Submit Training Schedule	4
Complete Training Schedule information	5
Training Schedule approved by ADOT	6
Enroll a Trainee into the Project	7
Complete Enrollment Information for Trainee	8
Withdraw Request	9
Trainees are enrolled and Active on the project	10
Monthly Trainee Reports	10
Edit Monthly Trainee Report	11
Monthly Training Report Approved	12
Transfer Trainee between projects	13
Graduate a Trainee	17
Terminate/Resign Trainee	19
Submit Change Request	22
Upgrade Trainee	24
Transfer with Carry Over Hour Request	25
Transfer with Carry Over Hours Approved	26
Mark Goal Complete	27



# OJT Compliance Reporting Guide

---

## Purpose

- Resource guide with screenshots that will assist contractor's staff with completing electronic OJT compliance reporting activities on an ADOT FHWA funded construction project in DOORS

## 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

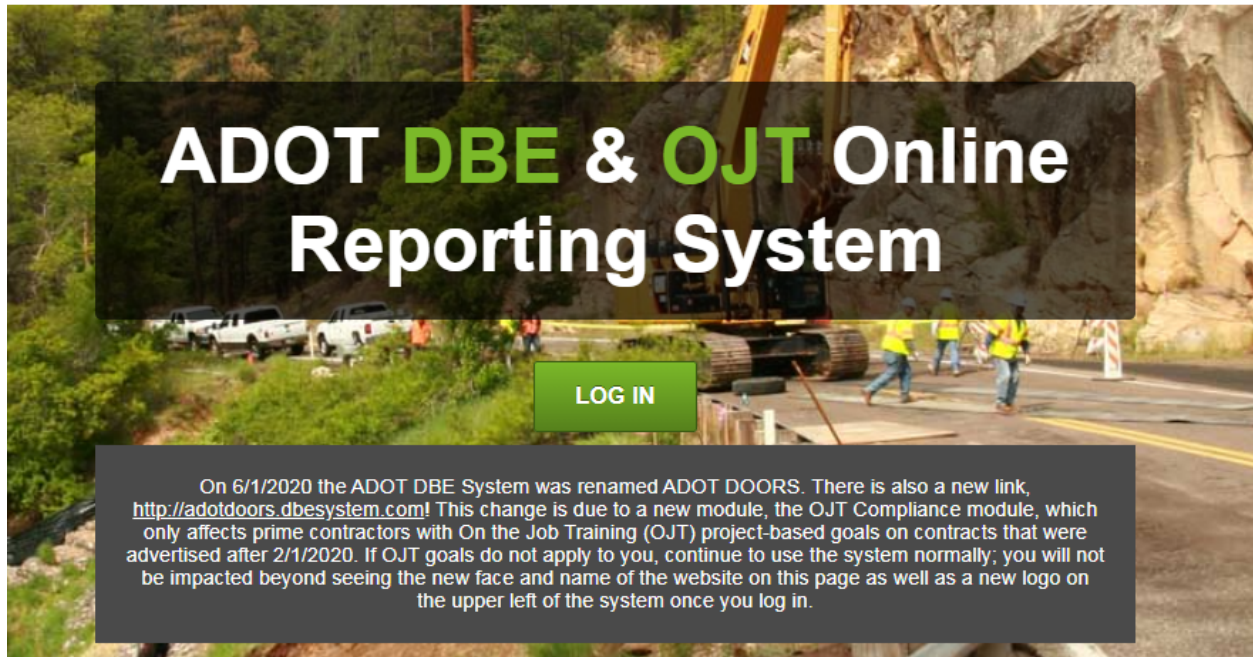


Click Help/Support for assistance and/or training offerings.

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.



### ADOT DBE & OJT Online Reporting System

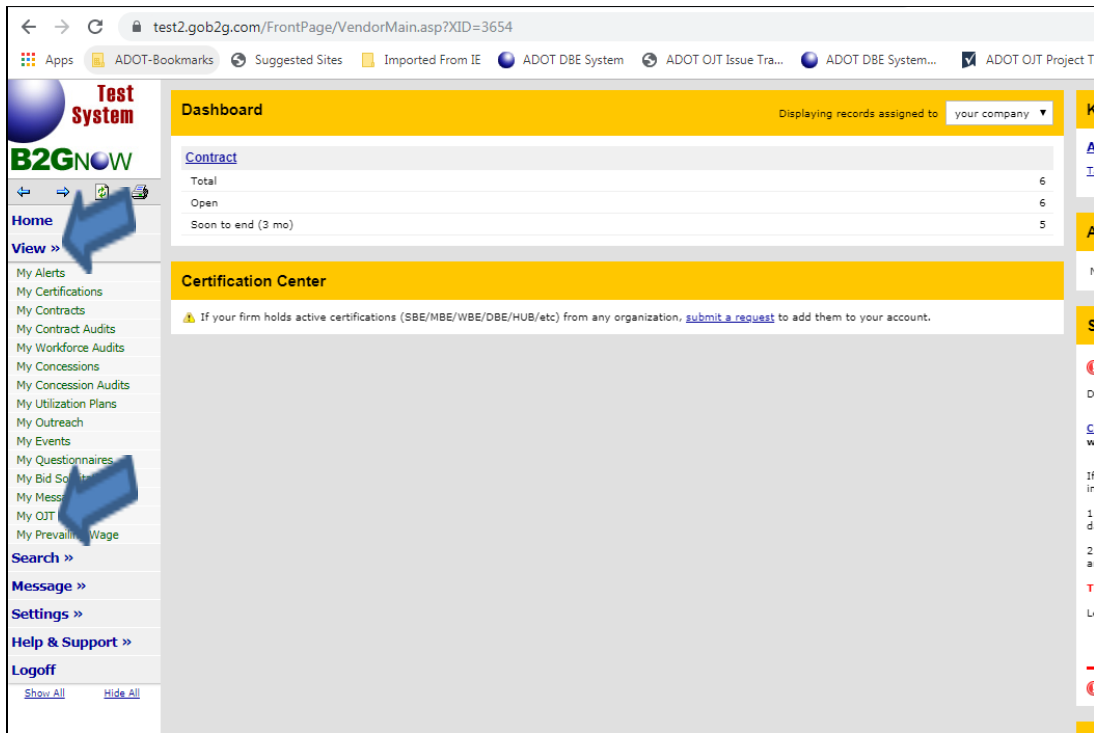
LOG IN

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 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

# OJT Compliance Reporting Guide


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

Transactions: On the Job Training Goal Assignments

Goal List | Trainee List

Use Manual

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

Actions	Title	Goal Type	Goal Year	Trainees Reported / Progress	Trainees Pending Action	Status
	Gabe Test Project 1: Gabe Test Project 1	Project-Specific	All	3 / 0	0	Active
	H122456C: Gabe Test Project 2	Project-Specific	All	4 / 0	0	Pending Training Schedule Submission (03/27/2020)

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

Records per page: 20

Customer Support  
Copyright © 2020 B2Gnow. All rights reserved.

Home | Print This Page | Print To PDF | Translate

- 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)

On the Job Training: View Project Goal

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

H122456C: 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 Information

TRAINEE PROGRESS	
TRAINING HOURS PROGRESS	
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

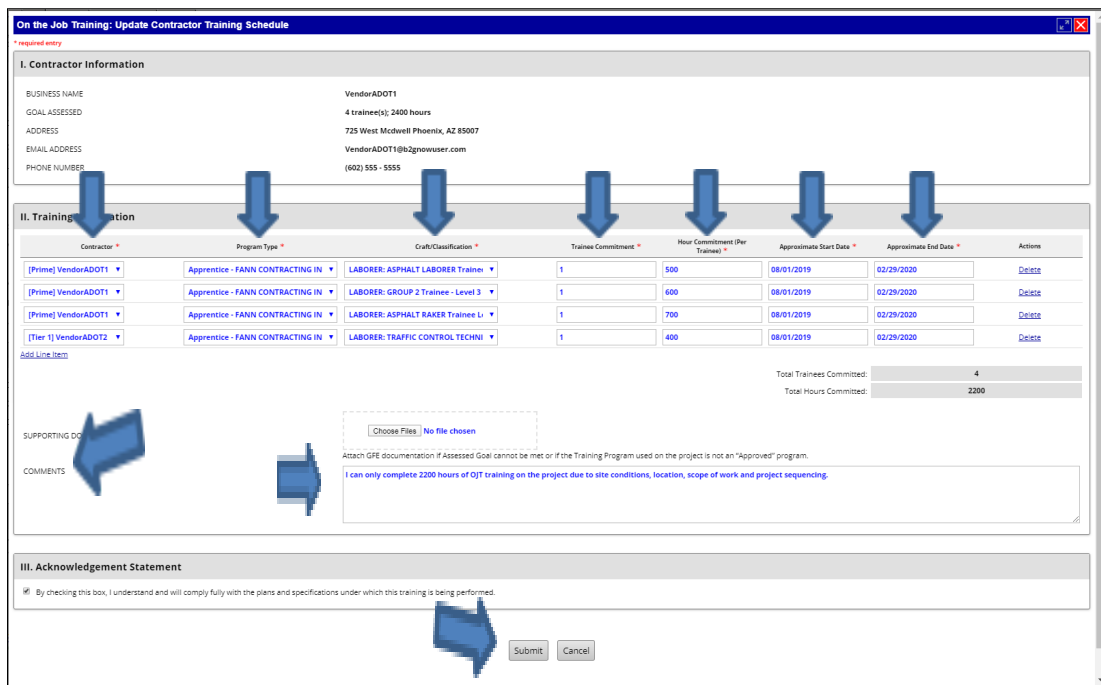
Return To List

## Complete Training Schedule information

- 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

# OJT Compliance Reporting Guide

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



**On the Job Training: Update Contractor Training Schedule**

**I. Contractor Information**

BUSINESS NAME: VendorADOT1  
 GOAL ASSESSED: 4 trainee(s): 2400 hours  
 ADDRESS: 725 West McDowell Phoenix, AZ 85007  
 EMAIL ADDRESS: VendorADOT1@b2gnowuser.com  
 PHONE NUMBER: (602) 555 - 5555

**II. Training Information**

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 Lr	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

SUPPORTING DOCUMENTS: Choose Files No file chosen

COMMENTS: Attach GFE documentation if Assessed Goal cannot be met or if the Training Program used on the project is not an "Approved" program.  
 I can only complete 2200 hours of OJT training on the project due to site conditions, location, scope of work and project sequencing.

**III. Acknowledgement Statement**

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

Submit Cancel

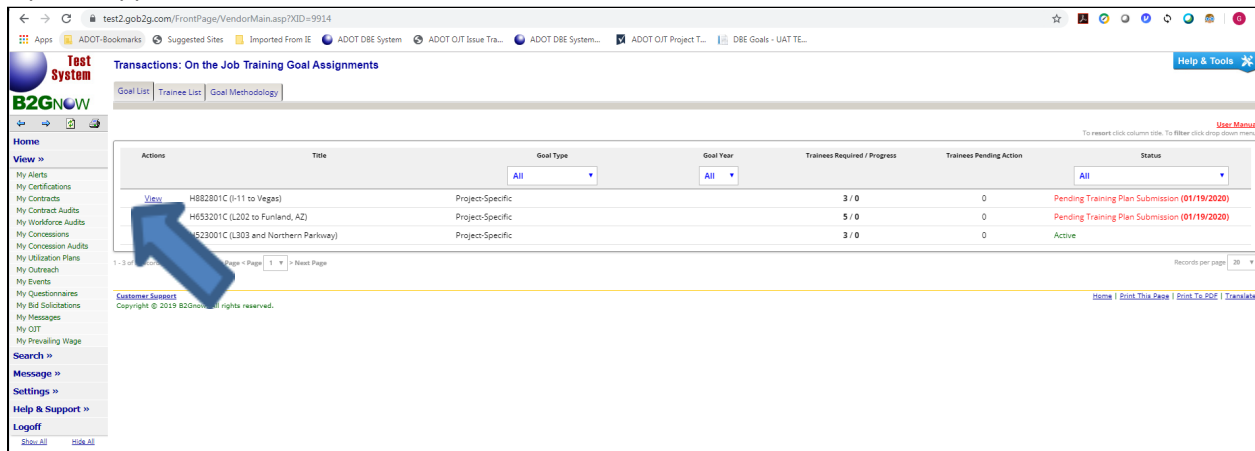
## Training Schedule approved by ADOT

- 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)

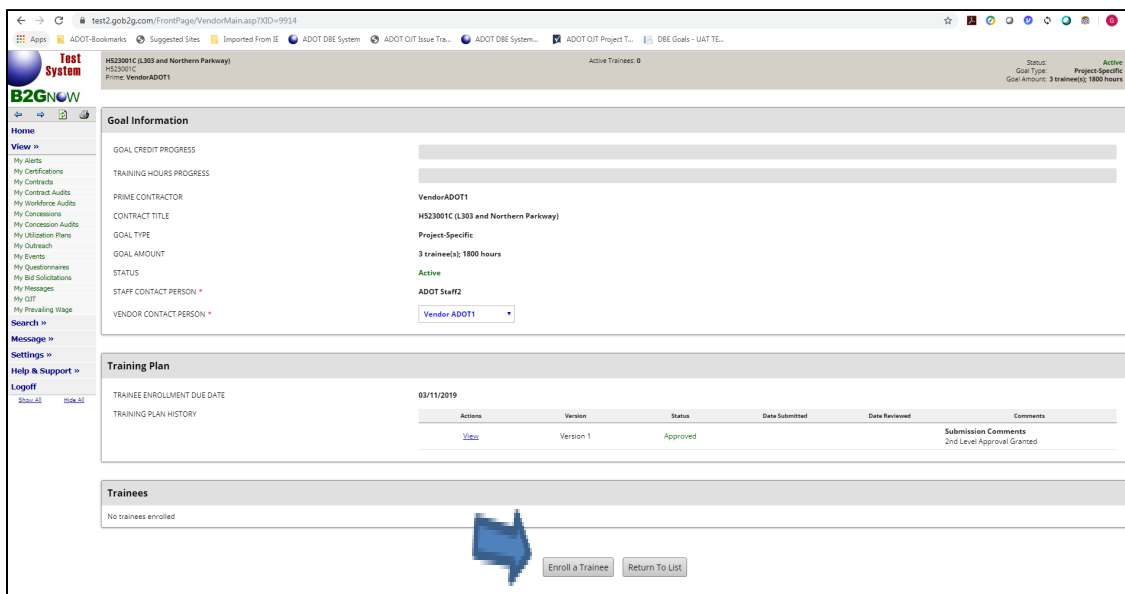
# OJT Compliance Reporting Guide

## 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



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





# OJT Compliance Reporting Guide

---

## 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

\*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

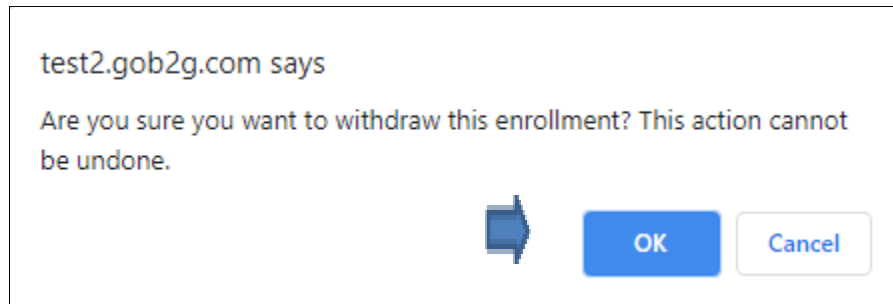
## OJT Compliance Reporting Guide

### 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 want to withdraw this enrollment? This action cannot be undone.” Click “OK”

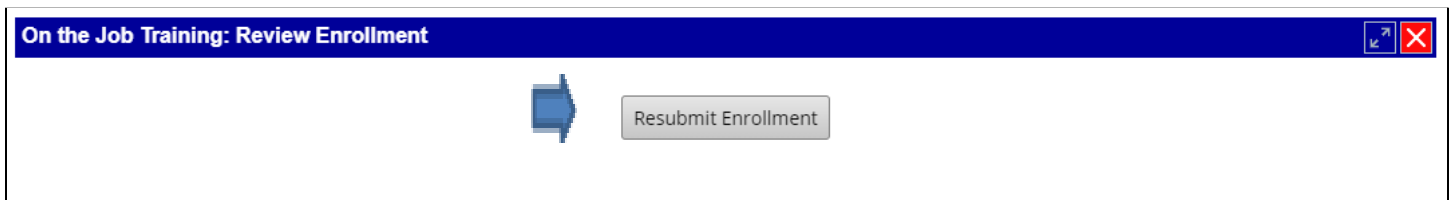
## OJT Compliance Reporting Guide



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

<a href="#">View</a>	Zarate, Anthony B	CARPENTER: CARPENTER (Including cement form work) Apprentice Level 5 - 80%	0.00 Hours Reported 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)



### 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<sup>th</sup> 2019, report the OJT hours achieved in July 2019)
- Report hours in DOORS based off the project Training Reimbursement Report available in LCPTracker

## OJT Compliance Reporting Guide

- 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	Classification	Hours Completed	Status
<a href="#">View</a>	Smith, John Q	1010 Asphalt Paver - Level 1: 60% Training Hours: 700, Credits: 1	None reported	Active
	Lincoln, Brenda A	2010 Cement Mixer - Level 1: 60% Training Hours: 700, Credits: 1	None reported	Active
	Jordan, Michael	6879 Electrician Level 1 (60%) Training Hours: 600, Credits: 1	None reported	Active

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

Training Reports	
No Training Reports found.	
<a href="#">Return</a>	<a href="#">Add Training Report</a>

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

Add Training Report	
REPORT PERIOD	2019 - July
	<a href="#">Create Training Report</a>

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

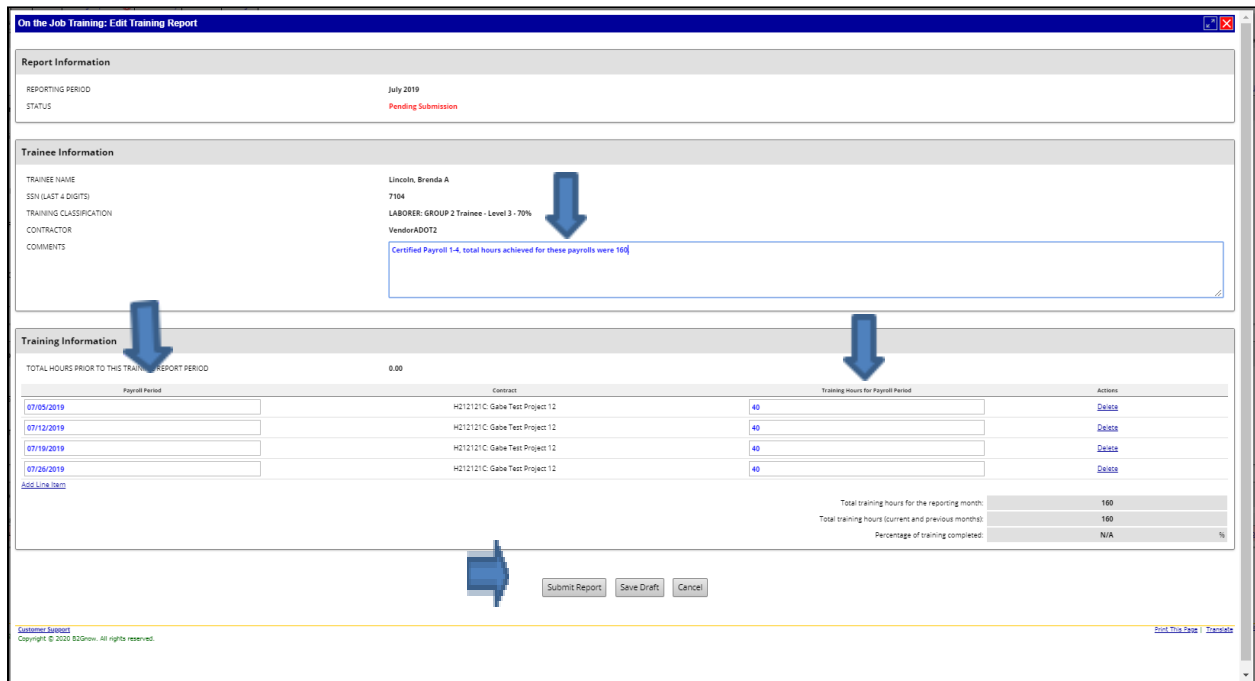
Monthly Reports						
Audit Period	Date Due	Trainee Name	Status	Hours Reported	Date Posted	Actions
July 2019	08/10/2019	Lincoln, Brenda A	Audit not posted for this period.			<a href="#">Edit Report</a>

### 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

# OJT Compliance Reporting Guide

- 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



**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: VendorADOT2  
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	<a href="#">Delete</a>
07/12/2019	H212121C: Gabe Test Project 12	40	<a href="#">Delete</a>
07/19/2019	H212121C: Gabe Test Project 12	40	<a href="#">Delete</a>
07/26/2019	H212121C: Gabe Test Project 12	40	<a href="#">Delete</a>

[Add New Item](#)

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 B2GNow. All rights reserved.

[Print This Page](#) | [Translate](#)

## 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 | Message

H212121C Gabe Test Project 12  
From: VendorADOT2

Active Trainees: 1

Status: Active  
Goal Type: Project Specific  
Goal Amount: 2 trainees, 1200 hours

**Goal Information**

TRAINEE PROGRESS

TRAINING HOURS PROGRESS

CONTRACT

PRIME CONTRACTOR

GOAL TYPE

GOAL ASSESSED

GOAL COMMITMENT

STATUS

STAFF CONTACT PERSON

VENDOR CONTACT PERSON

**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	Review Comments
<a href="#">View</a>	Version 1	Approved	04/28/2020	04/30/2020	Goal met the standard OJT Goal on the project	approved

**Trainees**

Actions	Name	Craft/Classification	Training Hours	Status
<a href="#">View</a>	Lincoln, Brenda A	LABORER, GROUP 2 Trainee - Level 3 - 70%	100.00 Hours Reported 100.00 Hours Approved	Active

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

## 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.

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

Goal List | Goal Methodology

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

Actions	Title	Goal Type	Goal Year	Trainees Required / Progress	Trainees Pending Action	Status
<a href="#">View</a>	H882801C (I-11 to Vegas)	Project-Specific	All	3 / 0	0	Active
<a href="#">View</a>	H653201C (I-202 to Funland, AZ)	Project-Specific	All	5 / 0	0	Pending Training Plan Submission (01/19/2020)
<a href="#">View</a>	H523001C (I-303 and Northern Parkway)	Project-Specific	All	3 / 6	0	Active

1 - 3 of 3 records displayed. Previous Page | 1 | Next Page

Records per page: 20

Home | Print This Page | Print To PDF | Translate

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)

# OJT Compliance Reporting Guide

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

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

On the Job Training: View Trainee

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

Active Trainees: 1

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

Trainee Information

TRAINING PROGRESS: 160.00 Hours Completed

NAME: Lincoln, Brenda A

STATUS: Active

SSN (LAST 4 DIGITS): 7104

ADDRESS: 3456 E Washington St, Phoenix, AZ 85034

PHONE NUMBER: 1480 999-2356

GENDER: Female

ETHNICITY: Caucasian

LABOR REVIEW COMPLETE: No

HIRE TYPE: New Hire

ECONOMICALLY DISADVANTAGED?

- By **"Trainee List"** (Option 2)
  - Click **"My OJT"** tab
  - Click the **"Trainee List"** tab (Screenshot below)

Test System B2G NOW

Transactions: On the Job Training Goal Assignments

Goal List | **Trainee List** | Goal Methodology

Home | My Alerts | My Certifications | My Contracts | My Contract Audits | My Workforce Audits | My Concessions | My Concession Audits | My Utilization Plans | My Outreach | My Events | My Questionnaires | My Bid Solicitations | My Messages | My OJT

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

Actions	Title	Goal Type	Goal Year	Trainees Required / Progress	Trainees Pending Action	Status
<a href="#">View</a>	H882801C (I-11 to Vegas)	Project-Specific	All	3 / 0	0	Active
<a href="#">View</a>	H653201C (L202 to Funland, AZ)	Project-Specific	All	5 / 0	0	Pending Training Plan Submission (01/19/2020)
<a href="#">View</a>	H523001C (L303 and Northern Parkway)	Project-Specific	All	3 / 6	0	Active

1 - 3 of 3 records displayed. Previous Page < Page 1 > Next Page

Customer Support Copyright © 2019 B2Gnow. All rights reserved.

Home | Print This Page | Print To PDF | Translate

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

# OJT Compliance Reporting Guide

On the Job Training: Trainee List

Goal List | Trainee List | Goal Methodology

Training Start Date:  Go

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

View	Name	Classification	Hours Completed	Status
<a href="#">View</a>	Avalo, Mary G	1020: Asphalt Raker - Level 2: 75%	487.00	Active
<a href="#">View</a>	Hellen, Mary	8989: Iron Worker Level 2 (75%)	335.00	Active
<a href="#">View</a>	Jordan, Michael	6979: Electrician Level 1 (60%)	496.00	Active
<a href="#">View</a>	Jordan, Michael	6999: Electrician Level 3 (90%)	144.00	Active
<a href="#">View</a>	Lincoln, Brenda A	2010: Cement Mixer - Level 1: 60%	550.00	Active
<a href="#">View</a>	Smith, John Q	1010: Asphalt Raker - Level 1: 60%	295.00	Graduated

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

Records per page: 20

- 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

Active Trainee: 1

Details: Goal Type: Project Specific, Goal Amount: 2 (training), 1200 (hours)

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

Change Status History | View Linked Training Records

**Trainee Information**

TRAINING PROGRESS	160.00 Hours Completed
NAME	Lincoln, Brenda A
STATUS	Active
SEN (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?	

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)

## OJT Compliance Reporting Guide

**On the Job Training: View Trainee**

Goal List | Compare | Goal | **Trainee** | Training Report List | Action History | Documents | Messages

Active Trainees: 1

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

**Transfer Trainee**

TRANSFER TO: Project Specific: H323232C: Gabe Test Project 11

REQUEST CARRY OVER HOURS: 0

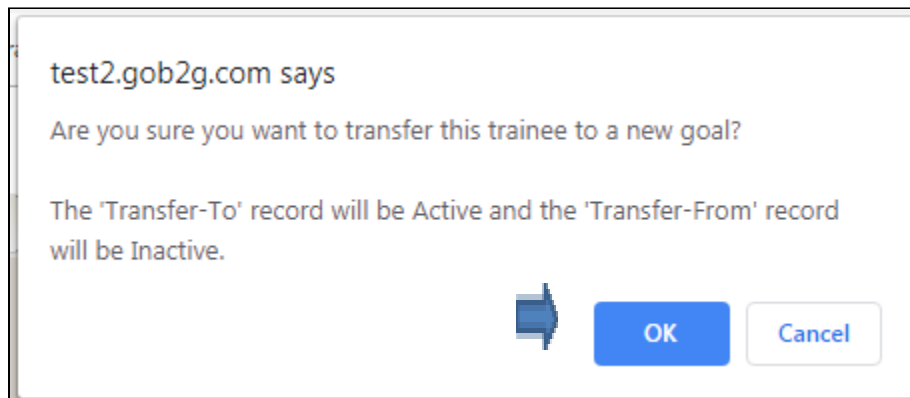
ACKNOWLEDGEMENT: ☐ checking this box, I understand and will comply with the plans and specifications under which this training is being performed.

**Transfer**

**Trainee Information**

TRAINING PROGRESS	160.00 Hours Completed
NAME	Lincoln, Brenda A
STATUS	Active
SSN (LAST 4 DIGITS)	7104
ADDRESS	3456 E Washington St, Phoenix, AZ, 85034
PHONE NUMBER	(480) 999-2256
CEXIDER	Female
ETHNICITY	Caucasian
LABOR REVIEW COMPLETE?	No
HIRE TYPE	New Hire
ECONOMICALLY DISADVANTAGED?	

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)

# OJT Compliance Reporting Guide

**On the Job Training: Trainee List**

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

H523001C (L303 and Northern Parkway)  
H523001C  
Prime: VendorADOT1

Trainees Pending Resubmission: 1  
Trainees Graduated/GFE: 1  
Active Trainees: 4

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

[User Manual](#)

To resort click column title. To filter click drop-down menu.

Actions	Name	Classification	Hours Completed	Status
<a href="#">View</a>	Avalo, Mary G	1020: Asphalt Raker - Level 2: 75% Training Hours: 800 ; Credits: 1	487.00	Active
<a href="#">View</a>	Hellen, Mary	8989: Iron Worker Level 2 (75%) Training Hours: 750 ; Credits: 1	335.00	Active
<a href="#">View</a>	Jordan, Michael	6979: Electrician Level 1 (60%) Training Hours: 3000 ; Credits: 1	496.00	Active
<a href="#">View</a>	Jordan, Michael	6999: Electrician Level 3 (90%) Training Hours: 6000 ; Credits: 1	144.00	Active
<a href="#">View</a>	Lincoln, Brenda A	2010: Cement Mixer - Level 1: 60% Training Hours: 700 ; Credits: 1	550.00	Inactive
<a href="#">View</a>	Smith, John Q	1010: Asphalt Raker - Level 1: 60% Training Hours: 700 ; Credits: 1	295.00	Graduated

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

Records per page: 20

[Return To Goal](#)

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)  
H653201C  
Prime: VendorADOT1

Active Trainees: 1

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
<a href="#">View</a>	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)

# OJT Compliance Reporting Guide

On the Job Training: Trainee List

Help & Tools

Goal List | Trainee List | Goal Methodology

Training Start Date:  mm/dd/yyyy Go

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

Actions	Name	Classification	Hours Completed	Status
<a href="#">View</a>	Avalo, Mary G	1020: Asphalt Raker - Level 2: 75%	487.00	Active
<a href="#">View</a>	Ben, Mary	9989: Iron Worker Level 2 (75%)	335.00	Active
<a href="#">View</a>	Jordan, Michael	6979: Electrician Level 1 (60%)	496.00	Active
<a href="#">View</a>	Jordan, Michael	6999: Electrician Level 3 (90%)	144.00	Active
<a href="#">View</a>	Lincoln, Brenda A	2010: Cement Mixer - Level 1: 60%	550.00	Inactive
<a href="#">View</a>	Lincoln, Brenda A	2010: Cement Mixer - Level 1: 60%	None reported	Active
<a href="#">View</a>	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

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

On the Job Training: View Trainee

Help & Tools

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

H32532AC: Solar Test Project 11  
Prime Vendor:ADOT2

Active Trainees: 2

Status: Active  
Goal Type: Project Specific  
Goal Amount: 2 trainees(1,1200 hours)

[View Trainee History](#) [View Trainee Report](#)

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

**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?:

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

## OJT Compliance Reporting Guide

**On the Job Training: Graduate Trainee**  
Lincoln, Brenda A Active

**Graduation Information**

GRADUATION DATE: 04/30/2020

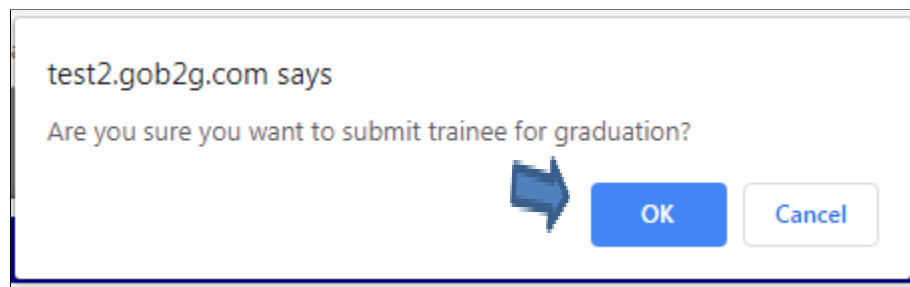
GRADUATION REASON: Select Graduation Reason

SUPPORTING DOCUMENT(S): Choose File No file chosen

COMMENTS: Trainee has shown proficient skills to graduate to journey-level status

Submit Cancel

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)

**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.

Actions	Name	Classification	Hours Completed	Status
<a href="#">View</a>	Avalo, Mary G	1020: Asphalt Raker - Level 2: 75%	487.00	Graduated
<a href="#">View</a>	Hellen, Mary	8989: Iron Worker Level 2 (75%)	335.00	Active
<a href="#">View</a>	Jordan, Michael	6979: Electrician Level 1 (60%)	496.00	Active
<a href="#">View</a>	Jordan, Michael	6999: Electrician Level 3 (90%)	144.00	Active
<a href="#">View</a>	Lincoln, Brenda A	2010: Cement Mixer - Level 1: 60%	550.00	Inactive
<a href="#">View</a>	Lincoln, Brenda A	2010: Cement Mixer - Level 1: 60%	None reported	Active
<a href="#">View</a>	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)

# 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)

On the Job Training: Trainee List Help & Tools

Goal List **Trainee List** Goal Methodology

Training Start Date:   To resort click column title. To filter click drop down menu. [User Manual](#)

Actions	Name	Classification	Hours Completed	Status
<a href="#">View</a>	Avalo, Mary G	1020: Asphalt Raker - Level 2: 75%	487.00	Graduated
<a href="#">View</a>	Hellen, Mary	8989: Iron Worker Level 2 (75%)	335.00	Active
<a href="#">View</a>	Jordan, Michael	6979: Electrician Level 1 (60%)	496.00	Active
<a href="#">View</a>	Jordan, Michael	6999: Electrician Level 3 (90%)	144.00	Active
<a href="#">View</a>	Lincoln, Brenda A	2010: Cement Mixer - Level 1: 60%	550.00	Inactive
<a href="#">View</a>	Lincoln, Brenda A	2010: Cement Mixer - Level 1: 60%	None reported	Active
<a href="#">View</a>	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. User is now on the **“Trainee”** Tab
5. Click **“Terminate/Resign Trainee”** (Screenshot below)

On the Job Training: View Trainee Help & Tools

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

H323232C: Galle Test Project 11  
Prime: VanderADOT2

Active Trainees: 2

[Change Trainee History / View Listed Trainee Records](#)

**Trainee Information**

TRAINING PROGRESS	100.00 Hours Completed <small>Training hours reported across multiple goals <a href="#">View Listed Records</a></small>
NAME	Lincoln, Brenda A
STATUS	Active
SSN (LAST 4 DIGITS)	7104
ADDRESS	3450 E Washington St, Phoenix, AZ, 85034
PHONE NUMBER	(480) 999-2356
GENDER	Female
ETHNICITY	Caucasian
LABOR REVIEW COMPLETED	No
HIRE TYPE	New Hire
ECONOMICALLY DISADVANTAGED?	

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
  - f. Click **“Submit”**

## OJT Compliance Reporting Guide

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

**Termination Information**

TERMINATION DATE: 04/30/2020

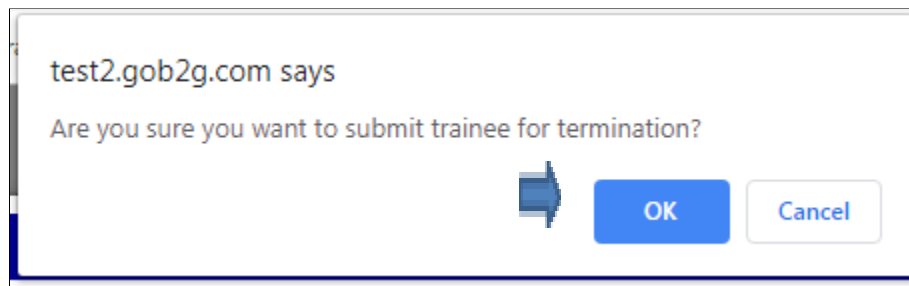
TERMINATION REASON: Resigned

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)

**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 <a href="#">View Linked Records</a>
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)

## Submit Change Request

- On the Job Training: View Trainee Help & Tools

[Back List](#)
[Contact](#)
[Go](#)
[Trainee](#)
[Training Request List](#)
[Action History](#)
[Documents](#)
[Messages](#)

USAGAG: 60th Test Project 16 Trainee: Active  
 (Vendor:AD012) Goal Type: Project Specific  
Goal Amount: 2 trainees, 1200 Hours

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

[Change Request History \(See Linked Training Request\)](#)

---

**Trainee Information**

TRAINING PROGRESS	500.00 Hours Completed
NAME	Hill, Henry
STATUS	Active
SIN (LAST 4 DIGITS)	7621
ADDRESS	8721 N Billmore Dr, Phoenix, AZ, 85029
PHONE NUMBER	(602) 521-1853
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”**
  - c. Add **“Comments”** for ADOT review
6. Check the **“Acknowledgement”** box
7. Click **“Submit”** (Screenshot below)

## OJT Compliance Reporting Guide

ATTACHED DOCUMENTS: H8882602C 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 H523001C (L303 and Northern Parkway)

CONTRACT REFERENCE / NUMBER H523001C

---

**Contractor Information**

CONTRACTOR NAME VendorADOT1

PHONE NUMBER (602) 555 - 5555

ADDRESS 725 West McDowell Phoenix, AZ 85007


EMAIL VendorADOT1@bzgnowuser.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

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


On the Job Training: View Trainee Help & Tools

Goal List Contract Goal Trainee Monthly Report List Action Items Documents Messages

H523001C (L303 and Northern Parkway)  
H523001C  
Prime: VendorADOT1

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

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

Jordan, Michael: **Change Request Pending** 

View Change Request

[Change Request History](#) [View Linked Training Records](#)

---

**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

- 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 | 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
<a href="#">View</a>	Avalio, Mary G	1020 Asphalt Raiser - Level 2: 75%	487.00	Graduated
<a href="#">View</a>	Hellen, Mary	8989 Iron Worker Level 2 (75%)	335.00	Terminated, GFE Awarded
<a href="#">View</a>	Jordan, Michael	5040 Plumber Level 1 (75%)	496.00	Active
<a href="#">View</a>	Jordan, Michael	6999 Electrician Level 3 (90%)	144.00	Active
<a href="#">View</a>	Lincoln, Brenda A	2010 Cement Mixer - Level 1: 60%	550.00	Inactive
<a href="#">View</a>	Lincoln, Brenda A	2010 Cement Mixer - Level 1: 60%	None reported	Active
<a href="#">View</a>	Smith, John Q	1010 Asphalt Raiser - Level 1: 60%	295.00	Graduated

1 - 7 of 7 records displayed Previous Page < Page 1 > Next Page Records per page 25

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
<a href="#">View</a>	Avalio, Mary G	1020 Asphalt Raiser - Level 2: 75%	487.00	Graduated
<a href="#">View</a>	Hellen, Mary	8989 Iron Worker Level 2 (75%)	335.00	Terminated, GFE Awarded
<a href="#">View</a>	Jordan, Michael	5040 Plumber Level 1 (75%)	496.00	Active
<a href="#">View</a>	Jordan, Michael	6999 Electrician Level 3 (90%)	144.00	Active
<a href="#">View</a>	Lincoln, Brenda A	2010 Cement Mixer - Level 1: 60%	550.00	Inactive
<a href="#">View</a>	Lincoln, Brenda A	2010 Cement Mixer - Level 1: 60%	None reported	Active
<a href="#">View</a>	Smith, John Q	1010 Asphalt Raiser - Level 1: 60%	295.00	Graduated

1 - 7 of 7 records displayed Previous Page < Page 1 > Next Page Records per page 25

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



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”

# OJT Compliance Reporting Guide

- Click the **"Select Goal to Upgrade to"** drop down and select which project the trainee is completing upgrade on



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

## Transfer with Carry Over Hour Request

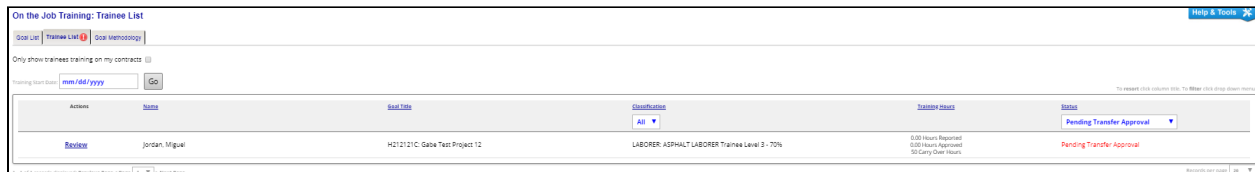
- If trainee has achieved a minimum of 600 hours on a project, and the project's assessed OJT goal was achieved, the contractor can request trainees excess OJT hours be carried over to a different project
- Trainee must transfer to the new project to be eligible for Carry Over Request
- ADOT will review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



- Toggle back to the **"My OJT"** tab

# OJT Compliance Reporting Guide

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



The screenshot shows the 'On the Job Training: Trainee List' interface. It includes a search bar, a table of trainees, and a 'Help & Tools' link. The table has columns for Actions, Name, Last Date, Classification, Training Hours, and Status. A trainee named Jordan Miguel is listed with a status of 'Pending Transfer Approval'.

Actions	Name	Last Date	Classification	Training Hours	Status
<a href="#">Review</a>	Jordan Miguel	H212121C Gaba Test Project 12	LABORER- ASPHALT LABORER Trainee Level 3 - 70%	0.00 Hours Reported 0.00 Hours Approved 00 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

## OJT Compliance Reporting Guide

On the Job Training: View Project Goal

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

H323232C: Gabe Test Project Y1  
From: VendorADOT2

Active Trainees: 2

Status: Active  
Goal Type: Project Specific  
Goal Amount: 2 trainees; 1200 hours

### Goal Information

TRAINEE PROGRESS  
 TRAINING HOURS PROGRESS  
 CONTRACT  
 PRIME CONTRACTOR  
 GOAL TYPE  
 GOAL ASSESSED  
 GOAL COMMITMENT  
 STATUS  
 STAFF CONTACT PERSON  
 VENDOR CONTACT PERSON  
 ADMINISTRATIVE FUNCTIONS

2 Enrolled  
 60%  
 H323232C: Gabe Test Project Y1  
 VendorADOT2  
 Project-Specific  
 2 trainees; 1200 hours  
 2 trainees; 1100 hours  
 Active  
 ADOT Staff2  
 Vendor ADOT2  
 Delete Goal

### Training Schedule

TRAINEE ENROLLMENT DUE DATE  
 TRAINING SCHEDULE ACTION  
 TRAINING SCHEDULE HISTORY

07/08/2019  
[Return Training Schedule For Update](#)

Actions	Version	Status	Date Submitted	Date Reviewed	Review Comments	Comments
<a href="#">View</a>	Version 1	Approved	04/17/2020	04/20/2020	Review Comments The goal approved successfully. Signed: Level Agami, L...	

### Trainees

Actions	Name	Craft/Classification	Training Hours	Status
<a href="#">View</a>	Jordan, Miguel	LABORER: ASPHALT LABORER Trainee Level 5 - 80%	0.00 Hours Reported 0.00 Hours Approved 00 Carry Over Hours	Active
<a href="#">View</a>	Lincoln, Brenda A	LABORER: GROUP 2 Trainee - Level 3 - 70%	0.00 Hours Reported 0.00 Hours Approved	Active


### 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>	Tweedy, Caleb	LABORER: TRAFFIC SIGNAL/LIGHTING - Trainee Period 1 - 60%	500.00 Hours Reported 500.00 Hours Approved	Inactive
<a href="#">View</a>	Tweedy, Caleb	LABORER: TRAFFIC SIGNAL/LIGHTING - Trainee Period 2 - 80%	193.00 Hours Reported 193.00 Hours Approved	Active


 Mark Goal Complete   Enroll a Trainee   Return To List