



ADOT On The Job Training Program

January 2022

Overview

- Title VI/ADA Accommodations
- OJT Program Overview & Objectives
- OJT Project Goal Assessment
- Approved OJT Training Programs
- OJT Reimbursement
- Banking OJT hours
- Contractor OJT Responsibility
- ADOT Responsibilities
- OJT Process Flow Chart
- Resources
- Common Obstacles
- Video, OJT Demo in DOORS
- Contact Information
- Questions

Title VI/ADA Accommodations

- Pursuant to Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA) and other nondiscrimination laws and authorities, ADOT does not discriminate on the basis of race, color, national origin, sex, age, or disability. Persons that require a reasonable accommodation based on language or disability should contact Contractorcompliance@azdot.gov. Requests should be made as early as possible to ensure the State has an opportunity to address the accommodation.
- De acuerdo con el Título VI de la Ley de Derechos Civiles de 1964, la Ley de Estadounidenses con Discapacidades (ADA por sus siglas en inglés) y otras normas y leyes antidiscriminatorias, el Departamento de Transporte de Arizona (ADOT) no discrimina por motivos de raza, color, origen nacional, sexo, edad o discapacidad. Las personas que requieran asistencia (dentro de lo razonable) ya sea por el idioma o discapacidad deben ponerse en contacto Contractorcompliance@azdot.gov. Las solicitudes deben hacerse lo más antes posible para asegurar que el Estado tenga la oportunidad de hacer los arreglos necesarios.

OJT Program Objectives

FHWA

- Mandatory Program - 23 CFR Part 230, Subpart A
- Targets women, minorities, and disadvantaged individuals for entry into journey-level positions in the highway construction industry
- Addresses historical under-representation of members in these groups in highway construction skilled crafts
- Designed to provide flexibility to train on most projects

ADOT

- To offer equal opportunity for the training and upgrading of minorities, women, and disadvantaged persons toward journeyman status in the highway construction trades
- To improve the skills of the available workforce for Arizona's Federally-funded highway construction projects
- To encourage retention of trained construction industry employees
- To broaden the labor pool to meet the projected future labor needs in the construction industry



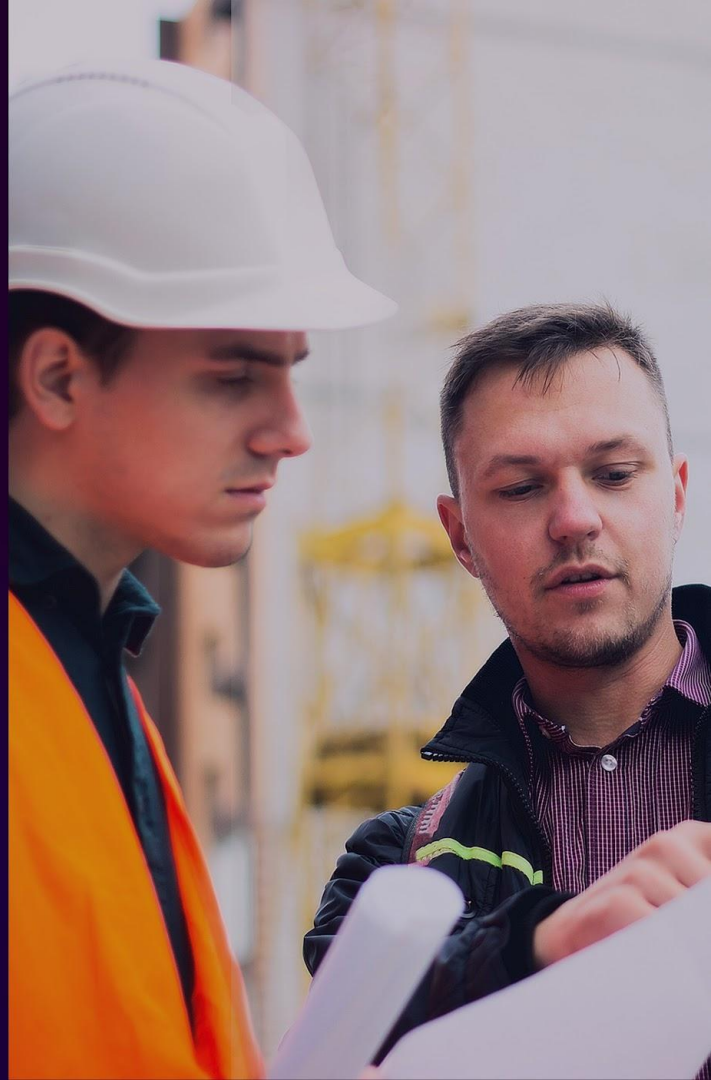
OJT Project Goal Assessment

OJT Goal Assessed Per Project:

- Have FHWA funding
- No OJT for projects on Tribal Lands
- Project has a minimum of 120 working days
- Project have a minimum of \$3 million in OJT opportunities
- 1 trainee/600 hours per each \$3 million
 - with the expectation that each trainee receive a minimum of 600 hours each
- Mega Projects (\$500M in OJT opportunities)

Approved OJT Training Programs

1. FHWA
2. U.S. Department of Labor (DOL)
3. Registered Union or Apprenticeship programs registered with:
 - Bureau of Apprenticeship (BA)
 - U.S. DOL
 - Employment and Training Administration
 - Arizona Apprenticeship Office
 - Arizona Department of Economic Security, recognized by BA



A close-up photograph of a hand holding a US dollar bill, with another hand reaching up to touch it. The bill is a one-dollar bill, and the text "UNITED STATES OF AMERICA" and "we the people" are visible. The background is blurred.

OJT Reimbursement Program

Reimbursement:

- Only FHWA administered projects with or without an OJT goal
- Trainees/Apprentices must be enrolled in the ADOT OJT Module in DOORS
- All reported training hours must be on an approved CPR in LCPTracker
- Only Training hours reported and approved in the departments online OJT system, (DOORS) are eligible for \$3/hour reimbursement

Banking OJT Hours

A trainee's hours exceeding the required OJT goal completed on a previous project (A) may be credited towards another project (B) when that trainee is transferred to project (B):

- Project A OJT goal is 600 hrs
 - Trainee X reached 800 OJT hrs on project (A), $800 - 600 = 200$ bankable OJT hours
- Project B OJT goal is 1200 hrs
 - Trainee X is transferred to Project (B)
 - Project (B) goal is $1200 - 200(\text{banked}) = 1000$ hrs



OJT Responsibilities - Contractor

- Assign OJT Liaison (Prior to Precon)
- Establish Training Program (*Prior to Precon, if no program is established*)
 - Submit for approval at least 4 weeks prior to start of project
- Report monthly OJT hours in DOORS
- Primes, can utilize Subcontractors certified trainees to meet the projects OJT goal
- e-Submittals:
 - Training Commitment/Schedule (DOORS)
 - Trainee Enrollment (LCPTTracker)
 - Trainee Progression/Level-up (LCPTTracker)
 - Change Request to Training Program (Field Reports)
 - Monthly Reporting (DOORS)
 - Training Completion/Banking (DOORS)
 - Good Faith Efforts (*if applicable*) (BECO)



OJT Responsibilities - Contractor

continued

OJT Commitment/Schedule:

- Program, number of trainees/hours and crafts
- Training Schedule Must be in DOORS as “Approved” status to enroll trainees or report hours
- GFE (if approved OJT Commitment/Schedule shows less than the Project’s Assessed OJT goal)

OJT Responsibilities - Contractor

continued

OJT Enrollment:

- Upload OJT enrollment training e-documents into LCPTracker (Notify Field Reports via email at MLB_Apprentice_OJT_Request@azdot.gov)
- Enroll each Trainee/Apprentices in DOORS
- BECO will review/approve enrollment in DOORS
- Once approved will show in DOORS as “Active” status - ready to report training hours





OJT Responsibilities - Contractor

continued

OJT hours, Monthly Reporting:

- Report training hours in the OJT Module based off Certified Payroll (Craft and Level)
- Approved hours are eligible for \$3/Hr reimbursement
- Training Report can be saved WEEKLY and submitted Monthly

OJT Responsibilities - Contractor

continued

OJT Progression/Level-Up:

- Upload Progression/Level-up e-document into LCPTracker
- Field Reports reviews/approved in LCPTracker
- Submit request in DOORS for BECO approval



OJT Responsibilities - Contractor

continued

Good Faith Efforts (GFE):

- Contractors documented efforts to conduct training on a project
 - To be submitted with training schedule if unable to meet project's assessed goal (prior to start of project)
 - To be submitted throughout the life of the project prior to project completion if OJT commitment is not met

OJT Responsibilities - ADOT

BECO

- Establish project OJT goal
- OJT submittals in DOORS
- Monitor monthly reporting
- Determine compliance with OJT goal

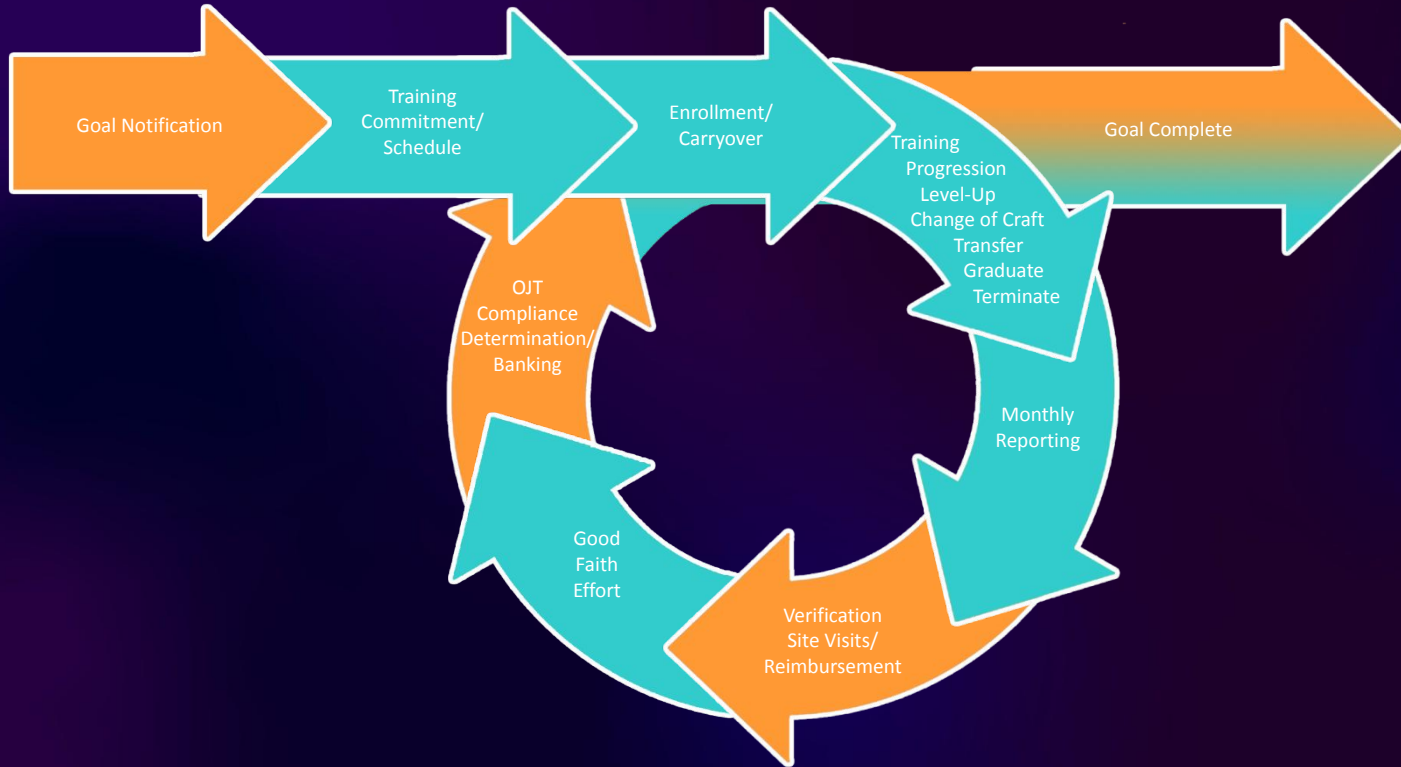
Field Office

- Review OJT Commitment/Schedule
 - Process Reimbursement
- Review CPR for compliance with Prevailing Wage requirements
 - Process LD's (if applicable)

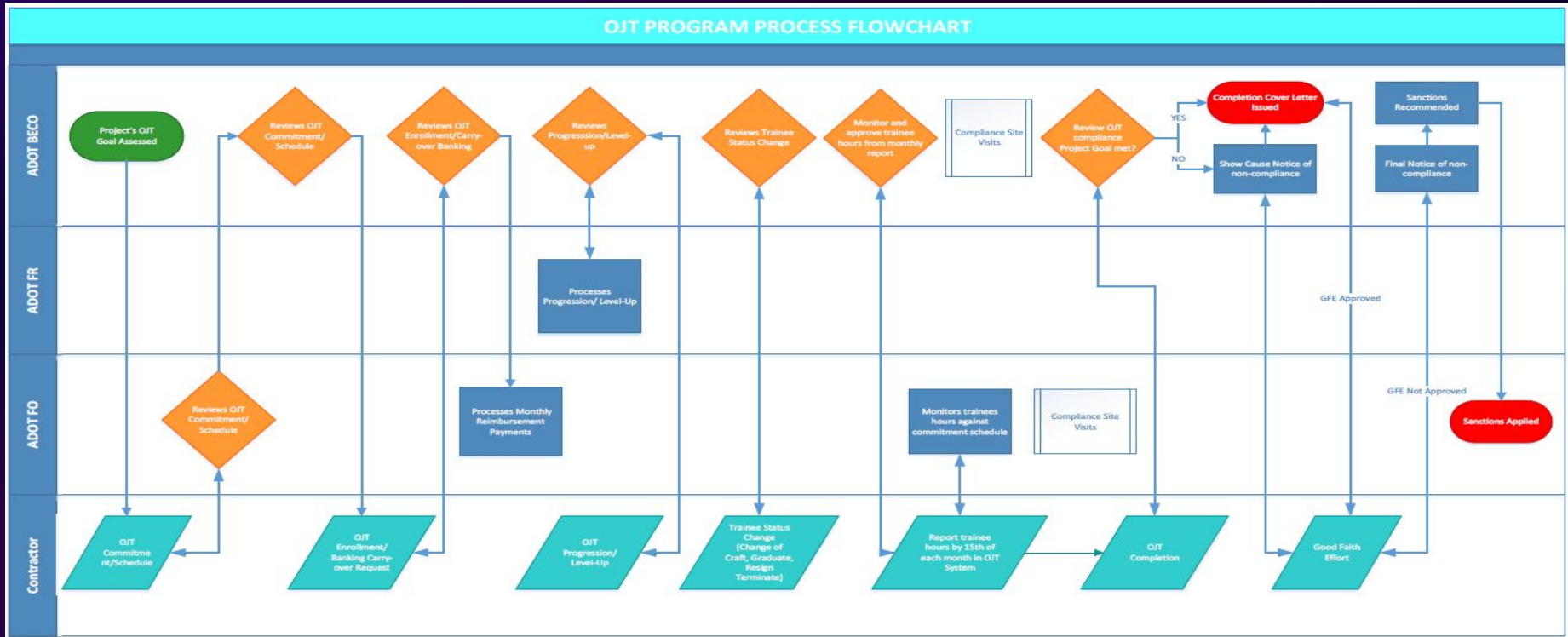
Field Reports

- Manage LCPTracker
- Process trainee Progression/Level-up

OJT Process Flow



OJT Program Process Flowchart





Common Obstacles and Issues

- Training Reported Hours returned?
 - Can't report hours?


Reminder:

Apprentice Certificates and e-Documents
MUST be uploaded into LCPtracker, prior to
enrollment or any level up being approved by
BECO in DOORS

Live Demo in DOORS

DOORS

DBE & OJT Online Reporting System



Training Information	
TRAINING PROGRAM *	<div>Select Training Program ▾</div>
PROPOSED TRAINING CLASSIFICATION *	<div><div>Select classification ▾</div><div>Training Hours</div></div>
SUBCONTRACTOR *	<div>[Prime] VendorADOT1 ▾</div>
TRAINING START WAGE *	<div>0</div>
TRAINING START DATE *	<div></div>
PROJECT NAME	H882802C (I-11 to Vegas)
CONTRACT REFERENCE / NUMBER	H882802C

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.

OJT DOORS – Training NEXT

Contact Information

Check DOORS for projects
assigned CT

Email:

Contractorcompliance@azdot.gov



Resources

[OJT Website](#)



[DOORS](#)





QUESTIONS