



ARIZONA DEPARTMENT OF TRANSPORTATION
BECO OJT HANDOUT PRECONSTRUCTION MEETINGS
Projects WITH OJT Goal

Project TRACS#: _____ Assessed OJT Goal: _____

Prime Name: _____

On-The-Job-Training with Goals: 9230003

- The contractor shall provide On-The-Job training (OJT) aimed at moving minorities, women, and disadvantaged trainees into journeymen status in various types of construction trades or job
- It is the intent that training be provided in construction classifications/crafts rather than for office support positions
- A minimum amount of OJT hours is established on this project
- Each trainee is expected to achieve a minimum of 600 hours of training
- Prime Contractor may utilize approved subcontractors on the project to meet OJT goal on the project Prime Contractor retains primary responsibility for meeting the training requirements on the project All OJT Compliance Submittals will be completed in ADOT's DBE and OJT Online Reporting System ([DOORS](#))

OJT Training Programs: 923-1.04

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

OJT Commitment Schedule: 923-3.01

- Identifies Prime Contractor's commitment to meeting the project's OJT Goal
- Must be submitted no later than the Preconstruction Conference
- Supplemental OJT Schedule can be submitted for approval throughout the life of the project
- If OJT commitment is less than the assessed OJT goal on the project contractor must submit Good Faith Efforts explaining the efforts made to meet the project's OJT goal

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

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

Banking-Carryover Hours: 923-3.03

- OJT hours achieved by a trainee in excess of the minimum required amount of hours on a project may be transferred to count towards a future project's OJT Goal*
- Banked-Carryover hours will only be credited when the same trainee who completed the excess hours is transferred to a future project
- Prime Contractor is not eligible for additional reimbursement on banked/carryover hours

Compliance Determination: 923-6(D)

- BECO will determine the Prime Contractor's compliance with the OJT requirements throughout the project Good Faith Efforts can be made throughout the life of the project if Prime Contractor is not meeting the assessed OJT goal or commitment

Title VI Compliance

- Para informacion en Espanol hable: Contractorcompliance@azdot.gov, 602-712-2966, [BECO Title VI LEP Request Form](#)
- For Limited English Proficiency (LEP) or other Title VI Requests: Contractorcompliance@azdot.gov, 602-712-2966, [BECO Title VI LEP Request Form](#)

Contact BECO staff for assistance at contractorcompliance@azdot.gov

*Review the OJT Specifications for more details

EVERYONE IN COMPLIANCE, NO SANCTIONS

BECO FORM 165C (Rev 06.29.2022)