

ADOT
On the Job Training (OJT) Project Based Program
Contractor FAQ Sheet*

Q1. What is the intent of ADOT's OJT Program?

A. The intent of ADOT's OJT Program is to build a competent workforce to meet current and future highway construction hiring needs with a focus on the recruitment and inclusion of those who have experienced historical underutilization: minorities, women, and disadvantaged individuals.

Q2. I am a prime contractor on a project with an OJT Goal. Where do I complete OJT Compliance Reporting Activities on the project?

A. All compliance reporting activities will be completed in ADOT's DOORS (DBE and OJT Online Reporting System), formerly known as the DBE System.

Q3. How do I complete my submittals, such as the project training schedule?

A. OJT Project submittals are completed electronically in DOORS, within the project's OJT Module. Submittals include:

- i. the training schedule
- ii. monthly training reports, and
- iii. banking carryover request(s)

Q4. How will I know if action is needed on my end in the DOORS OJT Module?

A. System generated notifications are sent out via email to the contractor's assigned OJT contact person in the DOORS

Q5. My company's OJT person does not have access to DOORS to complete OJT compliance reporting. What do I do?

A. Utilize the [Payment Reporting Guide](#) (page 21) to add a new DOORS user for your company

Q6. Is there a guide available to help my staff through the compliance reporting processes in DOORS?

A. Yes, utilize the [OJT Compliance Reporting Guide](#) available on our [Project Based OJT Website](#) as a guide to conducting OJT compliance reporting activities on a project in DOORS

Q7. When I submit Monthly Training Reports in DOORS, how should I report the project OJT hours?

A. Report OJT hour accomplishments to match the project certified payroll week end dates.

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- Q8. How is compliance with Davis Bacon Requirements tracked?**
A. Compliance with Davis Bacon Requirements will continue to be tracked via the project Certified Payrolls (CPR) completed in LCPTracker
- Q9. How will BECO verify training hours reported in the Monthly Training Reports?**
A. BECO Compliance will verify training hours reported on Monthly Training Reports in DOORS using the Training Reimbursement Report in LCPTracker as all trainees (including Project Engineer Trainees) must be reported on the contractors certified payroll for the project.
- Q10. I have a trainee working on the project, how do I get a training classification created in LCPTracker for certified payroll reporting purposes?**
A. Contact Field Reports OJT Labor Compliance team at mailbox mlb_apprentice_ojt_request@azdot.gov to request the creation of the training classification for the project's certified payroll.
B. For more information reference the resource(s): [How to request Trainee Classification in LCPTracker Process](#) and [How to request Project Engineer Trainee \(PET\) in LCPTracker Process](#)
- Q11. Where do I upload my training program documentation such as a trainees enrollment into an approved training program, or progression level up.**
A. Continue to upload these documents to LCPTracker, eDocuments (Apprentice/Trainee Documents). Field Reports must review and verify these documents prior to activating an approved training classification for Certified Payroll Reporting purposes.
- Q12. My trainee(s) accrues hours on non-FHWA funded projects. Do I need to keep records for those hours?**
A. Contractors must keep internal training records and logs of trainee(s) training hours achieved on all construction projects, regardless of being on FHWA funded projects.
- Q13. What if I cannot meet the assessed OJT Goal on a specific project?**
A. Contractor must attach Good Faith Effort (GFE) documentation detailing the steps taken to meet the project's assessed goal at the time of submitting the project training schedule.

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- Q14. The project is completed and all OJT opportunities have been exhausted & my company has fallen short of the OJT commitment. What do we need to do next?**
- A. Good Faith Effort documentation is required to be submitted as required by the OJT Specifications of the contract.
- Q15. Are there sanctions for falling short of the project's OJT goal?**
- A. Yes, pending a review of a contractor's documented Good Faith Efforts to determine if the contractor has been willfully non-compliant with the intent of the Project Based OJT Program and Specifications.
- Q16. My trainee is working on multiple ADOT FHWA funded projects, do I need to enroll the trainee in each project?**
- A. No, once a trainee is enrolled into DOORS, the trainee can be transferred as an active trainee back and forth between a contractor's active projects
- Q17. I am interested in the OJT Template Program(s) available on the BECO Website. Can I use these programs?**
- A. Yes, the Training Programs are templates previously approved by ADOT and FHWA that can be adopted by contractors in lieu of creating a new training program
- Q18. What are the requirements for contractors adopting any of the OJT Template Program mentioned above?**
- A. They must be used as is, any changes made to the template must be submitted for approval to ADOT
- B. All training hours completed by the trainee (on FHWA projects and Non FHWA projects) must be available to ADOT or FHWA representatives if requested to determine compliance with all training requirements
- C. Create training documents such as a *Trainee Enrollment Form*, to document the trainees enrollment into your company's approved training program and *Trainee Progression/Level Up Form*, documenting a trainees advancements between training levels.
- Q19. Who do I contact for additional questions related to OJT Compliance?**
- A. Contact the assigned BECO Compliance Technician (CT) for the project as identified DOORS or send questions to Contractorcompliance@azdot.gov

**For specific contractual requirements contractors must follow the contract OJT Specification.*