How to Request Project Engineer Trainees into LCPTracker

Purpose: To document the process for entering Project Engineer Trainee in [LCPtracker](#) for the purpose of tracking them on the LCPtracker Training Reimbursement Report for a project's certified payroll.*

- The Project Engineer classification will be added to <u>specific</u> project wage data when requested by the contractor for training reimbursement purposes.
- The contractor needs to follow the same process they currently use when they have the required documentation and want a trainee classification added to the project wage data in LCPtracker.

1. Upload the completed apprentice certificate and/or Trainees Enrollment form to LCPtracker and notify Field reports via email at MLB_Apprentice_OJT_Request@azdot.gov.
   a. This resource mailbox called "Apprentice_OJT_Request" has been created specifically for apprentice/trainee approvals.
   b. If the apprentice/trainee classification(s) is needed, then include the specific classification(s) needed in the email request also. This mailbox must not be used for anything else.
2. Once Field Reports has verified that the required forms have been uploaded Field Reports will complete the approval process.
3. Next, Field Reports will add the requested Apprentice/Trainee classifications to the project wage data. This is done by:
   a. Reviewing the requested classifications from the contractor
   b. The Project Engineer Trainee is only added to LCPtracker to facilitate the tracking of the trainee's hours on the project.
   c. Engineers aren't considered laborers or mechanics and aren't covered by DBRA and aren't typically reported on certified payrolls. Therefore, there are no wage requirements (base rate/fringe). However, in order for LCPtracker to work, we enter a "placeholder" of $1.00 as the base rate, $0.00 as the fringe rate and $1.50 as the overtime rate.
   d. This is the same method we use to capture non-working foreman and project engineers on Force Account certified payrolls.
   e. That way, the contractor can enter the Project Engineer Trainee's hours in LCPtracker and the hours will be generated on the Trainee Reimbursement Report.
4. The contractor is notified via email that the Apprentice/Trainee has been approved and the requested classification(s) added to the project wage data.
5. Contractor can now enter your Apprentice/Trainee on the project's certified payroll and report project OJT hours in [DOORS](#).

*For follow up questions related to LCPTracker and Certified Payroll Reporting process please contact the [ADOT Field Reports department](#)

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