



# Flowchart C-7-0: Monitor On-the-Job Training Participation (Form 1337, 838, and 832)

1. Start: The project has a contract OJT goal.
2. The prime contractor completes the Contractor Commitment to Meet OJT Requirements, CDOT Form 1337 (Figure 7-1).
3. The CDOT Project Engineer/Project Manager (PE/PM) receives the Form 1337 and provides it to the Region Civil Rights Office (RCRO) for approval.
4. The RCRO reviews the submitted Form 1337 and completes section D of the form (Figure 7-2).
5. Decision Item: Is the Form 1337 approved?
  - If yes, continue to step 6.
  - If no, continue to step 7.
6. The RCRO uploads the approved Form 1337 in LCPtracker and provides the form to the CDOT PE/PM to be forwarded to the prime contractor (Figure 7-3).
7. The RCRO notifies the CDOT PE/PM that Form 1337 was denied. The RCRO uploads the denied Form 1337 in LCPtracker and provides the form to the CDOT PE/PM to be forwarded to the prime contractor (Figure 7-3).
8. The PE/PM provides the approved or denied Form 1337 to the prime contractor.
9. The prime contractor and subcontractor, if applicable, completes the CDOT Form 838 and the prime submits the forms to the CDOT PE/PM (Figure 7-4).
10. The CDOT Project Engineer/Project Manager (PE/PM) receives the Form 838 and provides it to the Region Civil Rights Office (RCRO) for approval.
11. The Region Civil Rights Office reviews the submitted Form 838 and completes Section E of the form (Figure 7-5).
12. Decision Item: Is the Form 838 approved?
  - If yes, continue to step 13 and 14.
  - If no, continue to step 15.
13. The RCRO uploads the approved Form 838 in LCPtracker and informs the CDOT Civil Rights Business Resource Center (CRBRC) of approved trainee. The RCRO provides the form to the CDOT PE/PM to be forwarded to the prime contractor (Figure 7-6).

14. The Civil Rights Business Resource Center assigns the OJT classification codes and OJT demographic in LCPtracker (Figure 7-7).
15. The RCRO notifies the CDOT PE/PM that Form 838 was denied. The RCRO uploads the denied Form 838 in LCPtracker and provides the form to the CDOT PE/PM to be forwarded to the prime contractor (Figure 7-6).
16. The prime contractor or subcontractor, if applicable, uses the OJT classification codes in LCPtracker to submit payroll for trainees (Figure 7-8).
17. The prime contractor or subcontractor, if applicable, completes the Form 832 for the approved trainee(s) and the prime contractor submits the form to the PE/PM (Figure 7-9). This process occurs monthly.
18. The CDOT PE/PM sends Form 832 to the RCRO for recommendation.
19. The RCRO reviews and recommends approval or denial of Form 832 and submits the form to the PE/PM (Figure 7-10).
20. The CDOT PE/PM reviews Form 832 and approves or denies Form 832 (Figure 7-11).
21. Decision Item: Is the Form 832 approved?
  - If yes, continue to step 22
  - If no, continue to step 23
22. The Region Civil Rights Office uploads the approved Form 832 into LCPtracker (Figure 7-12).
23. The prime contractor or subcontractor, if applicable, updates and resubmits the Form 832.
24. Decision Item: Is a modification or waiver requested for the project OJT goal (CDOT Form 1336)?
  - If yes, go to process flow B-7A-0, OJT Goal Modification or Waiver.
  - If no, the process ends.