

# 7-1 Complete CDOT Form 1337 and Submit to CDOT PE/PM (Prime Contractor)



## Details

### Responsible Parties

- Prime Contractor

### Revision Date of this Document

April 2025

### Document Owner

Vanessa Urbina, [vanessa.urbina@state.co.us](mailto:vanessa.urbina@state.co.us), 303-512-4144

## Procedural Objective

This document is intended to assist the Prime Contractor on how to locate, download, and submit the CDOT Form 1337. The Prime Contractor shall submit the completed form to the CDOT Project Engineer/Project Manager (PE/PM).

For more information about the OJT program, contractors should consult the OJT standard special provision and OJT project special provision attached to their contract. The following OJT resources are located [here](#):

## System Procedures

1. Download the CDOT Form 1337 from the CDOT Forms Catalog at <https://www.codot.gov/about/forms>.

### CDOT Forms Catalog

Use this page to find CDOT forms on a variety of topics. Please note: If you intend to fill out a form for submission, please first download it and save it. Do not fill it out in your web browser.

Forms can be located by scrolling through the list or by using the search/filter tiles for the Program owner of the form, the Form Number, or the Form Title. Once located click on the File Hyperlink which will take you to the form.

Program ▾	Search by Form Number ▾	Form Title ▾
-----------	-------------------------	--------------

Program ▾	Form Number	Form Title	File Hyperlink
-----------	-------------	------------	----------------

2. The Prime Contractor shall fill out Section A of the CDOT Form 1337.


<b>COLORADO DEPARTMENT OF TRANSPORTATION</b> <b>CONTRACTOR COMMITMENT TO MEET OJT REQUIREMENTS</b> <b>(CDOT Form 1337)</b>					
<b>Section A. Prime/Subcontractor Information Participating Toward OJT Goal and Project Information.</b> A separate CDOT Form 1337 will be required for each contractor that is requesting to count toward the contract OJT goal.					
1. Project (S/A) Number:		2. FHWA Project Number:		3. Project Name:	
4. Contract OJT Goal (number of hours required):		5. Name of Contractor-Prime/Subcontractor Participating Toward the OJT		6. Contact Name of Prime/Subcontractor Participating Toward OJT Goal:	
7. Phone Number of Prime/Subcontractor Participating Toward OJT Goal:		8. Email Address of Prime/Subcontractor Participating Toward OJT Goal:			

3. The Prime Contractor shall complete the type of approved OJT Program utilized and Trainee Classification(s) information in Section B of the form.

<b>Section B. Type of Approved OJT Program and Trainee Classification(s).</b> List all OJT Programs requested to be utilized by the contractor listed in Box A5.			
9. Program Type (choose from drop-down)	10. If an apprenticeship program is listed in box B9, identify the specific program.	11. Trainee Classification(s) Associated with OJT Program Type (include all classifications(s) associated with each program type).	12. Approximate Start Date of Training (Month/Year)
Example: US DOL Union Apprenticeship	Example: Local 9	Example: Loader, Asphalt Roller	Example: 6/1/2024
Choose from Drop-Down ▼			
Choose from Drop-Down ▼			
Choose from Drop-Down ▼			

**Note:** The Prime Contractor may need to consult with the applicable subcontractor to obtain accurate information for the completion of this section of the form.

4. An authorized representative should sign on behalf of the Prime Contractor in Section C. Include the signature and date.

<b>Section C. Prime Contractor Certification:</b>		
I certify that the above information is complete and accurate to the best of my knowledge. I understand that On-the-Job Training is a requirement of this contract and failure to provide training as required by the special provisions of this contract may result in a sanction.		
13. Prime Contractor's Printed First and Last Name:		14. Signature and Date: 

5. When the Form 1337 has been completed in its entirety, the Prime Contractor shall submit the form to the CDOT Project Engineer/Project Manager (PE/PM) through email.
6. If an OJT program is selected outside of the CDOT PAC-UP Program, the Contractor shall submit a copy of approved OJT training program, OAT, and collective bargaining agreement including the apprentice wage sheet.
7. The Prime Contractor has successfully completed the CDOT Form 1337. The Prime Contractor has successfully submitted the completed form to the CDOT PE/PM. Please note that OJT apprentices and trainees can begin to count hours toward the contract OJT goal once the Region Civil Rights Office has approved the CDOT Form 1337 and applicable CDOT Form 838s.