

# 7-11 Review and Approve/Deny CDOT Form 832 (PE/PM)



## Details

### Responsible Parties

- CDOT Project Engineer/Project Manager (PE/PM)

### Revision Date of this Document

April 2025

### Document Owner


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## Procedural Objective

This document is intended to assist the CDOT PE/PM on how to review the CDOT Form 832 and approve or deny the form.

## System Procedures

1. The PE/PM shall first review the recommendation of approval or denial and any applicable comments on the CDOT Form 832 provided by the Region Civil Rights Office (RCRO).
2. Using the LCPtracker report, “OJT Report- Using Demographics” that was emailed by the RCRO, compare the information reported on the CDOT Form 832 Section C.11.a-c. with the information on the report.  
**Note 1:** In addition to the hours matching what is reported in Section C. 11c. with the LCPtracker report, the CDOT PE/PM shall also ensure the hours reported are reasonable with the actual training that occurred in the field on the project.  
**Note 2:** In order for OJT training hours to be credited toward the OJT contract goal, the apprentice to journeyworker ratio shall be followed as outlined in the approved OJT program.
3. If it is determined that the form is in compliance, the CDOT PE/PM shall complete Section E of the CDOT Form 832 selecting “Approve” from the drop-down menu.
4. If the form has a recommendation of denial, review the comments provided. If the CDOT PE/PM is in agreement with the recommendation of denial, complete Section E of the form selecting “Deny.” The CDOT PE/PM shall submit the denied form to the Contractor and provide reason for denial and what items need remedied for the resubmission of the form.



Section E. CDOT Determination:				
22. CDOT Representatives				
a. Title	b. First & Last Name	c. Signature	d. Date	e. Determination (choose from drop-down)
CDOT Region Civil Rights Office:				Choose from Drop-Down ▾
Project Engineer/Manager:				Choose from Drop-Down ▾
23. Comments:				Choose from Drop-Down Approve Deny

"Previous editions are obsolete and may not be used." CDOT Form No.

5. The CDOT PE/PM shall email the CDOT Form 832 to the Region Civil Rights Office and the Prime Contractor for their records.
6. The CDOT PE/PM has successfully completed the review and made a determination for the approval or denial of the CDOT Form 832.