

7-3 Upload Approved/Denied CDOT Form 1337 into LCPtracker (RCRO)



Details

Responsible Parties

- Region Civil Rights Office

Revision Date of this Document

April 2025

Document Owner

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Procedural Objective

This document is intended to assist the Region Civil Rights Specialist on how to upload the CDOT Form 1337 into LCPtracker.

System Procedures

1. The approved or denied CDOT Form 1337 shall be uploaded in LCPtracker. If a CDOT Form 1337 was initially denied, and the Prime Contractor provides a revised CDOT Form 1337 that ultimately becomes approved, both the approved and denied forms shall be uploaded and kept in LCPtracker.

Section D. CDOT Determination			
15. Region Civil Rights Office Representative's Printed First and Last Name:		16. Signature:	
17. Date		18. Determination (choose from drop-down)	Choose from Drop-Drop
19. Comments:			

2. Go to lcptracker.net. The supported browsers are Mozilla, Google Chrome, Microsoft Edge, and Opera.
3. Enter Username and Password, then click "Next."

Log in to your account

Username or Contractor License*

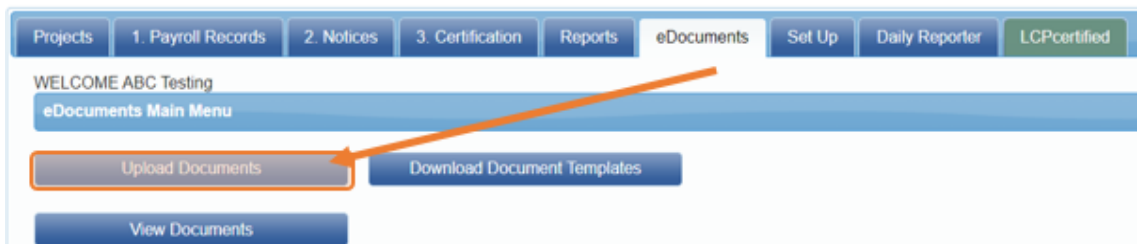
CONTINUE

Do you have any issue? [Contact Support](#)

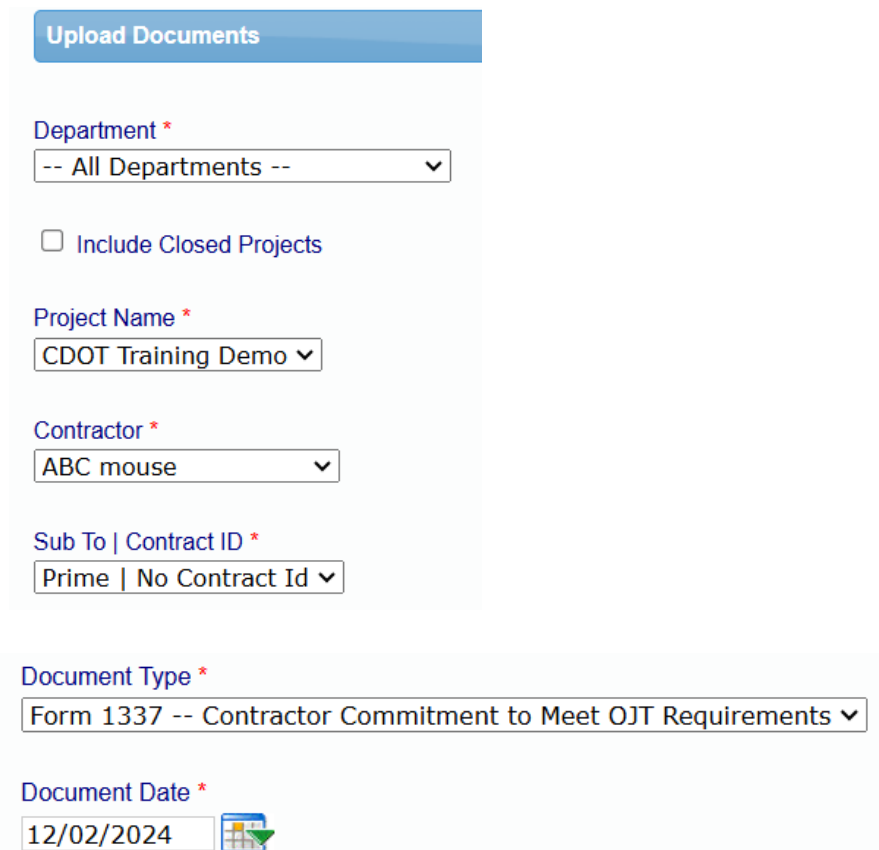
Tip: If you are trying to access your contractor role, try entering your contractor license to log in.

- From the “eDocuments” tab, click “Upload Documents.”

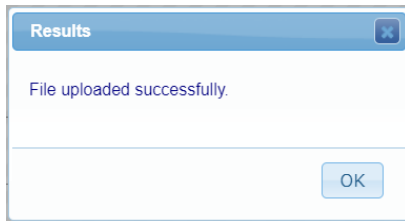
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- Enter Project Name, Contractor, Sub to the Prime or the Prime if applicable, Document Type should be “Form 1337 - Contractor Commitment to Meet OJT Requirements,” enter date the document was approved or denied, and enter comments (if applicable).



6. Click “Choose File” to upload the CDOT Form 1337 that was saved. Once the file is selected, click “Save.”
7. There will be a notice that states the file uploaded successfully. Click “OK.”



8. Provide a copy of the CDOT Form 1337 to [Vanessa Urbina](#) at the CRBRC when submitting the CDOT Form 838s requesting to add OJT classifications to LCPtracker.
9. The Region Civil Rights Office has successfully uploaded the CDOT Form 1337 into LCPtracker.