

# 7-4 Complete Form 838 and Submit to CDOT PE/PM (Prime Contractor and Subcontractor)



## Details

### Responsible Parties

- Prime Contractor
- Subcontractor

### Revision Date of this Document

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### Document Owner

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## Procedural Objective

This document is intended to assist the Prime Contractor and/or applicable subcontractor(s) on how to locate, download, and submit the CDOT Form 838. The Prime Contractor shall submit the completed form to the CDOT Project Engineer/Project Manager (PE/PM) (to include the CDOT Form 838 for themselves as well as subcontractors).

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](#):

CDOT OJT Manual

CDOT PAC-UP Program Guide

## System Procedures

1. Download the CDOT Form 838 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 ▾
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Program ▾	Form Number	Form Title	File Hyperlink
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2. The Prime Contractor shall fill out Section A of the CDOT Form 838.

COLORADO DEPARTMENT OF TRANSPORTATION					
OJT TRAINEE/APPRENTICE RECORD (CDOT Form 838)					
Section A. Prime Contractor and Project Information					
1. Project (S/A) Number.:		2. FHWA Project Number:		3. Project Name:	
4. Name of Prime Contractor:		5. Prime Contractor's Contact Name:		6. Prime Contractor's Contact Title:	
7. Prime Contractor's Contact Telephone Number:		8. Prime Contractor's Contact Email Address:		9. Name of Subcontractor (if trainee's employer is not Prime):	N/A
10. Subcontractor's Contact Name:	N/A	11. Subcontractor's Contact Email Address:	N/A	12. Subcontractor's Contact Telephone Number:	N/A

3. The employer of the trainee (Prime Contractor or subcontractor) shall complete the trainee and OJT program information in Section B of the form. The colored boxes below are drop-down fields.

Section B. Trainee and OJT Program Information					
13. Program Type: (choose from drop-down)		14. If Other, Specify:		15. Total Number of Program Hours Required for Graduation (non CDOT PAC-UP):	
16. Trainee/Apprentice's Name:		17. Racial/Ethnic Background (choose from drop-down):		18. Last 4 of SSN:	
19. Gender:		20. Trainee Supervisor's Name:		21. Trainee Supervisor's Title:	

4. The employer of the trainee (Prime Contractor or subcontractor) shall complete the trainee classification(s) in Section C of the form.

Section C. Trainee/Apprentice's Classification(s) and OJT Program Status						
17. List all of the trainee's job classification(s) and payroll code(s) from the wage decision for this project. In the case of projects that contain two or more counties, use the payroll code with the highest wage rate listed in the wage decision for each classification outlined below. For the CDOT PAC-UP program, only list one craft area and up to four classifications.						
Complete for all OJT Programs			CDOT PAC-UP ONLY			
a. Classification	b. Payroll Code (If more than two counties, use the highest rate from the WD)	c. Percentage of Journey Worker Base Rate	d. Module Area	e. Total Number of Hours Worked Toward PAC-UP Module (on all CDOT Projects)	f. Craft Area	g. Total Number of Hours Worked Toward Craft Area (on all CDOT Projects)
1						
2						
3						
4						
18. Total Number of Accumulated Trainee/Apprentice Hours Earned in the OJT Program Identified in box B13 (Other Than CDOT PAC-UP):			19. Were any of the classifications listed in box C17a performed at the journeyman level?		<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, explain:

5. An authorized representative should sign on behalf of the Prime Contractor in Section D. Include the printed first and last name, signature, and date.

<b>Section D. 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 sanction.	
20. Prime Contractor's Printed First and Last Name:	21. Signature and Date:

6. When the CDOT Form 838 has been completed in its entirety, the Prime Contractor shall submit the form to the CDOT Project Engineer/Project Manager (PE/PM) through email.
7. The Prime Contractor and subcontractor (if applicable) has successfully completed the CDOT Form 838. 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 838. Contractors will also need to complete additional steps for the CDOT Form 832 and CDOT Form 1337.