

# 7-5 Review Submitted CDOT Form 838 and Complete Section E of the Form (RCRO)



## Details

### Responsible Parties

- Region Civil Rights Office (RCRO)

### Revision Date of this Document

April 2025

### Document Owner

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## Procedure Objective

This document is intended to assist the Region Civil Rights Office with reviewing and completing Section E of the CDOT Form 838, OJT Trainee/Apprentice Record.

## System Procedures

1. Upon receipt of the submitted CDOT Form 838 and supporting documentation, as applicable, from the CDOT Project Engineer/Project Manager (PE/PM), the Region Civil Rights Office shall review the contents of the form and documentation.
2. The Region Civil Rights Office should ensure that the form is completed in its entirety with all appropriate fields entered.
3. If the apprentice listed on the CDOT Form 838 is part of an approved apprenticeship program, the OAT certification shall also be submitted with the 838 submission.

**Note:** The Oat certificate is valid for 90 days and shall be submitted upon expiration by the applicable contractor throughout the project.

4. Upon determination after review of the CDOT Form 838 and all applicable supporting documentation, complete all boxes with Section E to include either an approval or denial.

Section E. CDOT Determination				
22. Region Civil Rights Office Representative's Printed First and Last Name:		23. Signature and Date:		24. Determination (choose from drop-down): <div>Choose from Drop-C ▼</div>
25. Comments:				

5. Provide the approved or denied CDOT Form 838 to the CDOT PE/PM for submission to the Contractor.
6. The Region Civil Rights Office has successfully reviewed and completed Section E of the CDOT Form 838.