

7-6 Upload Approved/Denied CDOT Form 838 and Inform CRBRC of Approved Trainee (RCRO)



Details

Responsible Parties

- Region Civil Rights Office

Revision Date of this Document

April 2025

Document Owner



Vanessa Urbina, vanessa.urbina@state.co.us, 303-512-4144

Procedural Objective

This document is intended to assist the Region Civil Rights Office on how to upload the CDOT Form 838, OJT Trainee/Apprentice Record, into LCPtracker and inform the Civil Rights Business Resource Center (CRBRC) of the approved trainee.

System Procedures

1. The approved or denied CDOT Form 838 form shall be uploaded to LCPtracker eDocuments.

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):	
25. 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."



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USERNAME

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- 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 838 -- On The Job Trainee Apprentice Record,” enter date the document was approved or denied, select the name of the employee the document relates to, and enter comments (if applicable).

Project Name *
99999 - CDOT Test Project

Contractor *
ABC Testing

Sub To | Contract ID *
CDOT TEST CONTRACTOR - DO NOT ASSIGN TO PROJECTS |

Document Type *
Form 838 -- On the Job Trainee Apprentice Record

Document Date *
11/04/2021

Expiration Date

Description

Select employee the document relates to if appropriate
SMITH, JANE

Week end date the document relates to if appropriate

Comments

- Click “Choose File” to upload the CDOT Form 838 that was saved. Once the file is selected, click “Save.”

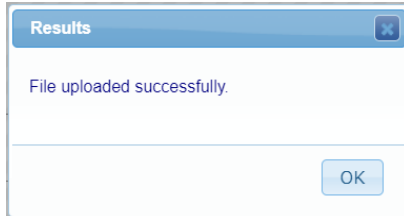
Select the file to upload

Choose File HPSCAN_20211215194946625_2021-12-15_195033497.pdf

Cancel

Save

7. There will be a notice that states the file uploaded successfully. Click “OK.”



8. Compose an email to [Vanessa Urbina](#) at CRBRC and attach the CDOT Form 838 and CDOT Form 1337 applicable to the requesting contractor to the email requesting to add OJT classifications to LCPtracker.

Note 1: If the trainee/apprentice on the CDOT Form 838 that is being submitted is part of an approved apprenticeship program, a copy of the BAT/OAT and current apprentice wage schedule is also required to be included in the email to the CRBRC.

Note 2: If the trainee/apprentice on the CDOT Form 838 that is being submitted is part of a CCA CDLE Apprenticeship program, a copy of Schedule A and D is also required to be included in the email to the CRBRC. If the contractor does not have a schedule D, the wages outlined in Schedule A will be used. If the contractor has a schedule D, the wages outlined in this schedule will prevail and shall be used.

99999 - Add OJT Codes

Veronica Urbina - CDOT (vanessa.urbina@state.co.us)

99999 - Add OJT Codes

Hi Vanessa,

For project 99999, please add 75% OJT code to the project. The form 838 is approved/attached and the trainee will be utilizing the CDOT PAC-UP.

Thank you,

9. The Region Civil Rights Office has successfully uploaded the CDOT Form 838 in LCPtracker and requested the CRBRC to add the OJT classification to the project.