7-9 Complete CDOT Form 832 for Approved Trainees and Submit to PE/PM (Occurs Monthly) (Prime/Subcontractor)

COLORADO
Department of Transportation

Details

Responsible Parties
- Prime Contractor
- Subcontractor

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 Prime Contractor and/or subcontractor on how to locate, download, and submit the CDOT Form 832, OJT Trainee Status and Evaluation. The Prime Contractor shall submit the completed form(s) to the Project Engineer/Project Manager (PE/PM) for all CDOT Form 832s (including those that are completed by a subcontractor).

For more information about the OJT program, contractors should consult the OJT specification located in their project specifications attached to their contract. The following OJT resources are located here:

CDOT OJT Specification
CDOT OJT Manual
CDOT PAC-UP Program information

System Procedures

1. Download the CDOT Form 832 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 ▾

Program ▾	Form Number	Form Title	File Hyperlink

2. The employer of the trainee (Prime Contractor or subcontractor) shall fill out Section A of the CDOT Form 832. If the employer is a subcontractor, information may be required to be collected from the Prime Contractor in order to complete this section.

COLORADO DEPARTMENT OF TRANSPORTATION
OJT TRAINEE STATUS AND EVALUATION (CDOT Form 0832)

Section A. Trainee/Apprentice's Employer and Project Information

1. Project (S/A) #:		2. FHWA Project #:		3. Project Name:	
4. Name of Trainee/Apprentice's Employer:		5. Trainee/Apprentice Employer's Contact Name:		6. Trainee/Apprentice Employer's Contact Email Address:	

3. The employer of the trainee (Prime Contractor or subcontractor) shall access the trainee's work hour records (i.e. certified payroll records, timecards, field reports, excel spreadsheet tracker, etc.) and compare against the "OJT Report - Using Demographics" from LCPtracker. If the hours do not match, the payroll specialist shall research where the error has occurred and correct accordingly.

   Note: 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.

4. Only the Prime Approver for the Prime Contractor can access the OJT report in LCPtracker. If a subcontractor requires this report, a request shall be made to the Prime Contractor providing the exact reporting dates. See steps 5-10 of this process guide for how to run the "OJT Report - Using Demographics" report in LCPtracker.

5. To access the report, go to lcptracker.net. The supported browsers are Mozilla, Google Chrome, Microsoft Edge, and Opera.

6. Enter Username and Password then click "Next."

LCPtracker ✕

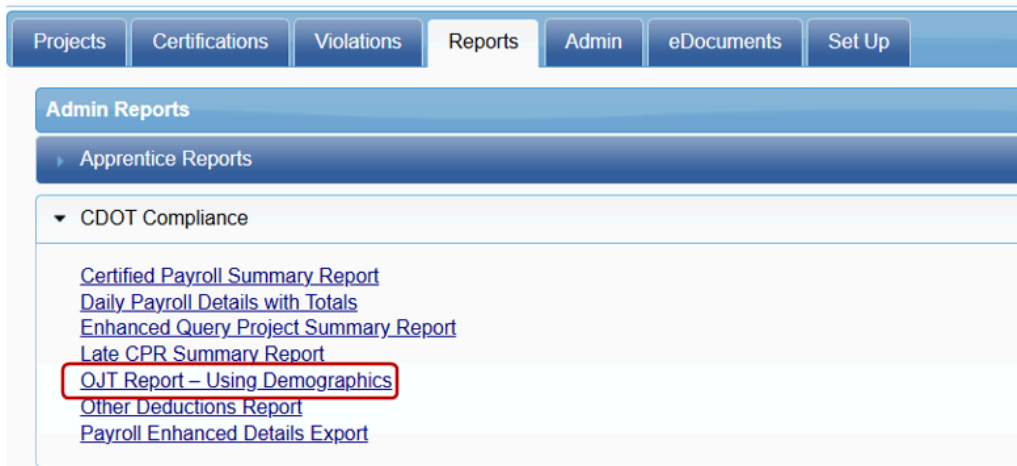Log in to your account

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.

7. In the "Reports" tab, under "CDOT Compliance," click on "OJT Report - Using Demographics."

| Projects | Certifications | Violations | Reports | Admin | eDocuments | Set Up |

Admin Reports

▸ Apprentice Reports

▾ CDOT Compliance

Certified Payroll Summary Report
Daily Payroll Details with Totals
Enhanced Query Project Summary Report
Late CPR Summary Report
OJT Report – Using Demographics
Other Deductions Report
Payroll Enhanced Details Export

8. Select the following items to run the report:

 a. Department - select the appropriate region that the project is located in
 b. Jurisdiction - select "CDOT - Federal Wages"
 c. Status - select "Active"
 d. Project - select the applicable 5-digit sub account number and project name
 e. Contractor - select the contractor that is entering training hours on the Form 832 (employer of the trainee)
 f. Sub to - select the upper-tier contractor. If the Prime is the employer of the trainee, then "Sub To" will have "All Assignments" as the only option to select.
 g. Prime Approval Status - select "Approved" only
 h. Process Status - select "Certified" only
 i. Accept Status - select "Accepted" only
 j. Show Employees without Hours - select "False"
 k. From - enter the first date of the month being reported for the CDOT Form 832 (for example, if the Form 832 is being completed for the month of December, enter 12/1/20xx)
 l. To - enter the last date of the month being reported for the CDOT Form 832 (for example, if the Form 832 is being completed for the month of December, enter 12/31/20xx)
 m. By Calendar Date - "True" shall be selected
 n. Click the "View Report" button

 Note: If a CDOT Form 838 was approved the month that the CDOT Form 832 is being

9. Upon completion of the report being generated, click the file button to save the report and select the desired program for the document to be saved in (Word, Excel, PDF, etc.)

10. Identify the trainee and the approved OJT classification on the report. Review the number of hours in the last column, "OJT/Apprentice Hours on Project for Period."

Classification	Total Hours on the Project	OJT / Apprentice Total Hours from Approved / Start Date	Total Hours in November 2024	OJT / Apprentice Hours on Project for Period – November 2024
xx1496ATW90 - Carpenter: Form Work Only - Apprentice/Trainee Wage	256.50	221.50	164.50	164.50
1513 - Laborer: Common or General	190.50	0.00	0.00	0.00
xx1496ATW90 - Carpenter: Form Work Only - Apprentice/Trainee Wage	241.50	83.50	148.50	148.50
1513 - Laborer: Common or General	158.00	0.00	0.00	0.00
	846.50	305.00	313.00	313.00
Project Totals	846.50	305.00	313.00	313.00

Note 1: Each apprentice/trainee classification shall be compared on this report to line 11c. of the CDOT Form 832.

Note 2: If the hours do not match, further investigation is required to determine if the certified payroll is incorrect or if the number of hours listed on the CDOT Form 832 or other records are incorrect.

11. The employer of the trainee (Prime Contractor or subcontractor) shall complete the trainee and OJT program information in Section B of the form.

Section B. Trainee/Apprentice and OJT Program Information			
7. Trainee/Apprentice Name:		8. Program Type: (choose from drop-down)	Choose from Drop-Down ▾
9. If an apprenticeship is listed in box B8, identify the specific program:		10. Reporting Calendar Month and Year:	

12. The employer of the trainee (Prime Contractor or subcontractor) shall complete the trainee/apprentice job classification(s), payroll codes, and hours reported in Section C of the form. The section "Complete for all OJT Programs" shall be completed for all trainees regardless of OJT program types. The tan shaded area shall only be completed for trainees that are enrolled in the CDOT PAC-UP program.

Note: Use the calendar month for the reporting period on the CDOT Form 832. For example, during the month of November, the training hours reported on the CDOT Form 832 shall be for the time period of November 1 - November 30th. For a trainee's first submitted Form 832 on a project, the time period reported shall be the date of the 838 approval to the last day of that month (i.e., the 838 was approved on 11.15.24, the Form 832 time period shall be 11.15.24-11.30.24).

Section C. Trainee/Apprentice Job Classification(s), Payroll Code(s), and Hours Reported

11. Provide all of the trainee/apprentice's OJT job classifications (actually worked) for this reporting month on this project and list the payroll code(s) from the wage decision. (Contractors must pay the highest rate in the case of multiple counties.)

Complete for all OJT Programs			CDOT PAC-UP ONLY			
a. Classification	b. Payroll Code	c. OJT Hours Worked This Month for Classification Listed in 11a. (this project only)	d. Module Area	e. Total Number of Hours Worked Toward PAC-UP Module (listed in 11d) on all CDOT Projects (do not include this month)	f. Craft Area	g. Total Number of Hours Worked Toward Craft Area (listed in 11f) on all CDOT Projects (do not include this month)
12. Total Number of Trainee/Apprentice Training Hours Worked This Month on This Form 832 (The total of all classifications listed in box C11c):			13. Total Number of Trainee/Apprentice Hours for Approved Training Programs not in CDOT PAC-UP (w/o this month):			
14. Trainee's Overall Job Performance This Month (choose from drop-down):	Choose from Drop-Down ▾		15. Documented Observations (optional):			
16. Supervisor's Comments(s):			17. Trainee's Comment(s):			
18. Supervisor's Signature and Date:			19. Trainee's Signature and Date (if available):			

13. An authorized representative shall sign on behalf of the Prime Contractor in Section D to include the signature and date.

Section D. Prime Contractor Certification:			
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 a financial sanction.			
20. Prime Contractor's Printed First and Last Name:		21. Signature and Date:	

14. When the CDOT Form 832 has been completed in its entirety and the information is verified that the OJT hours listed in Section C.11 of the form match the OJT hours listed in LCPtracker from the OJT Report- Using Demographics, the Prime Contractor shall submit the form to the Project Engineer/Project Manager (PE/PM) through email.

15. The Prime Contractor and subcontractor (if applicable) have successfully completed the CDOT Form 832. The Prime Contractor has successfully submitted the completed form to the CDOT PE/PM.