

7A-1 Complete CDOT Form 1336 and Submit to PE/PM (Prime Contractor)



Details

Responsible Parties

- Prime Contractor

Revision Date of this Document

April 2025

Document Owner

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Procedural Objective

This document is intended to assist the Prime Contractor on how to locate, download, and submit the CDOT Form 1336, Waiver Request for OJT Training Hours. The Prime Contractor shall submit the completed form to the Project Engineer/Project Manager (PE/PM).

If the Prime Contractor has determined that a good faith effort request is required because the Contractor does not anticipate/did not meet the contract OJT goal, a CDOT Form 1336 shall be completed and submitted to CDOT.

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 1336 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 | Form Number | Form Title | File Hyperlink |
|---------|-------------|------------|----------------|
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- Fill out the Prime Contractor and Project Information Section A of the CDOT Form 1336.

| COLORADO DEPARTMENT OF TRANSPORTATION WAIVER REQUEST FOR OJT TRAINING HOURS (CDOT Form 1336) | | | | | |
|--|--|-------------------------------------|--|--|--|
| 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 Email Address: | |
| 7. OJT Contract Goal (number of hours required): | | 8. Project Start Date: | | 9. Anticipated Project End Date: | |

- In Section B of the form, complete the progress made to the contract OJT goal, total number of OJT hours that the Contractor anticipates meeting by the end of the project, and the number of OJT hours requested for a waiver.

| Section B. Progress of Contract OJT Goal | | | | | |
|---|--|--|--|---|--|
| 10. Number of Approved OJT Hours Achieved to Date (Approved Form 832s): | | 11. Total Number of OJT Hours That the Contractor Anticipates Meeting by the End of the Project: | | 12. Number of OJT Hours Requested for a Waiver: | |

- In Section C of the form, include the OJT good faith efforts made for this request. Attach all supporting documentation and additional pages as necessary.

| Section C. OJT Good Faith Efforts (GFE) (attach all supporting documentation and additional pages as necessary) |
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| 13. Explanation of Request – Within this explanation, include all good faith efforts that the Contractor has made to reach the OJT contract goal through the use of female and minority trainees. All efforts to meet the contract OJT goal should be delineated and supported in this waiver request. |
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- It is required that an authorized representative of the Prime Contractor sign and date Section D of the CDOT Form 1336.

| | | | |
|---|--|-------------------------|--|
| 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 sanction. | | | |
| 14. Prime Contractor's Printed First and Last Name: | | 15. Signature and Date: | |

7. When the CDOT Form 1336 has been completed in its entirety, submit the form and all supporting documentation to the CDOT Project Engineer/Project Manager (PE/PM) through email.
8. The Prime Contractor has successfully completed and submitted the CDOT Form 1336.