

7A-4 Upload CDOT Form 1336 into LCPtracker (RCRO)



Details

Responsible Parties

- Region Civil Rights Office (RCRO)

Revision Date of this Document

April 2025

Document Owner

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

Procedural Objective

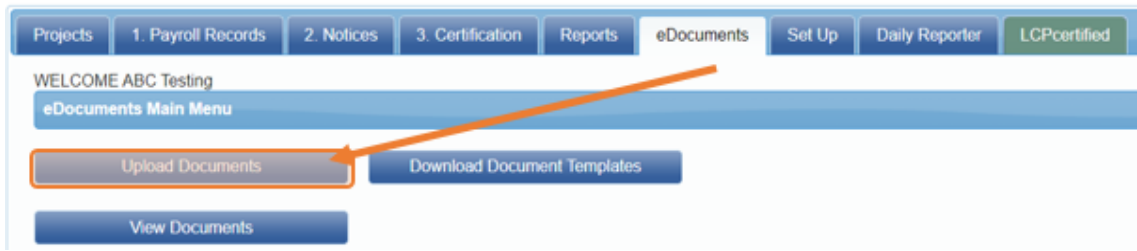
This document is intended to assist the Region Civil Rights Office on how to upload the CDOT Form 1336 into LCPtracker.

System Procedures

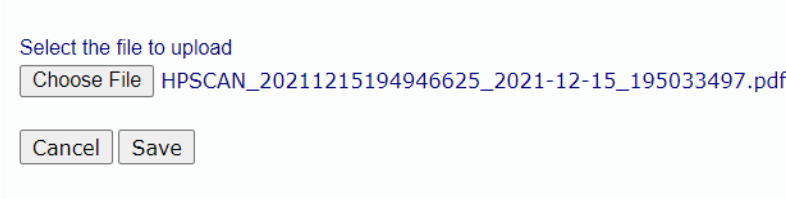
1. Once the CDOT Form 1336 has been recommended for approval/denial by the Region Civil Rights Office and approved/denied by the Project Engineer (PE), the form and all supporting documentation shall be uploaded into LCPtracker.
2. Go to lcptracker.net. The supported browsers are Mozilla, Google Chrome, Microsoft Edge, and Opera.
3. Enter Username and Password, then click “Next.”

A screenshot of the LCPtracker login page. The page has a white background with a blue header containing the "LCP tracker" logo and a close button (X). Below the header, the text "Log in to your account" is displayed. There is a text input field with the placeholder text "Username or Contractor License*". Below the input field is a blue button labeled "CONTINUE". At the bottom of the page, there is a link for "Contact Support" and a tip: "Tip: If you are trying to access your contractor role, try entering your contractor license to log in."

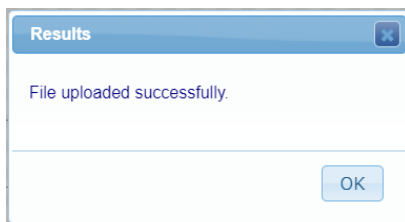
4. From the “eDocuments” tab, click “Upload Documents.”



5. Enter Project Name, Contractor, Sub to the Prime or the Prime if applicable, Document Type should be “Form 1336 Waiver Request for Contract’s OJT Training Hours” enter date the document was approved or denied, and enter comments (if applicable).
6. Click “Choose File” to upload the Form 1336 and all supporting documentation that was saved on the computer. Once the file is selected, click “Save.”



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



8. The Region Civil Rights Office has successfully uploaded the CDOT Form 1336 and all supporting documentation in LCPtracker.