



CDOT's Pre-Approved Classification Utilization Program (PAC-UP)

Enrollment

No formal enrollment of the Contractor is necessary. Any contractor who is working on a CDOT job with federal money and an OJT goal (greater than zero) can use the program. All tracking will be completed through the use of the certified payroll system, LCPtracker. The CDOT Labor / Contract Compliance Specialist will be the formal administrator of the project.

Registration

New and returning employees must be registered for each project using the CDOT Form 838, OJT Trainee/Apprentice Record. A contractor's trainee can be working on different CDOT projects simultaneously. Employees can be functioning as a PAC-UP trainee within two different classifications simultaneously.

Wages

The minimum wages applicable for these pre-approved trainee classifications are set forth in CDOT's Standard Special Provision for On-the-Job Training.

Graduation

A trainee can graduate in two ways: module or craft area. There are two craft areas:

A. Heavy Equipment

Asphalt Distributor Operator, Asphalt Plant Operator, Asphalt Paving Machine Operator, Asphalt Screed Operator, Backhoe Operator, Bobcat/Skidsteer Operator, Broom/Sweeper Operator, Bulldozer Operator, Concrete Paver Operator, Crane Operator, Drill Operator, Excavator Operator (Under and Over 50,000 pounds), Front End Loader Operator, Milling (Planing) Machine, Motor Grader Operator, Roller Operator, Scraper, Truck Driver Operator (Multi-Rear Axle)

B. Structures

Form Setter, Form Builder, Ironworkers, Bridge Carpenter

Module -- The completion of each pre-approved classification is one module. For each module graduation, the contractor will print out a copy of the hours obtained by the employee and will present the employee this list of hours with a certificate which can be obtained through LCPtracker.

Craft Area -- For the graduation from a craft area, each employee will need to meet 3,100 hours using the different classifications. The Contractor will work with CDOT to ensure that the employee did meet the requirements of the entire craft area by providing hours and certificates of the previous module graduations.



Asphalt Distributor Operator	Training Hours Required	Checklist
I. Orientation and Observation		
A. Safety procedures	10	
B. Observation of machine in operation	35	
C. Starting and manipulating valves and levers to distribute material	30	
II. Care and Maintenance		
A. Safety Procedures	5	
B. Routine fueling, lubricating, and servicing	35	
III. Actual Operation of Equipment		
A. Safe Operating Procedures	5	
B. Regulates valves and levers to distribute oil for highway surfacing	120	
C. Operation of machine	800	
Total	1,040	(1)



Asphalt Plant Operator	Training Hours Required	Checklist
I. Orientation and Observation		
A. Safety procedures	10	
B. Observation of machine in operation	40	
C. Adjustment of scales, operation of controls, levers, and attachments	40	
II. Care and Maintenance		
A. Safety Procedures	10	
B. Routine fueling, lubricating, and servicing	120	
C. Assists in maintenance and repair of plant equipment	120	
III. Actual Operation of Equipment		
A. Safe Operating Procedures	10	
B. Operating controls and scales for measurement and discharge of asphaltic materials into trucks or carriers	700	
Total	1050 hours	(2)

Work must be completed on site. This is for a dedicated plant operator.



Asphalt Paving (Laydown) Machine Operator	Training Hours Required	Checklist
I. Orientation and Observation		
A. Safety procedures	10	
B. Observation of machine in operation	35	
C. Starting and manipulating levers for moving equipment and attachments	30	
II. Care and Maintenance		
A. Safety Procedures	10	
B. Routine fueling, lubricating, and servicing	135	
III. Actual Operation of Equipment		
A. Safe Operating Procedures	10	
B. Automatic screed regulation indoctrination and servicing	120	
C. Operation of machine	690	
Total	1,040	(3)



Asphalt Laydown Laborer (Raker, Shoveler, Spreader) ***New Hire Only*** This can be used for any employee that has been with the company eight months or less.	Training Hours Required	Checklist
I. Orientation and Observation		
A. Safety procedures	10	
B. Observation of placement of materials	5	
C. Perform duties of asphalt raker	35	
II. Care and Maintenance		
A. Safety procedures	10	
B. Routine fueling, lubricating, and servicing	35	
III. Actual Operation of Equipment		
A. Safe operating procedures	10	
B. Automatic screed regulation indoctrination and servicing	35	
C. Operation of machine	380	
Total	520	(4)
Company can have multiple rakers, but only one will count toward the OJT goal per project. Hours will be paid at the apprentice rate for asphalt rakers.		



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Asphalt Screed Operator	Training Hours Required	Checklist
I. Orientation and Observation		
A. Safety procedures	5	
B. Observation of machine in operation	40	
II. Care and Maintenance		
A. Safety Procedures	5	
B. Routine fueling, lubricating, and servicing	40	
III. Actual Operation of Equipment		
A. Safe Operating Procedures	5	
B. Making adjustments for proper depth, grade and finish cross section	425	
Total	520	(5)



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Backhoe/ Trackhoe Operator	Training Hours Required	Checklist
I. Orientation and Observation		
A. Safety procedures	5	
B. Observation of machine in operation	20	
C. Starting and manipulating levers for moving equipment and attachments	20	
II. Care and Maintenance		
A. Safety procedures	5	
B. Routine fueling, lubricating, and servicing	70	
III. Actual Operation of Equipment		
A. Safe operating procedures	5	
B. Trenching operations (for pipe laying, etc.)	275	
C. Excavation (for structures, footings, etc.)	280	
D. Special applications and functions	40	
Total	720	(6)



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Bobcat / Skidsteer Operator	Training Hours Required	Checklist
I. Orientation and Observation		
A. Safety procedures	10	
B. Observation of machine in operation	10	
C. Starting and manipulating levers for moving equipment and attachments	10	
II. Care and Maintenance		
A. Safety Procedures	10	
B. Routine fueling, lubricating, and servicing	35	
III. Actual Operation of Equipment		
A. Safe Operating Procedures	10	
B. Loading Material	135	
C. Operation of machine	100	
Total	320	(7)



Broom / Sweeper Operator	Training Hours Required	Checklist
I. Orientation and Observation		
A. Safety procedures	10	
B. Observation of machine in operation	5	
C. Starting and manipulating controls for moving equipment and attachments	10	
II. Care and Maintenance		
A. Safety procedures	10	
B. Routine fueling, lubricating, and servicing	35	
III. Actual Operation of Equipment		
A. Safe operating procedures	10	
B. Proper start-up, engagement and position of broom	15	
C. Proper sweeping technique	15	
D. Removal & replacement of broom wafers	10	
E. Operation of sweeper in cleaning pavement	415	
Total	520	(8)



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Bulldozer Operator	Training Hours Required	Checklist
I. Orientation and Observation		
A. Safety procedures	5	
B. Observation of machine in operation	35	
C. Starting and manipulating levers for moving equipment and attachments	30	
II. Care and Maintenance		
A. Safety procedures	5	
B. Routine fueling, lubricating, and servicing	35	
III. Actual Operation of Equipment		
A. Safe operating procedures	5	
B. Movement and stockpiling of material	150	
C. Pushing and rough grading	125	
D. Clearing and grubbing	125	
E. Finish grading	175	
F. Special application	30	
Total	720	(9)



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Concrete Paver Operator	Training Hours Required	Checklist
I. Orientation and Observation		
A. Safety procedures	10	
B. Observation of machine in operation	35	
C. Starting and manipulating levers for moving equipment and attachments	30	
II. Care and Maintenance		
A. Safety procedures	10	
B. Routine fueling, lubricating, and servicing	35	
III. Actual Operation of Equipment		
A. Safe operating procedures	10	
B. Regulate equipment to mix and discharge concrete, apportion water and time mixer cycle	120	
C. Operation of machine	790	
Total	1040	(10)



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Crane Operator Lattice Boom -- 80 tons or less	Training Hours Required	Checklist
I. Orientation and Observation		
A. Safety procedures	10	
B. Observation of machine in operation	35	
C. Starting and manipulating levers for moving equipment and attachments	30	
II. Care and Maintenance		
A. Safety Procedures	10	
B. Routine fueling, lubricating, and servicing	100	
III. Actual Operation of Equipment		
A. Safe Operating Procedures	5	
B. Automatic screed regulation indoctrination and servicing	120	
C. Operation of machine	730	
Total	1,040	(11)



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Drill Operator (Truck Mounted)	Training Hours Required	Checklist
I. Orientation and Observation		
A. Safety procedures	10	
B. Observation of machine in operation	35	
C. Starting and manipulating levers for moving equipment and attachments	30	
II. Care and Maintenance		
A. Safety Procedures	10	
B. Routine fueling, lubricating, and servicing	35	
III. Actual Operation of Equipment		
A. Safe operating procedures	10	
B. Small hole drilling	300	
C. Large hole drilling	300	
D. Casing operation	110	
E. General operating	200	
Total	1,040	(12)



Excavator Operator ***Under 50,000 Pounds***	Training Hours Required	Checklist
I. Orientation and Observation		
A. Safety procedures	10	
B. Observation of machine in operation	25	
C. Starting and manipulating levers for moving equipment and attachments	25	
II. Care and Maintenance		
A. Safety procedures	10	
B. Routine fueling, lubricating, and servicing	35	
III. Actual Operation of Equipment		
A. Safe operating procedures	10	
B. Excavation for footings and removal of unsuitable materials	250	
C. Loading materials	100	
D. Trenching for pipe, etc.	165	
E. Placement of pipe, precast concrete structures, etc.	90	
Total	720	(13)



Excavator Operator ***Over 50,000 Pounds***	Training Hours Required	Checklist
I. Orientation and Observation		
D. Safety procedures	10	
E. Observation of machine in operation	50	
F. Starting and manipulating levers for moving equipment and attachments	40	
II. Care and Maintenance		
C. Safety procedures	10	
D. Routine fueling, lubricating, and servicing	35	
III. Actual Operation of Equipment		
D. Safe operating procedures	10	
E. Excavation for footings and removal of unsuitable materials	250	
F. Loading materials	190	
D. Trenching for pipe, etc.	255	
E. Placement of pipe, precast concrete structures, etc.	190	
Total	1040	(14)



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Front End Loader Operator	Training Hours Required	Checklist
I. Orientation and Observation		
A. Safety procedures	10	
B. Observation of machine in operation	20	
C. Starting and manipulating levers for moving equipment and attachments	15	
II. Care and Maintenance		
A. Safety procedures	10	
B. Routine fueling, lubricating, and servicing	35	
III. Actual Work Activities		
A. Safe operating procedures	10	
B. Loading materials	235	
C. Excavation	150	
D. Special applications	185	
Total	520	(15)



Concrete Form Setter	Training Hours Required	Checklist
I. Orientation and Observation		
A. Safety procedures	5	
B. Observation of placing of forms	20	
C. Observation of form stripping and setting of precast concrete.	30	
II. Care and Maintenance		
A. Safety procedures	5	
B. Help strip forms and clean work area	25	
III. Actual Work Activities		
A. Safe operating procedures	5	
B. Hold and help align forms, drive stakes for braces, and help erect scaffolding	120	
C. Observe and assist in setting precast concrete.	50	
D. Measure space between forms, fits together, lines, plumbs vertically, sets to elevation	230	
E. Check forms while concrete is being poured.	230	
Total	720	(16)



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Form Builder (Structures)	Training Hours Required	Checklist
I. Orientation and Observation of Safe Use of Tools of the Trade		
A. Safety procedures	5	
B. Power and hand tools	20	
C. Material selection	20	
II. Care and Maintenance		
A. Safety procedures	5	
B. Routine fueling, lubricating, and servicing	100	
III. Actual Operation of Equipment		
A. Safe operating procedures	5	
B. Automatic regulation indoctrination and servicing	120	
C. Operation of machine	730	
Total	1,040	(17)



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Ironworker (reinforcing)	Training Hours Required	Checklist
I. Orientation and Observation		
A. Safety procedures	5	
B. Observation of machine in operation	15	
II. Specific Job Skills		
A. Layout and plan reading	35	
III. Actual Operation of Reinforcing		
A. Places reinforcing steel in form	100	
B. Ties reinforcing steel in form	250	
C. Sets rods in place	90	
D. Spaces and wires reinforcing rods	225	
Total	720	(18)



Highway or Bridge Ironworker (structural)	Training Hours Required	Checklist
I. Orientation and Observation		
A. Safety procedures	5	
B. Observation of operation	40	
C. Plan reading	40	
II. Care and Maintenance		
A. Safety procedures	10	
B. Care and maintenance of tools and equipment	80	
III. Actual Iron Work		
A. Safety procedures	15	
B. Rigging structural member	150	
C. Assembling structural member	300	
D. Erection of structural member	400	
Total	1,040	(19)



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Milling (Planing) Machine Operator	Training Hours Required	Checklist
I. Orientation and Observation		
A. Safety procedures	5	
B. Observation of machine in operation	35	
C. Begin operation and moving equipment	30	
II. Care and Maintenance		
A. Safety procedures	5	
B. Routine maintenance and clearing	150	
III. Actual Operation of Equipment		
A. Safe operating procedures	5	
B. Milling head operation and maintenance	100	
C. General operation of machine	650	
D. Milling to grade / profiling	60	
Total	1,040	(21)



Motor Grader Operator -- Rough Grade	Training Hours Required	Checklist
I. Orientation and Observation		
A. Safety procedures	5	
B. Observation (as a passenger) of machine in operation	100	
C. Starting and manipulating levers for moving equipment and attachments	95	
II. Care and Maintenance		
A. Safety procedures	5	
B. Routine fueling, lubricating, and servicing	35	
III. Actual Operation of Equipment		
A. Safe operating procedures	5	
B. Scraping and leveling dirt on roadway	180	
C. Spreading and mixing materials on roadway	170	
D. Shaping and blading subgrades	150	
E. Balancing and rough shaping base course materials	150	(22)
F. Grading and dressing of shoulders and slopes	145	
Total	1,040	



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Roller Operator -- general	Training Hours Required	Checklist
I. Orientation and Observation		
A. Safety procedures	5	
B. Observation of machine in operation	35	
II. Care and Maintenance		
A. Safety procedures	5	
B. Routine fueling, lubricating, and servicing	35	
III. Actual Operation of Equipment		
A. Safe operating procedures	5	
B. Rolls base course to desired compaction and smoothness	955	
Total	1,040	(23)



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Scraper (Earth Mover) Operator	Training Hours Required	Checklist
I. Orientation and Observation		
A. Safety procedures	5	
B. Observation of machine in operation	20	
C. Starting and manipulating levers for moving equipment and attachments	15	
II. Care and Maintenance		
A. Safety procedures	5	
B. Routine fueling, lubricating, and servicing	35	
III. Actual Operation of Equipment		
A. Safe operating procedures	5	
B. Loading	150	
C. Spreading materials	150	
D. Rough roadway grading	70	
E. Compaction of embankment	65	
Total	1,040	(24)



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Truck Driver Operator -- Multi-Rear Axle	Training Hours Required	Checklist
I. Orientation and Observation		
A. Safety procedures	10	
B. Observation (as a passenger) of machine in operation	35	
C. Starting and manipulating vehicle	40	
II. Care and Maintenance		
A. Safety procedures	10	
B. Routine fueling, lubricating, and servicing	340	
III. Actual Operation of Equipment		
A. Safe operating procedures	10	
B. Loading and unloading materials and operation of vehicle	580	
Total	1,040	(25)



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Bridge Carpenter	Training Hours Required	Checklist
I. Orientation and Observation		
A. Safety procedures	5	
B. Power and hand tools	20	
C. Materials selection	20	
D. Plan reading and form design	95	
II. Applied Techniques of Highway Construction Carpentry		
A. Safe operating procedures	25	
B. Bridge formwork	630	
C. Box culverts, inlets, and headway carpentry	150	
D. Stripping and salvage of forms for re- use	95	
Total	1,040	