Training Plan

1. Enrollments may be submitted without a training plan.
2. Once a training plan has been submitted, it must be approved before enrollments can be added.
   a. The Status and Contractor Training Plan fields will be in red to indicate that a plan is due.
   b. Training plan information must reflect total assigned goal.
   c. To update an approved training plan, submit a request to CIV to have the plan “returned to vendor”.

Enrollment

1. Enter trainee phone number without any dashes/hyphens (ex. 5124865526). If the trainee does not have a phone, enter the number as all zeros. (ex. 0000000000).
2. To identify the project on which training will begin, use the contract number (ex. 04183206: BSE, SURF, PAV'T MRKINGS 0073-05-070).
   - Contract number will be selected from the dropdown menu on the enrollment screen.
3. At the time of enrollment, upload a signed 2784 Trainee Signature Form to confirm the trainee’s knowledge and agreement of program participation.

Monthly Reports

1. Select federal-aid training projects from the Contract dropdown menu.
2. Training projects not in DMS should have the contract number added to the Reference Number field.
   - Upload supporting documentation for nonfederal-aid projects using the Documents tab at the top of the screen.
Current Workarounds

1. If the hire type for enrollment is an upgrade, select the 9000 code that corresponds to the current job classification.
   - For example, if the current classification is 1393 Motor Grader Operator, Rough; select 9393 - Motor Grader Operator, Rough from the dropdown menu.

2. If the current job classification is 1172 Laborer, Common or 1150 Flagger, select New Hire as the Hire Type (there are no corresponding 9000 codes for these classifications).

3. Contracts awarded before February 2017 do not reside in DMS. If you are enrolling a trainee after May 3, 2019 on a project awarded before February 2017, please contact CIV at CIV_FederalPrograms@txdot.gov so that it may be added to track OJT. If trainees were enrolled and approved prior to May 3, 2019, the projects have already been added in DMS.

System Support

1. Questions about enrollments, monthly reporting, and other program related topics can be submitted using the Messages tab at the top of the OJT module screen.

2. Comments related to program activities (enrollment, reporting, graduation, etc.) can be added in the comments box located on each screen of the OJT trainee record.

3. Technical system issues will be addressed via help tickets submitted through the system. On the left-hand side of the screen, click on Help & Support, then Contact Support.

4. If you have forgotten your password, you can reset it on the DMS Log In page by clicking on Account Lookup and Search by Business Name.