



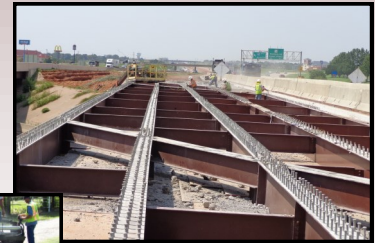
# THE RIGHT-OF-WAY OF DOING BUSINESS

## SMALL ENTERPRISE TRAINING PROGRAM OVERVIEW



### Information You Can Use

The Small Enterprise Training curriculum has been tailored specifically for heavy highway construction firms by qualified instructors who have extensive knowledge and experience in the highway industry. Classes will be offered in a systematic, organized manner so each participant can learn the necessary fundamentals of the industry, rather than attending random disconnected seminars.



### Terms of Participation

Training will be scheduled twice monthly off peak construction season. In accordance with findings on our recent DBE survey, training will be held on Thursdays whenever possible. Classes will not be held during summer months. Text books, course materials and flash drives will be provided for each participant. If misplaced, a \$25 replacement fee will be charged. A company accepted into the program may send up to 3 key employees. Because class size is limited, any company not completing the program will be assessed a \$250.00 fee per person to reimburse ODOT for Program costs.



**MAKING A DIFFERENCE**

### BUILDING ON TRUST

#### FOR MORE INFORMATION:

PHONE:  
(405) 521-3186

FAX COMPLETED  
REGISTRATION  
TO:

(405) 522-2136

#### WEBSITE

[www.ODOT.org](http://www.ODOT.org)

The Civil Rights Division, Supportive Services commitment is to ensure that Small Businesses and Certified Disadvantaged Business Enterprise (DBE's) participants receive the highest quality training, visibility for participating and the opportunity to put lessons learned to use in an environment that seeks their participation.

**Experienced Instructors**

**Limited to 15 Companies**

**Held Locally**

**Free to Participants**

**Opportunities**

**No Cost for Materials**



# ODOT SMALL ENTERPRISE TRAINING PROGRAM

[www.ODOT.ORG](http://www.ODOT.ORG)

## PREREQUISITES FOR ENROLLMENT:

- ◆ Must be either a certified DBE or a Small Business certified by ODOT
- ◆ Must Perform work directly related to the highway construction program
- ◆ Must actively bid on ODOT projects
- ◆ Must be willing to commit to the completion of the first phase of the program
- ◆ The owner(s) must commit to attending the classes
- ◆ Must be willing to sign a commitment agreement to attend and agree if they **do not complete** the classes the firm will reimburse ODOT for the actual costs of classes.

In order to enroll in the advanced modules of the program, the participants must successfully complete all of the basic module classes and be willing to commit to attending all of the advanced classes. By signing a commitment agreement the business and ODOT the participant agrees that if they **do not** complete the curriculum ODOT will be reimbursed for the actual costs incurred by the Department.

## FOR MORE INFORMATION:

Oklahoma Department of Transportation

Address: 200 N.E. 21st street  
Oklahoma City, Oklahoma  
73105  
Civil Rights Division, 1-C1

Phone: (405) 521-3186  
Fax Completed  
Registration to:  
(405) 522-2136

[www.ODOT.org](http://www.ODOT.org)



## REGISTRATION INFORMATION

**FAX COMPLETED REGISTRATION TO: (405) 522-2136**

**Business Name**

**Address**

**City**

**State**

**Zip**

**Phone**

**Email**

**Participants Name and Title**

1.

**Owner**

2.

3.

**Please indicate the following by checking the appropriate box:**

1. Years conducting business in Oklahoma:

<1  1--5  6--10  11--15  >5

2. Select the category which best represents the company's role in the Oklahoma Federal-aid Highway construction program.

Prime contractor  Subcontractor  Consultant  Supplier/Vendor

3. Number of employees:

1--10  11--25  26--50  Over 50

4. Identify the type(s) of work your company generally performs for the Oklahoma Department of Transportation.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Asphalt   | <input type="checkbox"/> Fencing               | <input type="checkbox"/> Lighting & Signal Maintenance |
| <input type="checkbox"/> Bridge Painting-Repair                              | <input type="checkbox"/> Fencing & Guardrail   | <input type="checkbox"/> Major Structure               |
| <input type="checkbox"/> Concrete Paving & Incidentals                       | <input type="checkbox"/> Grading & Drainage    | <input type="checkbox"/> Material Supplier             |
| <input type="checkbox"/> Demolition  | <input type="checkbox"/> Hauling (Trucking)    | <input type="checkbox"/> Painting & Striping           |
| <input type="checkbox"/> Earthwork, Base & Sub-base                          | <input type="checkbox"/> Hazardous Material    | <input type="checkbox"/> Paving & Misc. Concrete       |
| <input type="checkbox"/> Environmental                                       | <input type="checkbox"/> Landscaping           | <input type="checkbox"/> Traffic Control               |
| <input type="checkbox"/> Erosion Control                                     | <input type="checkbox"/> Professional Services | <input type="checkbox"/> Other Construction Services   |
| <input type="checkbox"/> Work Pertaining to Airports and Transit Authorities |  |  |

The Oklahoma Department of Transportation (ODOT) ensures that no person or groups of persons shall, on the grounds of race, color, sex, age, national origin, disability/handicap, or income status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by ODOT, its recipients, sub-recipients, and contractors.