

## Training For DBE Certification Application Review Staff

### **Does USDOT provide training resources for a UCP's DBE/ACDBE certification application-review staff? (Posted 08/22/2018)**

- Yes. The Department developed nine training modules that may be found online at the Departmental Office of Civil Rights website, <https://www.transportation.gov/civil-rights/disadvantaged-business-enterprise/dbeacdbe-training>, under “Online DBE/ACDBE Training and Resources,” which provides a link to the National Highway Institute online course system where the training modules are housed.

### **What steps should a UCP take to ensure that its DBE/ACDBE certification application-review staff are properly trained? (Posted 08/22/2018)**

- A UCP is responsible for ensuring and documenting the following:
  - The current certification application-review staff successfully complete all nine of the certification training modules provided by DOCR before they begin to review certification applications.
  - The current certification application-review staff view DOCR's “Recorded Presentation of the Rule,” which describes changes to the DBE rules instituted through the DOT final rule issued October 2, 2014 (found at <https://www.transportation.gov/civil-rights/disadvantaged-business-enterprise/dbe-final-rule-and-program-activities>) before they begin to review certification applications.
  - The current certification application-review staff complete all new, revised, or updated training modules or materials when DOCR makes them available through its website.
  - Keeping accurate training records for all certification application-review staff.
- UCP Staff who have not documented their completion of the mandatory training and viewing of the “Recorded Presentation of the Rule,” should not be permitted to review certification applications.

The General Counsel of the Department of Transportation has reviewed this document and approved it as consistent with the language and intent of 49 CFR part 26.