

Oklahoma Department of Transportation
Civil Rights Division
Disadvantaged Business Enterprise (DBE)
Training Reimbursement Form

The DBE Training Reimbursement Form is available to **any currently certified DBE firm**. Prior to making a request, firms must have all certification paperwork updated in the Civil Rights Certification and Compliance System.

This request is for DBE firms that are interested in enhancing their ability to obtain work in the federal-aid highway program. Examples of training would include, but not limited to: estimating, accounting, safety and so forth. **In order to participate, DBE firms are required to submit their request at least two months before the date of event.** Incomplete requests will not be approved. No training will be paid unless prior approval is obtained from the DBE Supportive Services Coordinator. Qualifying applications will be approved on a first-come, first-serve basis, as funds are available.

Completed forms along with documentation should be emailed to kellye.johnson@odot.org :

CERTIFIED DBE FIRM:

DBE Firm:			
Contact:		Phone:	
Email Address:			
How will this assistance help your company?	☐ Company Enhancement ☐ Bidding on upcoming project		

TRAINING INFORMATION:

Type of Training:			
Address:			
Course Title:			
Date(s) of Training:		Time of Training:	
		Cost:	
Name of Participant(s):			
Signature Field		Date of Request:	

(Office Use Only)

☐ Verified all paperwork updated	Not to exceed (\$)		Date Received:	
☐ Approved				
☐ Denied	Comments:			
Authorized Signature/Date:				

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