



## MEMORANDUM

U. S. Department of Transportation  
Office of the Secretary

July 11, 2014

TO: Linda Ford, Director of Civil Rights (TCR-1)  
Federal Transit Administration

Mamie Mallory, Assistant Administrator for Civil Rights (ACR-1)  
Federal Aviation Administration

Warren Whitlock, Associate Administrator for Civil Rights (FHWA-CR)  
Federal Highway Administration

FROM: Camille M. Hazeur, Director *Camille Hazeur*  
Departmental Office of Civil Rights (S-30)

**Subject:** Transition of Disadvantage Business Enterprises (DBE) and Airport Concessions (DBE) Certification Training to the National Highway Institute Learning Management System

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### ACTION REQUIRED

Notify recipients and certifiers of the availability of the 9 module certification training.

### SUMMARY

Effective today, the Department of Transportation (DOT) Departmental Office of Civil Rights (DOCR) completed its migration of the Federal Aviation Administration's DBE and ACDBE Certification Training modules to the National Highway Institute (NHI) Learning Management System (LMS). This training is now available for recipients and certifiers responsible for administering the DBE program. I want to express my sincere appreciation to the Operating Administrations (OAs), in particular, FAA's Office of Civil Rights, for the development and implementation of this course, and to NHI for assisting the Department in making this course more widely available through their online learning management system.

The goal of this effort is to ensure that all persons responsible for determining eligibility for certification as a DBE or ACDBE are knowledgeable concerning all certification requirements contained in 49 CFR Parts 26 and 23, and that the interpretation and application of requirements is consistent throughout the country. With this transition, the Department can provide uniform certification training to all DOT recipients.

The migrated training encompasses various aspects of DBE certification eligibility and addresses issues unique to ACDBE certification. The training will develop and enhance the skills necessary to perform a full review and analysis of certification eligibility, on-site reviews, and compliance oversight according to regulatory requirements in 49 CFR Part 26 and 23. The training is available in two delivery methods, online and in-person. The entire program takes about 12 hours to complete. Dates and locations for the live training sessions, some in conjunction with nationally recognized transportation conferences, will be announced on the DOCR training web page<sup>1</sup>.

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<sup>1</sup> [<https://www.civilrights.dot.gov/disadvantaged-business-enterprise/dbeacdbe-training-0>]



## COURSE NUMBER

FHWA-NHI-361031

**WBT**

CIVIL RIGHTS

## COURSE TITLE

### DBE/ACDBE Certification Training

Gain the skills necessary to perform a full review and analysis of Disadvantaged Business Enterprise (DBE) and Airport Concession Disadvantaged Business Enterprise (ACDBE) certification eligibility. The course is delivered through 12 hours of web based training consisting of 9 critical module segments. This training helps ensure that all persons responsible for determining whether or not a firm qualifies as a DBE or ACDBE, as well as those who have general DBE/ACDBE program responsibilities, are knowledgeable concerning all requirements for eligibility, and that the interpretation and application of requirements are consistent throughout the country.

## OUTCOMES

Upon completion of the course, participants will be able to:

- Identify and understand the historical foundation of the DBE/ACDBE program, its objectives, and the overall program operation
- Identify basic certification eligibility requirements according to the regulation 49 CFR Part 26
- Assess whether applicant firms and existing DBE/ACDBEs meet the small business size requirements of the regulation
- Assess ownership/control requirements according to the regulation
- Determine how applicant owners can make an individual showing of social and economic disadvantage according to 49 CFR Part 26 and Appendix E
- Assess whether firm owners meet the economic disadvantage requirements of the regulation
- Perform on-site reviews and collect necessary data
- Properly deny applicant firms entry into the program or remove existing firms' DBE/ACDBE certification
- Properly apply the interstate certification provisions of the regulation
- Understand fraud and fraud prevention strategies applicable to the DBE/ACDBE program
- Identify and understand DBE/ACDBE certification requirements

## TARGET AUDIENCE

All persons responsible for determining whether a firm qualifies as a DBE or ACDBE should take this training, including certifiers and DBE Liaison Officers. Certifiers are required to be knowledgeable concerning all requirements for eligibility and that the interpretation and application of the regulatory requirements are applied consistently nationwide. Ensuring that individuals processing DBE certifications apply the same measure of scrutiny and subjectivity is integral to maintaining the integrity of the program.

**TRAINING LEVEL:** Basic

**FEE:** 2014: \$0 Per Person; 2015: N/A **LENGTH:**

**12 HOURS (CEU: 0 UNITS) CLASS SIZE:**

**MINIMUM: 0; MAXIMUM: 0**

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