

PENNDOT MENTOR-PROTEGE PROGRAM

Welcome to Tier 3 - Consultant Proteges



Subject: Welcome to Tier 3 of the PennDOT MPP for Consultants!

Dear [Recipient Name],

Welcome to Tier 3 of the PennDOT Mentor-Protégé Program (MPP) for Consultants! Whether you're ascending from Tier 2 or starting fresh at Tier 3, we are excited to have you on board.

This email will help you navigate the MPP resources available on ProRank Academy (PRA) and make the most of your protégé experience.

- [ProRank Academy \(PRA\) Password Reset Link](#): This will allow you to reset your PRA password if you forgot it or are having issues logging in.

Key Highlights:

- **Purpose of Tier 3:**
 - The purpose of tier 3 is to help your firm successfully pair with a PennDOT (MPP) mentor to participate in a PennDOT highway and design consulting advertisement.
- **Tier 3 Consultant Learning Objectives for Firms that Need an Approved Overhead Rate and Employee Roster**
 - [22.3.4 Determining Your Indirect Cost Rate](#): This lesson on PRA will give you an overview of how to calculate your indirect Overhead Cost Rate in a Far-compliant manner.
 - [22.3.5 Submitting Your Overhead Rate on ECMS](#): This lesson on PRA will show you how to submit your indirect cost rate on ECMS once calculated.
 - [22.3.6 Employee Roster & Wage Rate Submission](#): This lesson on PRA will show you how to create and submit your employee roster on ECMS.
- **Tier 3 Consultant Learning Objectives All Proteges**
 - *Learn how to* invite Potential Mentors to the MPP by sending them [this link](#) (<https://pennmpp.com/mpp-prime-mentor-survey/>) to complete the Mentor MPP Questionnaire. Once the questionnaire is completed, the primary

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Point-Of-Contact (POC) will automatically have their original PRA profile added to the [Tier 3 Consultants Room](#), or they will have a new PRA profile created and added to the room if they use an email address not already registered in PRA. No other members of the POCs firm need to complete the questionnaire. They can just create free PRA profiles and edit their profile option to be a “Potential Mentor,” as shown in [this video](#).

- **Secondary Protégé Sign-Up Process:**
 - Additional firm members can request "Multi-Account" access from your MPP Point-Of-Contact (primary protege) user to access the MPP rooms and resources on PRA. [Watch the Instructional Video at this link](#).
 - Once the primary user(s) grants the secondary user(s) Multi-Account access, the secondary user(s) can toggle to the primary MPP user's profile to view MPP rooms and resources “as the primary user.
 - **Legal Disclaimer:** By enabling Multi-Account access, you acknowledge and accept the risks associated with granting access to secondary users. ProRank Academy is not liable for any misuse, unauthorized access, or data loss resulting from the use of the Multi-Account function. Users are responsible for managing and monitoring access permissions and ensuring compliance with all relevant data protection regulations and organizational policies.

Navigating MPP Rooms:

- **[MPP Room Reports:](#)** These reports provide dynamic, in-line views of crucial information from all MPP Rooms that users can access. This is a private link that can only be accessed by PRA members. Only PRA members currently enrolled in MPP rooms can generate MPP room reports using the link above.
- **[Tier 3 Consultant Room:](#)** This room contains potential mentors ready to partner on PennDOT projects.
- **Viewing Potential Mentor Profiles:**
 - View various MPP Mentors in the Tier 3 Consultant Room or by using the Tier 3 Consultant Room Report.
 - You can send connection requests to initiate dialogues if logged in to PRA.

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- **Making Connections**
 - You can access the [Tier 3 Consultants Room](#) to view mentors looking to pair with proteges and send connection requests. (Watch the first 3 minutes of [this video](#) to see how.)
 - You should regularly check the [Tier 3 Consultant MPP Room](#) and/or Tier 3 Consultant [Room Report](#) for new firms.
- **Additional Reports:**
 - [Public Tier 3 Consultant Protege Report](#) (Public): This is a publicly viewable list of Tier 3 consultant proteges accessible by all members of the general public who have the link. (Tip: You can toggle the search filter to “potential mentors” to view a list of mentors instead of proteges.)
- **MPP Interactive Navigational Diagram:**
 - [MPP Navigational Diagram](#): This interactive diagram provides an interactive view of the entire MPP lifecycle from start to finish. It includes video instructions and direct links to each webpage referenced at each step.

For a comprehensive overview of Tier 3, please refer to the [Welcome Guide for Tier 3 Protégés in the Consultant Cohort](#).

If you have any questions or need further assistance, please contact us at (833) 736-6677 or Penn (mpp) @prorank llc.com.

Best regards,