

PENNDOT MENTOR-PROTEGE PROGRAM

Welcome to Tier 1 - Contractor Proteges



Hi {{{user.displayName}}}, Please view the Tier 1 video below:

Subject: Welcome to Tier 1 of the PennDOT MPP for Contractors!

Welcome to Tier 1 of the PennDOT Mentor-Protégé Program (MPP) for Contractors! We are excited to have you in the program. The purpose of this email is to help you navigate the MPP resources available on ProRank Academy (PRA) and support you in completing the Business Partner Registration (BPR) process on PennDOT's ECMS.

- [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 1:**
 - Tier 1 focuses on assisting contractors in completing the Business Partner Registration (BPR) process on PennDOT's ECMS, a crucial step toward advancing the program.
- **Tier 1 Contractor Protege Learning Objectives**
 - [PRA Course 22.1 - ECMS Business Partner Registration](#): This course will walk you through completing and submitting your Business Partner Registration (BPR) applications to PennDOT. The BPR application submission is a two-part process.
 - **The online form submission** is a 5-tab web form completed and submitted through the [ECMS Frameset website](#).
 - [The PDF Business Partner Agreement](#) is a PDF document that must also be completed and emailed back to the ECMS Help Desk.

Note: The information on both forms must match precisely to prevent delays in receiving your Business Partner ID number and Administrative User password. It is a best practice to create your ECMS User(s) immediately after receiving your administrative username and password via email.

PENNDOT MENTOR-PROTEGE PROGRAM

Welcome to Tier 1 - Contractor Proteges

- **Navigating MPP Rooms:**
 - [Tier 1 Contractors Room](#): This room contains resources, courses, and discussion forums focused on helping your firm become PennDOT Business Partner Registered on ECMS to reach Tier 2 of the contractor cohort.
 - [Tier 1 Contractors Room Forum](#): You can use these discussions to ask PennDOT or MPP Admins questions anytime and read through previous responses.
- Tier 1 proteges **Should Only engage mentors once** they are in Tier 3. Likewise, mentors cannot solicit Tier 1 contractors for MPP projects. These features will be available once you advance to Tier 3.
- **MPP Navigational Matrix:**
 - [MPP Navigational Diagram](#) This document is an interactive flowchart that guides proteges and mentors through the entire MPP lifecycle. It includes video instructions and direct links to each webpage referenced at each program step.
- **Additional Resources:**
 - [ECMS Business Partner Registration Instructions](#): This PennDOT-drafted set of instructions on Business Partner Registration comes from the ECMS platform and can be accessed on the [ECMS Frameset platform](#).
 - [Types of work that Fall under the “Construction Contractor” Work Type](#): This is a list of approved PennDOT Heavy Highway work classifications that correspond to the “Construction Contractor Work Type.
 - [Pub 637 Excerpt - Creating ECMS Users & Security Groups](#): This PDF is an excerpt from PennDOT Pub 637 on creating users in ECMS. This is one of the main steps that new users need to remember.
 - [PennDOT MPP Program Guide](#): This document is PennDOT’s guidance on policies and procedures for the Mentor-Protege Program.
 - [PennDOT Mentor-Protege Program \(MPP\) Website](#): This is the official website for the PennDOT MPP Program. It contains various resources to help proteges and mentors understand and navigate the program.

For a comprehensive overview, please refer to the complete [Welcome Guide for Tier 1 Protégés in the Contractor Cohort](#), “[viewable here](#).”



PENNDOT MENTOR-PROTEGE PROGRAM

Welcome to Tier 1 - Contractor Proteges

For any questions or further assistance, please contact us at (833) 736-6677 or pennmpp@prorankllc.com.

Best regards,

MPP SSC Admin Team