PENNDOT MENTOR-PROTEGE PROGRAM
Welcome To Tier 2 - Contractor Proteges

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Subject: Welcome to Tier 2 of the PennDOT MPP for Contractors

https://youtu.be/O2--X8BJCMI?si=7yz3psUCcbz0PtJt

Welcome to Tier 2 of the PennDOT Mentor-Protégé Program (MPP) for Contractors! We are excited to have you join the program. This email will help you navigate the MPP resources available on ProRank Academy (PRA) and successfully submit your PennDOT prequalification application.

- **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 2:**
  - As a Tier 2 Protégé in the construction cohort, you are PennDOT Business Partner Registered but **not yet Prequalified, with at least one workcode on ECMS**.
  - Our goal is to help you submit your PennDOT Prequalification Application and acquire your first PennDOT work code or renew your expired work code(s), which must be renewed on ECMS bi-annually.
- **Tier 2 Contractor Cohort Learning Objectives :**
  - PRA Lesson 22.2.1 - PennDOT Subcontractor Prequalification: This 9-topic lesson will walk you through completing and submitting your prequalification application to PennDOT using the PDF mail-in process. After completing your prequalification application, you will mail the application and any supporting documentation to the PennDOT Prequalification Office.
  - PRA Course 22.9 - Subcontractor Electronic Prequalification Process: This 4-lesson course will walk you through completing and submitting your prequalification application to PennDOT using the electronic submission process on ECMS. The electronic process is faster than the PDF mail-in process.

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- ○ [PRA Course 22.9 - Subcontractor Electronic Prequalification Renewal](): This course walks you through renewing your expired prequalification workcode using the ECMS electronic renewal process.
- **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:**
  - ○ [Contractor Tier 2 Room](): This room provides access to targeted resources and discussions specifically for Tier 2 contractor proteges.
  - ○ Tier 2 contractors cannot view potential MPP mentors from the Tier 2 MPP Contractors Room. Viewing potential mentors in your tier room is only available once you advance to the Tier 3 MPP Contractors Room.
- **MPP Navigational Diagram:**
  - ○ [MPP Interactive Diagram:]() This navigational 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.
- **Additional Resources:**
  - ○ [ECMS Work Code List](): In most cases, contractors must be prequalified for PennDOT construction projects through an application process. This list provides the types of work for which PennDOT prequalifies.

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- ○ ECMS Prequal Instructions: This document provides written instructions from PennDOT on prequalification and renewal. Please note the links to the ECMS website on this document are old and should be replaced with the following link:
  - ■ https://www.ecms.penndot.pa.gov/ECMS/
- ○ PennDOT ECMS Roadmap: This is an interactive PDF diagram of the PennDOT ECMS process of becoming "Ready to Work" for PennDOT projects.
- ○ 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.
- ○ PennDOT MPP Program Guide: This document is PennDOT's guidance for the Mentor-Protege Program.
- ○ Welcome Guide for Tier 2 Protégés in the Construction Cohort: This guide provides a complete overview of how to use PRA to navigate Tier 2 of the PennDOT MPP for consultants.

If you have any questions or need further assistance, please contact us at (833) 736-6677 or pennmpp@prorankllc.com. You can also visit us at pennmpp.com for more information on the PennDOT MPP.

Best regards,

MPP Admin Team