



State of Illinois
Illinois Department of Transportation

Illinois Technology Transfer Center

2013 – 2014 Training Program



Illinois Technology Transfer Center Training Program

The Technology Transfer (T²) Program is a nationwide effort financed jointly by the Federal Highway Administration and individual state departments of transportation. Its purpose is to transfer the latest state-of-the-art technology in the areas of roads and bridges by translating the technology into terms understood by local and state highway or transportation personnel.

This booklet replaces our training newsletter. After reading all information on our training classes, fill out and return the appropriate forms for registration. Please review our enrollment policy as we have limited seating in some of our classes and in most cases, our seating is open to Local Agency Personnel, on a first-come, first-serve basis. If you are not able to attend a class, please contact us so we may offer the spot to those people on our waiting list. Notifying us in advance of substitution of students would also be appreciated.

If you have any additional questions regarding our Training Program, please contact us as listed below.

Illinois Technology Transfer Center
Illinois Department of Transportation
2300 South Dirksen Parkway - Room 205, Springfield, IL 62764
Fax (217) 785-7296
E-mail us at T2LRSDOT@dot.il.gov

Local Policy and Technology Engineer
VACANT

Technology Transfer Program Manager
GWEN MONTGOMERY
E-mail: Gwen.Montgomery@illinois.gov
Phone: (217) 785-2350

Technology Transfer Technician
KEVIN CATLIN
E-mail: Kevin.Catlin@illinois.gov
Phone: (217) 782-1682

GABIE RICHARDSON
E-mail: Gabrielle.Richardson@illinois.gov
Phone: (217) 557-1910

Visit our website at www.dot.il.gov/blr/t2center.html

Enrollment Policy

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The courses listed on the following pages constitute the Technology Transfer Training Program. These courses are scheduled to be presented on the dates shown and at the locations indicated. As you view the list, note that many of the courses have PREREQUISITES, especially those relating to math or computers. Instruction is geared toward those students who have the necessary prerequisite skills. These classes are all tuition-free unless otherwise noted. [Travel, meals and lodging expenses, are always the responsibility of the student.](#)

ENROLLMENT:

We invite your agency to enroll students in the classes you desire by filling out the appropriate enrollment form(s). Please type or clearly print the enrollment information completely as this information will be entered in our computer for later use in e-mails, mailings, rosters and certificates. Return the enrollment form by using one of the following methods:

BY MAIL:

Illinois Department of Transportation
Bureau of Local Roads and Streets
Technology Transfer Center
2300 S. Dirksen Parkway, Room 205
Springfield, IL 62764

BY FAX:

You may fax your enrollment form by dialing (217) 785-7296.

It is important that you **send your enrollments in early**. Some classes fill up quickly and we may not be able to schedule additional classes. Enrollments must be received no later than 4 weeks prior to a class.

In cases of excess enrollment, some attendance restrictions will be imposed and in cases of insufficient enrollment, classes may be cancelled. Enrollment in a class will be handled in accordance with our policy below.

ENROLLMENT POLICY:

We will continue to enter enrollments in our computer until 4 weeks prior to a class. We will then determine if we have more enrollments than we have space. If this occurs, Local Agencies, State, and Federal personnel will be given priority to attend the class. Other enrollments will be placed in the class on a first come, first served basis. If a class has more Local Agency personnel enrolled than we have space, then placement will be on a first come, first served basis and may be limited to four students per agency, if necessary.

You or the contact person designated on your enrollment form will receive an e-mail approximately 3 weeks prior to the class confirming your registration and giving the classroom information. All others will be notified by e-mail that they have been placed on a waiting list and will be contacted if there are further cancellations.

CANCELLATION POLICY:

If a student is unable to attend, it is the agency's responsibility to cancel before the day of the class. Frequent no shows may result in your agency receiving lower priority in future enrollments.

CONSULTANT POLICY:

Enrollment for Consultants will be allowed in all Technology Transfer Training classes with the exception of Local Agency Only classes. Due to the popularity of our classes, we must limit each Consulting firm to a maximum of 4 students per class.

CERTIFICATES:

A Certificate of Completion will be awarded to approved students (see note below) who successfully complete the final examination for the class. In those classes where final exams are not given, a Certificate of Attendance will be awarded. The majority of T² Classes meet the requirements for Professional Development Hours (PDH's). The number of PDH's given per class can be found with the course description; however, it is the students responsibility to ensure that the course meets the continuing education requirements of their license.



If you have any questions, contact Gwen Montgomery at Gwen.Montgomery@illinois.gov

PLEASE NOTE:

Instructors will not admit students into their classes if not enrolled through the Center. Certificates will not be issued to students that have not pre-enrolled. We want to be fair to those agencies that have enrolled early and have followed our enrollment guidelines - especially those that have been placed on a waiting list for attendance.

Course Descriptions

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Americans with Disability Act Accessibility Guidelines (ADAAG)/PROWAG Seminar

PURPOSE: This seminar includes presentations by the United States Access Board, Office of the Illinois Attorney General, Federal Highway Administration – IL Division, and Illinois Department of Transportation that will discuss the American's with Disability Act Accessibility Guidelines (ADAAG) that impact highway agencies. It will also provide an overview of Public Right-of-Way Accessibility Guidelines (PROWAG) that are currently being developed.

TOPICS TO BE COVERED: ADAAG, PROWAG, and federal/state compliance requirements.

LENGTH OF COURSE: 1 day.

PDH's: 6.0

Asset Management

PURPOSE: This course will provide students with a sufficient understanding of asset management principles and an idea about how these principles can be applied cost-effectively in a local agency environment.

PREREQUISITES: Knowledge and probability of involvement with the processes for reporting asset conditions and/or managing transportation assets.

TOPICS TO BE COVERED: Inventory and condition assessments, tailoring asset management activities to match an agency's needs and resource constraints, developing an asset management program, setting performance targets, and selecting optimal strategies.

LENGTH OF COURSE: 1 day.

PDH's: 6.0

Communicating Through COLORS

PURPOSE: To help participants identify their own color (temperament) style and that of their supervisors, peers and/or subordinates. In addition, it will provide a new understanding of learning and communication styles that are in keeping with the color style of others.

TOPICS TO BE COVERED: Recognizing students own strengths and the strengths of others, building instant rapport with others, learning to speak the language of their listeners, enhancing the ability to understand how others process information, and modifying their own communication style to meet the needs of other communication styles.

LENGTH OF COURSE: 1 day.

PDH's: 6.0

Highway Engineering Principles

PURPOSE: To familiarize engineering and technical employees or refresh their knowledge of highway terminology and procedures used in conjunction with engineering applications and the management of streets and roads.

PREREQUISITES: Mathematics Refresher Course, Units 1 through 17, or equivalent; involvement in highway design or highway project development activities.

TOPICS TO BE COVERED: Basic mathematics; horizontal and vertical curves; slopes and grades; bituminous surface treatment; traffic, highway organization and funding.

LENGTH OF COURSE: 1 day.

PDH's: 6.0

MFT Accounting and Auditing

PURPOSE: This course will enable students to properly record and account for MFT funds utilized on local agency projects.

TOPICS TO BE COVERED: Accounting and auditing principles of MFT funds as established by the Illinois Department of Transportation.

LENGTH OF COURSE: 1 day.

PDH's: 6.0

Manual on Uniform Traffic Control Devices (MUTCD) Training

PURPOSE: This course will provide the basic principles of traffic control that is contained in the MUTCD. It will also provide guidance on the importance of compliance with the MUTCD and a general discussion on how and why devices are included in the manual.

TOPICS TO BE COVERED: There will be sessions focusing on the concept of Positive Guidance, Human Factors, and how they relate to proper traffic control, and highlights of each Part of the MUTCD.

LENGTH OF COURSE: 1 day.

PDH's: 6.0

OSHA 10-Hour Construction

PURPOSE: To provide safety training for highway personnel on several work related topics. Participants receive an OSHA safety certificate.

TOPICS TO BE COVERED: Cranes, electrical, hazard communication, ladders & stairs, personal protection equipment, material handling, tools, walking working surfaces, and welding safety.

LENGTH OF COURSE: 10 hours.

PDH's: 10.0

Piling

PURPOSE: Introduction to foundation and piling inspection and testing procedures, field documentation, and discussion of problems encountered with piling installation.

PREREQUISITES: Probability of assignment to inspection and documentation of pile driving operation.

TOPICS TO BE COVERED: Determining energy requirements for hammers, blow counts, site safety, piling alignment, splicer requirements, bearing values, setting up of field books.

LENGTH OF COURSE: 1 day.

PDH's: 6.0

Retroreflectivity

PURPOSE: To explain the new federal regulations on sign retroreflectivity as required by the MUTCD.

TOPICS TO BE COVERED: Types of sheeting required, sign management, inventory and inspection will be covered.

LENGTH OF COURSE: ½ day.

PDH's: 3.0

Road Safety Assessment (RSA)

PURPOSE: Students will learn to identify, rank and develop countermeasures for road risks according to RSA procedures.

TOPICS TO BE COVERED: RSA risk identification, risk analysis, countermeasure selection and necessary documentation of the RSA process.

LENGTH OF COURSE: 2 days.

PDH's: 12.0

Team Building Through COLORS

PURPOSE: Participants will focus on team building as it relates to their agency and their own color and evaluate the impact of conflict, communication, task assignments and temperament in building a successful team.

PREREQUISITES: Communicating through COLORS Course

TOPICS TO BE COVERED: The four stages of team building: storming, forming, norming and performing and how conflict and communication affect team building.

LENGTH OF COURSE: 1day.

PDH's: 6.0

NOTE: Students will not be allowed to attend this course if the prerequisite, Communicating through COLORS, has not been met.

Understanding Specifications

PURPOSE: This course will enable students to identify the different types of contract documents and explain the hierarchy of these contract documents, to understand the format and use of the Standard Specifications, and to determine when and how to write effective special provisions and plan notes.

PREREQUISITES: Involvement in highway design, highway project development, or highway construction activities.

TOPICS TO BE COVERED: Specifications, special provisions, pay items and plans.

LENGTH OF COURSE: 1 day.

PDH's: 6.0

Local Agency Only Classes

Flagger Training (for Local Agency Personnel Only)

PURPOSE: This class provides training to local agency personnel for their day labor and maintenance activities. It meets requirements established by the Manual on Uniform Traffic Control Devices (MUTCD) and the Occupational Safety and Health Administration.

PREREQUISITES: This course is available to local agency highway personnel holding a valid driver's license or an Illinois Identification Card from the Secretary of State.

TOPICS TO BE COVERED: Traffic control devices, the flagger's role in work zone safety, Illinois laws and responsibilities, and flagging procedures.

LENGTH OF COURSE: ½ day.

PDH's: 3.0

Work Zone Safety (for Local Agency Personnel Only)

PURPOSE: This class provides training to local agency personnel for their day labor and maintenance activities.

TOPICS TO BE COVERED: Traffic control devices, traffic control plans, and work zone safety.

LENGTH OF COURSE: ½ day.

PDH's: 3.0

Illinois Center for Transportation (ICT) Classes

Documentation of Contract Quantities

PURPOSE: To provide the student with the ability to document, with some supervision, contract quantities to Federal and State standards.

PREREQUISITES: Mathematics Refresher Course, Units 1 through 15, or equivalent; one year construction experience and familiarity with general highway construction terminology and practice.

TOPICS TO BE COVERED: Project diary entries; quantity book preparation and entries; cross-reference system; extra work reports, and the measurement and calculation of pay items for pay quantities occurring in road and bridge plans.

LENGTH OF COURSE: 3 days.

NOTE: Effective July 2008: The Documentation of Contract Quantities class will be administered by the Illinois Center for Transportation (ICT) and coordinated by Mary J. Fries of the University of Illinois. All transactions and correspondence will now be through ICT and not the Illinois Department of Transportation (IDOT) Central Bureau of Construction or through the Technology Transfer Center.

Please visit the ICT website at www.ict.uiuc.edu/home/documentation_certification.html for more information.

Erosion & Sediment Control Workshop

PURPOSE: The three modules offered in this workshop series are designed for the Illinois Department of Transportation (IDOT) contractors, inspectors, designers and others interested in erosion and sediment control and storm water management best management practices (BMPs) for a sustainable environment. Successful completion of the Fundamentals Module is required before taking the Design or Construction Modules.

PREREQUISITES: Must successfully complete Fundamentals Module to take Module II and III.

TOPICS TO BE COVERED: Module I: Fundamentals of Storm Water Pollution and Erosion and Sediment Control, Module II: Erosion and Sediment Control Planning and Design, Module III: Inspection of Erosion and Sediment Control Best Management Practices (BMPS)

LENGTH OF COURSE: Module I - 2 days, Module II – 1 day and Module III – 1 day.

Please visit the ICT website at http://ict.illinois.edu/Training/erosion_workshop.aspx for more information.

National Highway Institute (NHI) Classes

The Illinois Department of Transportation and/or the Technology Transfer Center will not be handling enrollments for the National Highway Institute (NHI) classes this training season.

For additional information on NHI classes, visit their website at <https://www.nhi.fhwa.dot.gov/default.aspx>.

QC/QA Training

The Illinois Department of Transportation QC/QA Training is administered by Lake Land College.

For additional information on locations, schedules, and fees visit their web site at:
www.lakeland.cc.il.us/idotqcqa.

Training Schedule by Course

Training Schedule by Date

Training Schedule by Location

Enrollment Forms