



Iowa DOT TTCP

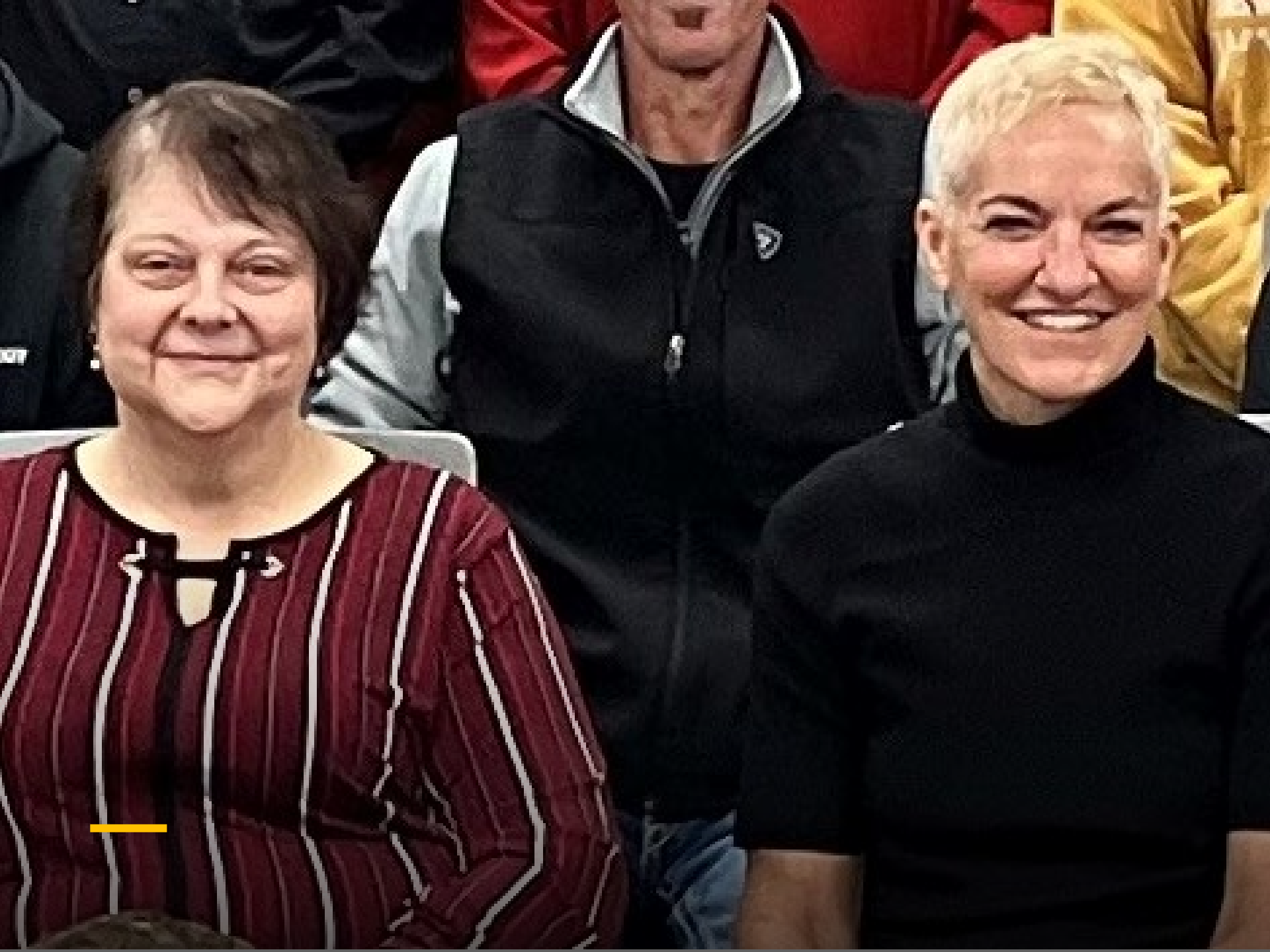
2025 M-TRAC Meeting
Big Rapids, MI





The excitement of the past year!

- New DMACC staff and a new intern!
- New LMS
 - Welcome to Workday Learning
- Contract Administration course series
- Precast Certification? Maybe?







New LMS

- Surprise!
- Rumors in January, announcement in March, old LMS turned off in September.
- Workday Learning



Contract Administration

- Old Model was Contract Administration 1-3
- New Model is going to be Contract Administration Modules
- Depending on Job Requirements can choose what Module fits them best
- Same Material as Admin 1-3 just organized differently
- Team has been working on updates



Contract Administration

- **Module 1**- Contract Administration Introduction
 - Very Basic Course (1 Day)
- **Module 2** – Navigating Contractual Elements
 - Field Inspection focused (2 Day)
 - Contract Review and Preparation, Documentation, Compliance monitoring, Payment administration, Closeout procedures
- Module 3 – Davis Bacon (payrolls, etc.)
 - Office Staff focused (1 Day)
 - Understanding DBE, Payroll checking, EEO
- Module 4 – Materials/Audit –
 - All Staff (2 Day)
 - What it takes to finalize a project -



New Precast certification

- Precast certification
 - Stand alone certification for Precast plant technicians
 - Replaces Level I PCC prerequisite for Prestress
 - 3 days with lab component. (Concrete lab)
 - Trial class spring of ~~2025~~ 2026.





The Program - Structure

- Program Director – Wes Musgrove
- Board of Certification
- Federal Highway Administration (FHWA)
- Program Coordinators – Hope Arthur & Brian Squier
- DMACC Partners
- District TTCP Administrators
- TTCP Task Groups





TTCP COORDINATORS

- Administer the TTCP according to the guidelines in IM 213.
- Coordinate task groups and class scheduling.
- Create, modify and update the online Registration Book, online Certified Technicians Book, printable certificates, TTCP website, the Learning Management System, the Certification Database, and all web-based training.
- Keep accurate training records of all enrollments, cancellations, completions, financial transactions, test scores, unsatisfactory performances, and certified technician information. Write ad hoc queries to pull data and create reports as needed.
- Review and provide desktop publishing services for all printed training materials. Write print orders, schedule, track, pick-up and disseminate printed training materials to proper locations. Track inventory.



TTCP COORDINATORS

- Monitor, summarize and/or respond to class evaluations, question challenges, requests for reciprocity and any other submitted comments or complaints.
- Review all class registrations for eligibility, prerequisites, correct payment type, missing information and more. Contact enrollees and resolve any issues.
- Monitor classes, proctor exams, set-up training sites, create, print and mail certification cards, deliver classroom supplies or technology as needed.
- Research technology and training delivery methods.
- Market the TTCP through mailings, email, various group presentations, and websites.
- Respond to thousand of emails and calls throughout the training season.



What's New and in Review

1. Data and how we are organized

2. New Instructors

Highway Technician
Certification Program (HTCP)





DMACC PARTNERSHIP

- Hire instructors and proctors
- Teach and proctor
- Assist with Task Groups
- Provide flagship training facility (Boone)
- Provide audio-visual and class materials to the Districts
- Provide and support testing service
- Assist with scheduling
- Provide and manage class sign-in
- Assist with financial management of the program





DISTRICT TTCP ADMINISTRATORS

- Assist with class scheduling and staffing
- Prepare the facility
- Assist with class sign-in and testing
- Assist with retesting, reciprocity testing, engineer testing, etc. at their location
- Track needed classroom materials and equipment
- Make calls on weather conditions or other issues
- Answer questions





TASK GROUPS

- Consists of instructors and/or subject matter experts
- Meet at least twice each year
- Guiding group for each certification – class content, exam content, training material content (both print and web-based), class length, class format



TASK GROUPS

- Meetings scheduled in July/August – lunch provided
- Resources provided
 - Evaluations from last year
 - Changes to IM's, Specifications, etc. in the last year
- Course content (topics covered) and length
- Class Outline changes
- Manual changes – additions, deletions, corrections
- WBT changes – volunteers to evaluate web-based review courses for needed changes
- Exam question bank review and changes
- Instructor staffing



2024-2025 NUMBERS

- Full schedule of TTCP Certification and Recertification classes
 - Nearly all classes back in person
- Over 1,300 individuals earned at least 1 certificate
- Approximately 2,500 certificates earned



Program Totals

- 13 different certifications
- Nearly 4,300 certified technicians
- Approximately 11,500 active certificates
- Wide variety of non-certification classes and web-based training



2025-2026 TTCP CLASSES

- Scheduling done by late August
- Online Registration Book launch – October 1st



Web-based training

- 20 TTCP courses built in-house
 - Most are certification review and update courses
- 306 AASHTO Technical Training Solutions courses hosted in our LMS
 - Update when received



Computerized Exams

- Test.com
- Test banks of questions
- Randomized, individual generation
- Proctor must verify
- Timer
- Set fee plus charge per exam



Computerized Exams

- Encourages academic integrity
- Record keeping
- Question answer references in test banks
- Each district has a bank of testing tablets
- All TTCP certification examinations are computer-based
- Medical exceptions must be documented



3



4



5



6



7



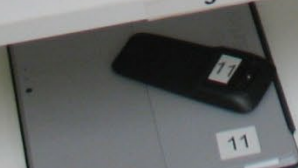
8



9



10



11



12





Information

<http://www.iowadot.gov/training/ttcp.html>

Brian Squier – 515.233.7915 (office)
– 515.290.5998 (cell)

Hope Arthur – 515.239.1819

