

M-TRAC ANNUAL MEETING
KANSAS CITY, KS

M-TRAC

**Multi-regional
Training and Certification**

 FHWA ENDORSED

August 10 – 11, 2011

Wednesday, August 10

8:00 am	–	8:30 am	Arrival and Registration
8:30 am	–	9:00 am	Welcome & Participant Introductions
9:00 am	–	9:15 am	Update on Transportation Curriculum Coordination Council (TCCC)
9:15 am	–	10:00 am	TCCC/NHI Web-based Training Update
10:00 am	–	10:15 am	Break (<i>continental breakfast provided</i>)
10:15 am	–	11:00 am	Kansas DOT Learning Management System
11:00 am	–	12:00 pm	NICET/ ACI
12:00 pm	–	1:00pm	Lunch (<i>provided</i>)
1:00 pm	–	1:30 pm	Mobile Learning, Apps, Share Point
1:30 pm	–	2:00 pm	State Presentations
2:00 pm	–	3:00 pm	State Presentations and Discussion
3:00 pm	–	3:15 pm	Break
3:15 pm	–	3:45 pm	Missouri/Kansas Reciprocity Issue
3:45 pm	–	4:45 pm	State Presentations and Discussion

Thursday August 11

8:00 am	–	8:15 am	Welcome and Review Day 2 Schedule List State Problems and Issues for Discussion
8:15 am	–	8:45am	FHWA Update
8:45 am	–	9:15 am	M-TRAC Materials Update
9:15 am	–	9:45 am	State Presentations
9:45 am	–	10:00 am	Break
10:00 am	–	10:30 am	ACPA Training
10:30 am	–	11:30 am	State Presentations
11:30 am	–	12:30 pm	Lunch (<i>provided</i>)
12:30 pm	–	1:30 pm	State Presentations
1:30 pm	–	3:30 pm	State Problems and Issues – Open Discussion
3:30 pm	–	4:00 pm	Workshop Wrap-Up Location for FHWA M-TRAC Workshop 2012

The group was welcomed by Lora Kowach and Rick Kreider. Introductions were held by the group. A special thank you to Lora Kowach and Terry VanWey for their work in hosting the meeting.

The first presentation was an update on the Transportation Curriculum Coordination Council by Mark Chaput and Will Stalcup. Highlights include:

- Met in June to discuss future with FHWA
- FHWA and NHI are no longer providing financial support
- Over 84 TCCC courses available on NHI's website
- Reviewed TCCC's training resource database and discussed the need for input
- TCCC will be working on reorganization
- Need help from all states to continue by contributing to pooled fund.

TCCC/NHI – Kevin Monaghan

- Power Point is included with minutes
- Includes number of WBT attendees and courses available

KANSAS DOT'S LEARNING MANAGEMENT SYSTEM – Lora Kowach, Lori Jones & Sherry Petrie-Fitzgerald

- A demonstration of the LMS was given
- K-State completes registrations for KDOT in the LMS
- It is capable of sending expiration reminders via email
- K-State adds non-KDOT personnel information if they are not in the system
- Uses Crystal Reports (a separate software from LMS) to do statistical reports

NHI – Kevin Monaghan

- Power Point is included with minutes
- The new catalog is online and is not printed
- NHI moved to a new facility
- M-learning (mobile apps) should compliment your training not replace

PP - STATE PRESENTATION – Mike Hogan – Minnesota “Mn/DOT Technical Certification Program”

- Power Point is included with minutes
- Uses FoxPro to track certification
- CFR23 – Part 637 – Why we do what we do!!
- Provides a handbook each year starting October 1st with classes held November – June
- Aggregate and Ready Mix of Minnesota (ARM) handles all registrations
- Right now evaluations are done via paper compiled into a PDF at the end of the year but are hoping to do something different
- Notified by postcard (over 60%) or letter (under 60%)
- Contractors are the largest portion of enrollments
- Concrete has the highest enrollment
- There is no charge for DOT but do charge for others
- The new website is now compliant: www.dot.state.mn.us/const/tcp
- Mail out 5,000 certification cards annually
- “Inspectors Job Guide” – a small pocket-size book with the newest edition to come out soon
- The new course is called “Bituminous Street Recertification” it is an online course: www.dot.state.mn.us/elearning/bituminousdemo/
- Run PeopleSoft for their LMS

STATE PRESENTATION – Jeff Huffman – Missouri “Technician Certification Program”

- Power Point is included with minutes
- Certification Cards
 - Temporary cards issued upon successful completion of each class
 - Send as a PDF to those with email
 - Permanent cards sent by July 1st
 - Use PVC cards around \$1 each
- Doing “Renewals on the Road” and it has been very successful
- Working on new tests with more calculations and word association questions
- Added simple calculations to classroom exercises to help with training
- Added time limit to hands-on portion
- Sends a status report to each company and DOT departments of their certifications by employee name and gives expiration date. It is usually sent in early September and has really helped with registrations
- Website: www.modot.mo.gov

RECIPROCITY – Lora Kowach & Jeff Huffman

- Power Point is included with minutes
- Double-check other states
- Missouri keeps a PDF of certifications on their website
- Missouri uses SharePoint for inspectors to check credentials (along with card)

STATE PRESENTATIONS – Mark Chaput – Michigan “Michigan’s Construction Quality Partnership (CQP)”

- Power Point is included with minutes
- Michigan’s Construction Quality Partnership (CQP)
- Developed three tiers of training (field, mid-management and executive) using existing courses and setting goals for any gaps
- RedVector is the company they hired for the project (they also have the Florida DOT contract)
- Future goal is to have certifications at the company level to help with bids, etc
- Reviewed matrix of classes
- Michigan’s LMS only shows classes taken. It is a statewide program, not DOT specific

DAY TWO

FHWA UPDATE – Dennis Dvorak

- Power Point is included with minutes
- Quality Assurance Assessment is given to improve our processes
- TCCC – will likely not be financially supported by FHWA in FY12
- Need justification to change 23CFR637 to add inspector certification
- Everyone was encouraged to have a qualified products list
- Use NTPEP and APEL
- Validating Contractor Tests – consider two data sets – state versus contractor tests
- Lab Accreditation

M-TRAC MATERIALS UPDATE – Chris Anderson

- Manuals for Aggregate, Soils, PCC and HMA are still on M-TRAC website
- They are due to be updated again and need volunteers

STATE PRESENTATION – Sue Hendrickson “Transportation Learning Network”

- Power Point is included with minutes
- Use video conferencing, webinars and online modules for training amongst the network
- Use “Instant Presenter” to do their own webinars
- LearnFlex is the program used for their LMS and it allows recorded video conferences and webinars to be seen

STATE PRESENTATION – Ray Spellman “Highway Technician Certification Program (HTCP)”

- Power Point is included with minutes
- Do online registrations
- Put an online course with test and made it a prerequisite to take (profile class)
- Microsoft Certification Certificate concept
- Working on making a library of videos
- Been approached about a “round robin testing”

American Concrete Pavement Association (ACPA_ – Todd LaTorella “ACPA Training: Concrete Pavement Industry Resources”

- Power Point is included with minutes
- Training is important to improve an inexperienced workforce and to attract new workers to the field that want to stay in the field and having good workers in key positions
- www.pavement.com
- Web apps are available – design – analysis – construction – desktop apps
- “on demand” training videos can be bought and downloaded
- Webinar/meganeer series available
- Complete ACPA publication library is available

STATE PRESENTATION – Sharon Taylor “North Dakota Technician Certification Program”

- Power Point is included with minutes
- Mail cards once a year
- Renewals are done ½ day to 1 day class and include a performance exam
- Uses Access database and a ELM via PeopleSoft
- A lot of emergency “fix highway” bid lettings has increased reciprocity

STATE PRESENTATION – Lora Kowach

- Putting schedule online on September 10th and registrations will begin
- K-State handles registration via email and fax
- Testing – failing a certain amount of times can lead to a decrease in salary or dismissal
- Put calculations in written test

STATE PRESENTATION – Chris Anderson “Technical Training and Certification Program (TTCP)

- Outline is included with minutes
- www.iowadot.gov/training
- All manuals are online
- Email registrations
- Double-entry system
- Web-based training available on their website – they can use them to review and can attend “test only” days for recertification
- DOT employee training academy
- Looking at web-based testing

STATE PROBLEMS AND ISSUES – AN OPEN DISCUSSION

- Computer skills discussed

Iowa will be hosting next year’s meeting in Des Moines. Thanks to all that attended and for all the information that was shared.

2011 ATTENDEES

Last Name	First Name	Organization	E-Mail Address
Anderson	Christie	Iowa DOT	Christie.Anderson@dot.iowa.gov
Callahan	Terry	Georgia DOT	tcallahan@dot.ga.gov
Chaput	Mark	Michigan DOT	chaputm@michigan.gov
Dvorak	Dennis	FHWA	dennis.dvorak@dot.gov
Gretter	Ann	Harpers Enterprise	anngretter@harpersenterprise.com
Heckemeyer	Diane	Linn State Technical College	diane.heckemeyer@linnstate.edu
Hendrickson	Susan	Transportation Learning Network	susan.hendrickson@ndsu.edu
Hinrichsen	John	Des Moines Area Community College	amt.john.hinrichsen@gmail.com
Hogan	Michael	Minnesota DOT	michael.hogan@state.mn.us
Huffman	Jeff	Missouri DOT	Jeffrey.Huffman@modot.mo.gov
Kowach	Lora	Kansas DOT	lora@ksdot.org
Krause	Joe	Kansas State Salina Continuing Ed	krausej@k-state.edu
Kreider	Rick	Kansas DOT	RickK@ksdot.org
LaTorella	Todd	MO/KS Chapter ACPA	ToddL@moksacpa.com
Lowe	Stacey	Kansas DOT	stacey.lowe@ksdot.org
McGee	Mike	FHWA	michael.mcgee@dot.gov
Monaghan	Kevin	NHI	kevin.monaghan@dot.gov
Mott	David	North Dakota DOT	dmott@nd.gov
Oyerly	Albert	Kansas DOT	Albert.Oyerly@ksdot.org
Perdue	George	Iowa DOT	george.perdue@dot.iowa.gov
Pickerill	Heath	Missouri LTAP	pickeril@mst.edu
Rutherford	Craig	Kansas DOT	craig@ksdot.org
Spellman	Ray	University of Wisconsin - Platteville	spellmar@uwplatt.edu
Stalcup	Will	Missouri DOT	William.Stalcup@modot.mo.gov
Taylor	Sharon	North Dakota DOT	staylor@nd.gov
VanWey	Teri	Kansas State Salina Continuing Ed	teriv@k-state.edu
Welsh	Becky	Kansas DOT	becky.welsh@ksdot.org