

# Illinois Technology Transfer Center

FY2016 Winter/Spring Training Program



State of Illinois  
Illinois Department of Transportation



Illinois Department  
of Transportation



Federal Highway  
Administration

# Illinois Technology Transfer Center Training Program

The Technology Transfer (T<sup>2</sup>) 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  
Email us at [T2LRSDOT@dot.il.gov](mailto:T2LRSDOT@dot.il.gov)

LTAP Director/Technology Transfer Program Manager  
Gwen Montgomery  
Email: [Gwen.Montgomery@illinois.gov](mailto:Gwen.Montgomery@illinois.gov)  
Phone: (217) 785-2350

Technology Transfer Support Staff  
Dave Maziarz  
Email: [David.Maziarz@illinois.gov](mailto:David.Maziarz@illinois.gov)  
Phone: (217) 557-1399

Visit our Website at <http://www.idot.illinois.gov/transportation-system/local-transportation-partners/county-engineers-and-local-public-agencies/technology-transfer-center/index>

# Enrollment

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. Please type or clearly print the enrollment information completely as this information will be entered in our computer system for later use in emails, 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 South Dirksen Parkway, Room 205  
Springfield, IL 62764

### BY EMAIL:

You may email your enrollment form to [T2LRSDOT@dot.il.gov](mailto:T2LRSDOT@dot.il.gov), [Gwen.Montgomery@illinois.gov](mailto:Gwen.Montgomery@illinois.gov), or [David.Maziarz@illinois.gov](mailto:David.Maziarz@illinois.gov).

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.

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.

You or the contact person designated on your enrollment form will receive an email approximately 3 weeks prior to the class confirming your registration and giving the classroom information. All others will be notified by email 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 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 T<sup>2</sup> 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](mailto:Gwen.Montgomery@illinois.gov)

# Course Descriptions

## **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 complement 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: 5.0

## **STTP-S32 Drilled Shaft Foundation Construction Inspection**

PURPOSE: To provide instruction on the proper installation and inspection of drilled shaft foundations.

LENGTH OF COURSE: ½ day

PDH's: To be determined

## **Highway Signing**

PURPOSE: This course will provide the basic principles and requirements for highway signing contained in the MUTCD. It will also provide basic information for highway sign retroreflectivity requirements and highway sign fabrication.

TOPICS TO BE COVERED: There will be sessions focusing on sign retroreflectivity, regulatory signs, warning signs, guide signs, work zone signs, school zone signs, and sign fabrication.

LENGTH OF COURSE: 1 day

PDH's: 6.0

## **IDOT Phase 1 Course**

PURPOSE: To develop a better understanding of the Illinois Department of Transportation's Phase 1 process.

TOPICS TO BE COVERED: Developing a transportation project's purpose and need, roles and responsibilities of local, state, and federal agencies, environmental studies conducted through the Environmental Survey Request process, analyzing and incorporating necessary engineering and environmental findings, and differences among Categorical Exclusions (CE), Environmental Assessments (EA), and Environmental Impact Statements (EIS).

LENGTH OF COURSE: 1 day

PDH's: 6.0

Seating is limited. One per agency please.

## **Manual on Uniform Traffic Control Devices (MUTCD) Training**

PURPOSE: This course will provide the basic principles of 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

## **Motor Fuel Tax Accounting**

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 uses of MFT funds as established by the Illinois Department of Transportation.

LENGTH OF COURSE: 1 day

PDH's: 6.0

## **OSHA 10-Hour General Industry**

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

TOPICS TO BE COVERED: Intro to OSHA, electrical, hazard communication, walking/working surfaces, personal protection equipment, material handling, tools, fall protection, electrical, confined space, emergency action plan/fire protection, health hazards, machine guarding, Blood Borne Pathogen, safety and health program.

LENGTH OF COURSE: 10 hours

PDH'S: 10.0

## **Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way Seminar**

PURPOSE: This seminar includes presentations by the Office of the Illinois Attorney General, Federal Highway Administration – IL Division and Illinois Department of Transportation that will discuss the United States Access Board's Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG) that will impact highway agencies. It will also provide an overview of other state and federal laws affecting access for people with disabilities in the right-of-way.

TOPICS TO BE COVERED: PROWAG, ADA, EBA, and other federal/state laws and standards.

LENGTH OF COURSE: 1 day

PDH's: 6.0

## **Snow and Ice Training**

PURPOSE: This class provides training to local agency personnel for their winter snow and ice operations.

TOPICS TO BE COVERED: Planning for snow and ice operations, sources of weather information, equipment, snow and ice chemicals, chloride and the environment, level of service, and post storm activities.

LENGTH OF COURSE: ½ day

PDH's: 3.0

## **You & The Media**

PURPOSE: You can never be too prepared for a media interview. Even the best pros make mistakes because they didn't take time to thoroughly prepare their message. This class will teach you how to effectively get your message across to the news media and how to build positive, productive relationships with the media. It will also help you overcome intimidation about working with the news media.

TOPICS TO BE COVERED: Preparing and drafting your key messages, deflecting negative questions, staying on track, how to convey a positive, strong message about your company.

LENGTH OF COURSE: 1 day

PDH's: 6.0

# Local Agency Only Classes

## Flagger Training

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

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

# FY 2016 Winter/Spring Training Schedule

Course	Start Date	Location	Course Number
TT- Communicating through COLORS	March 15, 2016	Bloomington	FY2016-030
STTP - S32 Drilled Shaft Foundation Construction Inspection	April 5, 2016	Springfield	FY2016-050
TT- Highway Signing	February 29, 2016 April 4, 2016 June 28, 2016	Canton Springfield Urbana	FY2016-031 FY2016-032 FY2016-033
TT- IDOT Phase 1 Course	March 15, 2016 April 5, 2016 May 10, 2016	Schaumburg Chicago Wheaton	FY2016-025 FY2016-026 FY2016-027
TT- Manual on Uniform Traffic Control Devices (MUTCD)	May 9, 2016	Effingham	FY2016-034
TT- Motor Fuel Tax Accounting	April 12, 2016 May 3, 2016 May 17, 2016 June 7, 2016	Wheaton Yorkville East Peoria Carbondale	FY2016-035 FY2016-037 FY2016-036 FY2016-038
TT- OSHA	April 5-6, 2016 April 26-27, 2016 May 24-25, 2016 June 2-3, 2016	Greenville Springfield Effingham Belleville	FY2016-039 FY2016-041 FY2016-043 FY2016-042

Course	Start Date	Location	Course Number
TT- Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way Seminar			
	March 2, 2016	Libertyville	FY2016-044
	April 13, 2016	Yorkville	FY2016-040
TT- Snow and Ice			
	February 8, 2016	Canton	FY2016-045
TT- You and the Media			
	March 8, 2016	Belleville	FY2016-046

## Local Agency Only Classes

Course	Start Date	Location	Course Number
TT-Flagger Training			
	March 10, 2016	Springfield	FY2016-227
	March 15, 2016	Belleville	FY2016-220
	March 23, 2016	Effingham	FY2016-221
	March 24, 2016	East Peoria	FY2016-222
TT-Work Zone Safety			
	March 9, 2016	Yorkville	FY2016-047
	May 17, 2016	Bloomington	FY2016-048
	June 14, 2016	Canton	FY2016-049

# Illinois Center for Transportation (ICT) Classes

## **Documentation of Contract Quantities**

PURPOSE: To provide the student with the ability to document contract quantities in compliance with state and federal standards. This class will cover project diary entries, quantity book preparation, cross-reference system, extra work reports, measurement and calculation of pay items for pay quantities occurring in road and bridge plans.

PREREQUISITES: One year IDOT construction experience, familiarity with general highway and IDOT construction terminology and practice, and knowledge of basic algebra and geometry including Order of Operations and the ability to calculate areas and volumes.

TOPICS TO BE COVERED: Construction Inspection which consists of staking, material testing and inspection, documentation of materials and quantities, record keeping and enforcement of specifications applicable to a contractor's work on construction projects.

LENGTH OF COURSE: 3 days.

Please visit the ICT website at <http://ict.illinois.edu/outreach/documentation-training/> for more information.

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## **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/outreach/erosion-control-workshop/> for more information.

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# 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 <http://www.nhi.fhwa.dot.gov/default.aspx>.

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## 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 website at:  
<http://www.lakeland.cc.il.us/as/idt/index.cfm>.

# FY2016 Winter/Spring Training Program Enrollment Form



Please print or type the enrollment information completely as this information will be entered in our computer for later use on mailings, rosters, and certificates. Enter the three digit course number that follows the FY2016 year. You may return the enrollment form by e-mailing [DOT.T2LRSDOT@illinois.gov](mailto:DOT.T2LRSDOT@illinois.gov) or [Gwen.Montgomery@illinois.gov](mailto:Gwen.Montgomery@illinois.gov) or by mail to the Illinois Department of Transportation, Local Roads and Streets, 2300 South Dirksen Parkway, Room 205, Springfield, IL 62764.

Student Name	Student E-mail Address	Course Numbers	
_____	_____	FY16-_____	FY16-_____
_____	_____	FY16-_____	FY16-_____
_____	_____	FY16-_____	FY16-_____
_____	_____	FY16-_____	FY16-_____
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\_\_\_\_\_  
Name of Agency/Department

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
City/State/Zip Code

\_\_\_\_\_  
Contact Person Email

# Flagger Training for Local Agencies Request Form

Flaggers are the most important members of your construction or maintenance crew. In order to protect your work zones, every flagger is required to know proper flagging procedures and use the appropriate equipment. Chapter 6E of the Manual on Uniform Traffic Control (MUTCD) contains all the flagger requirements and recommendations. The MUTCD may be downloaded at <http://mutcd.fhwa.dot.gov/index.htm>.

The Technology Transfer Center offers Flagger Training as part of our training program. Classes may be scheduled at your facility provided the following conditions are met:

1. A minimum of 40 people is required to offer this training. (If you do not have this many employees, work with other local agencies in your area to organize a joint class.)
2. A roster of all attendees must be provided two weeks before the start date or the class will be cancelled.

**Who should receive this training?** This training is appropriate for any local agency employee who may perform as a flagger in emergency or non-emergency situations. This includes highway department employees (workers and supervisors), public utility employees, police officers, and firemen (volunteer and full-time).

If you would like to request a class in your area, please fill out the form below and mail it to the Illinois Department of Transportation, Technology Transfer Center, 2300 South Dirksen Parkway, Room 205, Springfield, Illinois 62764 or e-mail [DOT.T2LRSDOT@illinois.gov](mailto:DOT.T2LRSDOT@illinois.gov).

## Flagger Training Class Request

### Local Agency Personnel Only

Agency \_\_\_\_\_

Contact Person \_\_\_\_\_ Number of Students \_\_\_\_\_

Agency Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Requested Training Date \_\_\_\_\_

Email Address \_\_\_\_\_

Training room on site?    Yes    No                      Could other agencies attend?    Yes    No

TV/VCR/SCREEN?            Yes    No

