

# Illinois Technology Transfer Center

FY2017 Fall Training Program



State of Illinois  
Illinois Department of Transportation



Illinois Department  
of Transportation



Federal Highway  
Administration

# Illinois Technology Transfer Center Training Program

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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.

After reading all the information on our training classes, please 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 as soon as possible 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  
Email us at [DOT.T2LRSDOT@illinois.gov](mailto:DOT.T2LRSDOT@illinois.gov)

Local Policy and Technology Engineer  
Tim Peters  
Email: [Tim.Peters@illinois.gov](mailto:Tim.Peters@illinois.gov)  
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Technology Transfer Technician  
Anji Williams  
Email: [Anjanette.Williams@illinois.gov](mailto:Anjanette.Williams@illinois.gov)  
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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

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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 some 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 [DOT.T2LRSDOT@illinois.gov](mailto:DOT.T2LRSDOT@illinois.gov), [Tim.Peters@illinois.gov](mailto:Tim.Peters@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 1 week prior to the class confirming your registration and giving the classroom/location 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 Tim Peters via email at [Tim.Peters@illinois.gov](mailto:Tim.Peters@illinois.gov) or call 217-785-5048.

\*If you are interested in hosting a training session or are interested in a specific training session that is not currently being offered in your area, please email your request to [David.Maziarz@illinois.gov](mailto:David.Maziarz@illinois.gov) or call 217-557-1399.

\*Please continue to check your email for Technology Transfer Center announcements of additional classes being held during the fall training session.

# Course Descriptions

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## **ADA Self Evaluation and Transition Plans**

PURPOSE: To provide an understanding of the requirements for ADA self-evaluation and transition plans for public right-of-way.

TOPICS TO BE COVERED: This course provides an understanding of why agencies need to have ADA self-evaluation and transition plans. It provides an understanding of best practices in developing and maintaining self-evaluations and transition plans. It provides participants with an understanding of the risks agencies take by failing to have ADA self-evaluations and transition plans in place.

LENGTH OF COURSE: 1/2 day

## **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

## **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

### **Trenching and Excavation Safety**

PURPOSE: To provide basic overview of excavation, trenching and shoring regulations per OSHA standards.

TOPICS TO BE COVERED: Hazards of trenching and excavation, soil classification, protective systems – shoring and sloping, other hazards related to trenching and excavations as fall protection, confined space, as well as violations.

LENGTH OF COURSE: 3 hours

### **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

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## **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 2017 Fall Training Schedule

Course	Start Date	Location	Course Number
TT- ADA Self Evaluation and Transition Plans	October 25, 2016	Libertyville	FY2017-007
TT- Highway Signing	November 10, 2016	Effingham	FY2017-006
TT- Manual on Uniform Traffic Control Devices (MUTCD)	October 12, 2016	Schaumburg	FY2017-002
TT- Motor Fuel Tax Accounting	October 18, 2016 November 1, 2016	Belleville Urbana	FY2017-004 FY2017-005
TT- OSHA	October 25-26, 2016	East Peoria	FY2017-016
TT- Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way Seminar	November 10, 2016 November 15, 2016	Schaumburg Peoria	FY2017-015 FY2017-017
TT- Snow and Ice Control	October 19, 2016 October 26, 2016	Pontiac Schaumburg	FY2017-011 FY2017-008
TT- Trenching and Excavation Safety	October 20, 2016 October 20, 2016 November 3, 2016	Danville Danville Springfield	FY2017-013 FY2017-014 FY2017-018
TT- Understanding Specifications	October 25, 2016 November 3, 2016	Bloomington Collinsville	FY2017-003 FY2017-009

# Local Agency Only Classes

Course	Start Date	Location	Course Number
TT-Work Zone Safety			
	October 27, 2016	Bolingbrook	FY2017-010
	November 3, 2016	Carbondale	FY2017-012

# Illinois Center for Transportation (ICT) Classes

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## **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.

# Traffic Incident Management Training (TIM)

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The Illinois Department of Transportation, through the Illinois Center for Transportation and Southern Illinois University Edwardsville, has established a Traffic Incident Management Training Program. This 5-hour class includes participants from all disciplines involved in incident management and is the first multi-disciplinary class of its kind in Illinois.

For additional information on IDOT's TIM classes, visit:

<http://www.idot.illinois.gov/transportation-system/safety/roadway/traffic-incident-management>

## National Highway Institute (NHI) Classes

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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>.

## QC/QA Training

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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>.

# FY2017 Fall Training Program Enrollment Form

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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 FY2017 year. You may return the enrollment form by e-mailing [DOT.T2LRSDOT@illinois.gov](mailto:DOT.T2LRSDOT@illinois.gov) or [David.Maziarz@illinois.gov](mailto:David.Maziarz@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	
_____	_____	FY17-_____	FY17-_____
_____	_____	FY17-_____	FY17-_____
_____	_____	FY17-_____	FY17-_____
_____	_____	FY17-_____	FY17-_____
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_____	_____	FY17-_____	FY17-_____

\_\_\_\_\_  
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

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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 [David.Maziarz@illinois.gov](mailto:David.Maziarz@illinois.gov) or [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

Projector/Screen?            Yes    No

