October 21, 2024

MEMORANDUM

TO: Region Engineers

ATTN: Area Operations, Construction, and Local Transportation Engineers
        Area Training Coordinators

FROM: Mr. Stacey N. Glass, PE
        State Construction Engineer

RE: **Registration for ALDOT's On-Line Temporary Traffic Control Training Course**

Reference is made to the attached April 30, 2024, memorandum from the Construction Bureau providing details regarding the recent update of the Department's Temporary Traffic Control (TTC) training course. After conferring with the Training Bureau, we are providing the additional guidance below that will be helpful as you register employees in this course.

Employees of ALDOT and ALDOT Consultants

- **Required:** The TTC training course certification is <u>required</u> for employees of ALDOT and ALDOT Consultants currently assigned to an ALDOT-let construction project.

- **Recommended:** This course is <u>recommended</u> and may be beneficial for other employees of ALDOT and ALDOT Consultants who have duties related to, or who work in the vicinity of, temporary traffic control operations.

- **Registration:** The Area Training Coordinator will register these employees following the attached "*Registration Procedure for ALDOT and ALDOT Consultants*".

- **Fee:** ALDOT will pay a $30.00 registration fee for employees of ALDOT and an ALDOT Consultant.

Employees of Cities and Counties

- **Required:** The TTC training course certificate is <u>required</u> for City and County employees who have inspection duties on ALDOT-let construction projects.

- **Recommended:** This course is <u>recommended</u> and may be beneficial for other employees of Cities and Counties who have duties related to, or who work in the vicinity of, temporary traffic control operations.

- **Registration:** These employees may register directly with the Engineering Online and Continuing Education office at Auburn by following the instructions shown on the attached "*Registration Procedure for Non-ALDOT Employees*".

- **Fee:** The registration fee for these employees is $240 per person.

Other Consultants, Contractors, Private Entities or Individuals

- **Optional:** Although this course was developed specifically for construction inspectors, it is an optional course for employees of other consultants, contractors, private entities or individuals who may benefit from the course content.

- **Registration:** These employees or individuals may register directly with the Engineering Online and Continuing Education office at Auburn by following the instructions shown on the attached "*Registration Procedure for Non-ALDOT Employees*".

- **Note:** Contractors are directed to Subitem 740.03(a)7 of the specifications which states that traffic control training "*appropriate to the decisions each individual is required to make*" shall be provided for its employees. This language, taken from 23 CFR 630 Subpart J, makes the Contractor responsible for selecting a training source that best fits the duties and responsibilities of its employees; therefore, this TTC course may serve to supplement any other required training selected by a Contractor for its employees.

- **Fee:** The fee for these employees or individuals is $240 per person.

Please distribute this memorandum to your Area construction personnel and to any Consultants, Cities, and Counties within your jurisdiction.

SNG/BMW/GDS/JLB/jlb

Attachments

pc: Ms. Carla Story, Auburn University ATAP
        (contact at 334-844-5733 or cvs0009@auburn.edu)
      Dr. Alicia Harkless, Auburn University Engineering Online and Continuing Education
        (contact at 334-844-5710 or ath0029@auburn.edu) or
      Ms. Ann Moore, Auburn University Engineering Online and Continuing Education
        (contact at 334-844-5697 or epdhelp@auburn.edu)

Mr. George Conner	Bureau Chiefs
Mr. Craig Guthridge, Training Bureau	Ms. Kim Headley, M&T Bureau
Dr. Wesley Zech, UAB	Dr. Jeff LaMondia, Auburn University
Alabama Road Builders Association	Alabama Bridge Contractors Association
Alabama Asphalt Pavement Association	Association of County Engineers of Alabama
Mr. Mark Bartlett, FHWA Attn: Mr. Tim Heisler	
File	

ALABAMA
DEPARTMENT OF TRANSPORTATION
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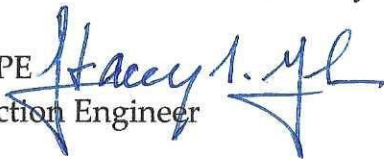Kay Ivey
GOVERNOR

John R. Cooper
TRANSPORTATION DIRECTOR

April 30, 2024

M E M O R A N D U M

TO: Mr. Craig Guthridge
           Training Bureau Chief

ATTN: Ms. Traci Jackson and Ms. Kim Headley

FROM: Stacey Glass, PE
           State Construction Engineer

RE: **Update of ALDOT's On-Line Temporary Traffic Control Training Course**

The course material for the Department's **On-Line Temporary Traffic Control (TTC)** training course was updated on approximately April 2, 2024, to reflect changes in specifications, drawings, and practices. This course meets the training requirements for Project Traffic Control Inspectors as stated in ALDOT's Traffic Control Procedure.

We request that the Training Bureau notify the Area Training Coordinators, along with other parties as appropriate, of this course material update. Please emphasize the following points in your notification:

1) This is not a new training course; it is an update of ALDOT's existing TTC course originally announced in January 2018.

2) Successful completion of this course carries a 5-year certification period. The recent update of course material has not changed this time frame; therefore, any construction inspectors who completed the course prior to the April 2, 2024, update and are still within their 5-year certification period are <u>not</u> required to re-take the updated course.

3) All **ALDOT and ALDOT Consultant employees** currently assigned to a construction project must have a course certification.

4) County and City employees who have duties related to, or who work in the vicinity of, temporary traffic control operations on ALDOT-let construction projects must have a course certification.

5) This course <u>is not required</u>, but may be beneficial, for **other ALDOT and ALDOT Consultant employees** who have duties related to, or who work in the vicinity of, temporary traffic control operations.

6) This is not the same course as the in-person temporary traffic control training offered by the Alabama Transportation Assistance Program (ATAP) office at Auburn University. ALDOT's TTC course was developed specifically for inspectors working on ALDOT's construction projects.

Please contact Jeff Benefield of my staff if you have any questions.

SNG/BMW/JLB/jlb
pc: Dr. Wesley Zech, University of Alabama at Birmingham
      Dr. Jeff LaMondia, Auburn University
      Ms. Carla Story, Auburn University
      Mr. George Conner
      Bureau Chiefs
      Regions Engineers
      Area Operations Engineers
      Mr. Mark Bartlett   Attn: Tim Heisler
      File

ALDOT ONLINE TEMPORARY TRAFFIC CONTROL TRAINING REGISTRATION PROCEDURE

(ALDOT and ALDOT CONSULTANT EMPLOYEES)

Course Title: ALDOT Temporary Traffic Control for Inspectors

Course Content│Length: 7 Modules │4 hours

Registration Procedure for <u>ALDOT and ALDOT Consultant Employees:</u>

1) Course participants will be able to take the course from any location from which they have access to a computer and the internet.

2) The Area Training Coordinator will compile a list of individual(s) requiring TTC training that includes: *'Last, First Name'*, *'ALDOT Employee Number' (if non-ALDOT, driver's license number)*, and *'Email Address'*.

3) The list of employee names and email addresses will be sent by the Area Training Coordinator to Carla Story at the Auburn University ATAP office (contact at <u>cvs0009@auburn.edu</u> or 334-844-5733). Each employee will be entered separately into the online system. Once registered, employees will receive an email from lnstructure Canvas, requesting that a password be created.

4) **To access the course,** go to <u>https://auburncatalog.instructure.com/login/canvas</u>.

5) Select **New-Canvas Online Login** (located under Related Links). Course participant's email address is the permanent User ID.

6) Course participant will create a password upon logging into Canvas (via an email received from lnstructure Canvas). This password is used for continued access to this course. Passwords are case-sensitive. If password is forgotten, select the "Forgot Password" link on the Canvas Catalog login page.

7) Once logged into the system, the course participant will be on the **DASHBOARD**.

8) **Locate and select the course** by Course Name/Number

   (ALDOT Temporary Traffic Control for Inspectors-24).

9) **Course Resources:** Course participants will have the ability to print or download the following documents by selecting **Course Resources** at the bottom of the first page:
   (1) Course Notebook
   (2) Supplemental Handouts
   (3) Manual on Uniform Traffic Control Devices (MUTCD)
   (4) ALDOT Traffic Control Procedure and Traffic Control Device Quality Guide

10) Course participants will be provided with a brief **Overview of the Course** that will lead into the **Course Modules.**

11) **Viewing the Course: Click the video thumbnails** on the course **homepage** under the **Course Modules section. Click on the arrow to stream directly to computer.**

12) **Taking an End of Module Quiz:** at the end of each module, course participants will be prompted to take the end of module quiz and must correctly answer at least 70% of the questions before being allowed to proceed to the next module. Course participants will have an unlimited number of attempts to complete the quizzes.

13) Upon successful completion of the course, course participant will be granted access to the **Feedback Survey.**

14) **Completing the Feedback Survey:**

    a. Select Feedback Survey to open

    b. Enter Name, Course Title, and Current Date.

    c. Complete the Survey

    d. Submit

15) **Course Completion:** At successful completion of the course, ATAP will email certificates to Kim Headley, M&T Bureau (headleyk@dot.state.al.us) for inclusion in the course participant's personnel file and in CAMMS.

ALDOT ONLINE TEMPORARY TRAFFIC CONTROL TRAINING
REGISTRATION PROCEDURE for **NON-ALDOT EMPLOYEES**

Other Consultants, City, County, Contractors, Private Entities, and Individuals

Course Title: ALDOT Temporary Traffic Control for Inspectors
Course Content | Length: 7 Modules | 4 hours

Registration Procedure for <u>non-ALDOT Employees</u>

1. Course participants will be able to take the course from any location from which they have access to a computer and the internet.
2. **To register for this course,** go to https://ece.catalog.auburn.edu/?query=v17. Once registered, course participant will receive an email from Instructure Canvas, requesting that a password be created.
3. **To access the course,** go to https://auburncatalog.instructure.com/login/canvas.
4. Course participant will create a password upon logging into Canvas (via an email received from Canvas Instructure). Password may be used for subsequent orders. Passwords are case-sensitive. If password is forgotten, select the "Forgot Password" link on the Canvas Catalog login page.
5. Once logged into the system, the course participant will be on the **DASHBOARD.**
6. **Locate and select course** by Course Number/Name:

    (*ALDOT Temporary Traffic Control for Inspectors*)
7. **Course Resources:** Course participants will have the ability to view, print, or download the following documents by selecting **Course Resources** within the **"Start Here"** module or at the bottom of the modules page:
    (1) Course Notebook
    (2) Supplemental Handouts
    (3) Manual on Uniform Traffic Control Devices (MUTCD)
    (4) ALDOT Traffic Control Procedure and Traffic Control Device Quality Guide
8. Course participants are provided with a brief **Overview of the Course.** Beginning with the "Getting Started" module, participants will be able to sequentially navigate through each module. Click the video thumbnails to play the video.
9. **Taking an End of Module Quiz:** at the end of each module, course participants will be prompted to take the end of module quiz and must correctly answer at least 70% of the questions before being allowed to proceed to the next module. Course participants will have an unlimited number of attempts to complete the quizzes.
10. Upon successful completion of the course, course participants will be granted access to the **Feedback Survey.**
11. **Completing the Feedback Survey:**
    a. Select Feedback Survey to open
    b. Enter Name, Course Number, Course Title, and Current Date.
    c. Complete the Survey
    d. Submit
12. **Course Completion:** At the successful completion of the course, participants will be able to download the digital certificate.

October 25, 2024