



LTRC The Mile Marker

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VOLUME 1 ISSUE 3

Training Staff Updates

Please join us in congratulating **Amy Christen**, LTRC Teaching Associate 4, for earning a Doctorate in Education, Curriculum and Instruction from Capella University. What a great accomplishment!

Amy is an instructor and course designer in the Construction and Materials Training Unit.

Amy can be reached via email at Amy.Christen@la.gov or on her direct office line at (225)767-9743.



Tell me and I forget. Show me and I may remember. Involve me and I learn.

~ Benjamin Franklin

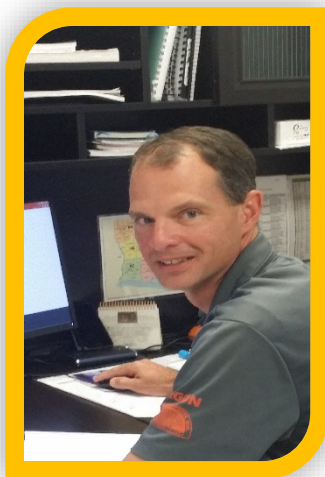


Shirley Mamou has been in education for nine years and previously worked for the Avoyelles Parish School Board. She earned a bachelor's degree in Business Administration and a master's degree in Management and Human Resources from University of Phoenix. Shirley is originally from Marksville, Louisiana.

Shirley is a DOTD Program Specialist at LTRC, where she evaluates training needs and designs, develops, and teaches training materials for Construction, Materials, and Maintenance.

Shirley can be reached via email at Shirley.mamou@la.gov or on her direct office line at (225)767-9135.

If you aren't willing to learn, no one can help you. If you are determined to learn, no one can stop you. ~ Anonymous



Patrick Frazier, Engineering Technical DCL, completed all requirements for the CPTP Professional Trainer Certification. Patrick develops and teaches asphalt concrete training courses and also works with the Construction Certification Committee.

Patrick can be reached via email at Patrick.frazier@la.gov or on his direct office line at (225)767-9159.

How to Reserve a Room at TTEC

The TTEC building located on the LSU campus has an auditorium, executive conference room, and two classrooms available for LADOTD employees to reserve. All non-DOTD events are to be approved by the TTEC director; deposits and fees will apply. Here are the steps to reserve a room:



1. Go to the DOTD INTRANET page.
2. At the bottom of the page, where the scrolling marquees are located, click on **TTEC Request a Room**.

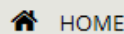


The EMS Browse Events page will populate.

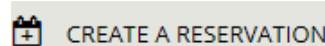


3. The current month events will be displayed. You may also browse future months.
4. Clicking on **Locations** allows you to browse the TTEC rooms by name and number. If the room is available, you may now request to reserve the room.

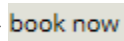
5. To reserve the room, click on **Home**. If you already have an account established just sign-in. If you don't have an account, it will allow you to create one with step-by-step instructions. Your account will be listed as **pending** until approved by the EMS system administrator. Once you have been approved, you then will be allowed to book/reserve a room.



6. Once signed in, click on **Create a Reservation**.



7. Click on **book now** and follow the prompts.
8. Once the Room Request has been received and approved, you will receive an email with the reservation details.



Any questions may be directed to Brenda Wolfe at Brenda.wolfe@la.gov or on her direct office line at (225)767-9720.

What is the National Highway Institute?



The National Highway Institute (NHI) is the educational arm of the Federal Highway Administration (FHWA) and was established in 1970 by Congress. NHI provides training and education for highway professionals. NHI offers training for almost everyone. The formats (instructor-led, web-based, and web-conference) vary, so it is easy to get the training you need right at your desk or hands-on in the classroom. Instructor-led classes are frequently offered through our training site at TTEC on the LSU campus.

As a highway professional, you have access to:

- A variety of courses (type, length, and competency level)
- Over 18 industry-related program areas (see NHI course catalog)
- Access to experienced practitioners who are considered experts in their field
- The best and most flexible training solutions (industry best practices)
- Earn Continuing Education Units (CEUs)

To get updates and transportation training news from NHI, be sure to set up an account at NHI. Once you set up a subscription profile, you will get email notifications that give you access to:

- The latest transportation training releases and course updates
- NHI news and alerts
- The quarterly newsletter
- Alerts when NHI training sessions are scheduled by regions and/or state

You can subscribe here: <https://public.govdelivery.com/accounts/USDOTNHI/subscriber/new>

If you have a group of employees interested in a particular class or need additional information finding the status of a class for DOTD, please contact **Allison Landry** by email at allison.landry@la.gov or her direct office line at (225)767-9134.

Find specific course information at <https://www.nhi.fhwa.dot.gov/home.aspx> or at the LTRC website at http://www.ltrc.lsu.edu/training_external.html#nhi

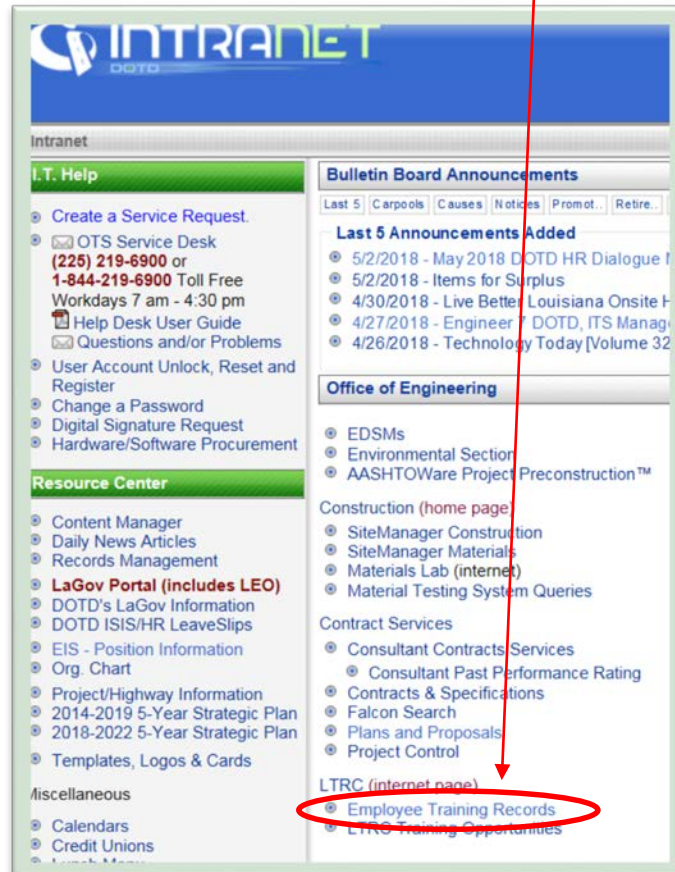
Frequently Asked Questions

How Do I Access My Training Records

Every DOTD employee needs to review their training records. Reviewing your training records benefits you and your supervisor and allows you to know what training you are expected to take, how long you have to complete the training, and if any of your training has expired.

There are **two ways** to review your training records.

1. Go to **LEO** (sign-in with password), click on **Employee Portal**, click on **My Training**, and then **Training Transcript** (top left under Training Home). This allows you to view and print your training records.
2. From the DOTD Intranet, click on **Employee Training Records** (under Office of Engineering, LTRC).



From this screen you can view your records (**My Records**).



Once you get to “My Records,” you will be able to see:

- Personal Information about your position
- A one-page status report of your training
- All qualifications showing on your transcript
- A record of your training that was in our obsolete ETRN system
- A message about the status of your training
- All statewide and department-wide training requirements
- A list of the courses on your structured training program
- A list of the courses you still need to take

If you need assistance reviewing your records, please contact your training coordinator or Cindy Twiner, Structured Training Director. Cindy can be reached at cindy.twiner@la.gov or on her direct office line at (225)767-9125. For assistance, you can also click on **Training Help** on the webpage menu.



J 100 Hours

Engineering technicians in the department are required to take certain training over the course of their career in order to move up in their job series. These structured training programs contain the minimum training needed to do one's job safely and effectively. Engineering technicians are also required to have 100 hours of training outside of their structured training program specifically geared toward their job duties and position.

This requirement for additional training is called J100 hours. When an employee reaches the upper levels of the Engineering Technician series, they should begin to look at training that was taken over the course of their career, such as workshops, conference sessions, equipment training, computer training, etc., that was job specific but in their structured training program.

Employees do not need to earn 100 hours of training each year or even at each level of the Engineering Technician series. The requirement is a total of 100 hours over the course of their career.

Since the requirement occurs at the Engineering Technician 5 level, most employees will have accumulated ample training over the course of their careers that can be applied to this requirement. Supervisors should give employees opportunities to attend training other than that required by their structured training program so that they will have completed all or a substantial amount of the 100 hours by the time it is required.

To decide which courses are eligible to fit into the J100 requirement, employees should do the following:

- Eliminate any courses required in their Structured Training Program.
- Next, eliminate any Human Resources or Safety training that is either required for all employees or is very general in nature. Examples are Defensive Driving and Violence in the Workplace.
- Also, eliminate any courses that are based on equipment or methods that are obsolete, such as computer courses that are no longer used. The remaining courses can be considered for the J100 requirement.

Next, the employee should calculate the number of hours to take. It will be necessary to learn how many hours of credit was given for each course taken. Generally, an eight-hour course is worth six hours to account for breaks and lunch.

A list of courses with their complete titles, dates taken, hours of credit, and a supervisor's signature should be sent to Cindy Twiner in Section 33. Once your submission is approved, you will receive the following qualification in LEO:

DOTD SPT Engr Tech 100 Hours of Training.

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