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Purpose

In accordance with the Secretary’s Policy and Procedure Manual (PPM) No. 59, DOTD recognizes that it is essential to maximize employee potential and provide effective tools for qualified personnel crucial to effectively perform their job. Training programs are designed to ensure workforce proficiency and knowledge. The purpose of this manual is to promote an environment of continual learning and will strive to improve and strengthen basic skills of employees, as well as enhance worker preparedness to meet the future challenges of a more technical work environment.

Employee

The employee should know what the training requirements are for their job level. Employees are required to complete certain minimum training requirements to ensure competency in handling job assignments in keeping with the level of their job classification.

With a few exceptions, every job at DOTD has a Structured Training Program (STP). In some cases, the classes in the STP are designed to help the employee achieve certifications for their current position. Other classes in the STP are required if the employee wants to be considered for promotions to higher positions.

Registration Process

This can be done by logging into LEO, going to the My Training tab, and booking that course. Courses for an employee’s job title can also be reviewed. There are certain courses where the communication will be through email. The student will need to check email periodically for updates. These updates could include parking information, feedback, and any other information pertaining to the course.

Course Cancellation

If you are unable to attend a course, please un-enroll yourself from the course. If you have any questions or need assistance, please contact the LTRC training unit at 225-767-9167.
Groups in the Catalog

CPTP
Comprehensive Public Training Program
(Go to CPTP courses in LEO for more information)

DOTD
Department of Transportation and Development

DOTD ATSSA
Work Zone Safety (Contracted courses)

DOTD BP
Business Procedures and Processes

DOTD CADD
Computer Aided Design and Drafting

DOTD EE
Employee Enrichment

DOTD GIS
ArcGIS

DOTD HR & EEO
Human Resources and EEO

DOTD ITU
Information Technology User Courses

DOTD LP
Loss Prevention

DOTD MD
Management and Leadership Development

DOTD NHI
National Highway Institute

DOTD NU
Nuclear and Radiation

DOTD PC
Personal Computer software

DOTD PE
Performance Evaluations Lab

DOTD STB
Structured Training – Bridge

DOTD STC
Structured Training – Construction

DOTD STD
Structured Training – Design

DOTD STE
Structured Training – Equipment

DOTD STL
Structured Training – Laboratory

DOTD STM
Structured Training – Maintenance Roads and Bridges

DOTD STP
Structured Training Program – General

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Structured Training – Safety

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**LaGov**

LaGov ERP system – Introductory web-based training
(Go to Statewide Courses in LEO for more information.)

**ORM**

Office of Risk Management – Safety Courses
Comprehensive Public Training Program (CPTP)

The CPTP was established by the legislature in 1979 to “upgrade professional, technical, and managerial skills of state employees.” All state employees are eligible to participate in appropriate classes with permission from their state agencies. CPTP helps state employees develop effective team-building, collaboration, decision-making, problem solving, and other complex skills through instructor-led, e-learning, video and micro-learning formats. Below are just some of the many courses that are offered as CPTP courses.

Please see the link: [https://www.civilservice.louisiana.gov/Divisions/Training/Resources.aspx](https://www.civilservice.louisiana.gov/Divisions/Training/Resources.aspx) for up-to-date course information and descriptions.

- CPTP Adapting to Change-WBT
- CPTP Building Trust-WBT
- CPTP Business Writing-WBT
- CPTP Change Management-WBT
- CPTP Conflict Management 2016-ILT
- CPTP Conflict Management-WBT
- CPTP Critical Thinking-WBT
- CPTP Customer Service Overview-WBT
- CPTP Civil Service Essentials for Supervisors-WBT
- CPTP Dealing with Difficult People-WBT
- CPTP Delegating Effectively-WBT
- CPTP Developing Effective Teams Part 1-WBT
- CPTP Developing Effective Teams Part 2-WBT
- CPTP Developing Effective Teams Part 3
- CPTP Disability Awareness-WBT
- CPTP Presentation Skills
- CPTP Problem Solving and Decision Making
- CPTP Email Etiquette-WBT
- CPTP Emotional Intelligence I-WBT
- CPTP Emotional Intelligence II-WBT
- CPTP Ethical Behavior in the Workplace
- CPTP Ethical Leadership-WBT
- CPTP Hiring and Retaining Top Talent-WBT
- CPTP Individual Differences and Diversity
- CPTP Inspirational Leadership-WBT
- CPTP Leave Management-WBT
- CPTP Work Life Balance-WBT
- CPTP Managing and Improving Work Processes
- CPTP Managing Work Time Effectively (PM)
- CPTP Common Myths That Affect Good Supervision-WBT
- CPTP Organizational Dynamics-WBT
- CPTP SCS Prevent Sexual Harassment 2020
- CPTP SCS Prevent Sexual Harassment for Supervisors 2020-WBT
- CPTP Prioritizing Mission-WBT
- CPTP Professional Writing Skills
- CPTP Professionalism in the Workplace
- CPTP Providing Quality Service
- CPTP Performance Evaluation System (PES) Basics-WBT
- CPTP PES Evaluation Process-WBT
- CPTP PES Forms-WBT
- CPTP PES Planning Process-WBT
CPTP Prevent Workplace Violence for Non-supervisors-WBT
CPTP Prevent Workplace Violence for Supervisors- WBT
CPTP Self-Motivation in the Workplace
CPTP Situational Leadership I-WBT
CPTP Situational Leadership II-WBT
CPTP Strategic Thinking-WBT
CPTP Stress Management-WBT
CPTP Time Management-WBT
CPTP Top Down Communication-WBT
CPTP Understanding and Managing Anger-WBT
CPTP Validating Employee Performance-WBT
CPTP Supervisor’s Toolbox: Managing and Improving Work Processes WBT
CPTP 2015 CORE Capstone Workshop
CPTP 2015 Group 1 Capstone
CPTP 2015 Group 2 Capstone
Office of Risk Management (ORM)

The mission of the Office of Risk Management (ORM) is to develop, direct, achieve and administer a cost effective comprehensive risk management program for all agencies, boards and commissions of the State of Louisiana and for any other entity for which the state has an equity interest, in order to preserve and protect the assets of the State of Louisiana.

Employees will need to log-in on their Louisiana Employees Online (LEO) account to access these courses. Please see the link below.

https://leo.doa.louisiana.gov/irj/portal

ORM Blood-borne Pathogens
ORM Defensive Driving
ORM High Driver
ORM Safe Boating in Louisiana-Refresher
LaGov

The LaGov application is utilized to support the state's central functions in certain areas. The state is currently using the Personnel Management, Payroll Processing and Payables, Time Recording, Position Management and Learning Solutions modules, etc. All employees are given access to their own information through the Louisiana Employees Online (LEO) system.

Employees will need to log in on their LEO account to access these courses. Please see the link below.
https://leo.doa.louisiana.gov/irj/portal

LaGov CATS Time Entry
LaGov Core Comp ECC Navi and Reporting
LaGov HCM Basic Navigation
LaGov HCM Basics of Time Administration
LaGov HCM Intro to Organizational Mgmt
LaGov Introduction to LaGov ERP
LaGov Introduction to StLA Help
LaGov LEO Approve a LEO Time Request
LaGov LEO Create a LEO Time Request
LaGov-FI-Accounts Receivables Basic WBT
LaGov-FI-DOTD Project System Walkthrough
LaGov-FI-Grants Management Overview
LaGov-FI-Imprest Acct Management
LaGov-FI-Intro to Accounts Payable
LaGov-FI-Intro to Funds Mgmt & Bdgt Process
LaGov-FI-Introduction to Financials
LaGov-FI-Project Systems Overview
LaGov-FI-Project Systems Statistic Proj
LaGov-FI-Statistical Internal Orders
LaGov-FI-Travel Administrator Work Ctr
LaGov-FI-Traveler Work Center
LaGov-LA- Linear Assets (Agile) Reporting
LaGov-LOG-ECC Requisition Approval
LaGov-LOG-Goods and Service Receipt Proc
LaGov-LOG-IM Physical Inventory Counts
LaGov-LOG-Intro to Plant Maintenance
LaGov-LOG-Intro to eProcurement (SRM)
LaGov-LOG-Inventory Request-DOTD only
LaGov-LOG-Maint Request/Pool Vehicle Req
LaGov-LOG-Material Management Overview
LaGov-LOG-eProc SRM Inventory Purchases
LaGov-LOG-eProcurement (SRM) Financials
LaGov-LOG-eProcurement Approvals
LaGov-RPT-Advanced Reporting
LaGov-RPT-Basic Reporting
LaGov-HCM Advanced Practice using PTMW
LAGov-HCM CATS Super User
LAGov-HCM Employee Administration Paid
LaGov-HCM LEO Time Super User
LaGov-HCM NonPaid Agy Employee Admin
LaGov HCM Organizational Mgmt (PPOME)
LaGov HCM Time Administration for DOTD
LaGov LOG Building Maintenance Workshop
LaGov LOG Fleet Manager Workshop
LaGov LOG MM I-Card Process Workshop
LaGov LOG Property Manager Workshop
LaGov LSO Portal Reporting
LaGov LSO Quals Maintenance
LaGov LSO Train Admin Web Based Only
LaGov LSO Training Administration-Part 1
LaGov LSO Training Administration-Part 2
LaGov LSO Training Coordinator
LaGov SRM Document Tracking Training
LaGov SRM FI-Accounts Payable
LaGov SRM Procedure Commodity/Oper Servs
LaGov SRM Procure Professional Services
LaGov SRM Procurement Master Data
LaGov SRM Procurement Process Overview
LaGov Security Administration
LaGov-FI-AA FPC to Agency Transfers
LaGov-FI-Accounting Review
LaGov-FI-Accounts Payable Advanced
LaGov-FI-Accounts Receivable
LaGov-FI-Acct Payable-Basic Workshop
LaGov-FI-Asset Accounting
LaGov-FI-Cost Allocation Workshop
LaGov-FI-Fund Redistribution
LaGov-FI-Funds Mgmt/Budget Proc
LaGov-FI-General Ledger
LaGov-FI-Grants Admin/Budgeting Process
LaGov-FI-Grants Project Cost Redist/Bill
LaGov-FI-Proj Sysms Real Projects- CPRA
LaGov-FI-Proj Sysms Real Projects- DMA
LaGov-FI-Project Systems DOA-FPC
LaGov-FI-Project Systems Workshop
LaGov-FI-Real Estate Mstr Data DOTD only
LaGov-FI-Real Estate Master Data/Contr Agys
LaGov-FI-Transition from AFS to LaGov FI
LaGov-FI-Travel Admin Basic Workshop
LaGov-FI- Travel Administration
LaGov-LA-Plan/Budgeting & Maint Surv
LaGov-LA-Schedule and Record Work Orders
LaGov-LOG-OSP Training
LaGov-LOG-OSP Training-Online Bidding
LaGov-LOG-Building Maintenance Manager
LaGov-LOG-Fleet Maintenance Manager
LaGov-LOG-Fleet Manager
LaGov-LOG-Fleet Movable Property
LaGov-LOG-Inventory Management Advanced
LaGov-LOG-Inventory Management Basic
LaGov-LOG-PM Cross Agy Work Order Procsr
LaGov-LOG-Plant Maint Master Data
LaGov-LOG-Plant Maint-Work Order Proc
LaGov-LOG-Plant Maintenance Supervisors
LaGov-LOG-Property Manager
LaGov-LOG-Warehouse Management
LaGov-LOG-Warehouse Operations
LaGov-LOG-eProcurement RSIQ/IDIQ
LaGov-LOG-eProcurement SRM Fundamentals
LaGov-RPT-Data Warehouse GL Reports Trn
LaGov-RPT-Data Warehouse Rpts Basic Navi
LaGov-RPT-Data Warehouse WEBI Intm Rpt
Ethics

This course is required to ensure the public confidence in the integrity of government and ensure that public office and employment are not used for private gain.

Employees will need to log in on their LEO account to access these courses. Please see the link below. 
https://leo.doa.louisiana.gov/iri/portal

LA Code of Governmental Ethics
# Points of Contact by Course Area

<table>
<thead>
<tr>
<th>Courses</th>
<th>Contact Name</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td><strong>Work Zone Safety</strong></td>
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<tr>
<td>Computer Aided Design and Drafting (CADD)</td>
<td>Melissa Lee (LTRC)</td>
<td>Phone: 225-767-9155</td>
</tr>
<tr>
<td>ArcGIS</td>
<td></td>
<td>Email: <a href="mailto:Melissa.lee@la.gov">Melissa.lee@la.gov</a></td>
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<tr>
<td>DOTD Mechanic Courses</td>
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<tr>
<td>Nuclear and Radiation</td>
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<tr>
<td>Personal Computer Software</td>
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<tr>
<td><strong>Business Procedures and Processes</strong></td>
<td>Heather Huval (LTRC)</td>
<td>Phone: 225-767-9166</td>
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<td></td>
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<td>Email: <a href="mailto:heather.huval@la.gov">heather.huval@la.gov</a></td>
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<td><strong>Employee Enrichment</strong></td>
<td>Ted Ball (LTRC)</td>
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<tr>
<td><strong>Human Resources</strong></td>
<td>Sarah Bell (DOTD HR)</td>
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<tr>
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<tr>
<td><strong>Information Technology</strong></td>
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<tr>
<td><strong>Loss Prevention</strong></td>
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<tr>
<td><strong>Management and Leadership Development</strong></td>
<td>Garrett Wheat (LTRC)</td>
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<tr>
<td><strong>National Highway Institute (NHI)</strong></td>
<td>Allison Landry (LTRC)</td>
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<tr>
<td><strong>Structured Training Safety</strong></td>
<td>Kirk Wales</td>
<td>Phone: 225-767-9137</td>
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<td></td>
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<tr>
<td>Structured Training - Bridge Performance Evaluation Lab</td>
<td>Coty Hardy (LTRC)</td>
<td>Phone: 225-767-9743</td>
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<tr>
<td>Structured Training - Construction</td>
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<tr>
<td>Structured Training - Design</td>
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<td>Structured Training - Laboratory</td>
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<td>Structured Training - Surveying</td>
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<tr>
<td>Structured Training - Work zone</td>
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<tr>
<td>Structured Training - Maintenance</td>
<td>Kelvin Stone (LTRC)</td>
<td>Phone: 225-767-9130</td>
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<tr>
<td>Structured Training - General</td>
<td></td>
<td>Email: <a href="mailto:kelvin.stone@la.gov">kelvin.stone@la.gov</a></td>
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<tr>
<td>Structured Training - Equipment</td>
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<tr>
<td><strong>DOTD- Certifications Authorizations</strong></td>
<td>John Dean (LTRC)</td>
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<tr>
<td>Structured Training - Special Names</td>
<td></td>
<td>Email: <a href="mailto:john.dean@la.gov">john.dean@la.gov</a></td>
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<tr>
<td>Structured Training - Exams and Performance</td>
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Work Zone Safety

As part of DOTD’s on-going commitment to work zone safety, training courses are required as part of some job titles.

**DOTD ATSSA Guardrail Installation**

- **LEO Title:** DOTD ATSSA Guardrail Installation
- **Course Format:** Classroom
- **Course Length:** Two-Day
- **Prerequisite:** No
- **Expires:** No
- **Fee:** No

**Owned by:** ATSSA

**Class Targeted for:**

This class is targeted for engineers/inspectors, installation work crews, and guardrail contractor companies.

**Course Description:**

Upon completion of the course, the student will have an overview on the installation of guardrails and associated devices, including: assessment of work site topography and site conditions; proper layout of a work site; location, installation, and maintenance of guardrail and terminal sections, and documentation of materials, inspections and incidents. This includes identification and location of appropriate sources of information to get recognition and assessment of the topography of a worksite including experience. Proper layout of a worksite location, installation and maintenance of guardrail and terminal sections. The documentation of material quantities. The documentation of inspections performed at a worksite. The proper documentation of incidents observed and job progress at a worksite.
DOTD ATSSA Nighttime Traffic Control
LEO Title: DOTD ATSSA Nighttime Traffic Control

Course Format: Classroom
Course Length: One-Day
Prerequisite: No
Expires: No
Fee: No
Owned by: ATSSA

Class Targeted for:
This class is targeted for work zone designers, work zone supervisors, or anyone working in traffic control.

Course Description:
Upon completion of the course, participants will understand considerations of illumination requirements, glare avoidance, and nighttime enhancements. The class will discuss temporary traffic control factors that influence design and discuss special considerations on nighttime work zones. Work zone lighting requirements will also be discussed.
DOTD ATSSA Pavement Marking Tech
LEO Title: DOTD ATSSA Pavement Marking Tech

Course Format: Classroom
Course Length: Two-Day
Prerequisite: No
Expires: No
Fee: No
Owned by: ATSSA

Class Targeted for:

This class is targeted for agency and contractor personnel who are responsible for the selection, installation, and inspection of pavement markings.

Course Description:

Upon completion of the course, participants will increase their knowledge and skills of the selection, installation, and inspection of pavement markings. The class will include pavement marking standards and principals as contained in the manual on EPA, DOT and OSHA regulations, personal and traffic control safety, installation and quality control of the most common pavement marking materials. Tort liability and various legal issues are discussed and industry ethics and professionalism are reviewed and discussed in scenarios.
DOTD ATSSA Sign Technician Level 1
LEO Title: DOTD ATSSA Sign Technician Level 1

Course Format: Classroom
Course Length: Two-Day
Prerequisite: No
Expires: No
Fee: No
Owned by: ATSSA

Class Targeted for:
This class is targeted for employees who work in the field installing, maintaining, and removing signage.

Course Description:
All those involved in the installation of permanent traffic signing should have a basic knowledge of the standards and guidelines to assist them in carrying out their assigned duties. This course provides an introduction to permanent signing for individuals who work in the field installing, maintaining, and removing permanent signing, teaches concepts, techniques, and practices in the installation and maintenance of permanent signing. Students will leave this course with the knowledge needed to read signing plans and an understanding of the standards and principles associated with sign installation.
DOTD ATSSA Sign Technician Level 2
LEO Title: DOTD ATSSA Sign Technician Level 2

Course Format: Classroom
Course Length: Two-Day
Prerequisite: DOTD ATSSA Sign Technician Level 1
Expires: No
Fee: No
Owned by: ATSSA

Class Targeted for:

This class is targeted for senior-level traffic sign technicians, such as crew leaders, and other field personnel.

Course Description:

This course expands on the concepts and techniques taught in the DOTD ATSSA Sign Technician Level. It is intended for senior-level Traffic Sign Technicians, such as crew leaders, and other field personnel, providing comprehensive training on signing standards, guidelines, Louisiana-specific standards, with an introduction to warrants, inspection, documentation and liability.

Students are taught how to apply the standards in Parts 1, 2, and 7 of the MUTCD to signing on our nation's roadways. The workshop is designed to provide hands-on experience in implementing and modifying traffic signing plans for various real-life situations. Students will learn how to recognize, analyze, correct, document deficiencies, and gain the skills necessary to become an effective supervisor. Materials provided in the DOTD ATSSA Sign Level 1 course should be brought to this advanced training course.
DOTD ATSSA Sign Technician Level 3
LEO Title: DOTD ATSSA Sign Technician Level 3

Course Format: Classroom
Course Length: Two-Day
Prerequisite: DOTD ATSSA Sign Technician Level 1 and 2
Expires: No
Fee: No
Owned by: ATSSA

Class Targeted for:

This class is targeted for individuals responsible for project management or field supervision in the installation, maintenance, or removal of permanent signing.

Course Description:

This course is designed for those individuals responsible for project management or field supervision in the installation, maintenance, or removal of permanent signing.

This course expands on the concepts taught in the DOTD ATSSA Sign Technician Level 1 and 2 courses and this course and will take an expanded look at MUTCD Part 1, 2, and 7. Warrant studies, decision-making, inspection, documentation, and liability will be covered. The workshop will be utilized to provide hands-on experience in implementing the concepts learned. Expanding on the concepts taught in the DOTD ATSSA Sign Technician Level 1 and 2 course, this course will take an expanded look at MUTCD part 1, 2, and 7.
DOTD ATSSA Traffic Control Design Specialist (TCDS)
LEO Title: DOTD ATSSA Traffic Ctrl Design Spec

Course Format: Classroom
Course Length: Two-Day
Prerequisite: Louisiana DOTD Traffic Control Technician
Expires: 4-Years
Fee: No
Owned by: ATSSA

Class Targeted for:
This class is targeted for traffic engineers, engineering technicians, consultants, and other individuals responsible for temporary traffic control design and plan approval.

Course Description:
This course addresses the entire process for designing, installing, maintaining, and evaluating temporary traffic control in work zones. This course will teach students to understand the engineering concepts necessary to properly design effective traffic control plans, as well as the fundamental principles of temporary traffic control, the sources of standards and guidelines, the proper processes and procedures for adjustments, and legal implications. It is recommended for traffic engineers, engineering technicians, consultants, and other individuals responsible for temporary traffic control design and plan approval.

Please note that the TCDS course does not grant authority for individuals to approve design plans.
DOTD ATSSA Traffic Control Supervisor Refresher Course
LEO Title: DOTD ATSSA Traffic Ctrl Super Refres

Course Format: Classroom
Course Length: One-Day
Prerequisite: DOTD ATSSA Traffic Control Supervisor
Expires: 4-Years
Fee: No
Owned by: ATSSA

Class Targeted for:
This class is targeted for participants needing to recertify.

Course Description:
This course will provide a review of the following:

- Standards and guidelines
- Component parts of a Transportation Training Curriculum (TTC) Zone
- Traffic Control Devices
- Typical Project
- Night work consideration
- Flagger control
- Workshops
- Exam
DOTD ATSSA Traffic Control Supervisor (TCS)
LEO Title: DOTD ATSSA Traffic Ctrl Supervisor

Course Format: Classroom
Course Length: Two-Day
Prerequisite: DOTD ATSSA Traffic Control Technician
Expires: 4-Years
Fee: No
Owned by: ATSSA

Class Targeted for:
This class is targeted for those who will be actively involved in designing, creating, or maintaining temporary traffic control in a work zone.

Course Description:
This course moves from the concepts and techniques taught in the Traffic Control Technician (TCT) course to the implementation of traffic control plans and techniques for installation and removal. Students are taught how to read and interpret plans and specifications and implement them in the field.

Workshops included in the course are designed to provide real-world examples in designing temporary traffic control setups and also recognizing, analyzing, and correcting deficiencies. An additional, vital objective of this course is teaching students the skills necessary to become an effective supervisor, capable of leading a team in the field.
DOTD ATSSA Traffic Control Technician (TCT)
LEO Title: DOTD ATSSA Traffic Ctrl Technician

Course Format: Classroom
Course Length: One-Day
Prerequisite: No
Expires: 4-Years
Fee: No
Owned by: ATSSA

Class Targeted for:
This class is targeted for employees who work in the field installing and removing traffic control devices.

Course Description:
Everyone involved in a construction work zone project should have a basic knowledge of temporary traffic control that allows them to assist in installing traffic control devices, monitoring their performance, and recognizing deficiencies during the course of a project.

The TCT course is an introduction to temporary traffic control in work zones for individuals who work in the field installing and removing traffic control devices. The course provides concepts, techniques, and practice exercises in the installation and maintenance of traffic control devices. Previous experience in temporary traffic control is not required for the course.
Business Procedures and Processes

DOTD works with individuals, businesses, state offices and federal agencies to meet the transportation and development needs of the State of Louisiana. We offer guidance on processes, procedures, and how-to's on a variety of topics through training.

**DOTD BP Complete Streets Part 1**
LEO Title: DOTD BP Complete Streets Part 1

**Course Format:** Web-based
**Course Length:** Average completion time is 45 minutes
**Prerequisite:** No
**Expires:** No
**Fee:** No
**Owned by:** DOTD

**Class Targeted for:**
This class is targeted for DOTD employees.

**Course Description:**

Upon completion of this course, the learner will have an understanding of the DOTD Complete Streets policy. This course emphasizes the consideration of all road users within the transportation network.

Grade required: minimum 80%.
DOTD BP Compliance for Construction Web-based
LEO Title: DOTD BP Compliance for Construction Web-based

Course Format: Web-based
Course Length: Average Completion time is 45 minutes
Prerequisite: No
Expires: 3-Years
Fee: No
Owned by: DOTD

Class Targeted for:
This class is targeted for all DOTD construction personnel (Engineering Technicians).

Course Description:
This course covers the rules and regulations for Quality Assurance/Quality Control (QA/QC) certified personnel representing DOTD interests. This course will focus on how to make the best decision when confronted with an ethical dilemma. This course also focuses on procedures for reporting violations and consequences of violations.

Upon completion of this course, the student will learn the following:
- Ethical expectations as it relates to the QA/QC program
- Rules and regulations as it relates to QA/QC certified personnel representing interests
- How your actions affect internal and external customers?
- How to make the best decision when confronted with an ethical dilemma?
- Procedures for reporting any violations
- Consequences for any ethical violations
DOTD BP Ethics for Construction Personnel
LEO Title: DOTD BP Ethics for Construction Pers

Course Format: Web-based
Course Length: Average Completion time is 45 minutes
Prerequisite: No
Expires: 3-Years
Fee: No
Owned by: DOTD

Class Targeted for:

This class is targeted for all DOTD construction personnel (Engineering Technicians).

Course Description:

Upon completion of this course, the student will learn the following:
- Ethical expectations as it relates to the QA/QC program
- Rules and regulations as it relates to QA/QC certified personnel representing interests
- How your actions affect internal and external customers?
- How to make the best decision when confronted with an ethical dilemma?
- Procedures for reporting any violations
- Consequences for any ethical violations
**DOTD BP How DOTD Works**  
**LEO Title:** DOTD BP How DOTD Works

**Course Format:** Web-Based  
**Course Length:** Average completion time is 30 minutes  
**Prerequisite:** No  
**Expires:** No  
**Fee:** No  
**Owned by:** DOTD

**Class Targeted for:**

This class is targeted for new employees who have recently obtained permanent status.

**Course Description:**

The course provides the basics of how DOTD received its name, the hierarchy of the organization, where DOTD gets its funding, and how money is spent.

The link below displays a handbook that is designed to be a quick reference to explain the topics further and provide access to various DOTD websites.

[https://www.ltrc.lsu.edu/pdf/how_dotd_works.pdf](https://www.ltrc.lsu.edu/pdf/how_dotd_works.pdf) check link
DOTD BP Letter Bid
LEO Title: DOTD BP Letter Bid

**Course Format:** Web-based
**Course Length:** Average completion time is 30 minutes
**Prerequisite:** No
**Expires:** No
**Fee:** No
**Owned by:** DOTD

**Class Targeted for:**
This class is targeted for DOTD district maintenance related projects and design personnel.

**Course Description:**
This online presentation covers the guidelines needed to create a correct letter bid.
DOTD BP Project Delivery Stage 3 Final Design- Web-based
LEO Title: DOTD BP Proj Deliv Stage 3 Final Design

Course Format: Web-based
Course Length: Average Completion time is 45 minutes
Prerequisite: No
Expires: No
Fee: No
Owned by: DOTD

Class Targeted for:
This class is targeted for preconstruction engineering personnel (technicians, Engineer Interns (EIs), and engineers involved in the preparation and/or management of the design of roadway and bridge construction projects.

Course Description:
Stage 3 Final Design is the design and development stage of a project. This training provides a brief overview of this stage as it relates to a road project and concerns all pre-construction activities performed in preparation of project for bid. Stage 3 deals with managing the scope of the project, as well as, monitoring and managing the budget.
DOTD BP Transportation Permits Introduction
LEO Title: DOTD BP Transportation Permits Intro

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: Section 51

Class Targeted for:
This class is targeted for DOTD Section 51 Transportation Permits Specialists.

Course Description:
Upon completion of this course, the student will:
• Possess a basic knowledge of laws, regulations, and processes involving permits for travel within the State of Louisiana
• Provide the background knowledge that will prepare the transportation specialist to perform issuing truck permits

This course is a comprehensive overview of truck permit operation.
Computer Aided Design and Drafting (CADD)

CADD encompasses all of the fields and industries where CADD is being used to design and create products.

DOTD CADD Applying InRoads (V8i SS2)
LEO Title: DOTD CADD V8i SS2 InRoads 1 Applying

Course Format: Classroom
Course Length: Four-Day
Prerequisite: MicroStation Level I for Designers or MicroStation Level II and a familiarity with roadway design terms and concepts.
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This course is targeted for civil engineers and designers who use InRoads

Course Description:

A four-day course for civil engineers and designers who will use InRoads SS2 version for design and evaluation of highway or other corridor projects. Students will complete an example road design project that illustrates both workflow and concepts of using the software tools for corridor development.
DOTD CADD InRoads 2 (V8I SS2) Advanced
LEO Title: DOTD CADD V8I SS2 InRoads 2 Advanced

Course Format: Classroom
Course Length: Four-Day
Prerequisite: DOTD CADD V8I SS2 Applying InRoads
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for civil engineers and designers with previous InRoads experience who want to progress into more advanced techniques.

Course Description:

A four-day course for civil engineers and designers with previous InRoads SS2 experience who want to progress into more advanced techniques. It focuses on utilizing more complex road and site design functions contained in these applications. Students will complete example design problems in the areas of: Alignments and Civil Geometry, DTM’s, Advanced Cross Sections and Profiles, Templating and Advanced components, End conditions, Point Controls, Multiple Corridors, etc.
DOTD CADD Applying InRoads Survey (V8i SS2)
LEO Title: DOTD CADD V8i SS2 InRoads-Survey

Course Format: Classroom
Course Length: Two-Day
Prerequisite: MicroStation Level I for Designers or MicroStation Level II and a familiarity with survey items.
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for surveyors and other in-house staff who reduce survey data.

Course Description:
A two-day course designed for surveyors and other in-house personnel who reduce survey data. It covers the process of taking raw data and generating terrain models, alignment and coordinate geometry data, and Micro Station graphics files that can be passed on to design.
DOTD CADD V8i SS2 InRoads/Storm-Sanitary
LEO Title: DOTD CADD V8i SS2 InRoads/Storm-Sanitary

Course Format: Classroom
Course Length: Three-Day
Prerequisite: Applying InRoads
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for civil engineers and designers.

Course Description:
A three-day course is designed for civil engineers and designers who will use storm and sanitary software for sanitary sewer design and/or storm drainage design. The course format is lecture and lab activities using sample projects to explain software commands and design application.
DOTD CADD V8i SS2 MicroStation 1 for Designers
LEO Title: DOTD CADD V8i SS2 Microstation 1 Design

Course Format: Classroom
Course Length: Four-Day
Prerequisite: Familiarity with Windows operating system and some familiarity with CADD software
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for road, bridge, district designers, and surveyors who need to learn the basic concepts of MicroStation V8i.

Course Description:
A four-day course specifically for road, bridge, district designers and surveyors who need to learn the basic concepts of MicroStation V8i. It should be taken in place of MicroStation Level I for this group of personnel only. This course teaches the basics of 2D MicroStation drafting as well as an introduction to 3D. Students learn the basic MicroStation V8i concepts necessary to draw basic details and typical sections. This includes: basic drawing tools, AccuDraw, manipulating and modifying elements, grouping with complex chains and shapes, using cells, measuring and patterning, references, drawing composition, text and dimensioning, and printing.
DOTD CADD V8i SS2 MicroStation 2 for Designers
LEO Title: DOTD CADD V8i SS2 MicroStation 2 Design

Course Format: Classroom
Course Length: Three-Day
Prerequisite: DOTD CADD V8i SS2 Microstation 1 Design
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for road, bridge and district designers who wish to become a more proficient user of the MicroStation commands and utilities.

Course Description:

A three-day course specifically for road, bridge, district designers and surveyors who wish to become a more proficient user of the MicroStation commands and utilities. It should be taken in place of MicroStation Level II for this group of personnel only. The course builds on the concepts and skills covered in MicroStation Level I for designers. This includes using the Raster Manager, geo-referencing raster and GIS vector graphics, working with transparencies and priorities, using Project Explorer, and creating your own toolboxes. It also includes working in 3D, measuring, rotating views and drawing, and an introduction to rendering for public presentations.
DOTD CADD V8i SS2 Microstation Level 1
LEO Title: DOTD CADD V8i SS2 Microstation Level 1

Course Format: Classroom
Course Length: Four-Day
Prerequisite: Must be familiar with Windows Operating System
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for those who want to learn the basic concepts of MicroStation V8i.

Course Description:

A course for the student who has knowledge of the Microsoft Windows operating system. It also includes the fundamental concepts of drawing settings and configurations. This course also includes the fundamental concepts of drawing settings and configurations; the basic program drawing interface, task based interface, levels, precision drawing, AccuDraw, fences and measuring.

Upon completion of the course, participants will be able to understand basic concepts of the following:

- MicroStation program interface
- 2D file creation
- Employing use of basic drafting
- Design file editing and manipulation tools
DOTD CADD V8I SS2 Microstation Level 2
LEO Title: DOTD CADD V8I SS2 Microstation Level 2

Course Format: Classroom
Course Length: Four-Day
Prerequisite: DOTD CADD V8I SS2 MicroStation Level 1
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for those who want to become a more proficient user of the MicroStation commands and utilities.

Course Description:

The course builds on the concepts and skills covered in MicroStation Level I.

Upon completion of the course, participants will be able to create the following:

- Complex elements
- Grouping elements
- Creating models/cells
- Patterning/hatching
- References, composing sheets, and text and dimensioning
DOTD CADD MicroStation Connect  
LEO Title: DOTD CADD MicroStation Connect

Course Format: Classroom  
Course Length: Two-Day  
Prerequisite: Knowledge of MicroStation SS2 or SS4  
Expires: No  
Fee: No  
Owned by: LTRC

Class Targeted for:

This class is targeted for road, bridge, and district designers.

Course Description:

Upgrading course for current MicroStation SS2 or SS4 users. The course covers The New Ribbon Interface and new features such as working with explorer, drawing enhancements, item types, new annotation features, display rules, reports and tables, importing office documents, sheet creation, and sheet index.
DOTD CADD MicroStation CONNECT I
LEO Title: DOTD CADD MicroStation Connect I

Course Format: Classroom
Course Length: Four-Day
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for road, bridge, and district designers.

Course Description:
This course is for students wishing to learn MicroStation drafting tools and other utilities. This course covers the Ribbon and Explorer interfaces, design file/model basics, 3D basics, levels, level manager, element placement with Accudraw, locks and snaps, manipulate and modify, grouping, measuring, cells, references, basic annotation, geo-coordination, rasters, and google earth.
DOTD CADD MicroStation CONNECT II
LEO Title: DOTD CADD Microstation Connect II

Course Format: Classroom
Course Length: Four-Day
Prerequisite: MicroStation Connect I
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for those who want to use more in-depth MicroStation tools and techniques.

Course Description:

This course covers drawing and measuring in 3D, explorer links, item types and GIS data, sheet creation, sheet index, reports and tables, advanced annotation, dimensioning, printing, display styles, display rules, basic 3D visualization, and customization.
DOTD CADD Projectwise for DOTD Workflow V8i SS2
LEO Title: DOTD CADD V8I SS2 Projectwise Workflow

Course Format: Classroom
Course Length: Two-Day
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for those who use ProjectWise.

Course Description:
A two-day course combining the ProjectWise Fundamentals class for day one and the DOTD workflow for day two using ControlCAD tools and providing specific instructions on the use of ProjectWise within the DOTD environment. This course focuses on instructor led courses for additional topics such as the standard DOTD project folder structure, DOTD plan delivery and publishing, DOTD CAD workspace environment, and DOTD document attributes.

Upon completion of this course, the participant will learn the following:
- DOTD Project Folder structure
- DOTD Plan Delivery and Publishing
- DOTD ProjectWise workspace environment
- ProjectWise Scan Reference automation
- DOTD Document Attributes from LAGov and more
DOTD CADD OpenRoads Designer Lite
LEO Title: DOTD CADD OpenRoads Designer Lite

**Course Format:** Classroom
**Course Length:** Two-Day
**Prerequisite:** Knowledge of MicroStation SS2, Prior InRoads experience helpful but not required, upgrading to MicroStation Connect optional but not required
**Expires:** No
**Fee:** No
**Owned by:** LTRC

**Class Targeted for:**
This class is targeted for road, bridge, and district designers.

**Course Description:**
For current MicroStation SS2 or SS4 users. This course covers the New Ribbon Interface along with some ORD. This is NOT a substitute for upgrading to OpenRoads Designer and will NOT cover the new modeling workflows. Those students who want new MicroStation Connect features should also take the two-day upgrading to MS connect course.
DOTD CADD OpenRoads Designer I
LEO Title: DOTD CADD OpenRoads Designer I

Course Format: Classroom
Course Length: Four-Day
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for civil engineers and designers who will use ORD for design and evaluation of highway or other corridor projects.

Course Description:
This course covers students completing an example road design project that illustrates both workflow and concepts of using the software tools for corridor development. This includes the MicroStation Ribbon Interface, design file basics, terrains, geometry, templates, corridor modeling, super elevation, proposed terrains, cross sections, plan and profiles. Students wishing to learn MicroStation functionality will also need to take MicroStation Connect but do not need it prior to this course.
DOTD CADD OpenRoads Designer II
LEO Title: DOTD CADD OpenRoads Designer II

Course Format: Classroom
Course Length: Four-Day
Prerequisite: OpenRoads Designer I
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for civil engineers and designers who will use ORD for design and evaluation of highway or other corridor projects.

Course Description:
This course is for students who want to go more in-depth in their use of the software. This course covers additional topics related to templates, corridor modeling, superelevation, point controls, etc.
DOTD CADD OpenRoads Designer III
LEO Title: DOTD CADD OpenRoads Designer III

Course Format: Classroom
Course Length: Three-Day
Prerequisite: OpenRoads Designer I
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for civil engineers and designers who will use ORD for design and evaluation of highway or other corridor projects.

Course Description:
This course is for students who want to go more in-depth in their use of the software. This course cover additional topics related to templates, corridor modeling, superelevation, point controls, etc.
**Course Catalog**

**DOTD CADD Upgrading to OpenRoads Designer**
LEO Title: DOTD CADD Upgrading to OpenRoads Designer

**Course Format:** Classroom  
**Course Length:** Four-Day  
**Prerequisite:** Knowledge of MicroStation SS2, Prior InRoads experience helpful but not required, upgrading to MicroStation Connect optional but not required  
**Expires:** No  
**Fee:** No  
**Owned by:** LTRC

**Class Targeted for:**
This class is targeted for road, bridge, and district designers.

**Course Description:**
For current InRoads SS2 users that can also be used as a basic ORD course for MicroStation users who are ready to move forward. This course covers the New Ribbon Interface and the ORD workflow including creation of alignments, templates, corridors, superelevation, cross sections, plan and profiles, etc.
DOTD CADD OpenRoads Survey
LEO Title: DOTD CADD OpenRoads Survey

Course Format: Classroom
Course Length: Two-Day
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for current InRoads Survey users, surveyors, and other in-house staff.

Course Description:
This course covers the New Ribbon interface and the new ORD survey workflow for importing and reducing survey data and producing terrains and survey graphics. Those students who want new Microstation Connect features should also take the two-day upgrading to MS connect course.
Employee Enrichment

Employee enrichment is aimed at imparting information and/or instruction to improve the recipient’s performance or to help attain a required level of knowledge or skill.

DOTD EE WP Trust and Respect (Web-based)
LEO Title: DOTD EE WP Trust and Respect

Course Format: Web-based
Course Length: 2-Hours
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for all DOTD employees.

Course Description:
Trust and respect are essential within teams. Without them, teams just won’t work. Trusting someone means that you know you can rely on them. Respecting someone means that you can rely on their ability and knowledge. This course will teach the student how to increase trust and respect within an organization.
DOTD Employee E-Mail Etiquette Web-based
LEO Title: DOTD EE Email Etiquette

Course Format: Web-based
Course Length: ½-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for all employees.

Course Description:

The course reviews common mistakes as it relates to e-mail in the work setting. This course does not teach students how to use an email program. Upon completion of this course, participants will be able to communicate clearly, briefly, and professionally using e-mail.
DOTD Employee Professional Telephone Skills (Web-based)
LEO Title: DOTD EE Professional Telephone Skills

Course Format:  Web-based  
Course Length:  ½-Hour  
Prerequisite:  No  
Expires:  No  
Fee:  No  
Owned by:  LTRC

Class Targeted for:

This class is targeted for all employees.

Course Description:

Two volume video course.

Volume I includes: identifying callers' objections and objectives; building rapport; 7 C's of winning and keeping customers; and why callers complain.

Volume II includes: how to screen, transfer, and put calls on hold; and handling complaints effectively.

Upon completion of this course, the student will be able to handle callers with tact, professionalism and composure.
DOTD EEO 2020-21 Biennial Meeting
LEO Title: DOTD EEO 2020-21 Biennial Meeting

Course Format: Web-based
Course Length: Average completion time is 25 minutes
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for all employees.

Course Description:

DOTD presents a new Biennial EEO Meeting course every two years. Existing employees are expected to take it within the first six months of the year it is first made available, and new employees are expected to take it within the first 30 days of their employment.
ArcGIS

ArcGIS is used for creating and using maps, compiling geographic data, analyzing mapped information, sharing and discovering geographic information, using maps and geographic information in a range of applications, and managing geographic information in a database.

DOTD GIS ArcGis at LADOTD
LEO Title: DOTD GIS ArcGis at LADOTD (1)

Course Format: Classroom
Course Length: One-Day
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for all employees.

Course Description:

GIS allows students to visualize and analyze data to help solve spatial problems and make smarter decisions. This course will help the student learn fundamental components and capabilities of GIS and discover how ArcGIS can help within the organization. The participant will be introduced to GIS software and shown the way it is utilized by DOTD.
DOTD GIS Building Story Maps
LEO Title: DOTD GIS Building Story Maps

Course Format: Classroom
Course Length: One-Day
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for all employees.

Course Description:

This course will teach the student how to combine maps, create maps, and share a story map. The student will learn how to use text, images, video, and audio to share highly engaging, structured narratives.
DOTD GIS Create Apps w/Web Appbuilder
LEO Title: DOTD GIS Create Apps w/Web Appbuilder

Course Format: Classroom
Course Length: One-Day
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for all employees.

Course Description:
Web App Builder for ArcGIS is an intuitive what-you-see-is-what-you-get (WYSIWYG) application that allows you to build 2D and 3D web apps without writing a single line of code. It includes powerful tools to configure fully featured HTML apps. As participants add their map and tools, they can see them in the app, and use them right away. Web App builder provides the student the ability to rapidly create and deliver specific online and mobile mapping applications based on their own online GIS content, but without the need to write software.
DOTD GIS Data Mgmt in Geodatabase
LEO Title: DOTD GIS Data Mgmt in Geodatabase (6)

Course Format: Classroom
Course Length: Two-Day
Prerequisite: DOTD GIS Interm Concepts for Trans (4)
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for the ArcGIS user looking for more advanced methods of accomplishing their goals with more control of the data.

Course Description:

The student will be trained on how to store, manage, update, and secure your organization’s geographic information system (GIS) data in a central location for easy access and management.
DOTD GIS Data QC & Checkup  
LEO Title: DOTD GIS QC & Checkup  

Course Format: Classroom  
Course Length: One-Day  
Prerequisite: DOTD GIS Interm Concepts for Trans (4)  
Expires: No  
Fee: No  
Owned by: LTRC  

Class Targeted for:  
This class is targeted for employees who use ArcGIS  

Course Description:  
This course is designed to teach ArcGIS techniques for finding and fixing GIS data quality issues. The course covers both spatial data problems and tabular data inconsistencies and errors. The course also touches on data management techniques that help prevent future errors, including using topology to maintain line, polygon integrity during the editing of data, and using domains to prevent typos in your attribute table.
DOTD GIS Editing in ArcGIS
LEO Title: DOTD GIS Editing in ArcGIS

Course Format: Classroom
Course Length: Two-Day
Prerequisite: DOTD GIS ArcGIS 1 Fundamentals
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for advanced ArcGIS users.

Course Description:
The course introduces both map topology and geodatabase topology and teaches students to effectively use topology constraints to keep data clean throughout the editing process. Students will also learn how to georeference an image and trace features off the image using ArcScan.

Upon completion of this course, the student will be able to:

- Create, add, delete, and modify data using advanced editing techniques
- Editing in ArcMap
- Use the proper combination of feature templates, construction methods, and workflows
DOTD GIS Editing in ArcGIS Pro

LEO Title: DOTD GIS Editing in ArcGIS Pro

Course Format: Classroom
Course Length: Two-Day
Prerequisite: DOTD GIS Editing in ArcGis Pro
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for advanced ArcGIS users.

Course Description:

This course teaches ArcGIS users how to create and modify GIS data. No previous editing experience is required. The student will learn about different editable GIS data types, editing environments, and the many tools and techniques used to successfully edit in ArcGIS Pro.
DOTD GIS Extracting Useful Info Lidar Da
LEO Title: DOTD GIS Extracting Useful Info Lidar Da

Course Format:  Classroom  
Course Length:  One-Day  
Prerequisite:  No  
Expires:  No  
Fee:  No  
Owned by:  LTRC

Class Targeted for:
This class is targeted for advanced ArcGIS users.

Course Description:
DOTD collects high-resolution elevation data for the entire state. This data can be used to derive useful information such as bridge and structure heights, contour lines, and building structures. This class teaches users how to incorporate Lidar into your workflows.
DOTD GIS Field Data Collect & Survey 123
LEO Title: DOTD GIS Field Data Collect & Survey 123

Course Format: Classroom
Course Length: One-Day
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for advanced ArcGIS users.

Course Description:
This course teaches students how to use ArcGIS Online and ArcMap or ArcGIS Pro to prepare data for use in Collector for ArcGIS. This course also teaches how to collect data using the app and upload it back into ArcGIS online. The student will learn how to create and use highly customizable forms in Survey123 and ArcGIS. At the end of the course, the student will be able to move data from ArcGIS online collector, modify and add features in the field, then sync the data back into ArcGIS Online, as well as create and use forms in Survey 123.
DOTD GIS Getting Started LADOTD GIS APPS
LEO Title: DOTD GIS Getting Started LADOTD GIS APPS

Course Format: Classroom
Course Length: One-Day
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for all employees.

Course Description:
This course will get staff familiar with working with map-based apps, including using the set of GIS web apps available on the DOTD apps landing page.
DOTD GIS Intermediate GIS Concepts for Transportation
LEO Title: DOTD GIS Interm Concepts Trans (4)

Course Format: Classroom
Course Length: Three-Day
Prerequisite: DOTD GIS ArcGIS 2 Web Map Essentials
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for the intermediate ArcGIS user.

Course Description:

* This course replaces DOTD GIS ArcGIS Desktop 3. *

ArcMap can do so much more than simple map display and navigation. It has many tools for answering questions with the data you already have. The lecture material and class exercises focus on examples and situations that are relevant to the transportation industry.

Upon completion the student will be able to:

- Take your skills to a new level by learning to manage your data
- Combine existing data into new datasets to show information in one table
- Discover functionality available in ArcToolbox
- Take your map layouts to the next level with enhanced labels and new techniques for layouts
- Make use of some lesser known features of ArcMap, like linking maps to supporting documentation and attaching photographs to location
DOTD GIS Intermediate ArcGIS Pro:
LEO Title: DOTD GIS Intermediate ArcGis Pro

Course Format: Classroom
Course Length: Three-Day
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for all employees.

Course Description:
In this course the student will be linking parcels to scanned documents like deeds and attaching photographs to road hazard locations. Participants will also learn to create, maintain, and manipulate the student’s organizations internal data to keep the data relevant, up-to-date, and useful. Finally, this course also teaches the student how to present your GIS data, by focusing on map labeling techniques and layout skills.
DOTD GIS Introduction to ArcGIS Pro:
LEO Title: DOTD GIS Introduction to ArcGis Pro

Course Format: Classroom  
Course Length: Two-Day  
Prerequisite: No  
Expires: No  
Fee: No  
Owned by: LTRC

Class Targeted for:

This class is targeted for all employees.

Course Description:

The class begins with the basics of navigating the map and walks through the process of creating maps, optimizing the display of the data, and performing spatial analysis. At the completion of this course, those attending should have a strong foundation in the basic use of ArcGIS Pro and an understanding of the strengths of performing spatial analysis with a GIS.
DOTD GIS Introduction to SQL
LEO Title: DOTD GIS Introduction to SQL

Course Format: Classroom
Course Length: Two-Day
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC
Point of Contact: Melissa Lee

Class Targeted for:
This class is targeted for all employees.

Course Description:
Structured Query Language (SQL) is a set of defined expressions and syntax used to query and manipulate data in Relational Database Management Systems (RDBMS). This course teaches the basic SQL statements and functions, as well as how to create table joins, and group and order the output.
DOTD GIS LADOTD Data Workshop
LEO Title: DOTD GIS LADOTD Database Class (3)

Course Format: Classroom
Course Length: One-Day
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for beginning ArcGIS users.

Course Description:

This course discusses the DOTD enterprise GIS, helping staff learn how to efficiently access the vast amounts of spatial and tabular data available to them from within the DOTD. The course will also discuss GIS best practices.
DOTD GIS Linear Referencing
LEO Title: DOTD GIS Linear Referencing

Course Format: Classroom
Course Length: One-Day
Prerequisite: DOTD GIS Interm Concepts of Trans (4)
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for the user that possesses a basic knowledge of ArcGIS.

Course Description:

Various real-world features, such as street networks, pipeline systems and seismic lines, are best represented in ArcGIS as a set of point or linear events along a line. For example, in a street network, you can represent pavement quality, speed limit, number of lanes, jurisdiction and various other attributes each as a set of events along a linear route. Doing this allows you to break the route up in many places (i.e. each time pavement quality changes or each time jurisdiction changes) without creating multiple copies of the line feature class.

Students are instructed how to edit routes and measurements in an ArcMap edit session, as well as, how to use the linear referencing toolbar to effectively display, and label those routes.
**Course Catalog**

DOTD GIS Making Better Maps in ArcGIS
LEO Title: DOTD GIS ArcGIS Making Better Maps

**Course Format:** Classroom
**Course Length:** Two-Day
**Prerequisite:** DOTD GIS ArcGIS 1 Fundamentals
**Expires:** No
**Fee:** No
**Owned by:** LTRC

**Class Targeted for:**

This class is targeted for employees using ArcGIS.

**Course Description:**

This course covers tips and tricks on making choices, as well as teaching students about visual hierarchy—how to draw attention to certain details and away from others. The participant will learn how to choose the right symbols and labels to complete a story.
DOTD GIS Making Sense of Projections and Datums in ArcGIS
LEO Title: DOTD GIS Making Sense of Projections and Datums in ArcGIS

**Course Format:** Classroom

**Course Length:** One-Day

**Prerequisite:** No

**Expires:** No

**Fee:** No

**Owned by:** LTRC

**Class Targeted for:**

This class is targeted for employees using ArcGIS.

**Course Description:**

The course teaches students the essentials of map projections and coordinate systems and what they need to know about projecting geographic data with ArcGIS. Common datums are explained along with a discussion of the error introduced when the incorrect datum is chosen for a dataset. Various map projections and how to manage data in these projections in ArcMap are covered in detail.
DOTD GIS ArcGIS Model Builder-Custom Tools and Automated Workflows
LEO TITLE: DOTD GIS Model Builder (7)

Course Format: Classroom
Course Length: Three-Day
Prerequisite: DOTD GIS Interm Concepts for Trans (4)
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for ArcGIS users.

Course Description:
This course teaches the student the basics of building models and handling data in ModelBuilder, then shows the student how to take your models to the next level by including variables and looping constructs. For example, the student can build a model that automatically renames all of the feature classes in a particular geodatabase or one that loops through all of the unique values in an attribute table.
DOTD GIS Pro Quick Start for Trans Profe
LEO Title: DOTD GIS Pro Quick Start for Trans Profe

Course Format: Classroom
Course Length: Two-Day
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for those using ArcGIS.

Course Description:

This course is designed to help existing ArcMap users in the transportation field get up and running in Pro as quickly as possible. The student will become familiar with the new project structure, understand the intuitive and dynamic interface structure, and learn how to do all of your favorite tasks in a whole new way.
DOTD GIS Python Primer
Leo Title: DOTD GIS Python Primer (8)

Course Format: Classroom
Course Length: One-Day
Prerequisite: DOTD GIS Fundamentals for Trans (2)
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for the non-programmer.

Course Description:
This course introduces the attendees to scripting basics: variables, loops, conditional statements, etc. via a series of short lecture presentations and hands-on “try-its” to accomplish a worthwhile task. The task is to create a script that will write a log file of broken links in a map document and then run that script as a tool from ArcToolbox. If you have never programmed before, this course is the perfect course to prepare you to be successful in the more detailed Python for ArcGIS - Writing Scripts to Manipulate GIS Data.
DOTD GIS Python for ArcGIS
LEO Title: DOTD GIS Python for ArcGis (9)

Course Format: Classroom
Course Length: Three-Day
Prerequisite: DOTD GIS Fundamentals for Trans (2)
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for ArcGIS users that want to learn about Python Primer.

Course Description:
Python is becoming more and more popular for writing custom scripts in ArcGIS. Python scripts can be used to manipulate a map, execute geo processing commands, and read/write files. This course takes a leveled approach to writing scripts. The course begins with basic Python syntax and simple scripts and ends with scripts that read files, manipulate the information, and create GIS data.
Course Catalog

DOTD GIS Python for ArcGIS Pro
LEO Title: DOTD GIS Python for ArcGis Pro

Course Format: Classroom
Course Length: Three-Day
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for those using ArcGIS.

Course Description:

Python is a scripting language used to automate tasks and create new functionality in ArcGIS Pro. Python scripts can be used to manipulate a map, execute geo processing commands, and read/write files. This three-day course takes a leveled approach to writing scripts. The course begins with basic Python syntax and simple scripts and ends with scripts that read files, manipulate the information, and create GIS data.
**DOTD GIS Spatial Analyst**  
LEO Title: DOTD GIS Spatial Analyst

**Course Format:** Classroom  
**Course Length:** Two-Day  
**Prerequisite:** No  
**Expires:** No  
**Fee:** No  
**Owned by:** LTRC

**Class Targeted for:**

This class is targeted for those using ArcGIS.

**Course Description:**

The student will learn how to understand the details of the data behind the images and perform advanced locational analysis not available elsewhere. The GIS spatial analyst helps with modeling terrains, finding suitable locations and routes, discovering spatial patterns, and performing hydrologic and statistical analysis.
DOTD GIS Tips & Tricks Workshop
LEO Title: DOTD GIS Tips & Tricks Workshop

Course Format: Classroom
Course Length: One-Day
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for those using ArcGIS.

Course Description:

This hands-on workshop is customized to the needs of the attendees. The workshop teaches ArcGIS tips and tricks, workflows, and problem solving as it applies to the daily work of different groups.
DOTD GIS Web Map Essentials – Understand ArcGis Online and Portal
LEO Title: DOTD GIS Web Map Essentials (5)

Course Format: Classroom
Course Length: Two-Day
Prerequisite: DOTD GIS ArcGIS 1 Fundamentals
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for the learner that wants to understand the types of data that ArcGIS supports, and how to manipulate the data.

Course Description:

This course will provide a comprehensive overview of the functionality and uses of ArcGIS online, as well as, a brief introduction to the ESRI maps for Office app. In addition to the basics, this course will touch on topics relevant to the modern online business world including security, data interoperability, best practices, tips for publishing, managing, and sharing your online content.
Human Resources

The Human Resources training delivers learning and development to serve as the agency’s needs for training in areas of Human Resources.

**DOTD HR Developing a Standard Operating Procedures (SOP) Manual**

*LEO Title: DOTD HR Developing a SOP Manual*

**Course Format:** Web-based
**Course Length:** $\frac{1}{2}$-Hour
**Prerequisite:** No
**Expires:** No
**Fee:** No
**Owned by:** DOTD HR

**Class Targeted for:**

This class is targeted for all employees creating and maintaining a Standard Operating Procedure manual.

**Course Description:**

This course focuses on the importance and benefits of a Standard Operating Procedures (SOP) and provides general guidelines on the content that should be included in a SOP. This course is taught in conjunction with the Knowledge Management course.
DOTD HR Employment Law
LEO Title: DOTD HR Employment Law

Course Format: Classroom Training
Course Length: ½-Day
Prerequisite: No
Expires: No
Fee: No
Owned by: DOTD HR

Class Targeted for:
This class is targeted for all supervisory and agency management.

Course Description:
A half-day course for supervisors designed to review employment-related laws important to supervisors in their responsibility for managing employees. The course content is researched and developed by the HR, legal, safety sections and is presented by HR, legal, and safety staff.

Upon completion of this course, participants will be able to:

- Introduce the basic tenants of employment law including, but not limited to: the Family Medical Leave Act, the Fair Labor Standards Act, and the American Disabilities Act.
- Understanding of the laws which govern the workplace, and provide a forum to explore and discuss their application to the workplace.
DOTD HR LA Careers Online Hiring Center
Leo Title: DOTD HR LA Careers Online Hiring Center

Course Format: Classroom
Course Length: ½-Day
Prerequisite: No
Expires: No
Fee: No
Owned by: DOTD HR

Class Targeted for:
This class is targeted for those who are new to the hiring process or those OHC users who need a refresher.

Course Description:
The Online Hiring Center (OHC) is a component of Louisiana's online application and tracking system. This training teaches administrative staff, hiring managers, and appointing authorities how to use the program to request postings, view applications, and make selections online.
DOTD HR Manager Self Service
LEO Title: DOTD HR Manager Self Service

Course Format: Classroom
Course Length: 1-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: DOTD HR

Class Targeted for:
This class is targeted for new supervisors.

Course Description:
This course for supervisors provides an overview of Manager Self Service (MSS). MSS is a component of LEO in which a supervisor may obtain a variety of information about their staff and positions. Upon completion of this course, you will have a basic understanding of the Manager Self-Service (MSS) component of LEO.
DOTD HR Managing Discipline in the Workplace
LEO Title: DOTD HR Managing Discipline in Workplace

Course Format: Classroom
Course Length: 2-Hours
Prerequisite: No
Expires: No
Fee: No
Owned by: DOTD HR

Class Targeted for:
This class is targeted for supervisors.

Course Description:
This course provides guidance to supervisors who are taking corrective action against an employee whose work performance, conduct, or productivity falls below established standards. Information presented covers progressive and formal discipline processes and tips for documentation.

Upon completion of this course, the student will have an understanding of the following:
- Employees’ rights under the DOTD Policies and Procedures
- Civil Service Rules
- Federal and state employment laws
DOTD HR New Employee Orientation

LEO Title: DOTD HR New Employee Orientation

Course Format: Classroom
Course Length: One-Day
Prerequisite: No
Expires: No
Fee: No
Owned by: DOTD HR

Class Targeted for:

This class is targeted for new employees.

Course Description:

This session is required of all new employees and must be completed within six weeks of hire date as required by DOTD's New Hire Orientation Policy (PPM 22). This course is designed to welcome new employees and provide for them an introduction to their appointment with the DOTD. Instructions for scheduling this class are provided to the employee by Head Quarters Human Resources or District Human Resources personnel once the new employee has started work.

Upon completion of this course, the student will have an understanding of:

- Orientation handbook
- Hours of work
- Types of leave
- Performance Evaluation System (PES)
- Substance Abuse
- Workplace Violence
- Grievance procedure
- Discipline
- Benefits
DOTD HR New Supervisor Orientation
LEO Title: DOTD HR New Supervisor Orientation

Course Format: Classroom
Course Length: One-Day
Prerequisite: No
Expires: No
Fee: No
Owned by: DOTD HR

Class Targeted for:

This class is targeted for employees as they move into supervisory positions.

Course Description:

The Human Resources team is committed to providing the highest level of customer service and leadership to its internal and external customers. This course provides an overview of HR topics from a supervisory perspective.

Upon completion of the course, participants will have an understanding of:
- Knowledge of Management CAP
- PES at DOTD
- Writing position descriptions
- Managing discipline in the workplace
DOTD HR Performance Evaluation System (PES) at DOTD

LEO Title: DOTD HR PES at DOTD

Course Format: Classroom
Course Length: 1 ½-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: DOTD HR

Class Targeted for:

This class is targeted for DOTD supervisors but is available to all DOTD employees.

Course Description:

We will discuss timelines for completion, forms used, and job responsibilities. It is recommended that every supervisor attend this course shortly after their appointment to a supervisory position. This course is also available during the New Supervisor Orientation and is open to all DOTD employees. Anyone who would like to attend this class during New Supervisor Orientation should contact the HQ HR Training Administrator.

Upon completion of this course, participants will understand the entire Performance Evaluation System (PES) as it related to DOTD employees and supervisors.
DOTD HR Selecting the Best
LEO Title: DOTD HR Selecting the Best

Course Format: Classroom
Course Length: ½-Day
Prerequisite: No
Expires: No
Fee: No
Owned by: DOTD HR

Class Targeted for:

This class is targeted for all supervisors and some non-supervisory employees who participate in the selection process.

Course Description:

The course provides DOTD-specific guidelines for screening, interviewing, evaluating, and selecting the best qualified candidate for placement into a job vacancy. We have an in-depth review of effective hiring tools, such as a selection matrix, and will show effective ways of using these tools. The course also provides a detailed explanation of the documentation/forms required to adequately support selection decisions.

Upon completion of this course, students will have and understanding of:

- Understand the value of being able to support selection decisions
- Understand the value of the structured interview
- Use the tools that give DOTD-specific guidance on selecting the best candidate
- Understand the materials that are introduced and applied to help supervisors document/validate their selection decisions
- Evaluate and compare candidates to select the best
DOTD HR Substance Abuse Supervisors
LEO Title: DOTD HR Substance Abuse Supervisors

Course Format: Classroom
Course Length: ½-Hour
Prerequisite: DOTD HR Substance Abuse Employees
Expires: 3-years
Fee: No
Owned by: DOTD HR

Class Targeted for:

This class is targeted for all DOTD supervisors to learn more about the signs and symptoms of substance abuse in the workplace.

Course Description:

This course is designed for supervisors to learn more about the signs and symptoms of substance abuse in the workplace. Topics include a review of commonly encountered drugs, their effect on employee performance, steps in an intervention, the procedure and documentation required for enforcement of the PPM policy, a review of the resources available through the DOTD's Employee Assistance Program (EAP), and compliance with the Substance Abuse and Drug-Free Workplace Policy (PPM 21).

**Supervisors booking this course MUST first book and complete the Substance Abuse Employees course that precedes this supervisory course.**
DOTD HR Succession Planning
LEO Title: DOTD HR Succession Planning

Course Format: Classroom
Course Length: One-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: DOTD HR

Class Targeted for:
This class is targeted for appointing authorities or assigned designees, supervisors, and anyone with the responsibility for succession planning.

Course Description:
The course provides a general overview of what is succession planning, why it should be done, and the benefits of succession planning.

Upon completion of this course, participants will have knowledge of the following:
- DOTD’s succession planning process
- Policies and Procedures in accordance with PPM 62, DOTD Knowledge Management Program
- Reporting deadlines
- Defining your role in succession planning
- Best practices
DOTD HR Writing Position Descriptions
LEO Title: DOTD HR Writing Position Descriptions

Course Format: Classroom
Course Length: 1-Hour
Prerequisite: No
Expires: Recommended annually
Fee: No
Owned by: DOTD HR

Class Targeted for:
This class is targeted for supervisors and other employees that write job descriptions.

Course Description:
This course provides basic information on the Civil Service classification and pay system and detailed instruction on how to prepare the official position description form (SF-3). This course covers the basics in conducting a job/task analysis and provides a forum to practice the writing of descriptors to draft effective position descriptions.
DOTD HR Writing SMART Performance Evaluation Expectations (PES)
LEO Title: DOTD HR Writing SMART PES Expectations

Course Format: Classroom
Course Length: 1-Hour
Prerequisite: No
Expires: Recommended annually
Fee: No
Owned by: DOTD HR

Class Targeted for:
This class is targeted for all supervisors.

Course Description:
This course reviews the mechanics of writing performance expectations using the S.M.A.R.T. method, examples of good and poor performance expectations, supervisory tips, and a practical exercise focusing on writing expectations, which align with agency goals.

This course includes pre-reading material and requires supervisors attending to bring a copy of current section/district goals and the current planning document of one direct report.

Upon completion of this course, participants will be able to:
- Recognize and demonstrate how to write PES objectives using the SMART method
- Effectively construct benchmarks for performance and evaluation using PES objectives that align with agency/section goals
DOTD HR Knowledge Management Continuity Assurance Program Web-Based

LEO Title: DOTD HR Knowledge Management CAP

**Course Format:** Web-Based

**Course Length:** 1-Hour

**Prerequisite:** DOTD HR Knowledge Management Intro-web

**Expires:** No

**Fee:** No

**Owned by:** DOTD HR

**Class Targeted for:**

This class is targeted for individuals new to CAP and new supervisors.

**Course Description:**

This course is part of the New Supervisor Orientation course and is strongly recommended for all supervisors with responsibility for the Knowledge Management and Continuity Assurance Program (CAP) as defined by PPM 62. This course will review the components of this program, including critical task training and Standard Operating Procedure manual development.

Upon completion of this course, participants will be able to:

- Accurately capture critical tasks identified by the section/department
- Enhance employee loyalty, morale, and retention by providing challenging and positive developmental opportunities
- Help preserve “institutional knowledge” and perpetuate a knowledge management culture
**DOTD HR Interview Panel Member Web-based**

LEO Title: DOTD HR Interview Panel Member Web-based

**Course Format:** Web-based

**Course Length:** Average completion time is 20 minutes

**Prerequisite:** No

**Expires:** No

**Fee:** No

**Owned by:** DOTD HR

**Class Targeted for:**

This class is targeted for non-supervisory DOTD employees who have been selected to participate on an interview panel.

**Course Description:**

This short course provides agency-specific guidelines for interviewing job candidates, explains behavior-based questioning and covers the specific responsibilities of interview panel members.
DOTD HR Substance Abuse Employees Web-based
LEO Title: DOTD HR Substance Abuse Employees Web based

Course Format: Web-based
Course Length: Average completion time is 45 minutes
Prerequisite: No
Expires: 3-Years
Fee: No
Owned by: DOTD HR

Class Targeted for:
This class is targeted for all employees.

Course Description:
This course is designed for employees to learn more about the signs and symptoms of substance abuse in the workplace. Topics include a review of commonly used drugs and their effects, employee responsibilities when encountering the use of drugs in the workplace, drug and alcohol testing procedures, confidentiality and enforcement of departmental policies, and a review of the resources available through the DOTD’s Employee Assistance Program (EAP).

Upon completion of the course, the student will be able to:
- Recognize commonly abused substances and their impact on an individual’s health, work and personal life
- Summarize the Substance Abuse and Drug-Free Workplace policy, PPM 21
- Describe the drug and alcohol testing process
- Understand what will cause a positive drug or alcohol result
- Be familiar with the assistance available through the Employee Assistance Program (EAP)
- Discuss discipline enforced in the event of a policy violation
DOTD HR Workplace Violence All Employees Web-based
LEO Title: DOTD HR Workplace Violence All Employees

Course Format: Web-based
Course Length: ½-Hour
Prerequisite: No
Expires: 3-Years
Fee: No
Owned by: DOTD HR

Class Targeted for:

This class is targeted for all employees.

Course Description:

In this course, participants learn to recognize potentially violent behavior and methods designed to reduce violence in the workplace.

Upon completion of this course, participants will be able to:

- Recognize signs of potential violence
- Describe how to address safety and security issues
- Discuss how to manage conflict
- Understand how to defuse violent situations
- Summarize DOTD’s Violence in the Workplace Policy (PPM 53)
DOTD HR Continuity Assurance Program (CAP) Introduction – Web-based
LEO Title: HR CAP Introduction – Web-based

Course Format: Web-based
Course Length: ½-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: DOTD HR

Class Targeted for:
This class is targeted for individuals new to CAP and new supervisors.

Course Description:
This course provides an introduction into the main components of the Continuity Assurance Program: Critical Task Training and Standard Operating Procedure Development. This is the prerequisite to the DOTD Knowledge Management Continuity Assurance Program (CAP) instructor-led course.

Upon completion of the course, the student will be able to:
- Accurately capture the tasks identified as critical for the department
- Ensure an adequate number of employees are trained on critical tasks
- Enhance employee loyalty, morale, and retention by providing challenging and positive developmental opportunities
DOTD HR Substance Abuse Supervisors Workbook
LEO Title: DOTD HR Substance Abuse Supervisors Workbook

Course Format: Workbook
Course Length: ½-Hour
Prerequisite: No
Expires: 3-years
Fee: No
Owned by: DOTD HR

Class Targeted for:

This class is targeted for all DOTD supervisors to learn more about the signs and symptoms of substance abuse in the workplace.

This workbook class is available for district supervisors who are not able to attend the instructor-led course provided by HQ HR.

Course Description:

This course provides a review of commonly encountered drugs, their effect on employee performance, steps in an intervention, the procedure and documentation required for enforcement of the PPM policy, a review of the resources available through the DOTD's Employee Assistance Program (EAP), and compliance with the Substance Abuse and Drug-Free Workplace Policy (PPM 21).

*Supervisors booking this course must first book and complete the Substance Abuse Employees course that precedes this supervisory course.*
DOTD HR Workplace Violence Supervisors Workbook  
LEO Title: DOTD HR Workplace Violence Supervisors WB  

**Course Format:** Workbook  
**Course Length:** ½-Hour  
**Prerequisite:** No  
**Expires:** 3-Years  
**Fee:** No  
**Owned by:** DOTD HR  

**Class Targeted for:**  
This class is targeted for all supervisors.  

**Course Description:**  
This course is designed to introduce supervisors on how to recognize signs of potential violence, address safety and security issues, manage conflict, defuse violent situations, and comply with DOTD's Violence in the Workplace Policy (PPM 53).  

This course also offers a discussion forum to share stories from the workplace and learn more about the challenges faced through real world experience.  

Upon completion of this course, participants will be able to:  
- Recognize signs of potential violence  
- Describe how to address safety and security issues  
- Discuss how to manage conflict  
- Understand how to defuse violent situations  
- Summarize DOTD’s Violence in the Workplace Policy (PPM 53)
DOTD HR Workplace Violence Supervisors
LEO Title: DOTD HR Workplace Violence Supervisors

**Course Format:** Web-based
**Course Length:** ½-Hour
**Prerequisite:** No
**Expires:** 3-Years
**Fee:** No
**Owned by:** DOTD HR

**Class Targeted for:**
This class is targeted for all supervisors.

**Course Description:**
This course is designed to introduce supervisors on how to recognize signs of potential violence, address safety and security issues, manage conflict, defuse violent situations, and comply with DOTD's Violence in the Workplace Policy (PPM 53).

This course also offers a discussion forum to share stories from the workplace and learn more about the challenges faced through real world experience.

Upon completion of this course, the student will be able to:
- Recognize signs of potential violence
- Describe how to address safety and security issues
- Discuss how to manage conflict
- Understand how to defuse violent situations
- Summarize DOTD’s Violence in the Workplace Policy (PPM 53)
Information Technology (IT)

IT training courses are related to the application, design, development, implementation, support or management of computer-based information systems.

DOTD ITU Content Manager Intro
LEO Title: DOTD ITU Content Manager Intro

Course Format: Classroom
Course Length: ½-Day
Prerequisite: No
Expires: No
Fee: No
Owned by: IT

Class Targeted for:

This class is targeted for all DOTD employees using content manager.

Course Description:

This course introduces content manager to all attendees. The course tells users about its documents management capabilities, instructs users on importing, retrieving, indexing, and searching for documents.
DOTD ITU Updating the DOTD Web-based
LEO Title: DOTD ITU Updating The DOTD

Course Format: Classroom
Course Length: ½-Day
Prerequisite: No
Expires: No
Fee: No
Owned by: IT

Class Targeted for:
This class is targeted for employees assigned to update the website.

Course Description:
The student will learn how to use several updating tools within the DOTD website, which will allow them to make changes with approvals.
Loss Prevention

Loss Prevention training helps train employees to take safety measures for the prevention of accidents.

DOTD LP Confined Space Maritime/General
LEO Title: DOTD LP Confined Space Maritime/General

Course Format: Classroom
Course Length: Two-Day
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This training is designed to enable participants to fulfill the duties and responsibilities of either qualified atmosphere as outlined in 29 CFR 1915 and 29 CFR 1910, in regard to performing entry and on Confined Spaces.

Upon completion of this course, the participant will learn:
- How to work in a confined space environment
- How to identify hazards to maximize safety
DOTD LP Confined Spaces Web-based
LEO Title: DOTD LP Confined Spaces Web-based

Course Format:  Web-based
Course Length:  Average Completion time is 20 minutes
Prerequisite:  No
Expires:  No
Fee:  No
Owned by:  LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This training is designed to enable the participants to fulfill the duties and responsibilities of either a "competent person" or “qualified” atmosphere as outlined in 29 CFR 1915 and 29 CFR 1910, in regard to performing entry and on Confined Spaces.

Upon completion of this course, the participant will learn:
- How to work in a confined space environment
- How to identify hazards to maximize safety
DOTD LP Confined Spaces Web-based Annual
LEO Title: DOTD LP Confined Spaces WBT Annual

Course Format: Web-based
Course Length: Average Completion time is 20 minutes
Prerequisite: No
Expires: 1-Year
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This training is designed to enable the participants to fulfill the duties and responsibilities of either a knowledgeable person or qualified atmosphere as outlined in 29 CFR 1915 and 29 CFR 1910, in regard to performing entry and on Confined Spaces.

Upon completion of this course, the participant will learn:
- How to work in a confined space environment
- How to identify hazards to maximize safety
DOTD LP Lockout/Tagout

LEO Title: DOTD LP Lockout/Tagout

Course Format: Web-based
Course Length: Average Completion time is 15 minutes
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for DOTD employees.

Course Description:

This course fulfills the requirements set forth by the DOA's Office of Risk Management for Lockout/Tagout training. Materials include a 15-minute DVD, student handbook, and quiz. The quiz is 20 True/False questions and is located at the end of the handbook.

Upon completion of the course, participants will learn:
  • How to protect against hazards
  • Lockout/tagout procedures
DOTD LP Loss Prevention Manual Web-based
LEO Title: DOTD LP Loss Prevention Manual WBT

Course Format: Web-based
Course Length: Average Completion time is 15 minutes
Prerequisite: No
Expires: No
Fee: No
Owned by: Loss Prevention

Class Targeted for:
This class is targeted for all DOTD employees.

Course Description:
This Office of Risk Management Manual was developed to create a safe work environment and an awareness of safety such as: identification of risk exposures and hazards, analysis of those exposures and hazards, selection of appropriate action to remove or reduce exposures and hazards, implementation of corrective actions, and regular monitoring of corrective actions. LEO credit will be received after downloading the manual. The link to the manual is provided once the course is launched.
DOTD Better Boating Course Web-based
LEO Title: DOTD LP Better Boating Course

Course Format:  Web-based or classroom
Course Length:  May Vary
Prerequisite:  No
Expires:  3-Years
Fee:  No
Owned by:  Safety

Class Targeted for:

This class is targeted for employees that work in a marine environment.

Course Description:

Credit is given for the refresher when this one is taken. New employees must complete the classroom version of LA Better Boating (SG1029) that includes topics specific to operating a water vessel on Louisiana waters. The course is usually offered by other vendors and is entered in LSO as a “workbook” course.

The Better Boating initial class can be a classroom course given by Wildlife and Fisheries or their initial online course. This may also be the online course by U.S. boat.
DOTD LP Lockout/Tagout Workbook
LEO Title: DOTD LP Lockout/Tagout WB

Course Format:  Workbook
Course Length:  Average Completion time is 15 minutes
Prerequisite: No
Expires: No
Fee: No
Owned by:  LTRC

Class Targeted for:
This class is targeted for all DOTD Employees.

Course Description:
This course fulfills the requirements set forth by the DOA's Office of Risk Management for Lockout/Tagout training. Materials include a 15-minute DVD, student handbook, and quiz. The quiz is 20 True/False questions and is located at the end of the handbook.

Upon completion of the course, participants will learn:
- How to protect against hazards
- Lockout/tagout procedures
Management and Leadership Development

Management and leadership development training challenges and enhances your leadership skills, attitude, and outlook for the future of the organization.

DOTD MD Facilitation Skills for Managers
LEO Title: DOTD MD Facilitation Skills for Managers

Course Format: Classroom  
Course Length: Two-Day  
Prerequisite: No  
Expires: No  
Fee: No  
Owned by: LTRC

Class Targeted for:

This class is targeted towards those in supervisory roles. However, the goal is that everyone in the department would benefit from the classes.

Course Description:

This course focuses on the facilitation of groups of professionals, understanding group dynamics, addressing personal agendas in a non-threatening manner, and being flexible in activities to reach outcomes.

Upon completion of the course, participants will be able to:
- Facilitate meetings
- Manage conflict
- Use effective decision-making skills
- Learn various process tools for facilitators
DOTD MD Leader Development Foundation
LEO Title: DOTD MD Leader Development Foundation

Course Format: Classroom
Course Length: One-Day
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted towards those in supervisory roles. However, the goal is that everyone in the department would benefit from the classes.

Course Description:

The purpose of this course is to introduce and promote competencies that will empower recognition and improvement of leadership skills. Participants will be able to identify leadership types, excellence competencies, effective communication skills, relationship strategies, innovative and strategic thinking, and operational agility skills which will develop understanding of how these leadership skills can advance the strategic direction of the Department of Transportation and Development.

Upon completion of the course, participants will be able to:

- Identify the competencies of
  - Emotional Intelligence
  - Situational Leadership
  - Transformational Leadership
  - Servant Leadership
  - Organizational Culture

- Recognize how they impact the relationships of followers
DOTD MD Leader Emotional Intelligence
LEO Title: DOTD MD Leader Emotional Intelligence

Course Format: Classroom
Course Length: ½-Day
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted towards those in supervisory roles. However, the goal is that everyone in the department would benefit from the classes.

Course Description:

This Emotional Intelligence course has been identified as an essential part of a leader’s ability to successfully cope with environmental demands. Distinct from cognitive intelligence or IQ, emotional intelligence is at the root of our ability to sharpen thinking and resolve difficult situations by perceiving, generating, and managing emotions in ourselves and others. Emotionally intelligent leaders communicate effectively, form strong relationships, and create powerful coping strategies.

*This class serves as a continuation and deeper look into the topic introduced in the Foundations of Leadership Development course.

Upon completion of the course, participants will be able to recognize and improve your emotional skills.
DOTD MD Leader Organizational Culture
LEO Title: DOTD MD Leader Organizational Culture

Course Format: Classroom
Course Length: ½-Day
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted towards those in supervisory roles. However, the goal is that everyone in the department would benefit from the classes.

Course Description:

The Organizational Culture course offers participants an opportunity to explore the foundations of organizational culture. Leaders will benefit by understanding how and why their behavior impacts organizational culture by either helping or hindering innovative processes. By uncovering the different aspects of culture, leaders will discover the impact of their behaviors on maintaining a positive work environment and a productive, sustainable culture.

Participants will discuss organizational culture and examine the relationship between leadership influences and the culture of DOTD. Upon completion they will learn how to:

- Create
- Accept
- Build
- Manage
- Evolve
- Preserve
- Alter the culture of DOTD

*This class serves as a continuation and deeper look into the topic introduced in the Foundations of Leadership Development course.
DOTD MD Leader Transformational Leadership
LEO Title: DOTD MD Leader Transformational Ldrship

Course Format: Classroom
Course Length: 4-Hours
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted towards those in supervisory roles. However, the goal is that everyone in the department would benefit from the classes.

Course Description:
This class identifies the characteristics of transactional and transformational styles of leadership and helps connect the two. Transactional leadership is practiced daily by leaders and this style can progress into transformational leadership. The class allows participants to identify the methods used in transactional and transformational leadership and to discuss these leadership styles across a wide range of situations. Participants will identify transactional and transformational leadership behaviors and how to apply those if different situations.

Upon completion of this course, participants will recognize different developmental levels in employee performance and how to match an appropriate leadership style with the developmental level.
DOTD MD Project Management
LEO Title: DOTD MD Project Management

Course Format: Classroom
Course Length: Two-Day
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted towards those in supervisory roles. However, the goal is that everyone in the department would benefit from the classes.

Course Description:

This class examines various approaches for improving project management. Emphasis is placed on techniques which utilize Project Management Institute's Nine Project Management Knowledge Areas.

Upon completion of this course, participants will learn:

- How to institutionalize a culture and governing resource to manage DOTD projects in such a manner as to maximize efficiency, value, and quality while minimizing their associated costs and risks.
DOTD Mechanic Courses

Mechanical courses are offered to train and prepare employees to diagnose and service certain mechanical issues as they arise.

DOTD MECH Cummins Diesel Diag Repair Sol
LEO Title: DOTD MECH Cummins Diesel Diag Repair Sol

Course Format: Classroom
Course Length: One-Day
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for DOTD employees.

Course Description:

This course will prepare participants to diagnose and service the Cummins diesel engines.

Participants in this class will learn about the following:

- Cummins common rail fuel system including 5.9L and 6.7L engines
- Supply and high pressure fuel systems
- Turbocharger and EGR systems
- Emission control system
- Exhaust after treatment system
- Diagnostic and repair tips
DOTD MECH Cummins Diesel Diagnostic Repair Sol
LEO Title: DOTD MECH Cummins Diesel Diag Repair Sol

**Course Format:** Classroom  
**Course Length:** One-Day  
**Prerequisite:** No  
**Expires:** No  
**Fee:** No  
**Owned by:** LTRC

**Class Targeted for:**
This class is targeted for DOTD employees.

**Course Description:**

The Cummins diesel engine has been a very popular engine choice for the dodge truck platform. This engine has been in use for over 20 years but in recent years there have been a number of changes to the fuel system, as well as, the addition of emission devices. We will show you how they work, how they fail and how they affect diagnosis and service. The focus of this class will be to prepare you to diagnose and service these popular engines.

The student will learn:

- Cummins common rail fuel systems including 5.9L and 6.7L engines
- Supply and high pressure fuel systems
- Turbocharger and EGR systems
- Emission control systems
- Exhaust after treatment systems
- Diagnostic and repair tips
**Course Catalog**

**DOTD MECH Diagnose & Repair Vehicle Netw**
LEO Title: DOTD MECH Diagnose & Repair Vehicle Netw

**Course Format:** Classroom  
**Course Length:** One-Day  
**Prerequisite:** No  
**Expires:** No  
**Fee:** No  
**Owned by:** LTRC

**Class Targeted for:**
This class is targeted for DOTD employees.

**Course Description:**
Late model vehicles have an amazing amount of computers onboard, networked together using different protocols and configurations. A single sensor fault may set codes in multiple modules since the data is being shared over the network. Communication faults will often generate the dreaded U codes and at times a scan tool will not communicate with the vehicle at all. The student will become proficient at solving communication problems.

Participants in this class will learn about the following:
- Streamlined network diagnosis
- Solving communication faults
- Diagnosing and repairing U codes
- Testing form the DLC
- Different network types
- Diagnostic and repair tips
DOTD MECH Light Duty Diesel DPF and DEF Solutions

LEO Title: DOTD MECH Light Duty Diesel DPF & DEF Sol

Course Format: Classroom
Course Length: One-Day
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for DOTD employees.

Course Description:

This class will focus on the latest diesel particulate filters and urea injection systems. The student will find out why these systems sometimes will not regenerate and when a relearn is needed. We will demonstrate diagnosis and relearn procedures and tips to ensure their competition on actual vehicles. Be prepared to solve problems on these systems.

Participants in this class will learn about the following:

- DPF diagnosis and regen
- DEF quality issues
- DEF code diagnosis
- System relearn methods
- Diagnostic and repair tips
DOTD MECH Rapid Diagnostics: Going beyond the code
LEO Title: DOTD MECH Rapid Diag: Going Beyond Code

Course Format: Classroom
Course Length: One-Day
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
The class will give the student a chance to follow their thought process and develop your own abilities.

Participants in this class will learn about the following:
- Improving accuracy and efficiency at diagnosing performance faults
- Understanding DTC definitions and code set criteria
- Using schematics effectively to solve problems
- Diagnosing thoughts without stored DTCs
National Highway Institute

NHI delivers engaging training that provides transportation professionals with the skills and knowledge to excel at their jobs.

DOTD NHI Access Management, Location and Design
LEO Title: DOTD NHI Access Mgmt, Location/Design

Course Format: Classroom
Course Length: Three-Day (CEU: 1.8 UNITS)
Prerequisite: No
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:

This class is targeted for both technical and non-technical professionals working in, or having a strong interest in, transportation or land use planning, operations, design, maintenance, and development review in the public and private sectors.

Course Description:

This course is designed to provide those who plan, operate, design, construct, or administer surface transportation or land use systems with a basic understanding of the access management concepts and tools available to them, the benefits of successful access management, and the costs of unsuccessful access management.

Upon completion of the course, participants will be able to:

- Define key terms of importance to access management and distinguish between related items
- List benefits of access management
- State the impacts of access on the safety, operations, and sustainability of surface transportation systems for all users
- Explain the importance of access management to complete streets and transportation (all modes) systems
- Describe the effects of access control upon safety, operations, and sustainability for all users
- Detect access related challenges on public rights-of-way and private property
- Choose access management techniques or combinations of techniques to enhance safety and operations for all users
- Identify and address legal, political, and jurisdictional challenges to implementation of access management
DOTD NHI Advanced Relocation under the Uniform Act
LEO Title: DOTD NHI Advncd Reloction Undr Unfrm Act

Course Format: Classroom
Course Length: Three-Day (CEU 1.8 units)
Prerequisite: Basic Relocation and Real Estate Acquisition under the Uniform Act
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:

This class is targeted for basic training for federal, state, and local public agencies, FHWA personnel, and other interested persons interested in a basic knowledge of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act).

Course Description:

The purpose is to answer questions, meet technical needs, and broaden the knowledge of those engaged in the relocation of persons displaced as a result of a Federal or federally-funded project. The course covers all functional areas of the relocation assistance program, with emphasis on residential displacements.

Upon completion of this course, participants will be able to:

- Explain the principles that govern relocation provisions of the Uniform Act and implementing regulations
- Describe the Uniform Act planning requirements
- Describe the elements of comparable replace housing
- Calculate the elements of comparable replacement housing
- Calculate replacement housing payments for owners and tenants
- Explain replacement housing of last resort
- Compute residential and non-residential moving costs
DOTD NHI Alternative Intersections and Interchanges
LEO Title: DOTD NHI Alternative Intrsects/Intrchngs

Course Format: Classroom
Course Length: One-Day (CEU: .6 UNITS)
Prerequisite: No
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:

This class is targeted for Intermediate training for federal, state, and local transportation traffic and safety engineers, and planners involved in improving the performance of intersections.

Course Description:

This course provides participants with an overview of various non-traditional intersection concepts that may offer advantages compared to conventional at-grade intersections and grade-separated interchanges. The training presents the salient geometric, operational, and safety features associated with the alternative design concepts, and will illustrate how intersections are selected using an analysis tool. It also will identify potential advantages and disadvantages of each design.

Upon completion of the course, participants will be able to:

- Describe key design and operation features of the six non-traditional intersections and interchanges: 1. Displaced Left-Turn Intersections; 2. Median U-turn Intersection; 3. Restricted Crossing U-Turn Intersection; 4. Quadrant Roadway Intersection; 5. Double Crossover Diamond Interchange (Diverging Diamond); 6. Displaced Left Turn Diamond Interchange
- List the advantages and disadvantages of their use
- Describe where they are best suited for existing and planned conditions
- Identify resources to acquire additional information on these designs and their implementations
DOTD NHI Apply Section 4(f): Putting Policy into Practice

**Course Format:** Classroom  
**Course Length:** Two-Day (CEU: 1.4 UNITS)  
**Prerequisite:** No  
**Expires:** No  
**Fee:** DOTD none, others as advertised  
**Owned by:** NHI

**Class Targeted for:**

This class is targeted for state Departments of Transportation FHWA Headquarters and Field staff, including federal lands consultant’s officials with jurisdiction of affected Section 4(f) resources, e.g. State Historic Preservation Offices, Tribal Historic Preservation Offices, park owners, etc. Other Federal agencies involved with environmental resources Local agencies, including project sponsors and transit agencies public/Special interest groups or Non-Governmental Organizations (NGOs) Transportation Planning Partners Tribes.

**Course Description:**

NHI 142073 Applying Section 4(f): Putting Policy into Practice is a two-day interactive course that explains the history, purpose, and application of Section 4(f) within the context of the transportation project development process. Lessons include identifying Section 4(f) properties; explanations on types of use; an overview of Section 4(f) approval options; requirements for De Minimis determinations, individual 4(f) evaluations, and nationwide programmatic evaluations; selecting the appropriate approval option; and the relationship of Section 4(f) with NEPA and other environment laws and regulations.

Upon completion of the course, participants will be able to:

- Explain the history and purpose of Section 4(f)
- Identify the agencies subject to Section 4(f) compliance
- Describe the applicability criteria for Section 4(f) properties
- Describe the relationship among Section 4(f), NEPA project development, and other environmental requirements
- Differentiate the roles and responsibilities of participants in the Section 4(f) process
- Apply the Section 4(f) decision-making process within transportation project development
- Describe what is necessary to document Section 4(f) compliance
DOTD NHI Appraisal for Federal-Aid Highway Programs
LEO Title: DOTD NHI Appraisal for Fed-Aid Hwy Pgrms

Course Format: Classroom
Course Length: Two-Day (CEU: 1.2 UNITS)
Prerequisite: A course in the basic practices and principles of real estate appraisal (e.g. International Right of Way Association course 400, the Appraisal Institute’s courses 110 and 120) or a college-level course in appraisal.
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:
This class is targeted for Intermediate training for state departments of transportation (DOTs), local public agencies (LPAs), city and county attorneys, consultants; FHWA and other Federal agency staff involved in the appraisal process.

Course Description:
Please note that this training has been approved for Continuing Education Credits in several states by their respective appraisal licensing boards. As part of our training delivery, we will assist in preparing the documents required for course approval in your state. However, any fees associated with the application process are the responsibility of the requestor. Additionally, this course counts toward IRWA’s SR/WA designation and R/W-AC re-certification.

The training is designed to help transportation professionals understand and conform to the appraisal requirements of the Uniform Act and 49 CFR Part 24. It is intended for experienced appraisal personnel and focuses on preparing, presenting, and understanding appraisal reports in conformance with the Uniform Act. In addition, the training addresses the appraiser’s role in the overall project development process and how an appraiser’s expertise can assist in completing a transportation project effectively and efficiently.

Upon completion of the course, participants will be able to:
- Explain basic eminent domain principles
- Apply Federal-aid appraisal requirements
- Use partial acquisition appraisal techniques
- Explain the use and application of the waiver valuation process
- Apply appraisal techniques to unique situations within highway programs
- Describe the role of the appraiser in the land acquisition process

Participants should bring an HP 12c calculator for the classroom exercises.
DOTD NHI Appraisal Review Federal-Aid Highway Programs
LEO Title: DOTD NHI Appraisal Revw Fed-Aid Hwy Prgrms

Course Format: Classroom
Course Length: Two-Day (CEU: .6 UNITS)
Prerequisite: Basic Practices and Principles of Real Estate Appraisal (e.g. International Right of Way Association course 400, the Appraisal Institute’s courses 110 and 120) or a college-level course in appraisal
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:

This class is targeted for accomplished State departments of transportation (DOTs), local public agencies (LPAs), city and county attorneys, consultants; FHWA and other Federal agency staff involved in the appraisal process.

Course Description:

This course focuses on the application of appraisal review principles and how they fit within the Uniform Act and 49 CFR Part 24 as related to transportation project development. Focusing on larger parcel, uneconomic remnants, cost to cure, and severance damages, the course discusses the qualifications, roles, and responsibilities of the review appraiser from pre- to post-appraisal activities.

Please note that this training has been approved for Continuing Education Credits in several States by their respective appraisal licensing boards. As part of our course delivery, we will assist in preparing the documents required for course approval in your State. However, any fees associated with the application process are the responsibility of the requestor. Additionally, this training counts toward IRWA’s SR/WA designation and R/W-AC re-certification. Participants should bring an HP 12c calculator for the classroom exercises.

The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as amended (Uniform Act) ensures that persons whose real property is acquired or who are displaced as a result of a Federal or Federally-assisted projects are treated fairly and consistently.

Upon completion of the course, participants will be able to:

- Explain basic eminent domain principles
- Apply Federal-Aid appraisal review requirements
- Apply appraisal review techniques to unique situations within Federal-Aid highway programs
- Describe the role of the review appraiser in the land acquisition process
DOTD NHI Basic Relocation under the Uniform Act

Course Format: Classroom
Course Length: Three-Day (CEU: 1.8 UNITS)
Prerequisite: No
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:

This class is targeted for basic training for federal, state, and local public agencies, FHWA personnel, and other interested persons.

Course Description:

This course is designed for the beginning relocation agent or for those persons interested in a basic knowledge of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act). The purpose is to answer questions, meet technical needs, and broaden the knowledge of those engaged in the relocation of persons displaced as a result of a federal or federally-funded project. The course covers all functional areas of the relocation assistance program, with emphasis on residential displacements.

Upon completion of the course, participants will be able to:

- Explain the principles of the Uniform Act and implementing regulations
- Describe the Uniform Act planning requirements
- Describe an agency’s advisory services responsibilities
- Describe the elements of comparable replacement housing
- Calculate replacement housing payments for owners and tenants
- Explain replacement housing of last resort
- Compute residential and non-residential moving costs
DOTD NHI Beyond Compliance: Historic Preservation in Transportation Project Development
LEO Title: DOTD NHI Beyond Compliance: Hist Preserv

Course Format: Classroom
Course Length: Three-Day (CEU: 1.8 UNITS)
Prerequisite: No
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:
This class is targeted for basic training for those involved in or affected by the Federal-Aid Highway program, including staff of state DOTs, MPOs, FHWA headquarters and field offices, city and county governments, tribal governments, consultants, State and Tribal Historical Preservation Offices (SHPO/THPO), and other Federal and state resource agencies.

Course Description:
This training is designed to help transportation professionals meet the requirements of Section 106 and take advantage of the flexibility offered by the Section 106 regulation. The training focuses on the fundamentals of Section 106, placing it in context with other environmental requirements, including NEPA and Section 4(f) of the Department of Transportation Act. The course presents a number of innovative and programmatic approaches to Section 106 compliance that streamline and enhance environmental reviews and project delivery. The training emphasizes practical, real-world approaches for completing the Section 106 process, with the goal of balancing historic preservation concerns with the needs of transportation projects.

Upon completion of the course, participants will be able to:
- Identify key historic preservation laws and other authorities
- Describe the Section 106 process
- Define the roles and responsibilities of all parties in the Section 106 process
- Describe the NEPA transportation decision making process
- Describe the relationship among Section 106, NEPA project development, and Section 4(f)
- Identify principles and opportunities for environmental streamlining and stewardship
DOTD NHI Bridge Construction Inspection
LEO Title: DOTD NHI Bridge Construction Inspection

**Course Format:** Classroom  
**Course Length:** 4 ½-Day  
**Prerequisite:** No  
**Expires:** No  
**Fee:** DOTD none, others as advertised  
**Owned by:** NHI

**Class Targeted for:**

This class is targeted for federal, state, and local highway bridge inspectors, bridge management staff, and consultants.

**Course Description:**

This class is designed to improve quality, ensure uniformity, and establish minimum competencies for bridge construction inspection. The course will provide the inspector with knowledge to make them an effective inspector, awareness of the problems and consequences that can arise during construction, and knowledge of inspections that should be performed to confirm conformance. This qualifies for 27 PDHs.
**DOTD NHI Bridge Inspection Nondestructive Evaluation Seminar (BINS)**

**LEO Title:** DOTD NHI Brdg Inspec Nondestruc Eval Sem

**Course Format:** Classroom  
**Course Length:** Two-Day (CEU: 1.3 UNITS)  
**Prerequisite:** Participants should have a broad basic knowledge of physics and engineering principles, a knowledge of the basic bridge inspection fundamentals, a background in bridge engineering or completion of NHI course Engineering Concepts for Bridge Inspectors (strongly recommended), and experience with bridge inspection.  
**Expires:** No  
**Fee:** DOTD none, others as advertised  
**Owned by:** NHI

**Class Targeted for:**

The Bridge Inspection Non-Destructive Evaluation Seminar (BINS) course is federal, state, and local highway bridge inspectors, bridge management staff, and consultants. Individuals involved in material testing, as well as transportation structure design and construction, will find the information useful to ensure quality.

**Course Description:**

This class is designed to provide bridge inspection staff the opportunity to view efficient and effective inspection tools and techniques with the ultimate goal of achieving safer bridges through more reliable bridge inspections.

Upon completion of the course, participants will be able to:

- Summarize the National Bridge Inspection Program (NBIP) expectations as they relate to NDE
- Compare the various stress wave NDE methods as used in steel bridge inspection
- Demonstrate understanding of stress wave and electromagnetic methods by choosing applicable NDE methods for specific defects
- Summarize how NDE was used to assist decision makers in the repair of the Sherman Minton Bridge
- Restate the theories, applications, advantages and limitations of various NDE testing methods
- Compare the theories and applications of various acoustic stress wave testing methods for concrete and timber inspections
- Demonstrate an understanding of electromagnetic and electric NDE methods in bridge inspection programs
- Summarize feasible methods used to evaluate the deck on the Arlington Memorial Bridge (AMB)
DOTD NHI Bridge Inspection Nondestructive Evaluation Showcase (BINS)
LEO Title: DOTD NHI Brdg Inspec Nondestruc Eval Sho

Course Format: Classroom
Course Length: One-Day
Prerequisite: No
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:
The primary audience for the Bridge Inspection Nondestructive Evaluation Showcase (BINS) course is federal, state, and local highway bridge inspectors, consultants, and bridge inspection staff.

Course Description:
A one-day showcase providing bridge inspectors the ability to see the latest in commercially available non-destructing tools and systems for use on bridges. The workshop is presented through a series of lectures, instructional videos, and live demonstrations showing basic operation of the equipment.

The seminar is designed to provide bridge inspection staff the opportunity to view efficient and effective inspection tools and techniques, with the ultimate goal of achieving safer bridges through more reliable bridge inspections. The following technical inspection tools are featured: Eddy Current, Ultrasonic, Infrared Thermography, Impact Echo, and Ground Penetrating Radar.

Course instructors are qualified engineer’s experiences in using NDE equipment and bridges.

Upon completion of the course, participants will be able to: summarize and demonstrate the basic principles and general operational procedures for five hand-held Non-Destructive Testing (NDT) systems used for inspection of bridge components.
DOTD NHI Bridge Inspection Refresher
LEO Title: DOTD NHI Bridge Inspection Refresher

Course Format: Classroom
Course Length: Three-Day (CEU: 1.8 UNITS)
Prerequisite: Complete comprehensive bridge inspection training (130055 or similar) or met the criteria for a bridge inspector under the state’s procedures or requirements.
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:

The class is targeted for federal, state, local agencies, and private sector personnel employed in inspecting bridges or managing bridge inspection programs.

Course Description:

This course is targeted for practicing bridge inspectors who wish to refresh their skills in fundamental visual inspection techniques; review the background knowledge necessary to understand how bridges function; communicate issues of national significance relative to the nation’s bridge infrastructures; re-establish proper condition and appraisal rating practices; and review the professional obligations of bridge inspectors.

Upon completion of the course, participants will be able to:

- Describe the current overall condition and condition trends for the nation’s bridges
- Identify the recent National Bridge Inspection Standards (NBIS) revisions
- Accurately code National Bridge Inventory (NBI) items
- Identify and document inspection observations using standard methods
- Evaluate defects based on the 2008 AASHTO Manual for bridge evaluation
- Code NBI components using the Recording and Coding Guide for the Structure Inventory and Appraisal of the Nation’s Bridges
- Determine if overall structure/structural member is fracture critical prone
- Accurately inspect and evaluate a bridge’s four traffic safety features
- List the keys to ensuring a safe work environment
- Explain bridge responses and bridge mechanic principles
DOTD NHI Bridge Maintenance Training
LEO Title: DOTD NHI Bridge Maintenance Training

Course Format: Classroom
Course Length: Four-Day
Prerequisite: This training is appropriate for those with intermediate to advanced experience in bridge maintenance and repair activities. This training is also suitable for those with intermediate/advanced knowledge of general maintenance and repair activities that have successfully completed the prerequisite, FHWA-NHI-130107A Fundamentals of Bridge Maintenance
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:
The class is targeted for federal, state, and local agencies and private sector personnel employed in bridge maintenance.

Course Description:
Upon completion of the course, participants will be able to:

- Identify key steps involved in the development and implementation efforts of a cost-effective preservation strategy for a group of bridges.
- Identify maintenance and/or repair needs and select the best remedial strategy.
- Discuss properties and preservation options involving common bridge materials such as concrete, steel and timber.
- Describe the step-by-step tasks required to accomplish proven preservation procedures on the various bridge elements.
- Identify critical members and avoid procedures that might result in damage such as field welding repairs on fracture critical tension members.
- Recognize problems that warrant specialized expertise, for example, soliciting the involvement of a qualified structural engineer when repairing structural damage.
- Apply effective management techniques (such as planning, scheduling, monitoring and reporting) during daily bridge maintenance operations.
DOTD NHI Business Relocation under Uniform Act
LEO Title: DOTD NHI Busnes Reloction Undr Unfrm Act

Course Format: Classroom
Course Length: Three-Day (CEU: 1.8 UNITS)
Prerequisite: 2-years general relocation experience
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:

This class is targeted for accomplished state departments of transportation, local public agencies, FHWA personnel, and other federal agency personnel.

Course Description:

This course provides comprehensive information on the various aspects of business relocation and is designed to address the relocation of businesses, farms, and nonprofit organizations. The main topics include eligibility, moving payments and benefits, advisory services, actual direct loss of tangible personal property, substitute personal property payments, reestablishment expenses, and fixed payment in lieu of (ILO) payments. A module about the move process includes the move option available to a business, as well as the need for an inventory and move specifications.

Upon completion of the course, participants will be able to:

- Provide advisory services for businesses
- Determine moving and related expense payments for businesses, farms and non-profit organizations
- Determine reestablishment expenses for small businesses
- Determine fixed payments for businesses, farms, and non-profit organizations
- Evaluate the move process for businesses
- Determine how to move hazardous materials for businesses
DOTD NHI Construction Program Management and Inspection
LEO Title: DOTD NHI Construct Prog Mgmt and Inspect

Course Format: Classroom
Course Length: Two-Day (CEU: 0 UNITS)
Prerequisite: No
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:

This class is targeted for FHWA division field engineers and state agencies, and will provide staff with the background and knowledge they need for managing and overseeing their federal-aid construction programs. The training is geared towards the new FHWA generalist employee but is also intended as a refresher for the veteran FHWA engineer.

Course Description:

The Federal Highway Administration’s (FHWA) responsibilities for construction project and program oversight has changed considerably throughout the years. Today, the FHWA field engineers are typically involved in a diverse array of issues that were not common in construction projects of decades past. Changes in legislation, declines in staffing resources and expertise, and increased complexity of the federal-aid construction program have all had an impact on how the FHWA conducts construction program management and oversight. Today’s FHWA field engineers must have a more focused and programmatic approach in fulfilling construction stewardship and oversight responsibilities.

This training workshop highlights the FHWA roles and resources to assist the state in delivering a quality construction program. The training will assist the FHWA field engineers in maintaining and improving technical competence and in selecting a balanced program of construction management techniques.

The workshop uses the “Construction Program Management and Inspection Guide” as instructional material. While the workshop is focused primarily at FHWA’s staff and FHWA oversight activities, participation by state partners and other relevant entities is highly encouraged to further educate and train federal Aid partners to act on FHWA’s behalf in line with the divisions/state DOT Stewardship Agreement.
DOTD NHI Contract Administration Core Curriculum
LEO Title: DOTD NHI Contract Admin Core Curriculum

Course Format: Classroom
Course Length: Two-Day (CEU: 1.3 UNITS)
Prerequisite: A Basic Understanding of the Background and Structure of the Federal-aid Highway Program (FAHP) is required. Participants who are new to administering Federal-aid contracts should take one of NHI’s introductory courses to the Federal-aid Highway Program (NHI 310110, 310109, or the Web-based training 310115). Anyone needing a refresher on the FAHP is encouraged to take NHI 310115 (Federal-aid 101). Prior to attending class, all participants are expected to watch the Federal-aid Essentials video Stewardship and Oversight.
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:
This class is targeted for Federal Highway Administration (FHWA) division office personnel who must read, interpret, and apply Federal regulations and guidance that affects administration of federal-aid contracts, as well as any state and local government agency personnel who must interpret and apply federal regulations and guidance that affects administration of federal-aid contracts.

Course Description:
This course is designed to explain basic federal-aid requirements; promote awareness of FHWA policy; facilitate familiarity with the newly reorganized, revised, and expanded CACC manual; and allow supervised practice activities using the manual to find information. By engaging in a variety of in-class exercises and case studies, participants become quite familiar with the CACC Manual and learn how to best use it as a daily resource.

Upon completion of the course, participants will be able to:

- Use the Contract Administration Core Curriculum Manual (CACC) and other FHWA resources in order to answer questions regarding program-level and project-level requirements on Federal Aid (FA) projects
- Describe the impact program-level contract requirements have on individual FA projects
- Identify the contract requirements associated with administering FA projects for federal and state entities at the pre-award, advertising and award, and post-award and construction stages.
DOTD NHI Culvert Design
LEO Title: DOTD NHI Culvert Design

Course Format: Classroom
Course Length: Three-Day (CEU: 2 UNITS)
Prerequisite: 135091 Basic Hydraulic Principles Review - WBT
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:

This class is targeted for hydraulic engineers, transportation engineers, and highway designers involved with roadway drainage and culvert design. Environmental scientists with an interest in aquatic organism passage may also benefit from participation in this course.

Course Description:

This course provides participants with an in-depth, hands-on understanding of how to hydraulically size and design a highway culvert. The course covers a range of design topics, including allowable headwater at the inlet, permissible outlet velocity, energy dissipation measures, aquatic organism passage, mechanisms of culvert failures, and repair and rehabilitation options.

Upon completion of the course, participants will be able to:

- Justify the importance of culvert design
- Explain the overall culvert design process
- Summarize basic hydraulic concepts
- Discuss factors influencing hydraulic performance and design of culverts
- Explain how to calculate culvert outlet velocity
- Apply monographs and computer methods to design a roadway culvert
- Design culverts that meet aquatic organism passage (AOP) requirements
- Assess impacts of repair and rehabilitation of culverts on hydraulic performance
- Design energy dissipater and debris control structures for culverts
- Design culverts for various situations
- Discuss culvert failures and how they can be prevented
- Apply fundamental engineering concepts, methods, and the HY-8 computer program to analyze and design culvert crossings meeting a variety of hydraulic and environmental design criteria
DOTD NHI Design and Implementation of Erosion and Sediment Control
LEO Title: DOTD NHI Des/Imp Erosion/Sediment Control

Course Format: Classroom
Course Length: Two-Day (CEU: 1.2 UNITS)
Prerequisite: No
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:

This class is targeted for federal, state, and local highway design, construction, inspection, and maintenance staff. In addition, environmental agency representatives, as well as consultants and members of the construction industry, are encouraged to attend to provide their perspectives, learn each other’s responsibilities, and explore an array of options to control erosion and sedimentation.

Course Description:

This training is the result of a joint effort between the Federal Highway Administration (FHWA) and the U.S. Environmental Protection Agency (EPA), and reflects the agencies’ commitment to providing education and training on planning, design, implementation, enforcement, inspection, and maintenance strategies to control erosion and sediment on highway construction projects. The agencies also are committed to ensuring that regulatory issues are addressed accurately and uniformly. Each discipline involved in a highway construction project has a different set of priorities. Reflecting the National Highway Institute’s (NHI) commitment to learner-centered training, the course offers participants opportunities for discussion and joint problem solving, enabling participants to gain information about the roles and responsibilities of other team members.

Upon completion of the course, participants will be able to:

- Describe the components of an erosion and sediment control (ESC) plan
- List the sources of information for the ESC plan
- Identify management practices and related measures that are appropriate for typical situations and for a case example
- List typical construction and inspection problems.
- Describe both suitable prevention strategies and remedies for failures
- Link federal and state environmental regulations to the components of the ESC plan
DOTD NHI Design Mechanically Stabilized Earth Walls and Reinforced Soil Slopes

LEO Title: DOTD NHI Design Mechan Stabil Earth Wall

Course Format: Classroom
Course Length: Three-Day (CEU: 1.8 UNITS)
Prerequisite: Basic knowledge of soil mechanics and structural engineering.
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:

This class is targeted for agency and consultant bridge/structures, geotechnical, and roadway design engineers; engineering geologists; and consultant review specialists. In addition, management, specification and contracting specialists, and construction engineers interested in design and contracting aspects of MSEWs and RSS structures are encouraged to attend.

Course Description:

This course is designed to educate agencies about state-of-the-practice design tools. This includes comprehensive instruction on the design of MSEWs using load resistance factor design (LRFD). The course also presents construction practices to promote implementation of mechanically stabilized earth technology in cost effective earth retention structures. This course would most benefit persons who are involved in the design and construction of earth retention structures for surface transportation projects.

Upon completion of the course, participants will be able to:
- Recognize potential applications for MSEWs and RSS structures in transportation facilities
- Prepare conceptual and basic (i.e., for simple geometry) designs, and be able to check contractor-submitted designs for walls and slopes
- Examine and select appropriate material properties and parameters used in design
- Calculate the cost of conceptual MSEWs and RSS structures and determine if construction is a cost-effective option
- Select appropriate specification/contracting methods and prepare detailed specifications for materials and methods of construction
- Define and communicate major components of construction inspection of MSEWs and RSS structures to confirm compliance with design

Please bring a calculator that performs trigonometric calculations, a note pad, and a pencil.
DOTD NHI Drill Shaft Inspector Tutorial
LEO Title: DOTD NHI Drill Shaft Foundn Insptr WB

Course Format: Web-based
Course Length: 4-Hours (CEU: 0 UNITS)
Prerequisite: No
Fee: No
Owned by: NHI

Class Targeted for:
This class is targeted for federal, state, and local highway agency employees and consultant personnel who inspect foundations or major structures, as well as project managers and construction engineers responsible for drilled shaft construction inspection may benefit from this course.

Course Description:
This course details the work of the inspector prior, during and after completion of the drilled shaft construction process. Areas of focus include: the inspector’s roles, functions, responsibilities, and levels of involvement at different phases of construction. The drilled shaft construction process is covered from the inspector’s viewpoint with regards to the documents and tools required for inspection, including equipment and site required checks. Also highlighted is the inspector’s role during the drilled shaft excavation process; the rebar cage fabrication and positioning process; and during the placement of concrete. Theoretical and actual drilled shaft concrete volumes calculation, post installation, load, and integrity tests, and other types of tests are also addressed in this course. 132070B details the steps in the drilled shaft construction process and identifies specific responsibilities and methods that will assist inspectors in safely achieving project goals.

Upon completion of the course, participants will be able to:
- Describe the inspector’s duties and responsibilities during drilled shaft construction
- Explain the inspector’s role in the drilled shaft construction process
- Identify different construction methods
- List equipment and tools used by the inspector and at a drilled shaft construction site
- List the steps in the drilled shaft construction process
- Identify specific responsibilities and methods to assist the inspector in achieving their goal
DOTD NHI Drilled Shaft Foundation Inspection
LEO Title: DOTD NHI Drilled Shaft Foundn Inspection

Course Format: Classroom
Course Length: 2 ½-Day (CEU: 1.5 UNITS)
Prerequisite: NHI 132070B Drilled Shaft Inspector Tutorial (WBT)
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:

This class is targeted for intermediate agency and consultant personnel who inspect foundations or major structures. In addition, project management and construction engineers in charge of drilled shaft construction inspection are encouraged to attend.

Course Description:

This course was developed to provide a basis for local, regional, or national qualification of drilled shaft foundation inspectors. The goal of this course is to provide inspectors with practical knowledge and standard industry practices for the inspection of drilled shaft foundation construction. A 2-hour qualification exam is administered on the third day of the course. All participants should also be advised to bring a calculator that performs basic math, in particular works with negative numbers, a built in Pi function, and square root functions.

Upon completion of the course, participants will be able to:
- Identify and understand the role and duties of the inspector
- Recognize key inspection elements of the contract documents
- Identify proper communication and coordination with the engineer and contractor
- Interpret and verify contractor compliance with items in the drilled shaft installation plan
- Recognize and identify drilled shaft construction equipment and tools
- Perform visual field verification of soil/rock material for comparison to supplied soil boring data/logs
- Calculate percent recovery and rock quality designation (RQD)
- Recognize and identify the various types of drilled shaft construction
- Perform inspection of drilled shaft excavations for compliance with plans, construction tolerances, and cleanliness
- Verify reinforcing cage construction compliance including side spacers and cross-hole sonic loggings (CSI tubes)
- Determine concrete volumes for theoretical shafts and develop concrete curves
- Identify shaft “concreting” irregularities
- Perform calculations for volume, area, circumference, and elevation
DOTD NHI Driven Pile Foundation Inspection

Course Format: Classroom
Course Length: 2 ½-Day (CEU: 1.5 UNITS)
Prerequisite: Completed courses in basic reading construction plans, as well as construction math and high school algebra.
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:
The class is targeted for intermediate staff who inspect pile-driving operations during construction of foundations and major structures. In addition, project management and construction engineers in charge of pile-driving construction inspections are encouraged to attend.

Course Description:
This course provides federal, state, and local inspectors with practical knowledge and standard industry practices for inspecting pile-driving operations at transportation construction sites. The course includes a 3-hour qualification examination.

Upon completion of the course, participants will be able to:

- Explain the inspector’s role, duties, and responsibilities
- Describe the pile-driving system components
- Recognize key inspection elements of the contract documents
- Identify proper communication and coordination with the engineer and contractor
- Identify the key elements of a pile installation plan
- Recognize and identify pile-driving system components and tools
- Verify tip elevations, cutoff elevations, pile penetration, and length driven for vertical and battered piles
- Perform inspection of pile-driving operations and verify compliance with construction tolerances
- Recognize when to stop driving based upon provided driving criteria, minimum tip or penetration, and refusal guidelines
- Verify pile condition, labeling, and marking for compliance
- Recognize and explain the difference between test piles and production piles and the various types of pile testing
- Identify “driving” irregularities and document pay quantities
- Interpret and apply applicable AASHTO specifications relating to foundation acceptance
- List potential problems and safety issues
DOTD NHI Earth Retaining Structures

LEO Title: DOTD NHI Earth Retaining Structures

Course Format: Classroom
Course Length: Three-Day (CEU: 3 UNITS)
Prerequisite: No
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:

This class is targeted for agency and consultant personnel.

Course Description:

The goal of this three-day course is to provide agencies with state-of-the-practice design tools and construction techniques to expand implementation of safe and cost-effective earth retention technologies. This course addresses the selection, design, construction and performance of earth retaining structures used for support of fills and excavations or cut slopes. Instructors will cover factors that affect wall selection, including contracting approaches with an emphasis on required bidding documents for each approach. Class discussions will include design procedures and case histories, demonstrating the selection, design, and performance of various earth retaining structures. Detailed information on subsurface investigations, soil and rock property design parameter selection, lateral earth pressures for wall system design, and load and resistance factor design (LRFD) for retaining walls are provided.

Qualifies for 18 professional development hours (PDHs)
DOTD NHI Engineering Concepts for Bridge Inspectors

LEO Title: DOTD NHI Engring Cncepts Bridge Insptrs

Course Format: Classroom
Course Length: Five-Day
Prerequisite: No
Expires: 2-Years
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:

This class is targeted for federal, state, and local technicians and inspectors who have limited experience with the inspection of in-service highway bridges. Engineers without bridge experience or those who need a refresher in basic bridge design concepts will also benefit from the course. Individuals completing this course could serve on a bridge inspection team, but would require additional experience and training to qualify as team leaders.

Course Description:

This course was updated in 2010 and provides knowledge of the elementary concepts in bridge engineering for individuals involved with the inspection of in-service highway bridges.

The course covers the purpose of highway bridge inspections and the roles of inspectors through the discussion of common bridge types and materials, material properties, and bridge components as well as details, loadings, stresses, strains, and deterioration of bridge materials and members.

Participants will be asked to complete an exam at the end of the course, which they must earn a 70% or better on to successfully complete the course and receive a certificate of completion.

Upon completion of the course, participants will be able to:

- Describe the basis for bridge inspection
- Describe the various roles of the bridge inspection team
- Identify common bridge types and major components, primary members, secondary members and features of highway bridges
- Name the common materials used in bridges
- Describe the basic properties, strengths, and weaknesses of each material
- Describe basic engineering concepts
- Describe standard highway bridge loadings
- Describe the types, signs, and causes of structural distress
- Identify other features associated with bridges
- Name protective measures required to mitigate hazards
DOTD NHI Federal-Aid Highways 101 (State)
LEO Title: DOTD NHI Federal-Aid Highways 101 (State)

Course Format: Classroom
Course Length: Two-Day (CEU: 1.2 UNITS)
Prerequisite: No
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:
This class is targeted for intermediate state and local government employees and private-sector participants interested in the process by which the Federal-Aid Highway Program is carried out.

Course Description:
The course goal is to provide participants with an overview of the key elements of the Federal-Aid Highway Program. Specifically, this course focuses on general requirements and laws that govern the Federal-Aid Highway Program; processes and procedures followed in the entire project development process, including financing, planning, environment, right of way, highway and bridge design, construction, operations/ITS, maintenance, and technology; and identifying flexibility inherent in the Federal-Aid Program.

Upon completion of the course, participants will be able to:
- Identify the key elements of the overall highway project development process
- Identify the elements and requirements of the Federal-Aid Highway Program and the associated federal/state relationships
- Develop a flowchart of the project development process from the initial planning concept through the environmental and right-of-way processes, on through design, construction, and opening to traffic
- Identify the roles of safety, intelligent transportation systems, operations, research, and development in federal-aid process
- Identify the need for public involvement early in the process, opportunities for application of the principles of environmental justice/civil rights, context sensitive solutions, etc.
- Learn the fundamentals of federal-aid financing, including several innovative financing, including several innovative financing techniques that will maximize the use of Federal-aid funds
- Develop a network of professionals that can be contacted for help
- Discuss how the federal-aid laws and regulations relate to other laws (i.e., NEPA, Uniform Act, the Davis Bacon Act, OMB Circular A-87, 49 CFR Part 18 (Common Rule) and the application of FHWA regulations, policies, technical guidance, etc.)
DOTD NHI Fracture Critical Inspection Techniques for Steel Bridges

Course Format: Classroom
Course Length: 3 ½-Day (CEU: 2.5 UNITS)
Prerequisite: Complete NHI course 130055, Safety Inspection of In-Service Bridges, or possess equivalent field experience relative to bridges. Participants also should have a thorough understanding of bridge mechanics and bridge safety inspection procedures as required by the National Bridge Inspection Standards.
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:
This class is targeted for intermediate level public and private sector bridge inspectors, supervisors, project engineers, and others responsible for field inspection of fracture critical steel bridge members.

Course Description:
The course curriculum for this training reflects current practices, while addressing new and emerging technologies available to bridge inspectors. In addition, the course features exemplary training; hands-on workshops for popular types of nondestructive evaluation (NDE) equipment; and a case study of an inspection plan for a fracture critical bridge.

Upon completion of the course, participants will be able to:
- Identify fracture critical members (FCMs)
- Identify problematic details
- Identify areas most susceptible to fatigue and fracture
- Record defects
- Evaluate defects
- Evaluate nondestructive evaluation (NDE) methods
- Evaluate retrofit details
DOTD NHI Fundamentals of Freight Data Workshop
LEO Title: DOTD NHI Fundamentals of Freight Data Workshop

Course Format: Classroom
Course Length: ½-Day
Prerequisite: No
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:
This class is targeted for freight transportation professionals

Course Description:
This course will provide participants with a broad knowledge of freight data sources, as well as, the ability to utilize freight data for transportation planning program/project development and policy analysis.
DOTD NHI Geometric Design: Applying Flexibility and Risk Management
LEO Title: DOTD NHI Geo Design Apply Flex Risk Mgmt

Course Format: Classroom
Course Length: Two-Day
Prerequisite: No
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:
This class is targeted for federal, state, and local transportation personnel.

Course Description:
This transportation training provides participants with knowledge of the functional basis of critical design criteria to enable informed decisions when applying engineering judgement and flexibility. The training exercises and case studies provide practical applications of current knowledge from research and experience of safety and operational effects from various design elements.

Highway designers often face complex trade-offs when developing projects. A “quality” design may be thought of as satisfying the needs of a wide variety of users while balancing the often competing interests of cost, safety, mobility, social and environmental impacts. Applying flexibility and risk management in highway design requires more than simply assembling geometric elements from the available tables, charts and equations of design criteria.
DOTD NHI Geosynthetics Engineering Workshop
LEO Title: DOTD NHI Geosynthetics Engineering Wrksh

Course Format: Classroom
Course Length: Three-Day (CEU: 1.8 UNITS)
Prerequisite: Prior attendance in Soils and Foundations Workshop is recommended.
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:

This class is targeted for federal, state and local transportation personnel (bridge, hydraulic, pavement, geotechnical, construction, and maintenance engineers, and construction inspectors and technicians) involved with design and/or construction of transportation facilities that include earthwork.

Course Description:

This course provides training on the appropriate cost-effective utilization of geosynthetics in transportation applications. The course examines the use of geotextiles, geogrids, pavement edge drains, drainage composites, erosion control materials, sediment control materials, and geomembranes.

Upon completion of the course, participants will be able to:

- List six geosynthetic applications for transportation facilities, construction and maintenance
- Identify types of geosynthetics, and the functions they perform
- Discuss if geosynthetics are a feasible, cost-effective option for construction or maintenance of transportation works
- State and locate general construction procedures and inspection items for geosynthetic installations
- Locate references on geosynthetic materials and geosynthetic applications
- Prepare basic designs for filtration, drainage, temporary and permanent erosion control, sediment control, roadways, pavement overlays, embankments over soft foundations, mechanically stablished earth walls, and reinforced earth slope transportation applications
- Select appropriate test methods for material properties and design parameters for specific geosynthetic projects, and differentiate between index and performance tests/properties
- Locate and review appropriate materials and construction specifications for geosynthetic projects
- Discuss the need for site specific monitoring or special inspection schemes
DOTD NHI Ground Improvement Techniques
LEO Title: DOTD NHI Ground Improvement Techniques

Course Format: Classroom
Course Length: Three-Day
Prerequisite: No
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:

This class is targeted for transportation professionals.

Course Description:

This course provides information regarding important design and construction aspects associated with ground improvement techniques including grouting, vertical drains, stone columns, lightweight fills, vibrocompaction, dynamic compaction, deep soil mixing, column supported embankments, soil nailing, MSE walls, and reinforced soil slopes.
DOTD NHI Highway Program Funding
LEO Title: DOTD NHI Highway Program Funding

Course Format: Classroom
Course Length: ½-Day (CEU: .9 UNITS)
Prerequisite: No
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:

This class is targeted for federal, state, regional and local government employees; Congressional staff; consultants; and others interested in the process by which Congress authorizes the Federal-aid Highway program and the FHWA distributes Federal-aid highway funding.

Course Description:

This course provides an overview of the Federal-Aid Highway Program, focusing on various aspects of highway program funding unique to the Federal Highway Administration (FHWA). Topics include: the operation of the Highway Trust Fund and its significance to the funding level of the Federal-aid Highway Program; the content and policy implications of authorizing and appropriating legislation; the FHWA apportionment process; discussion of obligation limitation, allocations, deductions, earmarking, and transferability; and the effect of policy and budget considerations on the use of federal-aid funds. The course has been updated to complement the new federal-aid authorization bill.

Upon completion of the course, participants will be able to:
- Describe the flow of federal highway funding from authorization to outlay
- Explain authorization, appropriation, apportionment, allocation, and obligation limitation
- Discuss the impact contract authority and obligation limitation have on the use of Federal funds
- Explain how the Federal budgetary process applies to the Federal-Aid Highway Program
- Describe the significance of the Highway Trust Fund to the funding levels for the Federal-Aid Highway Program
LEO Title: DOTD NHI Hwy Safe Mnul Pract Guide - GDF

Course Format: Classroom
Course Length: Two-Day (CEU: 1.2 UNITS)
Prerequisite: No
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:

This class is targeted for state and local highway engineers and consultants involved in the design of both two-lane rural and/or multilane highways.

Course Description:

This course includes both two-lane and multi-lane highways and provides a proven methodology for the safety performance of geometric design decisions in a like manner to that of predicting capacity and level of service based upon large scale definitive research. The crash prediction models for total crashes and cross-section related crashes based upon lane width, shoulder width, roadside hazard, traffic volume (exposure) and other characteristics are presented. Examples of safety performance prediction are presented for highway segments and intersections.

Discussion of research and the interactive effects of lane and shoulder widths, hazard rating, and access density (driveways) on safety performance are presented. Each student receives a copy of the “Safety Effects of Highway Design Features” manual.

IMPORTANT: Participants should bring a scientific notation calculator as the course involves calculating decimal value to decimal power for crash prediction values.

Upon completion of the course, participants will be able to:

- Recognize the safety effects of geometric design features
- Predict the safety performance of geometric design features
- Compare alternative designs based upon an assessment of the safety effects of geometric design features
DOTD NHI Highways in the Coastal Environment
LEO Title: DOTD NHI Hwys in the Coastal Envirnment

Course Format: Classroom
Course Length: Three-Day (CEU: 1.8 UNITS)
Prerequisite: No
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:

This course is targeted for adult learners with (1) a general civil engineering education and background who currently work in highway planning and design and (2) coastal engineers with some experience in transportation engineering.

Course Description:

Over 60,000 miles of roads in the United States are occasionally exposed to coastal surge and waves. Due to these unique design conditions, many highways and bridges suffer damage during coastal storms, including hurricanes and El Nino events. The purpose of this course is to teach important concepts and terminology of coastal science and engineering to highway engineers for use in the planning and design of coastal roads. The course is based on the Hydraulic Engineering Circular (HEC) No. 25, “Highways in the Coastal Environment” (2nd Edition), which is also used in the course as a reference manual.

The course includes the use of a portable flume for demonstration of key concepts and for hands-on participant activities. In addition to the presentation of materials and the flume demonstrations, the course incorporates various workshops and exercises to reinforce key concepts. Topics covered in the course include an introduction to highways in the coastal environment; waves; tide and water levels; revetment design for coastal embankments; wave loads on bridge decks; coastal geology and sediments; shoreline change and stabilization; road over wash; and tidal inlets and coastal bridges.

Upon completion of the course, participants will be able to:

- Describe coastal engineering design issues related to highways using standard terminology with an understanding of the physical processes unique to this design environment
- Identify appropriate planning, analysis, and design methods for highways and bridges exposed to coastal surge and waves
- Describe differing levels of complexity involving coastal engineering and appropriate qualifications of engineers and coastal engineering consultants to address this complexity in design
DOTD NHI Hydraulic Design of Safe Bridges
LEO Title: DOTD NHI Hydraulic Design Safe Bridges

Course Format: Classroom  
Course Length: Three-Day (CEU: 1.8 UNITS)  
Prerequisite: 135091-Basic Hydraulic Principles Review  
Expires: No  
Fee: DOTD none, others as advertised  
Owned by: NHI

Class Targeted for:

The class is targeted for employees involved in the hydraulic design of safe bridges.

Course Description:

This course provides participants with an intensive training on the hydraulic analysis and design of bridges. The goal of this course is to provide information needed to safely build bridges, while optimizing costs and limiting the impact to property and the environment.

Upon completion of the course, participants will be able to:

- Describe the ways hydraulic design affects bridge performance and public safety
- Describe hydraulic conditions that occur in the vicinity of bridges
- Identify regulatory requirements and design constraints important to bridge projects
- Describe the input requirements for one-dimensional models
- Identify conditions when one-dimensional modeling is adequate to develop accurate hydraulic results for safe bridge design
- Describe the effects of atypical bridge hydraulic conditions on bridge design
- Perform a qualitative risk assessment for a bridge replacement project
- Describe the properties and input requirements for two-dimensional models
- Distinguish conditions requiring two-dimensional modeling to develop accurate hydraulic results for safe bridge design
- Define the types of scour and stream instability that affect bridge design
- Identify how hydraulic variables are obtained from one- and two-dimensional models
- Assess whether a replacement bridge design alternative will have adequate hydraulic capacity to meet design criteria
- Distinguish conditions requiring unsteady flow modeling to develop accurate hydraulic results for safe bridge design
- Describe additional analyses that contribute to the hydraulic aspects of safe bridge design
- Determine the minimum required foundation depth based on scour conditions
DOTD NHI Hydrologic Analysis and Modeling with Watershed Modeling System

LEO Title: DOTD NHI Hydro Analysis/Modeling WMS

Course Format: Classroom
Course Length: Three-Day (CEU: 1.8 UNITS)
Prerequisite: Experience with hydrologic modeling computer programs helpful
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:

This is class is targeted for federal, state, and local hydrologic/hydraulic engineers who have responsibility for the design and analysis of highway stream crossings.

Course Description:

This course is designed as a hands-on, application-oriented training course using the Watershed Modeling System (WMS) to make hydrologic estimates using a variety of techniques. It will provide attendees with the knowledge and tools necessary to use data derived from geographical information systems (GIS) to develop hydrologic estimates and model runoff from watersheds. The course also teaches how to use digital terrain data for the development of watershed parameters that are required by most commonly used hydrologic analysis programs.

Upon completion of the course, participants will be able to:

- Automate basin delineation in WMS with GIS vector data, DEMs, and TINs
- Efficiently use digital watershed data for hydrologic modeling parameter development
- Use WMS to build hydrologic input data files for use with HEC-1 (HMS), TR-20, TR-55, regional regression equations, and Rational Method programs, including instruction on how to graphically view the output
DOTD NHI HEC-RAS- River Analysis System
LEO Title: DOTD NHI HEC-RAS River Analysis System

Course Format: Classroom
Course Length: Four-Day (CEU: 2.4 UNITS)
Prerequisite: 135091 Basic Hydraulic Principles Review. Participants should have experience in using the Windows environment and knowledge of the fundamentals of open channel flow, including basic understanding of HEC-2 or WSPRO.
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:

This class is targeted for federal, state, and local hydraulic engineers who have responsibility for the design and analysis of river systems and stream crossings.

Course Description:

The course focuses on computer program that includes computation of water surface profiles, bridge hydraulics, and culvert hydraulics, The FEMA floodplain and floodway analyses, multiple opening analyses, and multiple opening culverts are also focused on in this course. The course also covers bridge scour using HEC-RAS as well as other optional capabilities of the model.
DOTD NHI Inspection and Maintenance of Ancillary Highway
LEO Title: NHI Inspect Maint Ancil Hwy Struct

Course Format: Classroom
Course Length: Two-Day
Prerequisite: No
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:

This class is targeted for DOTD professionals and consultants.

Course Description:

This course provides training in the inspection and maintenance of ancillary structures, such as structural supports for highway signs, luminaries, and traffic signals. Its goal is to provide agencies with information to aid in establishing and conducting an inspection program in accordance with the FHWA guidelines for the installation, inspection, maintenance, and repair of structural supports for highway signs, luminaries, and traffic signals.

Qualifies for 11 professional development hours (PDHs)
DOTD NHI Introduction to Safety Inspection of In-Service Bridges
LEO Title: DOTD NHI Intro Sfty Insp In-Serv Brid WB

Course Format: Web-based
Course Length: Two-Day
Prerequisite: No
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:
This class is targeted for DOTD professionals and consultants.

Course Description:
This training is a prerequisite of another National Highway Institute (NHI) training course and is offered at no cost. In addition, upon successful completion of this prerequisite course, participants will be eligible to take the 2-week, intensive instructor-led NHI Course No. 130055 - Safety Inspection of In-Service Bridges course for up to two years.

This course is designed to prepare participants with the necessary fundamentals required for a more intensive course in bridge inspection. This web-based course introduces the elementary concepts of bridge inspection, bridge functions, and bridge inspection terminology. Participants who complete this web-based course will be prepared for more intensive courses in bridge inspection, which focus on documentation, rating, assessment, and field inspection.

This course covers bridge components and elements, bridge mechanics, design features, bridge materials, decks, superstructures, bearings, substructures, channels, inspection preparations, inspection reporting activities, and work area safety.
DOTD NHI Introduction to Utility Coordination for Highway Projects
LEO Title: DOTD NHI Intro Util Coor Hwy Projs-WB

Course Format: Web-based
Course Length: 4-Hours
Prerequisite: No
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:
This class is targeted for DOTD professionals and consultants.

Course Description:
This web-based training course prerequisite must be completed before attending the two-day instructor-led NHI Course No. 134006- Utility Coordination for Highway Projects. Participants will learn about regulatory requirements for both public and private utilities, subsurface utility engineering (SUE), and their own state's Utility Accommodation Policy. By putting these lessons into practice, utility-related complications in many cases can be predicted and mitigated at the most appropriate stage of project development, which can reduce potential negative impacts to timeline and budget.

Registration for this web-based training course is through the National Highway Institute (NHI) website https://www.nhi.fhwa.dot.gov/home.aspx. Contact Allison Landry for log-in information and instructions.

This web-based training course takes approximately four hours to complete and all lessons including the evaluation must be completed in order to be prepared for the instructor-led session and receive a certificate of course completion. Please send a copy of the course completion certificate to Allison Landry to receive course credit in your training transcript.
DOTD NHI Intro to Transportation Asset Management with Workshop
LEO Title: DOTD NHI Intro Transp Asset Mgmt w/ Wrksh

Course Format: Classroom
Course Length: ½-Day
Prerequisite: No
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:
This class is targeted for DOTD professionals and consultants.

Course Description:
This course covers principles of asset management/introducing five core questions every agency should be able to answer about its assets. A ½-day workshop conducted before or after the one-day course covers a self-assessment to determine agency strengths/weaknesses in terms of asset management, breakout groups to develop strategies and work sessions.
DOTD NHI Instructor Development Course
LEO Title: NHI Instructor Development Course

Course Format: Classroom
Course Length: 3½-Day (CEU: 2.1 UNITS)
Prerequisite: No
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:
This class is targeted for instructors who will be delivering interactive training to adult learners.

Course Description:
The class is targeted for instructors who anticipate teaching from a complete set of training materials (instructor manuals, participant workbooks, and visual aids) developed by training professionals.

Pre-Class Assignment:
Training Sessions: You must come prepared to present a 15-minute training session at the beginning of the workshop. The topic for your session should be job related; it can either come from a course you have taught, will be teaching, or are developing. The 15 minutes typically translate to about 5 to 7 minutes of content with time for exercises, activities and/or questions, etc. Visual aids, such as overhead transparencies or handouts should be brought with you. Please bring your own laptop computer if you are planning to do a PowerPoint presentation.

A word of caution, not all training facilities are equipped with the appropriate technical support for a PowerPoint presentation (i.e., in-focus projector or support software) or have the equipment to reproduce overhead transparencies. For this reason, we encourage you to make use of other types of visual aids, such as flip charts, write-on transparencies, and handouts. These nontechnical methods will not diminish, but enhance the value of your presentation. Use a holistic approach in your training.

Readings: Reading material will be sent to you 2-3 weeks prior to the training session.

Upon completion of the course, participants will be able to:
• Explain the five steps in the ISD system
• Write a behavioral learning outcome
• Present, measure, and review a learning outcome
• Demonstrate at least two forms of interactivity and positive interpersonal skills
• List five training techniques (e.g., Do not talk to the flip chart; do not stand in front of the projector; and do not stand in one place)
• Demonstrate how to reach the three styles of learning
• Deliver a 15-minute training session that demonstrates adult learning principles
DOTD NHI Introduction to Highway Hydraulics
LEO Title: DOTD NHI Intro to Highway Hydraulics

Course Format: Classroom
Course Length: Three-Day (CEU: 1.8 UNITS)
Prerequisite: No
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:
This class is targeted for entry-level engineers or engineering technicians who are performing highway drainage calculations on transportation facilities. It will also be useful as a refresher course on hydraulic fundamentals for experienced personnel.

Course Description:
This course is based on Hydraulic Design Series No. 4 (HDS-4), “Introduction to Highway Hydraulics.” The objective of the course is to provide a broad overview of basic highway drainage concepts. Fundamental hydraulic concepts are discussed, followed by open-channel flow principles and design applications of open-channel flow in highway drainage, including the design of stable channels, and pavement drainage.

Upon completion of the course, participants will be able to:
- Calculate design discharge using the rational method or regression equation procedures
- Apply the continuity and energy equation to solve practical design problems
- Use the Weir equation to calculate the flow overtopping a roadway embankment
- Use Manning’s equation to calculate velocity or flow depth in simple or compound channels and recognize when this equation cannot be appropriately applied
- Evaluate channel flow conditions (subcritical, critical, or supercritical) using the Froude number
- Design a stable channel using basic hydraulic concepts and Hydraulic Engineering Circular HEC-15
- Apply basic pavement drainage concepts in calculation procedures described in HEC-22
- Design a simple culvert crossing using the procedures in HDS-5
- Design a simple storm drain and calculate the Hydraulic Grade Line (HGL) using the energy equation and HEC-22
- Describe which energy dissipaters are useful for culvert or storm drain applications based on HEC-14
Course Catalog

DOTD NHI Introduction to NEPA and Transportation Decision-making
LEO Title: DOTD NHI Intro NEPA\Trans Decismaking WB

Course Format: Web-based
Course Length: 4-Hours (CEU: .4 UNITS)
Prerequisite: No
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:

This class is targeted for staff from FHWA, state Departments of Transportation (DOT), federal and state environmental resource agencies, local government, MPOs who participate in the transportation decision making process, and consultants acting on behalf of State and local governments.

Course Description:

The National Environmental Policy Act of 1969 (NEPA) requires, to the fullest extent possible, that the policies, regulations, and laws of the federal government be interpreted and administered in accordance with Federal environmental protection goals. NEPA also requires federal agencies to use an interdisciplinary approach in planning and decision making for any action that adversely impacts the environment.

This web-based training is a basic introduction to FHWA’s NEPA transportation decision making process that takes into account the potential impacts of transportation projects on the human and natural environment balanced with the public’s need for safe and efficient transportation. The training covers NEPA requirements as implemented by the Council on Environmental Quality, as well as FHWA’s regulations and guidance for NEPA implementation and project decision making. Topics include purpose and need, alternatives development and analysis, impact analysis, public involvement, interagency coordination, mitigation, and documentation.

Upon completion of the course, participants will be able to:

- Relate the origin, evolution, and context of NEPA
- Describe the intent, goals, and basic requirements of NEPA
- Describe the NEPA umbrella concept in transportation decision making
- Identify the NEPA principles in the development of transportation projects
- Explain the roles and responsibilities of the lead agency, applicant, and cooperating agencies in the NEPA process
- List documentation requirements of the NEPA process
DOTD NHI Introduction to Safety Inspection of In-Service Bridges
LEO Title: DOTD NHI Intro Sfty Insp In-Serv Brid WB

Course Format: Web-based
Course Length: 14-Hours (CEU: 1.4 UNITS)
Prerequisite: See all options on NHI website
Expires: 2-Years
Fee: No
Owned by: NHI

Class Targeted for:

This class is targeted for federal, state, and local highway agency employees and consultants involved in inspecting bridges or in charge of a bridge inspection unit. A background in bridge engineering is strongly recommended.

Course Description:

This course is an introduction to safety inspection of in-service bridges and is designed to prepare participants with the necessary fundamentals required for a more intensive course in bridge inspection. This web-based course introduces the elementary concepts of bridge inspection, bridge functions, and bridge inspection terminology. This course prepares participants for the two-week, intensive classroom course in bridge inspection, 130055 Safety Inspection of In-Service Bridges.

Upon completion of the course, participants will be able to:

- Describe the basis for bridge inspection
- Identify the three major bridge components and various culvert types
- Identify the various elements that comprise bridge components
- Describe standard highway bridge loadings
- Describe the basic concepts of elasticity of materials, response of materials to an applied force, response of structural members to a variety of loadings, the relationship between stresses and strains, and load rating
- Describe span arrangements, deck-superstructure interaction, and redundancy
- Describe the basic properties, strengths and weaknesses of steel, concrete, and timber
- Describe the types, signs and causes of structural distress in steel, concrete, and timber
- Describe the general purpose of decks, superstructures, and bearings
- Describe the general purpose and function of substructure units
- Describe waterway features and effect of scour
- Describe the requirements for preparing for an inspection
- Describe the basic bridge inspection reporting requirements
- Name protective measurements to mitigate the hazards involved when working in the field performing bridge inspection
DOTD NHI Introduction to Urban Travel Demand Forecasting
LEO Title: DOTD NHI Intro Urbn Travl Deman Forcast

**Course Format:** Classroom  
**Course Length:** Four-Day (CEU: 2.4 UNITS)  
**Prerequisite:** Computer experience and an understanding of college-level algebra  
**Expires:** No  
**Fee:** DOTD none, others as advertised  
**Owned by:** NHI

**Class Targeted for:**

This class is targeted for intermediate level federal, state, local planners, and engineers, and consultants who wish to gain a better understanding of the principles and applications of travel demand forecasting models.

**Course Description:**

Through classroom lectures and interactive workshops, this introductory course covers the traditional four-step modeling process of trip generation, trip distribution, mode choice, and trip assignment. The course includes presentations on land use inputs, network and zone structures, and time of day factoring, and checking for reasonableness.

In order to ensure that participants have a basic overview of travel demand forecasting, each registered participant will receive a self-instructional CD entitled “Introduction to Travel Forecasting” in advance of a scheduled session. Participants are expected to complete the CD in advance of the session.

A half-day computer lab exercise is included to reinforce the concepts presented in the classroom. The hosting organization is responsible for providing MS Windows microcomputers with color graphics, color monitors, and at least 10 megabytes of hard disk space. There should be no more than two participants per computer station.

Participants must bring scientific calculators to the session.

Upon completion of the course, participants will be able to:

- Describe the role of travel forecasting within transportation planning
- Explain the principles of the four-step model: trip generation, trip distribution, mode choice, and trip assignment
- Demonstrate how input data is used in each step of the four-step model
- Identify reasonableness checks for model inputs, outputs, and equations
- Interpret the outputs from each step
DOTD NHI Introduction to Utility Coordination for Highway Projects
LEO Title: DOTD NHI Intro Util Coor Hwy Projs – Web-based

Course Format: Web-based
Perquisites: NHI 134006A must be completed before attending the classroom training session.
Course Length: 4-Hours (CEU: 0 UNITS)
Prerequisite: No
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:

This class is targeted for federal, state, and local personnel who are responsible for planning, designing, constructing, operating, and maintaining transportation facilities that involve the accommodation or relocation of utilities.

Course Description:

Every state highway agency participates in construction projects that include accommodation and relocation of utilities along public rights-of-way. 134006 Utility Coordination for Highway Projects considers how communication, cooperation, and coordination between transportation agencies and utility companies can mitigate or avoid common challenges.

In the web-based training, participants learn about regulatory requirements for both public and private utilities, subsurface utility engineering (SUE), and their own State’s Utility Accommodation Policy. By putting these lessons into practice, utility-related complications in many cases can be predicted and mitigated at the most appropriate stage of project development, which can reduce potential negative impacts to timeline and budget.
DOTD NHI Linking Freight to Planning and Environment
LEO Title: DOTD NHI Linking Freight to Plan/Environment
Course Format: Classroom
Course Length: Two-Day
Prerequisite: No
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:
This class is targeted for plan engineers and environmental/freight planners

Course Description:
This course helps address and effectively integrate freight/environmental considerations in public sector planning/project development process.
DOTD NHI Load and Resistance Factor Design for Bridge Substruct & Earth Retaining Struct
LEO Title: DOTD NHI LRFD Bridge Subst-Earth Retain

Course Format: Classroom
Course Length: Four-Day
Prerequisite: No
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:

This class is targeted for DOTD professionals and consultants.

Course Description:

This course demonstrates the overall design, detailing, and construction principles addressed in the reference materials & provide hands-on experience in the AASHTO LRFD design and detailing of bridge abutment and pier elements’ deep and shallow foundation design; and earth retaining structures. Major topics include loads, load distribution, and combos.
DOTD NHI Managing Highway Contract Claims: Analysis and Avoidance

LEO Title: DOTD NHI Managing Hwy Contract Claims

Course Format: Classroom
Course Length: 2 ½-Day (CEU: 1.5 UNITS)
Prerequisite: No
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:

This class is targeted for state DOTs, but is also appropriate for LPOs and MPOs. It is a valuable course for contractors, design consultants, project managers, and attorneys involved in the evaluation, management, and resolution of disputes on highway construction projects.

Course Description:

In this course, participants first walk step-by-step through the evaluation of a contract claim, looking at each component. Separate course modules are devoted to these three components of a claim: entitlement, impact, and cost.

By completing this course, participants will have the opportunity to master techniques that can help them manage and avoid claims.

Upon completion of this course, participants will be able to:

- Define “claim” and list the three parts of a claim
- Describe the difference between a directed and constructive change
- Explain the differences among the six types of delays
- List five methods for analyzing delays
- Explain how to perform a contemporaneous schedule analysis
- List five methods for measuring productivity/inefficiency
- Explain how to perform a measured mile analysis
- Describe how to avoid constructive acceleration
- List five methods for calculating costs
- List the four assumptions upon which a total cost calculation is based
- Identify project costs that are affected by delays
- Calculate extended home office overhead costs
- Identify acceleration costs, inefficiency costs, and common miscellaneous costs
- Explain the key steps necessary to evaluate claims
- Describe the False Claims Act
- Demonstrate an ability to evaluate a contractor’s claim
- Describe FHWA policy regarding participation in paying damages for contractor claims
- Explain the importance of a claims avoidance system
DOTD NHI NEPA and the Transportation Decision-making Process

LEO Title: DOTD NHI NEPA and Transp Decisionmaking

Course Format: Classroom
Course Length: Three-Day (CEU: 1.8 UNITS)
Prerequisite: No
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:

This class is targeted for FHWA, state Departments of Transportation (including consultants acting on behalf of the State), Federal and State environmental resource agencies, local governments, and metropolitan planning organizations who participate in the transportation decision-making process.

Course Description:

This comprehensive classroom course presents the historical background and evolution of the National Environmental Policy Act (NEPA) and related environmental laws. The course emphasizes the Council on Environmental Quality and FHWA’s regulations; FHWA policy and guidance for implementing NEPA, Section 4(f) of the Department of Transportation Act, and related environmental requirements. The course presents the requirements and considerations used to decide whether to prepare an environmental impact statement, an environmental assessment or determination that a project is categorically excluded from either. The course also includes group exercises that allow participants to apply the course concepts to a realistic project scenario involving several transportations, social and environmental considerations.

Upon completion of the course, participants will be able to:

- Describe the NEPA principles in relation to transportation project development
- Describe how the NEPA umbrella concept influences the transportation decision-making process
- Explain the roles and responsibilities of participants in the NEPA process
- Describe the importance of a reasoned, collaborative process when developing and evaluating alternatives
- Discuss balancing an array of interests and values in making transportation decisions
- List the milestones in transportation planning that link to the NEPA project development process
- Describe the documentation requirements of the NEPA process
- Discuss environmental streamlining, stewardship, and leadership in managing the NEPA process
DOTD NHI New Approaches to Highway Safety Analysis
LEO Title: DOTD NHI Aprchs to Hwy Safe Analysis

Course Format: Class
Course Length: Three-Day
Prerequisite: No
Expires: No
Fee: No
Owned by: NHI

Class Targeted for:
This class is targeted for highway professionals.

Course Description:
This course will help students gain and understanding of the Highway Safety Improvement Program (HSIP) process, safety engineering principles, and human factor issues related to traffic and road safety.
DOTD NHI Outdoor Advertising Control: Non-Bonus States
LEO Title: DOTD NHI Outdr Advertising Cntrl

Course Format: Web-based
Course Length: Six-Day (CEU: 0 UNITS)
Prerequisite: No
Expires: No
Fee: No
Owned by: NHI

Class Targeted for:
This class is targeted for state Department of Transportation employees; county, city town, and township staff involved with outdoor advertising; FHWA staff; and consultants assisting governmental entities with their Outdoor Advertising Control program.

Course Description:
Outdoor Advertising Control (OAC) limits the location, size, spacing, and lighting of signs adjacent to the interstate, National Highway System, and other Federal-Aid primary routes. Regulators are responsible for enforcing these requirements. The material in this training applies to all states and will help participants interpret major legislation and make effective decisions in support of OAC.

There are two related OAC web-based trainings (WBTs): one designed for Bonus States (23 states) and the other for the remaining non-Bonus States. 141049 Outdoor Advertising Control: Non-Bonus States and 141048 Outdoor Advertising Control: Bonus States. Please refer to 141048 for information on this companion course.

The course follows recommended FHWA specifications and practices for drilled shaft construction but may be modified to follow local agency specifications and practices.

Comprised of seven distinct learning modules, this self-paced web-based training addresses federal laws and regulations regarding signs adjacent to the right-of-way; zoning and related programs; commercial advertising signs adjacent to the right-of-way; recognized federal sign classifications; implementation; maintenance and illegal sign removal; and acquisition of signs on highway projects, under the Uniform Act, as amended. This training provides participants an overview on laws and requirements related to outdoor advertising control.

Upon completion of the course, participants will be able to:
- Apply federal laws and regulations to assist in interpreting state and local laws and regulations for effective control
- Identify major federal outdoor advertising legislation and regulations, and their importance for effective control
- Implement the process of effective control
DOTD NHI Pavement Smoothness: Use of Inertial Profiler Measurements for Construction Quality Control
LEO Title: DOTD NHI Pavmt Smooth: Use Inertial Prof

Course Format: Classroom
Course Length: One-Day (CEU: .6 UNITS)
Prerequisite: Complete 2-hours of independent study prior to the classroom session
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:

The class is targeted for an intermediate audience directly involved in the use of inertial profilers and the application of the data obtained from inertial profilers. This includes state and contractor road profiler operators who perform data collection, initial processing, and reporting of smoothness data. Paving superintendents, project engineers, pavement engineers, and inspectors who are performing data analysis, quality control, and acceptance will also benefit from this course. Ideally, each session of the course will include a mixture of state and contractor personnel, including those who collect data, those performing data processing, and those making decisions based upon data.

Course Description:

The intent of this course is designed to train inertial profiler operators in the basics of performing construction acceptance testing and to train those reviewing the data to comprehend how those data were obtained and what they represent in order to build smoother riding roadways.

Upon completion of the course, participants will be able to:

- Perform checks of the inertial profiler components to identify that the equipment is in proper working order
- Determine the impact of current surface and environmental conditions on data collection
- Collect profile data using appropriate operating techniques
- Calculate a smoothness index using appropriate data processing techniques and computational procedures for use in construction quality control and specification compliance
- Identify what features in a collected profile are manifested in a smoothness or roughness index
DOTD NHI Pedestrian Facility Design
LEO Title: DOTD NHI Pedestrian Facility Design

Course Format: Classroom
Course Length: ½-Day
Prerequisite: No
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:

This class is targeted for DOTD engineers, designers, and consultants.

Course Description:

To emphasize the importance of planning for pedestrians, this course focuses on case examples involving corridor and intersection design issues. Participants are engaged through lecture, discussion, video demonstration of problem areas in corridors and intersections, small group problem identification, and the development of design alternatives. This training was developed to provide information and application opportunities to those involved in design of pedestrian facilities. The Americans with Disabilities Act (ADA) requires newly constructed and altered sidewalks to be accessible and usable by people with disabilities, and accessibility improvements need to be implemented for existing facilities.
DOTD NHI Practical Conflict Management Skills for Environmental Issues
LEO Title: DOTD NHI Pract Confl Mgmt Skls Env Issue

Course Format: Classroom
Course Length: Three-Day (CEU: 1.9 UNITS)
Prerequisite: Working knowledge of NEPA/transportation planning and project development processes
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:

This class is targeted for federal, state, Metropolitan Planning Organization (MPO), Local Public Agency (LPA), and Tribal representatives who are involved in Federally-funded transportation projects. The target audience may include: environmental protection specialists; transportation planners, project managers, design engineers, and transportation/environmental liaisons; legal counsel, and Federal, Tribal, and state resource agency staff.

Course Description:

This course is designed to teach basic conflict management skills, including interest-based negotiation, communication, and facilitation skills, as well as leadership behaviors and to examine opportunities for applying these collaborative skills in the context of transportation decision-making where there are environmental issues. The purpose of the course is to help transportation and environmental agencies, Tribes, and stakeholders bridge their different agency mandates and diverse interests and offers opportunities for participants to share their varied perspectives on important issues and resources. The course models how to participate in meaningful discussions and demonstrates how to maintain a positive and constructive dialogue, arrive at integrative decisions, make good use of limited time and personnel resources, achieve streamlined processes, and make decisions that serve the public.

Upon completion of the course, participants will be able to:

• Use Interpersonal skills to engage productively with individuals within their agency
• Use interpersonal skills to work productively with other agencies, organizations, Tribes, and the general public
• Analyze agency roles and decision-making processes with respect to potential conflict
• Apply conflict management strategies to planning, project development, and project implementation
• Apply conflict management strategies to increase the effectiveness of inter-agency and intra-agency working relationships and programmatic initiatives
DOTD NHI Practical Highway Hydrology
LEO Title: DOTD National Highway Institute Practical Highway Hydrology

**Course Format:** Classroom  
**Course Length:** Three-Day (CEU: 1.8 UNITS)  
**Prerequisite:** Basic knowledge of hydrologic science  
**Expires:** No  
**Fee:** DOTD none, others as advertised  
**Owned by:** NHI

**Class Targeted for:**

This class is targeted for highway engineers and designers who are responsible for designing channels, storm drains, and storm water detention, as well as those involved in the hydraulic design of bridges and culverts.

**Course Description:**

The course provides engineers and designers with the background and skills necessary for the practical application of hydrologic principles to highway design. Participants will be required to work example problems that stress actual design situations. The course is based on the Hydraulic Design Series (HDS) No. 2, “Highway Hydrology” which is also used in the course as a reference manual.

Participants will learn how to select and effectively implement techniques for estimating peak flows and flood hydrographs in gaged and un-gaged streams for watersheds of the size typically encountered in highway drainage design. Through a series of optional modules, additional topics including channel routing, wetland hydrology, arid lands hydrology, and snowmelt hydrology are available given host agency preferences.

Upon completion of the course, participants will be able to:

- Identify which peak flow design methods are suitable for given watershed characteristics and design requirements
- Estimate times of concentration
- Apply the SCS, regression and rational methods for peak flows
- Analyze gage flows using Log-Pearson III Frequency Analysis
- Develop hydrographs using the unit hydrograph and other techniques
- Perform storage routing calculations
- Design a storm water management facility
DOTD NHI Railroad-Highway Grade Crossing Improvement Program

**Course Format:** Classroom  
**Course Length:** Two-Day (CEU: 1.2 UNITS)  
**Prerequisite:** No  
**Expires:** No  
**Fee:** DOTD none, others as advertised

**Owned by:** NHI

**Class Targeted for:**

This class is targeted for accomplished federal, state, and local transportation agencies responsible for the design, construction, and/or maintenance of railroad-highway crossings, as well as, state and local traffic engineers responsible for highway-railroad grade crossing safety.

**Course Description:**

The training provides information on rail-highway crossings, grade crossing components, including program/project development and administration. Workshops will provide the participants a chance to make hands-on applications of the training material, which include such topics as historical background, railroad-highway intersection definition and components, collection and maintenance of data, assessment of crossing safety and operations, identification and selection of alternate improvements, program and project development and implementation, maintenance, and other topics (i.e., private crossings, operation lifesaver).

Upon completion of the course, participants will be able to:

- Describe Active and Passive Devices used in connection with at-grade crossings
- Identify techniques and engineering principles used for at-grade crossings
- Appraise existing at-grade crossings
- Develop alternate methods to improve railroad-highway grade crossings
DOTD NHI Risk Management
LEO Title: DOTD NHI Risk Management

Course Format: Classroom
Course Length: Two-Day
Prerequisite: 1-Hour independent study assignment to be completed by participants before attending the 2-day course
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:
This class is targeted for transportation employees and those dealing with transportation.

Course Description:
During the planning for a transportation improvement, through consideration of potential risks can help reduce or eliminate them, ensuring a smoother project life cycle. In the same way, accounting for risk in program management and strategic planning can help transportation agencies minimize or avoid unexpected costs or delays. Recent legislation reflects the growing importance of understanding risk in government programs. Congress included requirements for risk management in the latest highway authorization, the Moving Ahead for Progress in the 21st Century (MAP-21).

This course provides understanding of risk management concepts and processes, including terminology, benefits of use, risk management planning, and framework for implementation. This course presents a cyclical risk management framework through classroom training and an independent study assignment, focusing on gathering information, identify risk, analyzing and prioritizing risk events, documenting risk, identifying risk response strategies, incorporating response strategies into a plan, and monitoring, evaluating, and adjusting strategies.
DOTD NHI Roadside Safety Design
LEO Title: DOTD NHI Roadside Safety Design

Course Format: Classroom
Course Length: Three-Day (CEU: 1.8 UNITS)
Prerequisite: No
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:
This class is targeted for experienced safety and design engineers involved in the formulation and/or application of policies and standards relating to the design of safe roadside hardware.

Course Description:
This course provides an overview of the AASHTO Roadside Design Guide, to include topics such as how to recognize unsafe roadside design features and elements and make appropriate changes; identify the need for a traffic barrier; and apply other highway hardware core competencies.

Upon completion of the course, participants will be able to:
- Apply the clear zone concept to all classes of roadway
- Warrant roadside and median barriers
- Design roadside barriers
- Select the most appropriate safety hardware
- Correctly locate safety hardware
- Describe the elements of economic analysis
DOTD NHI SRH-2D Model Data Files, Diagnostics and Verifying 2D Models Results

LEO Title: DOTD NHI 2D MDF Diags Vrfy RsIts (WCT)

Course Format: Web-Conference
Course Length: One-Day
Prerequisite: Course participants should have knowledge of the fundamentals of open channel flow hydraulics. It is suggested (but not required) that course participants take the free web-based training course National Highway Institute (NHI) Course No. 135091 – Basic Hydraulic Principles Review.
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:

This class is targeted for federal, state, and local highway agency employees and consultants.

Course Description:

This web-conference training is a follow-on to National Highway Institute (NHI) Course No. 135095 Two-Dimensional Hydraulic Modeling of Rivers at Highway Encroachments, 3-day instructor-led training.

The course is divided into 3-sessions (Session 1: Introduction, Course Overview, Data Flow in SRH-2D, Output Files and Diagnostics; Session 2: Monitor Lines; and Session 3: Summary and Exercise Review.) Each day a different session is presented with each session lasting 2-3 hours.

ALL 3 SESSIONS MUST BE ATTENDED TO RECEIVE COURSE CREDIT.

This course provides participants an introduction to the various data files used for SRH-2D input, the files created by SRH-Pre and the output files created by SRH-2D. Participants will become familiar with the file formats, how the files are used and learn about the various diagnostic messages output by SRH-2D. Participants will also learn how to use monitor lines in SRH-2D and how to use the output from the monitor lines to verify model convergence.
DOTD NHI Safety Inspection of In-Service Bridges
LEO Title: DOTD NHI Safety Insp In-Service Bridges

Course Format: Classroom
Course Length: Ten-Day (CEU: 6.7 UNITS)
Prerequisite: Must successfully complete one-of-three prerequisite requirements within two-years prior to attending this training: 1) 130054 Engineering Concepts for Bridge Inspectors; 2) 130101 Introduction to Safety Inspection of In-Service Bridges; or 3) 130101a Prerequisite Assessment for Safety Inspection of In-Service Bridges.
Expires: 2-Years
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:
The class is targeted for intermediate federal, state, and local highway agency employees; and consultants involved in inspecting bridges or in bridge inspection management and leadership positions.

Course Description:
This course provides training on the safety inspection of in-service highway bridges. The course includes two virtual bridge inspection exercises facilitated using NHI’s virtual bridge inspection (VBI) computer-based training (CBT) technology; instruction on critical findings, their identification and response; curriculum on the American Association of State Highway and Transportation Officials (AASHTO) element level inspection approach using the 2013 AASHTO Manual for Bridge Element Inspection 2015 Interim Revisions; and activities that maximize participant engagement throughout the course.

Upon completion of the course, participants will be able to:
- Discuss the duties and responsibilities of a bridge inspector and define inspection concepts including persona and public safety issues associated with bridge inspections
- List the inspection equipment needs for various types of bridges and site conditions
- Describe, identify, evaluate, and document the various components and deficiencies that can exist on bridge components and elements
- List design characteristics and describe inspection methods and locations for common concrete, steel, and timber structures
- Identify and evaluate the various culvert and waterway deficiencies
- Discuss the need to inspect underwater portions of bridges
- Describe nondestructive evaluation methods for basic bridge materials
- Demonstrate how to field inspect and evaluate common concrete, steel, and timber bridges
DOTD NHI Safety Inspection of In-Service Bridges for Professional Engineers
LEO Title: DOTD NHI Safety Inspt Insrvce Bridges PE

Course Format: Classroom
Course Length: Five-Day
Prerequisite: Must successfully complete one-of-three prerequisite requirements within two-years prior to attending this training: 1) 130054 Engineering Concepts for Bridge Inspectors; 2) 130101 Introduction to Safety Inspection of In-Service Bridges; or 3) 130101A Prerequisite Assessment for Safety Inspection of In-Service Bridges.
Expires: 2-Years
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:
The class is targeted for intermediate federal, state, and local highway agency employees; and consultants involved in inspecting bridges or in bridge inspection management and leadership positions.

Course Description:
This five-day, FHWA approved course intended for professional engineers (PEs), is based on the "Bridge Inspector's Reference Manual" (BIRM) and provides training on the safety inspection of in-service highway bridges. It has been streamlined to better suit experienced professional engineers while retaining strong emphasis on bridge inspection, documentation, and coding requirement's.

This course is a five-day adaptation of NHI Course No. 130055 – Safety Inspection of In-Services Bridges (10-day) course and includes one virtual bridge inspection trip (VBI) or bridge inspection field trip, new instruction on critical findings, their identification and response, curriculum on the new AASHTO element level evaluation, and updated activities that maximize participant engagement. A background in bridge engineering is strongly recommended.
DOTD NHI Concrete Series
LEO Title: DOTD NHI TCCC Concrete Series – WB

Course Format: Workbook
Course Length: 12-Hours (CEU: 0 UNITS)
Prerequisite: No
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:

This class is targeted as both a training tool and a reference to help concrete paving engineers, quality control personnel, specifiers, contractors, suppliers, technicians, and tradespeople bridge the gap between recent research and practice regarding optimizing the performance of concrete for pavements.

Course Description:

This comprehensive training series (FHWA-NHI-131127) is being offered for any engineer or supervisor working with Portland cement. The series is part of a curriculum from the “Integrated Materials and Construction Practices for Concrete Pavement” manual developed through the National Concrete Pavement Technology Center at Iowa State University.

This course is recommended for the Transportation Curriculum Coordination Council levels II - IV.

Upon completion of the course, participants will be able to:

- Explain concrete pavement construction as a complex, integrated system involving several discrete practices that interrelate and affect one another in various ways
- Recognize and implement technologies, tests, and best practices to identify materials, concrete properties, and construction practices that are known to optimize concrete performance
- Identify factors that lead to premature distress in concrete, and learn how to avoid or reduce those factors
- Apply appropriate how-to and troubleshooting information
DOTD NHI Highway Hydrology Basic Concepts and Methods Web-based

LEO Title: DOTD NHI Hwy Bsic Conpts Meths WBT

Course Format: Web-based
Course Length: 2-Hours
Prerequisite: No
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:

This class is targeted for engineers and non-engineers who wish to learn about basic hydrologic concepts as a review before taking advanced hydraulic courses.

Course Description:

This web-based course provides training on basic hydrologic concepts that will enable users to determine peak flow for transportation hydraulic structures. The web-based training uses a range of text, graphics, animations, and problem solving in its three lessons. The first lesson focuses on the hydrologic cycle, associated terms, and the relationship of risk to return period and probability of exceedance. The second lesson explains the variability of storms based on three general types of storms, how variations in storm duration and intensity impact runoff, and the watershed characteristics that influence runoff. The third lesson discusses the Rational Method, the NRCS Graphical Method, and Regression Equations as methods to determine peak flow quantities. At the end of the training, learners will be able to apply basic hydrologic concepts to fundamental methods to determine peak flow for highway drainage and hydraulic structures.

Registration for this web-based training course is through the National Highway Institute (NHI) website https://www.nhi.fhwa.dot.gov/home.aspx. Contact Allison Landry for log-in information and instructions.

All lessons, including the course evaluation, must be completed in order to receive a certificate of course completion. Send a copy of the course completion certificate to Allison Landry to receive course credit in your training transcript.
DOTD NHI HMA Paving Field Inspection
LEO Title: DOTD NHI TCCC HMA Paving Field Insp – Web-based

Course Format: Web-based
Course Length: 4 ½ Hours (CEU: 0 UNITS)
Prerequisite: No
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:

This class is targeted for anyone that is involved with an HMA paving project, but focuses on technicians/inspectors that are involved with the production, placement, and inspection of HMA paving projects.

Course Description:

This course provides guidance and instruction to inspectors involved in the construction of hot mix asphalt (HMA) pavements. The important tasks involved in this work are explained and proper procedures are described. This training is recommended for the Transportation Curriculum Coordination Council levels I, II, and III. This course is primarily intended for inspectors and technicians.

This training is arranged in a fashion to help the inspector first learn the various aspects of what is involved in a HMA paving operation and then become familiar with the duties that are a part of the HMA pavement grade inspection responsibilities. It also explains how to recognize the mix properties of a HMA mixture. The information included will assist the inspector in recognizing problems during a project and offering solutions to the problems. This training is not intended to cover every aspect of HMA paving.

Upon completion of the course, participants will be able to:

- Know various aspects of what is involved in a HMA paving operation
- Understand the duties of a HMA paving inspector
- Recognize the mix properties of a HMA mixture
- Recognize the problems that may occur on HMA paving projects
- Understand the product and project so solutions can be recommended
DOTD NHI Highway Traffic Noise
LEO Title: DOTD NHI Highway Traffic Noise

Course Format: Classroom
Course Length: 4 ½-Hours
Prerequisite: No
Expires: 2-Years
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:

This class is targeted for DOTD environmental specialists, designers, planners or engineers, city or county environmental engineers, coordinators or specialists, and consultants.

Course Description:

This course provides an overview of Acoustic Principles related to highway traffic noise. The course incorporates the Interactive Sounds Information System (ISIS) – a customized noise simulation model – to demonstrate Acoustic Principles.

It begins with the characteristics of sound and discusses how to apply basic concepts of acoustics to solve sample problems. It proceeds to the propagation of sound: a presentation on the four phenomena of divergence, ground effects, atmospheric effects, and shielding by natural and man-made features. The interaction between highway noise and barriers is described and key noise barrier concepts are presented (i.e. direct, incident, transmittal, reflected, and diffracted). Traffic noise sources are discussed, as well as a brief overview of traffic noise modeling and vehicle classification types.
Course Catalog

DOTD NHI Maintenance of Traffic for Supervisors
LEO Title: DOTD NHI TCCC Maint of Traf for Suprv WB

Course Format: Web-based
Course Length: 5-Hours (CEU: 0 UNITS)
Prerequisite: No
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:
This class is targeted for personnel with responsibility or authority to decide on the specific maintenance of traffic requirements to be implemented. These positions include engineers responsible for work zone traffic control development and work site traffic supervisors. The target audience could be geographically dispersed, in need of immediate training or information, or not have access to travel funds.

Course Description:
This course provides participants with information on the safest and most efficient work zone traffic controls, including the application of effective design and installation concepts; and using signs and markings for detours, construction zones, and maintenance sites. The legal, administrative, and operational aspects also will be discussed. Classroom presentations include lectures, case histories, and workshops.

Upon completion of the course, participants will be able to:
- Describe how to create clear, organized traffic control plans
- Identify acceptable temporary traffic control devices
- Determine good and bad flagging techniques
DOTD NHI Maintenance of Traffic for Technicians
LEO Title: DOTD NHI TCCC Maint of Traf for Techn Web-based

Course Format: Web-based
Course Length: 5-Hours (CEU: 0 UNITS)
Prerequisite: No
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:

This class is targeted for all persons with duties that include: Direct responsibility for placement of work zone traffic control devices; Direct responsibility for field maintenance of work zone traffic control devices; Inspection of the placement or operational function of work zone traffic control devices; and Drafting or electronic generation of work zone traffic control plans. The target audience could be geographically dispersed, in need of immediate training or information, or not have access to travel funds.

Course Description:

This training presents information about the placement of, field maintenance required for, and inspection of traffic control devices. In addition, drafting work zone traffic control plans and flagging are discussed.

We’ve broken this training into five modules:
1. General Terms and Procedures
2. Traffic Channelizing and Control Devices
3. Traffic Control Zones
4. Flagger Operations
5. Traffic Control Zone Operations
DOTD NHI Soil Slope and Embankment Design and Construction
LEO Title: DOTD NHI Soil Slope/Embnkmnt Dsgn/Constr

Course Format: Classroom
Course Length: 2 ½-Day (CEU: 1.5 UNITS)
Prerequisite: No
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:

This class is targeted for intermediate level bridge, geotechnical, or transportation engineers with 0 to 20 years of experience and responsible for the design, analysis, and construction maintenance or remediation of soil slopes and embankments on surface transportation facilities.

Course Description:

This course covers important aspects associated with the design and construction of soil slopes and embankments. It is intended to provide transportation earthwork professionals with knowledge to recognize potential problems with soil slope/embankment stability and deformation in transportation projects. Participants will develop the skills necessary to design and evaluate soil slopes and embankments and learn about the implications for construction and inspections. The course embraces both design and construction.

Participants will receive a comprehensive reference manual covering investigation, design, construction, and mitigation of soil slopes and embankments. The participant workbook contains copies of visual aids and student exercises that closely follow the PowerPoint slide presentations. The participant exercises promote interaction in the classroom and illustrate the basic principles and analyses.

Upon completion of the course, participants will be able to:

- Recognize potential failure modes or deformation types for soil slopes and embankments
- Identify the potential failure modes for soil slopes and the type of analysis required to evaluate stability of the slope
- Determine the stability of a slope using slope stability charts
- Recognize the major design consideration for embankments constructed using earth fill, rock fill, and lightweight fill
- List the steps necessary for designing an embankment over compressible foundation soil
- List the common causes/trIGGERING mechanisms for landslides/slope instabilities
- List appropriate stabilization methods
DOTD NHI Soils and Foundations Workshop
LEO Title: DOTD NHI Soils and Foundations Workshop

Course Format: Classroom
Course Length: Four-Day (CEU: 2.4 UNITS)
Prerequisite: No
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:
This class is targeted for personnel from the following disciplines: geotechnical, bridge design, roadway design, materials, construction, and maintenance. The personnel who will benefit the most are the first-line supervisors involved in the design of highway structures and embankments.

Course Description:
The course takes a project-oriented approach whereby the soils input to a bridge project is followed from conception to completion. In each phase of the project, the soil concepts will be developed into specific foundation designs and recommendations.

Upon completion of the course, participants will be able to:
- Identifying the minimum level of geotechnical input in various project phases of a highway project
- Recalling the equipment and procedures used to implement a subsurface investigation of soil and rock conditions
- Demonstrating basic skills in visual description of soils native to the host state
- Recalling the basic soil test procedures and how the results of the various soil tests are applied results to highway projects
- Listing procedures used for both settlement and stability analysis, and recalling design solutions to stability and settlement problems for approach roadway embankments
- Listing procedures used for determining bearing capacity and settlement of shallow foundations such as spread footings
- Identifying the basic skills needed in the design and construction management of driven pile and drilled shaft foundations
- Recalling the driven pile and drilled shaft foundation construction equipment and construction inspection procedures
- Description static load testing and recalling the basic skills needed to interpret static load test results

All participants should bring calculators that perform trigonometric calculations, a note pad, and a pencil.
DOTD NHI Stormwater Pump Station Design
LEO Title: DOTD NHI Stormwater Pump Station Design

**Course Format:** Classroom
**Course Length:** One-Day (CEU: .6 UNITS)
**Prerequisite:** Knowledge of the fundamentals of highway hydrology, pavement drainage, storm drain design, and open channel flow.
**Expires:** No
**Fee:** DOTD none, others as advertised
**Owned by:** NHI

**Class Targeted for:**
This class is targeted for highway designers or hydraulic engineers who have responsibility for the design and analysis of highway storm water pumping stations, and managers who review pump station design projects.

**Course Description:**
This course provides detailed instruction in the design and analysis of highway storm water pump stations including guidance on location and type selection. A major portion of the course is devoted to recommended hydraulic design procedures for sizing and optimizing the performance of storm water pump stations and includes solving of classroom example problems.

Upon completion of the course, participants will be able to:
- Describe what a pump station is and where they are used
- Define the drainage area for a pump station and construct the resulting mass inflow curve
- Calculate the storage volume required for a pump station and discuss ways to acquire that volume
- Determine pump operational schedule and perform mass curve routing of the inflow hydrograph
- Calculate the size of the discharge line and select required pump size
- Define dimensions of the wet well and perform system evaluation
- Describe basic mechanical and electrical concepts important in pump station design
- Describe available pump station software
**Course Catalog**

**DOTD NHI Stream Stability and Scour at Highway Bridges**
LEO Title: DOTD NHI Stream Stability-Scour Hwy Brdg

**Course Format:** Classroom  
**Course Length:** Three-Day (CEU: 2 UNITS)  
**Prerequisite:** No  
**Expires:** No  
**Fee:** DOTD none, others as advertised  
**Owned by:** NHI

**Class Targeted for:**

This class is targeted for federal, state, and local highway hydraulic, structural, and geotechnical engineers, as well as bridge inspectors responsible for maintaining the integrity of highway bridges against possible hydraulic-related problems. Consultants who perform bridge engineering work are encouraged to attend.

**Course Description:**

The National Highway Institute’s (NHI) three-day Stream Stability and Scour at Highway Bridges course provides participants with comprehensive training in the prevention of hydraulic-related bridge failures. Course participants will receive training in conducting a stream stability classification and qualitative analysis of stream response and make estimates of scour at a bridge opening.

Upon completion of the course, participants will be able to:

- Identify indicators of stream instability that can threaten bridges
- Identify stream types and their potential for instability problems
- Describe open-channel hydraulics concepts in bridge scour and stream instability analyses
- Define types of scour that can occur at bridge crossings
- Describe aggradation, degradation, and contraction scour
- Calculate contraction scour for live bed and clear water conditions
- Describe factors that influence scour at piers
- Calculate pier scour for three typical case studies
- Describe the factors that influence scour at abutments
- Describe how HEC-18, HEC-20, and HEC-23 provide analysis procedures for stream instability and bridge scour
- Perform Level I and II analyses
- Classify a stream using two different classification systems
- Conduct a qualitative analysis of stream responses
- Apply the HEC-18 scour equations to determine total scour at a bridge
- Determine the need for a Scour Plan of Action at a scour-critical bridge
DOTD NHI Stream Stability Factors and Concepts
LEO Title: DOTD NHI Stream Stabil Fctrs/Cnctps – Web-based

Course Format: Web-based
Course Length: 1-Hour (CEU: 0 UNITS)
Prerequisite: No
Expires: No
Fee: No
Owned by: NHI

Class Targeted for:

This class targeted for federal, state, and local highway hydraulic, structural, and geotechnical engineers and bridge inspectors responsible for maintaining the integrity of highway bridges against possible hydraulic-related problems. Consultants who do bridge engineering work are also encouraged to take this course.

Course Description:

This course is intended to help participants understand river processes and stream stability factors and concepts. Participants will also be introduced to the concepts of water and sediment continuity.

Upon completion of the course, participants will be able to:
• Describe the factors influencing stream stability that are important to a bridge scour evaluation
• Define water and sediment continuity concepts.
DOTD NHI Stream Stability and Scour at Highway Bridges for Bridge Inspectors
LEO Title: DOTD NHI DOTD NHI Stream Stability-Scour Inspect

Course Format: Classroom
Course Length: One-Day (CEU: .6 UNITS)
Prerequisite: No
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:

This class is targeted for federal, state, and local highway bridge inspectors responsible for detecting possible hydraulic-related problems that may threaten the integrity of highway bridges. Consultants who do bridge inspection work for the states may attend if space is available.

Course Description:

This course is an abbreviated presentation of 135046 Stream Stability and Scour at Highway Bridges. The course provides an understanding of and assistance in detecting hydraulic-related problems at highway bridges. The effects of stream instability, scour, erosion, and stream aggradation and degradation are covered. Counter measures to these problems are discussed. This course concentrates on visual keys to detecting scour and stream instability problems and provides an introduction to portable scour monitoring instrumentation. The course emphasizes inspection guidelines to complete the hydraulic and scour-related coding requirements of the National Bridge Inspection Standards (NBIS).

Upon completion of the course, participants will be able to:
- Identify stream instability and scour problems at bridges
- Conduct field evaluations for scour and stream instability problems and properly code the results in the National Bridge Inventory
- Recognize countermeasures for stream instability and scour
DOTD NHI Subsurface Investigation Qualification
LEO Title: DOTD NHI Subsurface Investigation Qualification

Course Format: Classroom
Course Length: Three-Day (CEU: 1.8 UNITS)
Prerequisite: No
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:

This class is targeted for drillers, drilling inspectors, engineers, geologists, and technicians involved in field data collection and quality assurance of subsurface investigations.

Course Description:

This course is part of a series to develop a training and qualification/certification program for geotechnical inspectors and field personnel. The course follows FHWA guidelines and practices for subsurface investigations. Topics addressed in the course include exploration equipment and methods, safety, borehole sealing, drilling and sampling requirements and criteria, proper visual classification and description of soils and rocks, common drilling errors, and dealing with difficult subsurface site conditions. A two-hour qualification exam is administered at the end of the course.

Upon completion of the course, participants will be able to:

- Explain the investigation specialist’s general role and duties, as well as the importance of coordination and communication with the field personnel and engineers
- Explain the purpose of geotechnical subsurface investigations and why adequate, consistent, and quality investigations are essential
- Identify the major components of the typical subsurface investigation plan
- Identify common drilling rigs, uses, and components
- Explain the importance of accurate borehole logging and documentation
- Describe the importance of accurate groundwater investigations
- Discuss safety issues involving operation of a drill rig
DOTD NHI Traffic Monitoring Program Guidance and Procedures
LEO Title: DOTD NHI Traf Monitor Prgms Guide Procd

Course Format: Classroom
Course Length: Two-Day
Prerequisite: No
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:

This basic course is targeted for transportation professionals involved in traffic monitoring programs. Primarily intended for FHWA and state DOT staff, this training is also relevant to regional and local government staff, as well as others whose roles include development and/or oversight of traffic monitoring programs.

Course Description:

Developed in conjunction with the 5th revision of the FHWA Traffic Monitoring Guide (TMG 2016), this course replaces NHI 151018 and offers guidance on how to manage a successful traffic monitoring program. The training begins with an overview of federal traffic monitoring regulations and a presentation of the host state's traffic monitoring program. Subsequent lessons introduce federal guidance, best practices, and recommended procedures for developing a data collection framework for traffic volume, speed, classification, weight, and non-motorized programs. The course also incorporates related traffic monitoring elements of transportation management and operations, traffic data needs and uses, traffic data submittal requirements, and relevant traffic monitoring research. The critical importance of quality data collection is emphasized to support project planning, programming, design, and maintenance decisions, all of which affect the nation's transportation network.
Course Catalog

DOTD NHI Traffic Signal Design and Operation
LEO Title: DOTD NHI Traff Signal Design/Operations

Course Format: Classroom
Course Length: Two-Day (CEU: 1.1 UNITS)
Prerequisite: No
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:
This class is targeted for traffic engineering personnel from state, federal, and local agencies involved in planning, design, operation or maintenance of traffic signals or traffic signal systems.

Course Description:
There is a need to understand that the congestion and delays that exist on our streets and roadways can be better managed with a thorough understanding of effective traffic signal timing and optimization. Well-developed, designed, implemented, maintained, and operated traffic signal control projects are essential to this process. Engineering tools are available to design, optimize, analyze, and simulate traffic flow.

This course addresses the application of the “Manual of Uniform Traffic Control Devices” (MUTCD) to intersection displays, as well as signal timing, computerized traffic signal systems, control strategies, integrated systems, traffic control simulation, and optimization software. The course is divided into two primary parts: Traffic Signal Timing and Design, and Traffic Signal Systems.

The course will not assume any prior knowledge of computers and thus will describe the theory of operation and the manner in which it can be applied to traffic signal controls.

Upon completion of the course, participants will be able to:
- List the steps required to plan, design, and implement a signalized intersection
- Devise an appropriate data collection plan for planning, designing, and operating a signalized intersection
- Perform a warrant analysis using the MUTCD warrants, including local policies
- Design basic phasing of the intersection – which movements will get a separate phase, and how they are numbered
- Calculate signal timing at the design stage for both actuated and coordinated operational strategies, including pedestrian clearance intervals
- Determine location of signal displays
- Select signal-related signs and pavement markings, including turning-movement signs and advance warning signs
Course Catalog

DOTD NHI Transportation Safety Planning
LEO Title: DOTD NHI Safety Planning

Course Format: Classroom
Course Length: Two-Day
Prerequisite: No
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:
The class is targeted for DOTD professionals and consultants.

Course Description:
A two-day course developed in cooperation with FTA and NTI and updated to reflect provisions from SAFETEA-LU to help identify opportunities for improving the manner which safety is integrated as a key planning factor/performance measure in all transportation plans and programs. Qualifies for 12 PDHs.
DOTD NHI Tunnel Safety Inspection
LEO Title: DOTD NHI Tunnel Safety Inspection

Course Format: Classroom
Course Length: Five-Day
Prerequisite: All participants must meet ONE of the three prerequisite requirements for participation in this course***. The passing score for all prerequisites is 70% or better. Individuals have the option to complete ONE of the three prerequisite requirements. ***A prerequisite must be completed within two-years of this course start date. Proof of prerequisite course completion will be verified before participants are allowed to attend the course. 1. NHI Course No. 130054 - Engineering Concepts for Bridge Inspectors (five-day instructor led course); 2. NHI Course No. 130101 - Introduction to Safety Inspection of In-Service Bridges (14-hour Web-based training and assessment) and/or 3. NHI Course No. 130101A - Prerequisite Assessment for Safety Inspection of In-Service Bridges (1-hour web-based assessment) Prerequisite options 2 and 3 are offered as web-conference training which are accessed through the National Highway Institute (NHI) website. Prior to taking this course, it is strongly recommended that participants complete National Highway Institute (NHI) Course No. 130055 - Safety Inspection of In-Service Bridges, National Highway Institute (NHI) Course No. 130056 - Safety Inspection of In-Service Bridges for Professional Engineers or possess equivalent field experience.
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:

The class is targeted for DOTD professionals and consultants.

Course Description:

This five-day, instructor-led training is highly interactive and builds upon participants' prior knowledge of tunnel and/or bridge inspection. The course covers the entire breadth of knowledge necessary to manage or execute a successful tunnel inspection based on the National Tunnel Inspection Standards (NTIS), Tunnel Operations, Maintenance, Inspection and Evaluation (TOMIE) Manual, and Specifications for the National Tunnel Inventory (NSTI).
DOTD NHI Underwater Bridge Inspection

LEO Title: DOTD NHI Underwater Bridge Inspection

Course Format: Classroom
Course Length: Four-Day (CEU: 2.4 UNITS)
Prerequisite: No
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:

The class is targeted for trained divers who require a knowledge base of underwater bridge inspection and evaluation techniques in order to meet the educational requirements of the NBIS for underwater bridge inspection training. The course would also be of interest to non-diver bridge inspectors, and FHWA, state, and local agency structural engineers.

Course Description:

The latest changes to the National Bridge Inspection Standards (NBIS), which became effective January 13, 2005, require FHWA-approved bridge inspection training for all divers conducting underwater inspections. One method of meeting this requirement is the completion of an FHWA-approved underwater diver bridge inspection training course. Satisfactory completion of this four-day course will fulfill the NBIS requirement.

This course provides an overview of diving operations that will be useful to agency personnel responsible for managing underwater bridge inspections.

Course topics include: methods of underwater inspection, underwater material deterioration mechanisms and inspection techniques, scour inspection techniques, underwater element-level rating, and underwater bridge inspection training. A final examination based on course content will be administered to participants.

Upon completion of the course, participants will be able to:

- Explain the need and benefits of inspecting the underwater portions of bridge structures
- Describe typical underwater defects and deterioration, and identify conditions contributing to rates of deterioration
- Identify the types of inspection equipment available, and the advantages and limitations of each
- Identify procedures for planning and performing thorough and safe underwater bridge inspections
- Assign component and element level condition ratings for underwater components in accordance with NBIS and agency
Course Catalog

DOTD NHI Urban Drainage Design
LEO Title: DOTD NHI Urban Drainage Design

Course Format: Classroom
Course Length: Three-Day (CEU: 1.8 UNITS)
Prerequisite: No
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:

This class is targeted for highway designers with limited experience in drainage design, but familiar with mathematical concepts such as algebra and geometry and have some working background in hydrology and hydraulics.

Course Description:

This course provides a detailed introduction to urban roadway drainage design. Design guidance for solving basic problems encountered in urban roadway drainage design is provided. The topics are hydrology including rational equation, soil conservation method, regression equations, and synthetic hydrographs; and highway drainage including gutter flow, roadway inlet interception, storm drain systems, energy and hydraulic grade lines, detention ponds, and storm water management.

The four-day course includes the basic three-day course, plus presentation of the one-day course FHWA-NHI-135028 Storm water Pump Station Design.

Upon completion of the course, participants will be able to:
- Determine runoff (pack flows and volumes) from urban watersheds
- Apply basic hydraulic principles to urban drainage design
- Perform roadway drainage designs using various roadway inlets
- Size and analyze storm drain conveyance systems
- Establish the energy and hydraulic grade lines for storm drains
- Design and analyze detention basins
- Perform hydraulic design of pumping stations (with optional day four)
DOTD NHI Utility Coordination for Highway Projects
LEO Title: DOTD NHI Utility Coord for Highway Projs

Course Format: Classroom
Course Length: Two-Day (CEU: 1.2 UNITS)
Prerequisite: NHI 134006A web-based course must be completed before attending the training session.
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:
This class is targeted for federal, state, and local personnel who are responsible for planning, designing, constructing, operating, and maintaining transportation facilities that involve the accommodation or relocation of utilities.

Course Description:
This is a blended course, with both web-based and classroom components.

Participants first take a self-paced, web-based training to learn about regulatory requirements for both public and private utilities, subsurface utility engineering (SUE), and their own state’s Utility Accommodation Policy. During the two-day classroom event, participants learn to identify risks and potential issues associated with utilities, and then work together to evaluate ways to avoid or mitigate those risks and issues. Please note: An optional lesson on utility challenges in projects using design-build delivery and other alternative contracting methods is available to be taught at the discretion of the state. By putting these lessons into practice, utility-related complications in many cases can be predicted and mitigated at the most appropriate stage of project development, which can reduce potential negative impacts to timeline and budget.

Upon completion of the course, participants will be able to:
- Explain the importance of early and effective cooperation, communication, and coordination of utility-related activities throughout a project’s lifecycle
- Identify successful techniques that could be used to avoid or mitigate utility challenges throughout the project development and delivery process
- Explain the major impacts of identified conflicts or issues on the schedule or budget of a project
- Explain the basic skills necessary to identify utility conflicts and develop a utility conflict matrix
- Generate a personal resource toolkit for each of six major areas of project development (planning, design, environmental considerations, right-of-way, construction, and maintenance)
DOTD NHI Value Engineering Workshop
LEO Title: DOTD NHI Value Engineering Workshop

Course Format: Classroom
Course Length: Five-Day (CEU: 3 UNITS)
Prerequisite: No
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:

This class is targeted for FHWA and state highway agency personnel in management, administrative, and engineering disciplines who will participate as Value Engineering team members. Consultants or agency representatives of all technical disciplines associated with project design, development, construction, and maintenance can be included in order to provide the multiple perspectives needed to maximize the effectiveness of the team.

Course Description:

Value Engineering (VE) is a systematic process of review and analysis of a project during the concept and design phases. VE is conducted by a multi-disciplined team of persons not involved in the project to provide recommendations such as: a) providing the needed functions safely, reliably, and at the lowest overall cost; b) improving the value and quality of the project; and c) reducing the time to complete the project.

This course begins with a Web-based training (WBT) component that is completed prior to the first day of the class (134005A). The three-day workshop involves training participants to be valued contributors to the Value Engineering team, conducting a Value Engineering study in a team environment. It is preferable that the host agency provides actual project(s) to be used in this course, although The National Highway Institute (NHI) can provide projects upon request. Depending on the projects selected for use in the course, and based on the request of the host agency, the five-day classroom session can be shortened to three or four days in length (NHI-134005 and NHI-134005B).

Upon completion of the course, participants will be able to:

- Explain how value engineering can improve project performance, reduce costs, and enhance value
- Acquire the necessary behaviors and skills to be an effective Value Engineering team member with the ability to: investigate the project and analyze project functions and costs; creatively speculate on alternative ways to perform the various functions; evaluate the most effective life-cycle alternative; develop viable alternatives into fully supported recommendations; present the recommendations to stakeholders and agency management
DOTD NHI Principles and Applications of Highway Construction Specifications

Course Format: Classroom
Course Length: Two-Day (CEU: 1.2 UNITS)
Prerequisite: No
Expires: No
Fee: DOTD none, others as advertised
Owned by: NHI

Class Targeted for:
This class is targeted for individuals who write, review, and implement an agency’s contract specifications.

Course Description:
This course includes content that highlights the role of specifications as contract documents and tools for assigning risk. Course participants engage in lessons and practice sessions to identify types of specifications, select the most appropriate type for a given project, and generate an original, effective highway construction specification.

Upon completion of the course, participants will be able to:

- Explain the purposes of a specification and how specifications are used to assign risk and influence the behavior of different parties, within a given scenario
- Compare the functions of Standard and Supplemental Specifications with the functions of Special Provisions
- Explain how the “order of precedence” affects writing specifications and preparing plans and the purpose of General Provisions
- Explain how a consistent writing style affects the interpretation of specifications
- Complete a checklist before writing or revising a specification
- Explain the potential benefits of writing in the active voice
- Rewrite passive voice sentences into the active voice
- Evaluate specifications to determine the need for imperative or indicative mood
- Explain each element of the AASHTO five-part format
- Identify potential ambiguities in the wording, given a sample specification
- Identify and apply the potential benefits of each of the five Cs, given a sample specification
- Write a new specification to a given set of criteria using the five Cs and the host agency’s preferred format, given a sample specification
- Compare method versus end-result specifications
- Relate the type of specification to the allocation of risk
- Write an end-result specification to replace a method specification
Course Catalog

Nuclear and Radiation

A nuclear gauge (also called a nuclear density gauge, a soil moisture gauge, or a moisture density gauge) is a tool used for civil engineering projects and construction that measures soil density or soil water content. This training is mandatory in order to use a nuclear gauge.

DOTD NU Nuclear Gauge/Radiation Safety Refresher
LEO Title: DOTD NU Nuclear Gauge/Rad Safe Refresher

Course Format: Web-based
Course Length: 3-Hours
Prerequisite: Nuclear Gauge and Radiation Safety
Expires: 3-Years
Fee: No
Owned by:

Class Targeted for:

This class is targeted for field staff involved in transporting nuclear gauge devices.

Course Description:

This course is a workshop used to update field personnel on Federal regulations regarding transporting nuclear gauge devices. This refresher training is required in order to maintain credit for the Nuclear Gauge and Radiation Safety course.
DOTD NU Radiation Officer Safety Training
LEO Title: DOTD NU Radiation Officer Safety Trng

Course Format: Classroom
Course Length: One-Day
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for Radiation Safety Officers (RSOs) and others working with radioactive materials.

Course Description:
A one-day workshop for department Radiation Safety Officers to provide them with a basic understanding of radiation safety, compliance with rules and regulations surrounding the Radioactive Materials License, and the safe transport and shipping of nuclear gauges.
DOTD NU Radiation Safety Intro
LEO Title: DOTD NU Radiation Safety Intro Web-based

Course Format: Web-based
Course Length: One-Day
Prerequisite: No
Expires: 3-Years
Fee: No
Owned by: Troxler Electronics Labs, Inc.

Class Targeted for:
This class is targeted for field staff involved in transporting nuclear gauge devices.

Course Description:
The DOTD NU Radiation Safety training consists of three parts; this web-based training, a proctored exam, and a demonstration by a district Radiation Safety Officer (RSO). It is intended for field personnel operating or transporting the nuclear density gauge.

This web-based training describes the types of radiation and natural environmental occurrences, explains radiation exposure and limits, explains the purpose of the nuclear gauge, and identifies required licensing and transportation measures.
DOTD NU Radiation Safety
LEO Title: DOTD NU Radiation Safety WB

Course Format: Workbook
Course Length: One-Day
Prerequisite: No
Expires: 3-Years
Fee: No
Owned by: Troxler Electronics Labs, Inc.

Class Targeted for:

This class is targeted for field staff involved in transporting nuclear gauge devices.

Course Description:

The DOTD NU Radiation Safety training consists of three parts; this web-based training, a proctored exam, and a demonstration by a district Radiation Safety Officer (RSO). This "workbook" course credit is given after completion of the demonstration which is the final part.
Personal Computer Software

DOTD offers training to enhance student’s computer software skills through different programs and courses. These courses are offered for the beginner, intermediate, and advanced.

DOTD PC Excel 2016 for Enterprise Resource Planning Users
LEO Title: DOTD PC Excel for ERP

Course Format: Classroom
Course Length: One-Day
Prerequisite: DOTD PC MS Excel 1
Expires: No
Fee: No
Owned by: DOTD/UNO

Class Targeted for:

This class is targeted for students using the Excel program on a regular basis.

Course Description:

This course is designed for computer users of the ERP system of programs that need to learn Excel features geared toward manipulating the data exported from the ERP system.

Upon completion of this course, the student will be able to use the following:

- Lookup type functions, SumProduct and Subtotal functions
- Filtering/Sorting, Subtotal Wizard, pivot tables, linking of data, conditional type functions (Sumif and Countif), conditional formatting feature, and charting
- Insert clip art, graphical images, audio and video onto a presentation slide.
DOTD PC Introduction to Personal Computer File Management
LEO Title: DOTD PC File Management

Course Format: Classroom
Course Length: One-Day
Prerequisite: DOTD PC MS Windows 7 Level 1
Expires: No
Fee: No
Owned by: DOTD/UNO

Class Targeted for:
This class is targeted for the new personal computer user.

Course Description:
The course content includes basic explanations of hardware and software functions. Users are introduced to the fundamentals of file management under the Windows operating system. This course emphasizes the use of Windows Explorer when copying, moving, and deleting files. In addition, the course will emphasize the importance of folders/directories and show the student how to create and navigate from folder-to-folder. Finally, the basic concepts of opening and saving files in Windows applications like Microsoft Word will be covered.

This course is not a substitute for the Level 1 Windows course, and prior enrollment in Windows Level 1 course is required.

Upon completion of this course, the student will understand:
- Basic explanations of hardware and software functions
- Fundamentals of file management under the Windows operating system.
DOTD PC Keyboarding Level 1
Leo Title: DOTD PC Keyboarding Level 1

Course Format: Classroom
Course Length: Two-Day
Prerequisite: Prior knowledge/experience with Windows operating system is recommended.
Expires: No
Fee: No
Owned by: DOTD/UNO

Class Targeted for:
This class is targeted for the needs of the inexperienced keyboard user and to teach, develop and practice, step-by-step, typing skills.

Course Description:
Students will practice and develop accuracy in their typing skills. Each student is encouraged to continue developing their typing skills outside of the classroom environment through a typing tutorial web site that they can access at their desk.
DOTD PC Keyboarding Level 2
LEO Title: DOTD PC Keyboarding Level 2

Course Format: Classroom
Course Length: Two-Day
Prerequisite: DOTD PC Keyboarding Level 1 and DOTD PC MS Windows 7 Level 1
Expires: No
Fee: No
Owned by: DOTD/UNO

Class Targeted for:

This class is targeted to students needing to enhance their speed and accuracy on a keyboard.

Course Description:

Keyboarding speed and accuracy will be emphasized. Prior knowledge or experience with the Windows operating system is recommended. It is required that students attend Basic Keyboarding Level 1 prior to enrolling in this course.
DOTD PC Microsoft Access 2016 Level 1  
LEO Title: DOTD PC MS Access 1

Course Format: Classroom  
Course Length: Two-Day  
Prerequisite: DOTD PC Word I and DOTD PC Microsoft Excel  
Expires: No  
Fee: No  
Owned by: DOTD/UNO

Class Targeted for:

This class is targeted for students using the necessary tools needed to work with a Windows-based database management system.

Course Description:

This course focuses on the basic features of Microsoft Access. The course will emphasize the use of wizards in the creation of a database system.

Prior knowledge or experience with a database program is not necessary to enroll in this course.

Upon completion of this class, the student will have learned the following:

- Differentiate between records, field, and a database
- Design a database system, which includes the creation of tables, queries, forms and reports
- Edit, sort, search for information in the database
- Enhance the appearance of forms and reports
DOTD PC Microsoft Access 2016 Level 2
LEO Title: DOTD PC MS Access 2

Course Format: Classroom  
Course Length: Two-Day  
Prerequisite: DOTD PC MS Access 1 - 2016  
Expires: No  
Fee: No  
Owned by: DOTD/UNO

Class Targeted for:  
This class is targeted towards the needs of the experienced user and are regular users of the software.

Course Description:  
This course content includes: normalizing data; analyzing table relationships, establishing referential integrity; data validation techniques; working with calculations; creating action queries; modifying form design; adding bound and unbound controls to a form/report, and customizing reports created by the report wizard.

Upon completion of this course, the student will be able to:
• Create data structure relationships, enhance the design of an Access database system and implement the application
• Enhance their database designs by using the principles of normalization by identifying design problems and table relationships
• Query multiple tables for data that is used in customized forms and reports
• Take advantage of relational database efficiency to maintain data
• Save time by controlling data entry and automating tasks
DOTD PC Microsoft Access 2016 Level 3  
LEO Title: DOTD PC MS Access 3

Course Format: Classroom  
Course Length: Two-Day  
Prerequisite: DOTD PC MS Access 2 - 2016  
Expires: No  
Fee: No  
Owned by: DOTD/UNO

Class Targeted for:

This class is targeted towards the needs of the regular and experienced user of the program.

Course Description:

This course content includes adding bound and unbound controls to forms and reports and working with calculated controls. In addition, students will learn how to transfer a report from Access into Word and exporting a table from Access into Excel.
DOTD PC Microsoft Access 2016 Level 4
LEO Title: DOTD PC MS Access 4

Course Format: Classroom
Course Length: Two-Day
Prerequisite: DOTD PC MS Access 3 - 2016
Expires: No
Fee: No
Owned by: DOTD/UNO

Class Targeted for:
This class is targeted towards the needs of the regular and experienced user of the program.

Course Description:
The course content will include: creating macros and command buttons; hiding duplicate data; grouping data; and using functions in reports; enhancing form design by manipulating control object properties; exchanging data with outside sources, understanding data access pages and switchboard development. It is strongly recommended that students attend Advanced Microsoft Access before enrolling in this course.
DOTD PC MS Administrative Assistant Topics for Word Users  
LEO Title: DOTD PC MS Administrative Assistant  

Course Format: Classroom  
Course Length: One-Day  
Prerequisite: DOTD PC MS Word 1 – 2013/2016  
Expires: No  
Fee: No  
Owned by: DOTD/UNO  

Class Targeted for:  
This class is targeted for those users who use Microsoft Word on a daily basis. Students enrolling in this course should have prior knowledge of Microsoft Word and use this program on a regular basis.  

Course Description:  
This course includes Word topics that will cover how to change a documents page setup, formatting features, quick parts, autocorrect, headers and footers, and changing default settings.
DOTD PC Microsoft Excel 2016 Level 1
LEO Title: DOTD PC MS Excel 1

**Course Format:** Classroom  
**Course Length:** Two-Day  
**Prerequisite:** DOTD PC MS Windows 7 Level 1 and DOTD PC MS Word 1 or have knowledge or experience with the Windows operating system, and Microsoft Word.  
**Expires:** No  
**Fee:** No  
**Owned by:** DOTD/UNO  

**Class Targeted for:**  
This class is targeted for the beginner Excel user. Prior knowledge or experience with a spreadsheet program is not necessary to enroll in this course. Students are required to attend a Windows Level 1 course and Microsoft Word Level 1 or have knowledge or experience with the Windows operating system, and Microsoft Word.

**Course Description:**
Time will be spent covering features such as autofill, autocorrect, and spell check.

Upon completion of this course, the student will learn the following:
- Create and edit a workbook  
- Enhance an Excel worksheet by applying formatting styles such as bolding, underlining, italicizing, and changing fonts  
- Work with formulas, functions, and graphs  
- Understand the difference between absolute and relative cell addressing  
- Create multiple worksheets and print worksheets
DOTD PC Microsoft Excel 2016 Level 2
LEO Title: DOTD PC MS Excel 2

Course Format: Classroom
Course Length: Two-Day
Prerequisite: DOTD PC MS Excel 1
Expires: No
Fee: No
Owned by: DOTD/UNO

Class Targeted for:
This class is targeted towards the needs of the regular and experienced user of the program.

Course Description:
This course will cover advanced functions; file protection; data validation; data consolidation; worksheet grouping; filtering; formatting tools, and importing/exporting of data. Prior knowledge or experience with spreadsheet concepts is necessary to enroll in this course.
**DOTD PC Microsoft Excel 2016 Level 3**
LEO Title: DOTD PC MS Excel 3

**Course Format:** Classroom
**Course Length:** One-Day
**Prerequisite:** DOTD PC MS Excel 1 and 2
**Expires:** No
**Fee:** No
**Owned by:** DOTD/UNO

**Class Targeted for:**

This class is targeted towards the needs of the regular and experienced user of the program.

**Course Description:**

Students will learn to use more advanced functions like the lookup and database functions, subtotal wizard, create templates, and create styles. Prior knowledge or experience with spreadsheet concepts is necessary to enroll in this course.
DOTD PC Microsoft Excel 2016 Level 4
LEO Title: DOTD PC MS Excel 4

Course Format: Classroom
Course Length: One-Day
Prerequisite: DOTD PC MS Excel 1, 2, and 3
Expires: No
Fee: No
Owned by: DOTD/UNO

Class Targeted for:
This class is targeted towards the needs of the regular and experienced user of the program.

Course Description:
Students will learn to create pivot tables and analyze data using the goal seek utility, scenario manager and the solver and record macros. In addition, advance formatting techniques will be covered.
Course Catalog

DOTD PC Microsoft Excel 2016 Level 5
LEO Title: DOTD PC MS Excel 5

Course Format: Classroom
Course Length: One-Day
Prerequisite: DOTD PC MS Excel 1, 2, 3,
Expires: No
Fee: No
Owned by: DOTD/UNO

Class Targeted for:

This class is targeted towards the needs of the regular and experienced user.

Course Description:

This course content continues with Excel’s array type formulas and functions.

Upon completion of this course, the student will have explored the option in the Conditional Formatting feature and working with Active X controls.
DOTD PC Microsoft OneNote 2016 Level 1
LEO Title: DOTD PC MS One Note

Course Format: Classroom
Course Length: One-Day
Prerequisite: DOTD PC MS Word 1 and DOTD PC MS Windows 7 Level 1
Expires: No
Fee: No
Owned by: DOTD/UNO

Class Targeted for:
This class is targeted for users who take notes and use automated tools to organize and manage the notes.

Course Description:
This course will cover how to create, edit, organize and enhance notes. Also, the student will learn how to integrate the notes with other applications using Microsoft OneNote.

Students should be familiar with using Windows operating system. Students should know how to use a mouse and have basic typing skills. It is recommended that students attend Windows 7 Level 1 and Microsoft Word Level 1.

Upon completion of this course, participants will have been introduced to the basics of using Microsoft OneNote for note-taking and personal information management application for collecting, organizing and sharing digital information.
DOTD PC Microsoft Outlook 1 2016
LEO Title: DOTD PC MS Outlook 1

Course Format: Classroom
Course Length: One-Day
Prerequisite: DOTD PC MS Windows 7 – Level 1
Expires: No
Fee: No
Owned by: DOTD/UNO

Class Targeted for:
This class is targeted for the new Outlook user.

Course Description:
This course is designed for the new user to Microsoft Outlook. This course assumes the student has little or no experience with Outlook or any other email application.

Upon completion of this course, the student will learn to:
- Start sending and receiving emails
- Navigating around the Outlook program
- Archiving email
- Creating folders
- Setting an Out-of-Office message
- Working with Personal/Public address books and adding contact and creating distribution lists
DOTD PC Microsoft Outlook 2 2016
LEO Title: DOTD PC MS Outlook 2

Course Format: Classroom
Course Length: One-Day
Prerequisite: DOTD PC MS Outlook 1
Expires: No
Fee: No
Owned by: DOTD/UNO

Class Targeted for:
This class is targeted for the needs of the experienced user.

Course Description:
This course content includes creating templates, creating rules and alerts, how to use the follow up feature; how to categorize email messages; and using and customizing the calendar and meeting scheduler. Students will also learn how to delegate another user access to your calendar, mail, or contacts. It is recommended that students are regular users of Microsoft Outlook.
DOTD PC Microsoft PowerPoint 2016 Level 1
LEO Title: DOTD PC MS PowerPoint 1

Course Format: Classroom
Course Length: One-Day
Prerequisite: DOTD PC MS Word 1 – 2013/2016
Expires: No
Fee: No
Owned by: DOTD/UNO

Class Targeted for:

This class is targeted for learning the basics of developing and using PowerPoint.

Course Description:

Microsoft PowerPoint is the presentation program included in the Microsoft Office Suite. This course will emphasize the basic tools involved in using Microsoft PowerPoint to create a basic presentation.

Upon completion of the course, the student will learn how to:

- Create and edit a basic presentation
- Insert clip art, graphical images, audio and video onto a presentation slide
- Run a completed slide show
DOTD PC Microsoft PowerPoint 2016 Level 2
LEO Title: DOTD PC MS PowerPoint 2

Course Format: Classroom
Course Length: One-Day
Prerequisite: DOTD PC MS PowerPoint 1 – 2013/2016
Expires: No
Fee: No
Owned by: DOTD/UNO

Class Targeted for:
This class is targeted for the experienced user.

Course Description:
Students will learn advanced features of PowerPoint such as slide master editing as well as advanced drawing techniques. In addition, emphasis will be made on how to create presentation templates. Students will also learn how to import slides from existing presentations.
DOTD PC MS Project 1 2016
LEO Title: DOTD PC MS Project 1

Course Format: Classroom
Course Length: One-Day
Prerequisite: DOTD PC MS Excel – 2013/2016
Expires: No
Fee: No
Owned by: DOTD/UNO

Class Targeted for:
This class is targeted for the new user of Desktop publishing software.

Course Description:
This course introduces the student to the basics of using Microsoft Project, which is a project management tool to manage projects. It is used to control a projects schedule, finances, communicate and present project information. Microsoft Project is used to organize work and people to make sure the projects are completed on schedule. This course will show the student how to create reports that will communicate the status and progress of a project. Students should have experience using the Windows operating system, Microsoft Word and Microsoft Excel. It is recommended that students attend Windows 7 Level 1, Microsoft Word Level 1 and Microsoft Excel Level 1.
DOTD PC Microsoft Visio 2016
LEO Title: DOTD PC MS Vision Level 1

Course Format: Classroom
Course Length: One-Day
Prerequisite: DOTD PC MS Excel – Level 1
Expires: No
Fee: No
Owned by: DOTD/UNO

Class Targeted for:
This class is targeted for the new user of Desktop publishing software.

Course Description:
This course introduces the student to the basics of using Microsoft Visio modeling, swim lane diagrams, 3D maps, and many more.
DOTD PC Microsoft Windows 10 Level 1  
LEO Title: DOTD PC MS Windows 10 Level 1

Course Format: Classroom  
Course Length: One-Day  
Prerequisite: No  
Expires: No  
Fee: No  
Owned by: DOTD/UNO

Class Targeted for:

This class is targeted for the experienced user of Windows 7, as well as, the new user to the Windows environment.

Course Description:

The major emphasis of this workshop is the use of the mouse, navigating the Windows environment, file and disk management, and the use of Windows accessory programs. The course will compare the differences between Windows 7 and Windows 10. This course will show the student how to navigate through the new interface. Emphasis will be put on the top new features in Windows 10: File Explorer, Cortana, Edge and working with apps. Also, time will be spent learning how to customize the Windows 10 environment.
DOTD PC Microsoft Word 2016 Level 1
LEO Title: DOTD PC MS Word 1

Course Format: Classroom
Course Length: Two-Day
Prerequisite: DOTD PC MS Windows Level 1
Expires: No
Fee: No
Owned by: DOTD/UNO

Class Targeted for:

This class is targeted for the new user to Word 2016.

Course Description:

This course will cover the basic skills needed to create, modify and print a document. In addition, the student will learn how to create tables; setup a mail merge document; enhance the appearance of documents; work with multiple documents; spell/grammar check a document, and use Word’s online thesaurus. Also, the student will learn how to modify Word’s basic setup. Time will also be spent covering timesaving features such as quick parts and autocorrect that can help the student use Word more efficiently.
Course Catalog

DOTD PC Microsoft Word 2016 Level 2
LEO Title: DOTD PC MS Word 2

Course Format: Classroom
Course Length: One-Day
Prerequisite: DOTD PC MS Word 1 – 2013/2016
Expires: No
Fee: No
Owned by: DOTD/UNO

Class Targeted for:

This class is targeted for the needs of the regular and experienced user of the program.

Course Description:

This course will cover the creation of templates, use of styles, headers and footers, section breaks, the track changes feature and merging. In addition, the student will learn to integrate an Excel worksheet into a Word document.
DOTD PC Microsoft Word 2016 Level 3
LEO Title: DOTD PC MS Word 3

Course Format: Classroom
Course Length: One-Day
Prerequisite: DOTD PC MS Word 1 and 2 – 2013/2016
Expires: No
Fee: No
Owned by: DOTD/UNO

Class Targeted for:

This class is targeted towards the needs of the experienced user.

Course Description:

This course will cover the use of advanced topics such as creating specialized fields, the equation editor, and development of forms. Students will learn how to work with long documents and how to create indexes and tables of content.
Performance Evaluation Lab

Performance evaluation for sampling and testing for lab personnel.

DOTD PE AASHTO TP48 Rotational Viscosity Workbook
LEO Title: DOTD PE AASHTO TP48 Rotational Visco Bk

Course Format: Workbook
Course Length: 1-Hour
Prerequisite: No
Expires: 5-Years
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted to test the safety and skill level of an employee.

Course Description:
This is a study guide covering the performance of AASHTO TP 48 (Viscosity Determination using Rotational Viscometer), includes sampling, test performance, documentation. Accompanying performance evaluation is ETRN L 4028 A. Part of requirements for routine sampling and testing for district laboratory personnel. Grade required: minimum 90%.
DOTD PE AASHTO TP48 Rotational Viscosity
LEO Title: DOTD PE AASHTO TP48 Rotational Viscosity

Course Format: Performance Evaluation
Course Length: 1-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted laboratory personnel who have limited experience in laboratory testing.

Course Description:
This performance evaluation is designed to verify that the employee is capable of satisfactorily performing the tasks involved in AASHTO TP 48. This course is part of routine sampling.
DOTD PE ASTM E102 Bit Mat-Saybolt Furol
LEO Title: DOTD PE ASTM E 102 Bit Mat-Saybolt Furol

**Course Format:** Performance Evaluation
**Course Length:** 1-Hour
**Prerequisite:** No
**Expires:** No
**Fee:** No
**Owned by:** LTRC

**Class Targeted for:**
This class is targeted to verify that laboratory personnel are capable of performing viscosity testing in accordance with ASTM E102 and in accordance with DOTD standards.

**Course Description:**
The performance evaluation test procedure and study materials are included in packet to study for test. The employee must perform the test and complete the DOTD documentation.
DOTD PE Capping and Breaking PCC Cylinders
LEO Title: DOTD PE Capping and Breaking PCC Cyl

**Course Format:** Performance Evaluation
**Course Length:** 1-Hour
**Prerequisite:** No
**Expires:** 5-Years
**Fee:** No
**Owned by:** LTRC

**Class Targeted for:**
This class is targeted to test the safety and skill level of an employee.

**Course Description:**
This performance evaluation developed for laboratory personnel. It is designed to ensure that employee is capable of performing procedures in accordance with DOTD standards. The performance is based on AASHTO T231 (capping) and DOTD TR230 (breaking). Test procedures and accompanying study information are study materials for performance. Grade required: minimum 95%.
DOTD PE DOTDTR108-TR306-TR309 AspConc%
LEO Title: DOTD PE DOTDTR108-TR306-TR309 AspConc%

Course Format: Performance Evaluation
Course Length: 1-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for qualifying laboratory personnel to perform acceptance tests on asphaltic concrete.

Course Description:
This performance evaluation covers examinee is required to have a minimum of six months’ experience in lab asphaltic concrete testing. Must perform all tasks associated with DOTD designations: TR 108-Method B, TR309, TR 306. The examinee must be able to determine percent pay.
DOTD PE for the Dynamic Shear Rheometer
LEO Title: DOTD PE Dynamic Shear Rheometer

Course Format: Performance Evaluation
Course Length: 1-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted to test the safety and skill level of an employee.

Course Description:
This performance evaluation covers the procedures used to test asphalt binder with the Dynamic Shear Rheometer. This test is used to measure a binder's viscous-elastic properties. Grade required: minimum 95%.
DOTD PE Field Comp Cert Field Doc 1
LEO Title: DOTD PE Field Comp Cert Field Doc 1

**Course Format:** Performance Evaluation  
**Course Length:** 1-Hour  
**Prerequisite:** No  
**Expires:** No  
**Fee:** No  
**Owned by:** LTRC

**Class Targeted for:**

This class is targeted to test the safety and skill level of an employee.

**Course Description:**

This is a performance evaluation covers procedures to test the Field Comp Cert Field Doc 1.
DOTD PE Field Comp Cert Field Doc 2
LEO Title: DOTD PE Field Comp Cert Field Doc 2

Course Format: Performance Evaluation
Course Length: 1-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted to test the safety and skill level of an employee.

Course Description:
This is a performance evaluation covers procedures to test the students' knowledge in the field.
DOTD PE DOTDTR113 Gradation of Sand for Base Course
LEO Title: DOTD PE DOTDTR113 Grad Sand for Base Crs

Course Format: Performance Evaluation
Course Length: 1-Hour
Prerequisite: No
Expires: 5-Years
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted to test the safety and skill level of an employee.

Course Description:
This is a performance evaluation for lab personnel with some experience in soils testing. It is designed to verify employee's capability of performing gradation testing in accordance with TR 113-sieve analysis of fine and coarse aggregate. Also includes TR's 108, 113, and 112. Grade required: minimum 95%.
DOTD PE DOTDTR113 Grad Sand/Clay/Gravel
LEO Title: DOTD PE DOTDTR113 Grad/Clay/Gravel

Course Format: Performance Evaluation
Course Length: May vary
Prerequisite: No
Expires: 5-Years
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted to test the safety and skill level of an employee.

Course Description:
This is a performance evaluation covers procedures to test the students' knowledge in the field.
DOTD PE DOTDTR113 Gradation of Stone for Bedding Material
LEO Title: DOTD PE DOTDTR113 Grad Stone for Bedding

Course Format: Performance Evaluation
Course Length: 1-Hour
Prerequisite: No
Expires: 5-Years
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted to test the safety and skill level of an employee.

Course Description:

This is a performance evaluation for lab personnel with basic experience in soils testing. It is designed to verify employee's capability of performing gradation testing in accordance with TR 113-sieve analysis of fine and coarse aggregate. Grade required: minimum 95%.
DOTD PE DOTDTR119 Determining Deleterious Materials in Aggregate
LEO Title: DOTD PE DOTDTR119 Deleterious Mat in Agg

Course Format: Performance Evaluation
Course Length: 1-Hour
Prerequisite: No
Expires: 5-Years
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted to test the safety and skill level of an employee.

Course Description:
This is a performance evaluation for laboratory personnel with significant experience in the performance of gradation testing and determining deleterious materials. This examinee is required to assemble all equipment, perform tests according to TR 119, TR 112, and TR 113 on a sample of coarse aggregate for PCC and document the test results on the aggregate test rep. Grade required: minimum 95%.
DOTD PE DOTDTR120-Sand EQ. of Soil- Perf. E
LEO Title: DOTD PE DOTDTR120-Sand EQ. of Soil-Perf.E

**Course Format:** Performance Evaluation
**Course Length:** 1-Hour
**Prerequisite:** No
**Expires:** 5-Years
**Fee:** No
**Owned by:** LTRC

**Class Targeted for:**
This class is targeted for district lab personnel.

**Course Description:**
This performance evaluation is designed to ensure that individuals who will perform sand equivalent testing are able to perform the test in accordance with DOTD standards. This is for testing and in accordance with DOTD TR 120. The test procedure, training package, and video are the study materials for this performance evaluation.
DOTD PE DOTDTR319 Moisture Content of Asphaltic Concrete
LEO Title: DOTD PE DOTDTR319 Moist Cont of HMA

Course Format: Performance Evaluation
Course Length: 1-Hour
Prerequisite: No
Expires: 5-Years
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted to test the safety and skill level of an employee.

Course Description:
This performance evaluation is designed to verify that laboratory personnel are capable of determining the moisture content of loose mix asphaltic concrete in accordance with DOTD standards. The test procedure and training packages are study materials for test. The employee must perform test, complete DOTD documentation; determine if sample meets specification required. Grade required: minimum 95%.
DOTD PE DOTDTR418A Moist Den Relationship
LEO Title: DOTDTR418A Moist Den Relationship

Course Format: Performance Evaluation
Course Length: 4-Hours
Prerequisite: No
Expires: 5-Years
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for lab personnel familiar with soils testing.

Course Description:

The performance evaluation for lab personnel familiar with soils testing required to test a prepared raw soil sample in accordance with TR 418-Method a, draw moisture density curves, determine maximum density and optimum moisture content, and complete the soils/soil-Aggregate form. The student must know correct procedure to follow if curve deviates from the norm.
DOTD PE DOTDTR322 Effect of Moisture on Asphalt Concrete Paving Mixtures
LEO Title: DOTD PE DOTDTR322 Eff Moist HMA

Course Format: Performance Evaluation
Course Length: 4-Hours
Prerequisite: No
Expires: 5-Years
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted to test the safety and skill level of an employee.

Course Description:
Performance evaluation - Advanced for District Lab Personnel Designed to evaluate the ability to perform DOTD TR 322, Modified Lottman, in accordance with DOTD standards, to correctly document testing and evaluate results. Grade required: minimum 95%.
DOTD PE DOTDTR322 Effect of Moisture on Asphalt Concrete Paving Mixtures
LEO Title: DOTD PE DOTDTR322 Eff Moist HMA Book

Course Format: Workbook
Course Length: 4-Hours
Prerequisite: No
Expires: 5-Years
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted to test the safety and skill level of an employee.

Course Description:
This workbook describes the correct testing procedures to be used in performing DOTD TR 322, Modified Lottman.
DOTD PE DOTDTR322 Effect of Moisture on Asphaltic Concrete Paving Mixtures
LEO Title: DOTD PE DOTDTR322 Eff Moist HMA Video

Course Format: Video
Course Length: Average completion time is 28 minutes
Prerequisite: No
Expires: 5-Years
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted to test the safety and skill level of an employee.

Course Description:

This video describes the correct testing procedures to be used in performing DOTD TR 322, Modified Lottman.
DOTD PE DOTDTR323 Determining Asphalt Content by the Ignition Method

LEO Title: DOTD PE DOTDTR323 Asp Content by Ignite

Course Format: Performance Evaluation
Course Length: 4-Hours
Prerequisite: No
Expires: 5-Years
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted to test the safety and skill level of an employee.

Course Description:
This performance evaluation includes information about equipment, sampling, setting the furnace, calculating a correction factor, determining asphalt content, and reporting results. A performance evaluation is included. It is part of the requirements for Advanced Sampling and Testing for District Laboratory Personnel. Grade required: minimum 95%.
DOTD PE DOTDTR407 Mechanical Analysis of Soils (Hydrometer)
LEO Title: DOTD PE DOTDTR407 Mech Analysis of Soils

Course Format: Performance Evaluation
Course Length: 2-Hours
Prerequisite: No
Expires: 5-Years
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted to test the safety and skill level of an employee.

Course Description:
The student will learn about performance evaluation for lab personnel familiar with soils testing required to prepare a soil sample for testing in accordance with TR 411, perform hydrometer testing using both stock solution and calibration chart and determine grain size distribution in accordance with TR 407, and complete Soils/Soil-Aggregate form. Grade required: minimum 95%.
DOTD PE DOTDTR413 Percent Organic Material in Soils
LEO Title: DOTD PE DOTDTR413 Percent Organic-Soils

**Course Format:** Performance Evaluation  
**Course Length:** 2-Hours  
**Prerequisite:** No  
**Expires:** 5-Years  
**Fee:** No  
**Owned by:** LTRC  

**Class Targeted for:**  
This class is targeted to test the safety and skill level of an employee.  

**Course Description:**  
The performance evaluation for lab personnel with some familiarity with soils testing. It is required to perform TR 413 to determine the % organic in a soil. The student must assemble and inspect all equipment; prepare sample; perform test; calculate % organic; determine if soil can be used for cement stabilization and if soil is A-8; and properly complete work. Grade required: minimum 95%.
DOTD PE DOTDTR418F Stabilized Soil/Soil Aggregate Moisture Density
LEO Title: DOTD PE DOTDTR418F Stab Soil/Soil Agg MD

Course Format: Performance Evaluation
Course Length: 3-Hours
Prerequisite: No
Expires: 5-Years
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted to test the safety and skill level of an employee.

Course Description:
This is a performance evaluation for lab personnel with significant experience testing soils. The examinee is required to prepare a soil-aggregate, determine proper test method, perform TR 418-Method F, identify maximum density and optimum moisture content, determine proper action if a smooth curve cannot be drawn, complete the Soils/Soil-Aggregate. Grade required: minimum 95%. 

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DOTD PE DOTDTR423 Classification of Soils and Soil Aggregate Mixtures
LEO Title: DOTD PE DOTDTR423 Class of Soil/Soil Agg

Course Format: Performance Evaluation
Course Length: 1-Hour
Prerequisite: No
Expires: 5-Years
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted to test the safety and skill level of an employee.

Course Description:
This course is designed for laboratory personnel with considerable experience in soils testing. Given a properly completed Soils-Soil-Aggregate form, the Soils Classification Triangle and Table 1 of TR 423, examinee must classify a soil in accordance with TR 423. The examinee must also identify the group index and document the classification on the soils/soil. Grade required: 100%.
DOTD PE DOTDTR428 Atterberg Limits
LEO Title: DOTD PE DOTDTR428 Atterberg Limits

Course Format: Performance Evaluation
Course Length: 4-Hours
Prerequisite: No
Expires: 5-Years
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted to test the safety and skill level of an employee.

Course Description:
The performance evaluation for lab personnel familiar with soils testing required to prepare a soil in accordance with TR 411 and perform tests for liquid limit and plastic limit in accordance with TR 428, determine plasticity index, and complete soils/soil-aggregate form for Atterberg tests and header information. Grade required: minimum 95%.
DOTD PE DOTDTR429 Resistivity of Soil and Water
LEO Title: DOTD PE DOTDTR429 Resist of Soils/Water

Course Format: Performance Evaluation
Course Length: 1-Hour
Prerequisite: No
Expires: 5-Years
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted to test the safety and skill level of an employee.

Course Description:

The performance evaluation for lab personnel familiar with soils testing required to test a water sample and a prepared soil sample for resistivity in accordance with TR 429 and document test results on Soils/Soil-Aggregate form. Grade required: minimum 95%.
DOTD PE DOTDTR430 PH Value of Soil and Water
LEO Title: DOTD PE DOTDTR430 PH Value of Soil/Water

Course Format: Performance Evaluation
Course Length: 1-Hour
Prerequisite: No
Expires: 5-Years
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted to test the safety and skill level of an employee.

Course Description:
The performance evaluation for lab personnel familiar with soils testing required to test a water sample and a prepared soil sample for PH in accordance with TR 430 and document test results on soils/soil-aggregate form. Grade required: minimum 95%.
DOTD PE DOTDTR602 Thickness and Width of Base, Sub-base and Aggregate Surface
LEO Title: DOTD PE DOTDTR602 Thick-Width of Base

Course Format: Performance Evaluation
Course Length: 8-Hours
Prerequisite: No
Expires: 5-Years
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted to test the safety and skill level of an employee.

Course Description:

The performance evaluation for thickness and widths of base, subbase, and aggregate surface courses. The covers the application of DOTD TR 602 for district laboratory personnel. This course includes summary tables of tolerances from 1982 and 1992 specifications. Grade required: minimum 95%.
DOTD PE DOTDTR645 Dynamic Cone Penetrometer Operation
LEO Title: DOTD PE DOTDTR645 DCP Operation

Course Format: Performance Evaluation
Course Length: 1-Hour
Prerequisite: No
Expires: 5-Years
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted to test the safety and skill level of an employee.

Course Description:

The video covers the proper procedures to determine stiffness of soils with the Dynamic Cone Penetrometer in accordance with DOTD TR 645. The video also covers the proper procedures of obtaining and recording data. This falls under the Routine Lab STP.

The performance evaluation to determine if the employee can properly perform DOTD TR 645 - The Determination of In-place Stiffness using the Dynamic Cone Penetrometer. This performance falls under the Routine District Laboratory STP. Grade required: minimum 95%.
DOTD PE DOTDTR 645 DCP Operation Video

LEO Title: DOTD PE DOTDTR645 DCP Operation Video

Course Format: Video
Course Length: 1-Hour
Prerequisite: No
Expires: 5-Years
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted to test the safety and skill level of an employee.

Course Description:
The video covers the proper procedures to determine stiffness of soils with the Dynamic Cone Penetrometer in accordance with DOTD TR 645. The video also covers the proper procedures of obtaining and recording data. This falls under the Routine Lab STP.
Structured Training – Bridge

The training that is structured around bridge procedure materials and equipment.

DOTD RS 13 Inspection of Local Bridges
LEO Title: DOTD RS 13 Inspection of Local Bridges

Course Format: Workshop
Course Length: 1½-Day
Prerequisite: No
Expires: No
Fee: No
Owned by: LTAP

Class Targeted for:

This class is targeted for those employees that use equipment to clean and clear bridges.

Course Description:

This course covers standard bridge inspection and inspection items unique to LA’s program. The first day is an introduction to bridge components, materials, material properties, deterioration factors, and use of LA load rating.
DOTD STB Cleaning/Clearing of Bridges
LEO Title: DOTD STB Cleaning/Clearing of Bridges

Course Format: Video
Course Length: Average completion time is 30 minutes
Prerequisite: No
Expires: No
Fee: No
Owned by: International Road Federation

Class Targeted for:
This class is targeted for those employees that use equipment to clean and clear bridges.

Course Description:
This video covers procedures and equipment used in cleaning and clearing bridges.
DOTD STB Concrete Bridge Deck Repair
LEO Title: DOTD STB Concrete Bridge Deck Repair

Course Format:  Video
Course Length:  Average completion time is 30 minutes
Prerequisite:  No
Expires:  No
Fee:  No
Owned by:  International Road Federation

Class Targeted for:

This class is targeted for engineer technicians, bridge maintenance, and others as deemed necessary.

Course Description:

This course covers procedures, materials and equipment used in concrete bridge deck repair.
DOTD STB Troubleshooting Hydraulics “Hands-On Training”
LEO Title: DOTD STB Hydraulic Troublesh Hands-On

Course Format: Classroom
Course Length: Three-Day
Prerequisite: No
Expires: No
Fee: No
Owned by: National Fluid Power Institute

Class Targeted for:
This class is targeted for maintenance and mechanic personnel, first line supervisors, and engineers. This is also for anyone desiring and in-depth understanding and appreciation of hydraulic systems component operation and trouble

Course Description:
Students will build and experiment with circuits constructed on our fully equipped simulators.
DOTD STB Mobile Crane Operator/Safety
LEO Title: DOTD STB Mobile Crane Operator/Safety

Course Format: Classroom
Course Length: Four-Day
Prerequisite: No
Expires: No
Fee: No
Owned by: Crane Institute of America

Class Targeted for:
This class is targeted for managers, supervisors, operators, and riggers.

Course Description:
This course covers, in part, safe operating procedures, operator and rigger responsibilities, performing pre-operational inspection, pick and carry operations, boom assembly/disassembly, hand signals, and rigging hardware, devices, reeving and safe rigging practices.
DOTD STB Movable Bridge Inspection and Maintenance Workshop
LEO Title: DOTD STB Movable Bridge Insp and Maint

Course Format: Classroom and field inspection
Course Length: Four-Day
Prerequisite: No
Expires: No
Fee: No
Owned by: LTAP

Class Targeted for:
This class is targeted for engineer technicians and others involved in bridge inspection.

Course Description:
This course covers the inspection and maintenance of movable bridges, in particular, these types: bascule bridge, swing span bridge, vertical lift bridge, and swing pontoon bridge.
DOTD STB Movable Bridge Inspection Workshop
LEO Title: DOTD STB Movable Bridge Insp Workshop

Course Format: Classroom and field inspection
Course Length: 2 ½-Day
Prerequisite: No
Expires: No
Fee: No
Owned by: DOTD Section 51 – Bridge Maintenance

Class Targeted for:
This class is targeted for engineer technicians and employees involved in bridge inspections.

Course Description:
This course covers the inspection of movable bridges. The course consists of one-day of classroom instruction and 1 ½-days of hands-on field inspection. Qualifies for 15 PDHs.

Upon completion of this course, the student will have knowledge of the following moveable bridges:

- Bascule
- Swing span
- Vertical Lift
- Swing pontoon
DOTD STB Structure Repair: Concrete Cracks by Injection-Epoxy Resin Adhesive
LEO Title: DOTD STB Struc Rpr: Conc Crks Inj-Epoxy

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for engineer technicians and others involved in structure repair.

Course Description:
This course is an extensive appendix including a checklist for inspectors, troubleshooting guide and various forms used. Grade required: minimum 80%.

Upon completion of this course, the student will have knowledge and understanding of newer displacement equipment and techniques and materials in the repair of concrete cracks by epoxy injection.
DOTD STB Trouble-shooting Hydraulics
LEO Title: DOTD STB Troubleshooting Hydraulics

Course Format: Classroom
Course Length: Three-Day
Prerequisite: No
Expires: No
Fee: No
Owned by: Consultant

Class Targeted for:
This class is targeted for employee’s maintenance employees.

Course Description:
This is a hands-on workshop based on the textbook Parker’s Industrial Hydraulic Technology. The workshop consists of lecture and lab work on hydraulic simulations.

Upon completion of this course, the student will have covered the following topics:
- Maintenance of hydraulic systems
- Trouble-shooting components such as:
  - Pumps
  - Cylinders
  - Directional Valves
  - Check Valves
  - Flow Controls
Structured Training - Construction

Training that covers procedures and policies geared towards construction.

DOTD STC Basic Asphaltic Concrete Plant Inspection
LEO Title: DOTD STC Asphalt Plant Inspection Basic

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for lab personnel and others working in the asphaltic concrete plant.

Course Description:

This course covers the inspection procedures used at asphaltic concrete plants. It highlights inspection points for both the plant and the mix. Grade required: minimum 80%.
DOTD STC Authorized Profiler Inspector
LEO Title: DOTD STC_Authorized Profiler Inspector

**Course Format:** Workbook  
**Course Length:** Self-Study  
**Prerequisite:** DOTD STC_Profiler Operation WBT  
**Expires:** No  
**Fee:** No  
**Owned by:** LTRC

**Class Targeted for:**

This class is targeted DOTD personnel.

**Course Description:**

This course signifies successful completion of the test.com test of the same name. The prerequisite for taking this test is web-based course DOTD STC Profiler Operation web-site.
DOTD STC Checking Automated Profilers
LEO Title: DOTD STC Checking Automated Profilers

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted DOTD personnel.

Course Description:
This is a PowerPoint module on the daily pre-op checks required before profile testing.
DOTD STC_Construction Leveling
LEO Title: DOTD STC_Construction Leveling

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted DOTD personnel.

Course Description:

This course is designed to teach basic principles of leveling, use and care of instruments used in leveling, the purposes of leveling for DOTD construction operations, and the documentation of leveling operations including checking notes.
DOTD STC_Form 2059 Document Preparation
LEO Title: DOTD STC_Form 2059 Document Preparation

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted DOTD personnel.

Course Description:
This course is a brief overview of proper procedures and available references for documentation of materials and tests pertaining to a construction project. The "2059" is the term used for the summary of all tests and other documents which certify that the materials and processes used during construction meet specification requirements.
DOTD STC_Pile Driving Inspection Intro
LEO Title: DOTD STC_Pile Driving Inspection Intro

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted DOTD personnel.

Course Description:
This course provides background knowledge and introduction to pile driving inspection. The course topics are the following: pile driving systems-hammers, cushions, leads; piles-types, bents, footings, pile installation-installation plan, equipment acceptance, test and permanent piles, stresses/limits, penetration requirements, restrikes, heaved piles, splicing/extending, and inspection.
DOTD STC_Pipe Installation Basic
LEO Title: DOTD STC_Pipe Installation Basic

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted DOTD personnel.

Course Description:
This PowerPoint presentation covers site operations and installation procedures. The course is designed to teach proper installation and introduce the student to specifications, safety considerations, and department standards that apply when installing pipe on a state project.
DOTD STC_Profiler Operation WB
LEO Title: DOTD STC_Profiler Operation WB

Course Format:  Workbook
Course Length:  May Vary
Prerequisite:  No
Expires:  No
Fee:  No
Owned by:  LTRC

Class Targeted for:
This class is targeted DOTD personnel.

Course Description:
This course cover procedures and materials for profiler operation.
DOTD STC_Surveying Introduction
LEO Title: DOTD STC_Surveying Introduction

**Course Format:** Web-based  
**Course Length:** One-Day  
**Prerequisite:** No  
**Expires:** No  
**Fee:** No  
**Owned by:** LTRC

**Class Targeted for:**
This class is targeted DOTD survey personnel.

**Course Description:**
This course serves as introduction to surveying principle’s, equipment, personnel, terms, signals, and safety designed for new construction employees.
DOTD STC_Surveying Linear  
LEO Title: DOTD STC_Surveying Linear

Course Format: Workbook  
Course Length: One-Day  
Prerequisite: No  
Expires: No  
Fee: No  
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD survey personnel.

Course Description:
This course covers horizontal taping, inclined taping, use of stadia hairs, and electronic distance meters.
DOTD STC_Transits-Theodolites-Total Stat
LEO Title: DOTD STC_Transits-Theodolites-Total Stat

Course Format: Workbook
Course Length: One-Day
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted DOTD survey personnel.

Course Description:
This course covers operation/field use of transits, theodolites and total stations. The course also covers turning angles, projecting a line ahead, measuring deflection angles, computing and staking out highway curves.
DOTD STC HMA Superpave Mix Design
LEO Title: DOTD STC HMA Superpave Mix Design

Course Format: Classroom
Course Length: One-Day
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for lab personnel.

Course Description:

This is the instructor led version of Hot Mix Asphalt Mix Design.
DOTD STC Embank/Base Density Test PerfEV
LEO Title: DOTD STC Embank/Base Density Test PerfEV

Course Format: Performance Evaluation
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for lab personnel.

Course Description:
This is the performance evaluation for the DOTD STC Embankment/Base density test.
DOTD STC Embank/Base QA
LEO Title: DOTD STC Embank/Base QA

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for lab personnel.

Course Description:
This course covers official department policy and procedures manual interpretation & clarification of dep't. policies regarding specs for Sections 201, 202, 203, 204, 301, 302, 303, 304, 305, 306 and the earthwork involved in Sections 701, 702, & 802 of the 2000 Specifications.
DOTD STC Embankment and Excavation Insp
LEO Title: DOTD STC Embankment and Excavation Insp

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for lab personnel.

Course Description:
This course covers inspection procedures used in field for excavation & embankment inspection. This course also covers basic soils analysis and field recognition of soil types.
DOTD STC HMA Testing and Analysis 1  
LEO Title: DOTD STC HMA Testing and Analysis 1 WB

Course Format: Workbook  
Course Length: Self-Study  
Prerequisite: No  
Expires: No  
Fee: No  
Owned by: LTRC

Class Targeted for:
This class is targeted for lab personnel.

Course Description:
This is an instructor led version of Hot Mix Asphalt part 1.
DOTD STC HMA Testing and Analysis 1 Exam
LEO Title: DOTD STC HMA Testing and Analysis 1 Exam

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for lab personnel.

Course Description:
Test.com test after completing the HMA Testing and Analysis 1 class
DOTD STC HMA Testing and Analysis 1 PEs
LEO Title: DOTD STC HMA Testing and Analysis 1 PEs

**Course Format:** Workbook

**Course Length:** Self-Study

**Prerequisite:** No

**Expires:** No

**Fee:** No

**Owned by:** LTRC

**Class Targeted for:**
This class is targeted for lab personnel.

**Course Description:**
This is a performance Evals for HMA Testing and Analysis 1 class.
DOTD STC HMA Testing and Analysis 2  
LEO Title: DOTD STC HMA Testing and Analysis 2

Course Format: Classroom  
Course Length: One-Day  
Prerequisite: No  
Expires: No  
Fee: No  
Owned by: LTRC

Class Targeted for:  
This class is targeted for lab personnel.

Course Description:  
This is an instructor led version of Hot Mix Asphalt part 2.
DOTD STC Superpave Mix Design Analysis Workbook
LEO Title: DOTD STC Asph Conc Superpave Mix Des WB

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for lab personnel and others working in the asphaltic concrete plant.

Course Description:
This course covers: Introduction to Superpave; mixture behavior; Principles of Superpave Gyratory Compactor; Superpave materials selection; Superpave Mix Design; Asphalt Mix Volumetrics, Superpave Binders and Aggregates.
DOTD STC Superpave Mix Design and Analysis Classroom
LEO Title: DOTD STC Asph Conc Superpave Mix Design

Course Format: Classroom
Course Length: One-Day
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for lab personnel and others working in the asphaltic concrete plant.

Course Description:
This course covers: introduction to Superpave; Mixture Behavior; Principles of Superpave Gyratory Compactor; Superpave materials selection; Superpave Mix Design; Asphalt Mix Volumetrics; Superpave Binders and Aggregates.
DOTD STC Application Quality Control Specifications – Asphaltic Concrete Mixtures
LEO Title: DOTD STC Asphaltic Concrete Mix QA

Course Format: Workbook
Course Length: ½-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class targeted for:

This class is targeted for engineer technicians.

Course Description:

This course covers official department policy and procedural manual, interpretation and clarification of department policies regarding the application of the specifications based on the 2006 Standard Specifications.
DOTD STC Asphaltic Concrete Paving Inspection - 1
LEO Title: DOTD STC Asphaltic Concrete Pav Insp 1

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for engineer technicians.

Course Description:

Part 1 of 2 volumes. Part 1 introduces asphaltic concrete and its uses, the use and inspection of paving equipment for DOTD operations, outlines procedures that must be completed prior to paving, site inspection, surface repair, cold planning, surface cleaning, and application. Grade required: minimum 80%.
DOTD STC Asphaltic Concrete Paving Inspection - 2
LEO Title: DOTD STC Asphaltic Concrete Pav Insp 2

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for engineer technicians.

Course Description:
Part 2 of 2 volumes. Part 2 deals with laydown operations and inspection, sampling and testing, documentation and special construction techniques required for such items as asphalt drainage blanket, curbs, widening, super elevated curves, and transitions. Grade required: minimum 80%.
DOTD STC Base Course Inspection
LEO Title: DOTD STC Base Course Inspection

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for engineer technicians.

Course Description:

The student will earn in this course the inspection procedures for base course inspection excluding asphaltic and concrete base.

Grade required: minimum 80%.
DOTD STC Introduction to Base Course
LEO Title: DOTD STC Base Course Introduction

Course Format: Web-based
Course Length: 2-Hours
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for engineer technicians.

Course Description:
The student will learn about materials used in base course construction, how deficiencies may be corrected, types of base courses used in Louisiana, base course construction operations, and inspection considerations specific to base course construction. Grade required: minimum 80%.
 DOTD STC Density Testing for Embankment and Base Course Test Book
LEO Title: DOTD STC Embank/Base Density Test Book

**Course Format:** Workbook
**Course Length:** Self-Study
**Prerequisite:** No
**Expires:** No
**Fee:** No
**Owned by:** LTRC

**Class Targeted for:**
This class is targeted for engineer technicians.

**Course Description:**
This instructional manual is designed to help the student understand the relationship between moisture and density when testing soils, soil-aggregate, and aggregate for embankment and base course construction. Grade required: minimum 80%.
DOTD STC The Determination of In-Place Density-TR401-Met.A-Performance Evaluation
LEO Title: DOTD STC Embank/Base Density Test PerfEV

**Course Format:** Workbook

**Course Length:** 2-Hours

**Prerequisite:** No

**Expires:** No

**Fee:** No

**Owned by:** LTRC

**Class Targeted for:**

This class is targeted for engineer technicians.

**Course Description:**

This evaluation can be modified to fit other devices if the district does not have a 3440. An operator's license will be issued upon successful completion of this course. Grade required: minimum 95%.
DOTD STC Density Testing for Embankment and Base Course TR401 Video
LEO Title: DOTD STC Embank/Base Density Test Video

Course Format: Video
Course Length: 1-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class targeted for engineer technicians.

Course Description:
This video is designed as an accompaniment to the Density Testing for Embankment and Base Course manual and performance evaluation for TR 401. This video is a requirement for becoming an Authorized Nuclear Device Operator.
DOTD STC Introduction to Excavation and Embankment Inspection
LEO Title: DOTD STC Embank/Base Inspect Introduct

Course Format: Web-based
Course Length: 2-Hours
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for engineer technicians.

Course Description:
The student will learn in the course the purpose of embankments, materials used to construct embank, excavation/construction procedures, monitoring grade, slope, density, embankment stabilization, documenting excavation, and embank inspection. Grade required: minimum 80%.
DOTD STC Embankment and Excavation Inspection
LEO Title: DOTD STC Embankment and Excavation Insp

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for engineer technicians.

Course Description:
This course covers inspection procedures used in field for excavation and embankment inspection. This course includes basic soils analysis and field recognition of soil types. Grade required: minimum 80%.
DOTD STC Quality Application Quality Assurance Specs for PCC Paving and Structures
LEO Title: DOTD STC PCC Paving and Structures QA

**Course Format:** Workbook
**Course Length:** Self-Study
**Prerequisite:** No
**Expires:** No
**Fee:** No
**Owned by:** LTRC

**Class Targeted for:**
This class is targeted for engineer technicians.

**Course Description:**
This course covers the official department policy and procedural manual Interpretation and clarification of department policies regarding the application of the 2006 Standard Specifications for Portland Cement Concrete this includes metric (SI) and English.
DOTD STC PCC Portland Cement Pavement Inspection
LEO Title: DOTD STC PCC Pavement Inspection

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for engineer technicians.

Course Description:
This course covers procedures to be used by field personnel when inspecting PCC pavement. Grade required: minimum 80%.
DOTD STC Introduction to Portland Cement Concrete Paving
LEO Title: DOTD STC PCC Paving Introduction

**Course Format:** Workbook
**Course Length:** Self-Study
**Prerequisite:** No
**Expires:** No
**Fee:** No
**Owned by:** LTRC

**Class Targeted for:**
This class is targeted for engineer technicians.

**Course Description:**
This course covers the materials and design practices used to build PCC pavements, how PCC pavement construction operations are organized, and quality control considerations related to PCC pavement construction.
DOTD STC Portland Cement Concrete Plant Inspection
LEO Title: DOTD STC PCC Plant Inspection

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for district and section employees.

Course Description:
This course covers procedures used by inspectors in PCC plants.
DOTD STC Sampling and Testing of Plastic Concrete Manual Workbook
LEO Title: DOTD STC PCC Sample Plastic Conc Book

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for engineer technicians.

Course Description:
This course covers sampling plastic concrete and equipment, testing for slump, air (volumetric and pressure), molding cylinders, and checking internal temperature of concrete.
DOTD STC Sampling and Testing of Plastic Concrete – Video
LEO Title: DOTD STC PCC Sample Plastic Conc Video

Course Format: Video
Course Length: ½-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for engineer technicians.

Course Description:
This course is designed to be a companion for PCC Plant, PCC Paving, sampling plastic concrete, and structural concrete inspection. This course covers sampling and testing of concrete for slump, air (volumetric), molding cylinders, and checking internal temperature of concrete.
DOTD STC Sampling and Testing of Portland Cement Concrete (PERF/EVAL)
LEO Title: DOTD STC PCC Sample-Test PerfEv

Course Format: Performance Evaluation
Course Length: 2-Hours
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for engineer technicians.

Course Description:
This course is designed to ensure that the employee is capable of performing procedures in accordance with DOTD standards. Performance is based on the following DOTD designations: S:301 (sampling); TR:207 (slump); TR:202 (air); and TR:226 (cylinders). Grade required: minimum 95%.
DOTD STC Sand Equivalent Value of Soils and Fine Aggregate (TR 120) PR EV
LEO Title: DOTD STC Soils Sand Equiv PE DOTDTR120

Course Format: Performance Evaluation
Course Length: 8-Hours
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for lab personnel.

Course Description:
This course is designed to ensure that individuals who will perform sand equivalent testing are able to perform the test in accordance with DOTD Standards for testing and in accordance with DOTD TR 120.
DOTD STC Sand Equivalent Value of Soils and Fine Aggregate - Video
LEO Title: DOTD STC Soils Sand Equivalent Web DOTDTR120

Course Format: Video
Course Length: ½-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for lab personnel.

Course Description:

This video demonstrates proper techniques in the performance of DOTD TR 120.
DOTD STC Sampling Soils, Aggregates and Soil-Aggregate Mixtures
LEO Title: DOTD STC Soils-Aggregate Sample Book

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for lab, asphalt and engineer technicians.

Course Description:

Students will learn in sampling soils, aggregates and soil-aggregate mixtures handbook on proper procedure techniques in performing DOTD S101 and 401, sampling soils and aggregates. This course also includes multiple choice examination. Grade require: minimum 90%.
DOTD STC Sampling Soils, Aggregates and Soil-Aggregate Mixtures/Perf
LEO Title: DOTD STC Soils-Aggregate Sample PerfEv

Course Format: Performance Evaluation
Course Length: 16-Hours
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for asphalt lab personnel and engineer technicians.

Course Description:
This is a performance evaluation designed to test laboratory personnel in performance of DOTD S 101, and S 401, sampling soils and aggregates.
DOTD STC Soils Aggregate Sample Video
LEO Title: DOTD STC Soils Aggregate Sample Video

Course Format: Video
Course Length: ½-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for asphalt lab personnel and engineer technicians.

Course Description:
This course demonstrates proper sampling techniques for soils and aggregates by a video and handbook.
DOTD STC Soils Explore-Shallow Borings
LEO Title: DOTD STC Soils Explore-Shallow Borings

Course Format: Web-based
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This course covers the examination of soil properties and procedures used in shallow borings.
DOTD STC Structural Concrete Inspection: Volume I
LEO Title: DOTD STC Structural Concrete Insp 1

Course Format: Web-based
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for engineer technicians.

Course Description:
This course is Part 1 of a two-volume course that includes Chapter I-IV. VOL. 1 covers preparation, pile driving, forms, Grade required: minimum 80%.

Upon completion of this course, the student will have received an in-depth presentation of inspection procedures and construction techniques used in the fabrication of Portland Cement Concrete (PCC) structures.
DOTD STC Structural Concrete Inspection: Volume II  
LEO Title: DOTD STC Structural Concrete Insp 2

**Course Format:** Web-based  
**Course Length:** Self-Study  
**Prerequisite:** No  
**Expires:** No  
**Fee:** No  
**Owned by:** LTRC

**Class Targeted for:**  
This class is targeted for engineer technicians.

**Course Description:**  
Part 2 (Chapters V-VIII) of a two-volume course. This course covers concrete pours, joints, sampling and testing, and incidental and special. Grade required: minimum 80%.
DOTD STC Introduction to Structural Concrete
LEO Title: DOTD STC Structural Concrete Introduct

Course Format: Web-based
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for employees new to structural concrete.

Course Description:

This course is designed to teach the student types of bridges and bridge terminology, pre-construction project preparations, pile driving operations, forms and false work, steps in concrete pouring, materials testing procedures, and incidental and special construction items.
DOTD STC TC3 Aggregate Basics
LEO Title: DOTD STC TC3 Aggregate Basics

Course Format: Web-based
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD Employees.

Course Description:
This video watched on the TC3 website. A trainer will enter credit for the video as a workbook in LEO.
DOTD STC TC3 Reducing Aggregate Samples
LEO Title: DOTD STC TC3 Reducing Aggregate Samples

**Course Format:** Web-based
**Course Length:** Self-Study
**Prerequisite:** No
**Expires:** No
**Fee:** No
**Owned by:** LTRC

**Class Targeted for:**

This class is targeted for DOTD Employees.

**Course Description:**

This video watched on the TC3 website. A trainer will enter credit for the video as a workbook in LEO.
DOTD STC 1 G Welding Certification
LEO Title: DOTD STC Welding Certification 1 G

Course Format: Web-based/License
Course Length: 4-Hours
Prerequisite: No
Expires: 1-Year
Fee: No
Owned by: Vendor

Class Targeted for:
This class is targeted for welding certification.

Course Description:
Automatic renewal if welder has welded in past 6 months; must recertify if not.

Upon completion of this course, the student will be able to qualify for certification on the following:
- Flat position groove welding of plate, pipe, and tubing
- Flat and horizontal position fillet welding of plate
- Flat and horizontal position fillet welding of pipe and tubing
DOTD STC 2 G Welding Certification
LEO Title: DOTD STC Welding Certification 2 G

Course Format: Web-based/License
Course Length: 4-Hours
Prerequisite: No
Expires: 1-Year
Fee: No
Owned by: Vendor

Class Targeted for:
This class is targeted for welding certification.

Course Description:
Automatic renewal if welder has welded in past 6 months; must recertify if not.

Upon completion of this course, the student will be able to qualify for certification on the following:
- Flat and horizontal position groove
- Horizontal position fillet welding of plate, pipe, and tubing
DOTD STC 3 G Welding Certification
LEO Title: DOTD STC Welding Certification 3 G

Course Format: Web-based/License
Course Length: 4-Hours
Prerequisite: No
Expires: 1-Year
Fee: No
Owned by: Vendor

Class Targeted for:
This class is targeted for welding certification.

Course Description:
Automatic renewal if welder has welded in past 6-months; must recertify if not.

Upon completion of this course, the student will be able to qualify for certification on the following:
- Flat, horizontal and vertical position groove
- Flat, horizontal, and vertical position fillet welding of plate
- Flat and horizontal position fillet welding of pipe and tubing
DOTD STC 4 G Welding Certification
LEO Title: DOTD STC Welding Certification 4 G

Course Format:  Web-based/License
Course Length:  4-Hours
Prerequisite:  No
Expires:  1-Year
Fee:  No
Owned by:  Vendor

Class Targeted for:
This class is targeted for welding certification.

Course Description:
Automatic renewal if welder has welded in past 6-months; must recertify if not.

Upon completion of this course, the student will be able to qualify for certification on the following:
- Flat and overhead position groove
- Flat, horizontal and overhead position fillet welding of plate
- Flat position fillet welding of pipe and tubing
DOTD STC Welding Inspection and Quality Control
LEO Title: DOTD STC Welding Inspection/Quality Cntl

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: ASM

Class Targeted for:
This class is targeted for engineer technicians.

Course Description:
Completion of series: indicates that the 19 tapes in this series have been viewed.
DOTD STC Pavement Marking Manual
LEO Title: DOTD STC Pavement Marking Manual

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This manual is designed to provide the student with basic, general information about pavement markings and their installation. It is not a DOTD policy or procedure manual.
Structured Training - Design

Structured training to teach elements, procedures and information in design.

DOTD STD Highway Curves, Part A
LEO Title: DOTD STD Highway Curves A

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for DOTD Design personnel.

Course Description:

Part 1 of a series of 2. This course includes the following: elements of highway routes; tangents, grades, horizontal and vertical curves; radius, degree, and procedure for locating points on simple curves; measurement of distances, field layout for simple curves; problems on relocation of route. Grade required: minimum 70%.

Upon completion of this workbook, the student will have knowledge of the following:

- Locate ends of simple curve
- Locate points on simple curve by deflection angles
- Use others methods of locating points on simple curve
- Understand special problems relating to simple curves
DOTD STD Highway Curves, Part B
LEO Title: DOTD STD Highway Curves B

Course Format: Workbook
Course Length: Self-Study
Prerequisite: DOTD STD Highway Curves A
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD Design personnel.

Course Description:
Part 2 of a series of 2. Grade required: minimum 70%.

Upon completion of this workbook, the student will have knowledge of the following:
- Compound, reverse and transition curves
- Super elevation on curves
- Deflection angles
- Coordinates
- Minimum length
- Field layout of spiral
- Spiral joining two curves
- Vertical parabolic curves
- Elevations on vertical curves
DOTD STD Highway Location and Design, Part A
LEO Title: DOTD STD Highway Location and Design A

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for DOTD personnel.

Course Description:

Part 1 of a series of 3. This course includes the following: highway planning; classification, location of highways; reconnaissance; planning, preliminary, final location surveys; route selection; plan preparation; highway development; and highway economics. Grade required: minimum 70%.

Upon completion of this workbook, the student will have knowledge of the following:

- Highway Planning
- Location of Highways
- Highway Development
- Highway Economics
DOTD STD Highway Location and Design, Part B  
LEO Title: DOTD STD Highway Location and Design B

Course Format: Workbook  
Course Length: Self-Study  
Prerequisite: DOTD STD Highway Location and Design A  
Expires: No  
Fee: No  
Owned by: LTRC

Class Targeted for:

This class is targeted for design personnel.

Course Description:

Part 2 of a series of 3. This course includes the following: geometric design of highways, capacity, level of service of highways; selection of number of lanes; highway alignment; transition curves; sight distances; establishing positions of grade lines; rates of grade for streets; crown and super-elevation; and requirements for urban streets and rural roads. Grade required: minimum 70%.
DOTD STD Highway Location and Design, Part C
LEO Title: DOTD STD Highway Location and Design C

Course Format: Workbook
Course Length: Self-Study
Prerequisite: DOTD STD Highway Location and Design A and B
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for design personnel.

Course Description:

Part 3 of a series of 3. This course includes the following: roadside development; comparison of intersections and interchanges; intersections at grade; rotary intersections; design of interchanges; acceleration and deceleration lanes; railroad crossings; estimates of cost and time; contract forms and specifications; and organization of departments. Grade required minimum 70%.

Upon completion of this workbook, the student will have knowledge of the following:

- Intersections and interchanges
- Estimates, contracts, and specifications
- Highway Administration
Structured Training - Equipment

Equipment training that teaches procedures and safety to personnel.

DOTD STE Asphalt Distributor Part 1
LEO Title: DOTD STE AD Asphalt Distributor 1

Course Format:  Workbook
Course Length:  1-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This course covers on-the-job-training (OJT) and practice of safe operating procedures. This course includes operator daily maintenance of asphalt distributors.
Course Catalog

DOTD STE Asphalt Distributor Part 2
LEO Title: DOTD STE AD Asphalt Distributor 2

Course Format: Workbook
Course Length: 1-Hour
Prerequisite: No
Expires: 4-Years
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This is a verification of operator’s capability to operate equipment.

Upon completion, the student will have demonstrated their ability to perform procedures in accordance with DOTD standards.
DOTD STE Asphalt Laydown Machine 1
LEO Title: DOTD STE AM Asphalt Laydown Machine 1

Course Format: Workbook
Course Length: 1-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This covers on-job-training (OJT) and practice of safe operating procedures.

Upon completion, the student will have demonstrated their ability to perform procedures in accordance with DOTD standards.
DOTD STE Asphalt Laydown Machine 2
LEO Title: DOTD STE AM Asphalt Laydown Machine 1

Course Format: WB Trainer-led course
Course Length: 1-Hour
Prerequisite: No
Expires: 4-Years
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for Asphalt Paving specialist.

Course Description:
This is a verification of operator’s capability to operate equipment.

Upon completion, the student will have their demonstrated ability to perform procedures in accordance with DOTD standards.
DOTD STE Tractor-Mounted Backhoe Part 1  
LEO Title: DOTD STE BH Backhoe Tractor-Mounted 1

**Course Format:** Workbook  
**Course Length:** 1-Hour  
**Prerequisite:** No  
**Expires:** 4-Years  
**Fee:** No  
**Owned by:** LTRC

**Class Targeted for:**  
This class is targeted for Mobile Equipment Operators 1 and 2.

**Course Description:**  
This course covers on-job-training (OJT) and basic safety and operations procedures.

Upon completion, the student will have demonstrated your ability to perform procedures in accordance with DOTD standards.
DOTD STE Tractor-Mounted Backhoe Part 2
LEO Title: DOTD STE BH Backhoe Tractor-Mounted 2

Course Format: Workbook
Course Length: One-Day
Prerequisite: No
Expires: 4-Years
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for mobile equipment operators (MEO) 1 and 2.

Course Description:
This is the verification of operator’s ability to operate the tract-mounted backhoe.
Upon completion, the student will have demonstrated their ability to perform procedures in accordance with DOTD standards.
DOTD STE BL Boom Lift Trailer Mounted 1 Workbook

LEO Title: DOTD STE BL Boom Lift Trailer Mounted 1

Course Format: Workbook
Course Length: 1-Hour
Prerequisite: No
Expires: 4-Years
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for DOTD employees.

Course Description:

This course covers on-job-training (OJT) and practice on safe operating procedures.

Upon completion, the student will have demonstrated their ability to perform procedures in accordance with DOTD standards.
DOTD STE BL Boom Lift Trailer Mounted 2 Workbook
LEO Title: DOTD STE BL Boom Lift Trailer Mounted 2

Course Format: Workbook
Course Length: 1-Hour
Prerequisite: No
Expires: 4-Years
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This course covers on-job-training (OJT) and practice on safe operating procedures.

Upon completion, the student will have demonstrated their ability to perform procedures in accordance with DOTD standards.
DOTD STE Bucket Trucks Part 1
LEO Title: DOTD STE BT Bucket Trucks 1

Course Format: Workbook
Course Length: 1-Hour
Prerequisite: No
Expires: 4-Years
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for mobile equipment operators (MEO) 1 and 2.

Course Description:
This course covers on-job-training (OJT) and practice on safe operating procedures.

Upon completion, the student will have demonstrated their ability to perform procedures in accordance with DOTD standards.
DOTD STE Bucket Trucks Part 2
LEO Title: DOTD STE BT Bucket Trucks 2

Course Format: Workbook
Course Length: 1-Hour
Prerequisite: No
Expires: 4-Years
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for mobile equipment operators (MEO) 1 and 2.

Course Description:

This is the verification of operator’s capability to operate equipment.

Upon completion, the student will have demonstrated their ability to perform procedures in accordance with DOTD standards.
DOTD STE CA Truck-Mounted Crash Attenuator Part 1
LEO Title: DOTD STE CA Crash Attenuator Truck-mtd 1

Course Format: Workbook
Course Length: One-Day
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for mobile equipment operators (MEO) 1 and 2.

Course Description:
This course covers on-the-job training (OJT) and basic safety and operational techniques.

Upon completion, the student will have demonstrated their ability to perform procedures in accordance with DOTD standards.
DOTD STE Truck-Mounted Crash Attenuator Part 2
LEO Title: DOTD STE CA Crash Attenuator Truck-mtd 2

Course Format: Workbook
Course Length: One-Day
Prerequisite: No
Expires: 4-Years
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for mobile equipment operators (MEO) 1 and 2.

Course Description:
This is the actual performance evaluation associated with the truck-mounted crash attenuator.

Upon completion, the student will have demonstrated their ability to perform procedures in accordance with DOTD standards
DOTD STE Chain Saw Part 1  
LEO Title: DOTD STE Chain Saw 1

Course Format: Workbook  
Course Length: 1-Hour  
Prerequisite: No  
Expires: No  
Fee: No  
Owned by: LTRC

Class Targeted for:

This class is targeted for DOTD employees.

Course Description:

This course covers on-job-training (OJT) and practice of safe operating procedures.

Upon completion, the student will have demonstrated their ability to perform procedures in accordance with DOTD standards.
DOTD STE Chain Saw Part 2
LEO Title: DOTD STE CS Chain Saw 2

Course Format: Workbook
Course Length: 1-Hour
Prerequisite: No
Expires: 4-Years
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD personnel.

Course Description:
This is the verification of operator’s capability to operate equipment.

Upon completion, the student will have demonstrated their ability to perform procedures in accordance with DOTD standards.
DOTD STE Crawler Tractor/Bulldozer 1
LEO Title: DOTD STE CT Crawler Tractor/Bulldozer 1

Course Format: Workbook
Course Length: 4-Hours
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This course covers on-job-training (OJT) and safety and operations techniques.

Upon completion, the student will have demonstrated their ability to perform procedures in accordance with DOTD standards.
DOTD STE CT Crawler Tractor/Bulldozer 2
LEO Title: STE CT Crawler Tractor/Bulldozer 2

Course Format: Workbook
Course Length: 4-Hours
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This is the verification of operator’s capability to operate equipment.
Upon completion, the student will have demonstrated their ability to perform procedures in accordance with DOTD standards.
DOTD STE Digger-Derrick Truck Part 1
LEO Title: DOTD STE DD Digger-Derrick Truck 1

Course Format: Workbook
Course Length: 1-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This course covers on-job-training (OJT) and practice of safe operating procedures.

Upon completion, the student will have demonstrated their ability to perform procedures in accordance with DOTD standards.
DOTD STE Digger-Derrick Truck Part 2
LEO Title: DOTD STE DD Digger-Derrick Truck 2

Course Format: Workbook
Course Length: 1-Hour
Prerequisite: No
Expires: 4-Years
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This is the verification of operator’s capability to operate equipment.

Upon completion, the student will have demonstrated their ability to perform procedures in accordance with DOTD standards.
DOTD STE Dump Truck Part 1
LEO Title: DOTD STE DT Dump Truck 1

Course Format: Workbook
Course Length: 1-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for DOTD employees.

Course Description:

This course on-job-training (OJT) practice of safe operating procedures.

Upon completion, the student will have demonstrated their ability to perform procedures in accordance with DOTD standards.
DOTD STE DT Dump Truck Part 2
LEO Title: DOTD STE DT Dump Truck 2

Course Format: Workbook
Course Length: 1-Hour
Prerequisite: No
Expires: 4-Years
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for DOTD employees.

Course Description:

This is the verification of operator’s capability to operate equipment.

Upon completion, the student will have demonstrated their ability to perform procedures in accordance with DOTD standards.
DOTD STE Excavator-Gradall Truck Mounted Part 1
LEO Title: DOTD STE EX Excavator-Gradall TruckMtd 1

Course Format: Workbook
Course Length: 1-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This course covers on-the-job training (OJT) and practice of safe operating procedures.

Upon completion, the student will have demonstrated their ability to perform procedures in accordance with DOTD standards.
DOTD STE Excavator Gradall Truck Mounted Part 2
LEO Title: DOTD STE EX Excavator-Gradall TruckMtd 2

**Course Format:** Workbook  
**Course Length:** 1-Hour  
**Prerequisite:** No  
**Expires:** 4-Years  
**Fee:** No  
**Owned by:** LTRC

**Class Targeted for:**
This class is targeted for DOTD employees.

**Course Description:**
This is the verification of operator’s capability to operate equipment.

Upon completion, the student will have demonstrated their ability to perform procedures in accordance with DOTD standards.
DOTD STE Front End Loader Part 1
LEO Title: STE FE Front End Loader 1

Course Format: Workbook
Course Length: 1-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This course covers on-job-training (OJT) and practice of safe operating procedures. This course includes Tips from the Pros: Wheel Loader and Operator Daily Maintenance of Front-End loader.

Upon completion, the student will have demonstrated their ability to perform procedures in accordance with DOTD standards.
DOTD STE Front End Loader Part 2  
LEO Title: DOTD STE FE Front End Loader 2  

Course Format: Workbook  
Course Length: 1-Hour  
Prerequisite: No  
Expires: 4-Years  
Fee: No  
Owned by: LTRC  

Class Targeted for:  
This class is targeted for DOTD employees.  

Course Description:  
This is the verification of operator’s capability to operate equipment.  

Upon completion, the student will have demonstrated their ability to perform procedures in accordance with DOTD standards.
DOTD STE Fork Lift – Part 1
LEO Title: DOTD STE FK Fork Lift 1

Course Format: Workbook
Course Length: 1-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for DOTD employees.

Course Description:

This course covers on-the-job training (OJT) and practice of safe operating procedures. Includes Fork Lift Safety and OSHA online training.

Upon completion, the student will have demonstrated their ability to perform procedures in accordance with DOTD standards.
DOTD STE Fork Lift – Part 2
LEO Title: DOTD STE FK Fork Lift 2

Course Format: Workbook
Course Length: 1-Hour
Prerequisite: No
Expires: 4-Years
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted to DOTD employees.

Course Description:
This is the verification of operator’s capability to operate equipment.

Upon completion, the student will have demonstrated their ability to perform procedures in accordance with DOTD standards.
Course Catalog

DOTD STE Herbicide Spray Rig - Part 1
LEO Title: DOTD STE HS Herbicide Spray Rig 1

Course Format: Workbook
Course Length: 1-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC
Point of Contact: Keith Beard

Class Targeted for:

This class is targeted for DOTD employees.

Course Description:

This course covers on-the-job training (OJT) and basic safety and operational techniques.

Upon completion, the student will have demonstrated their ability to perform procedures in accordance with DOTD standards.
DOTD STE Herbicide Spray Rig - Part 2
LEO Title: DOTD STE HS Herbicide Spray Rig 2

Course Format: Workbook
Course Length: 1-Hour
Prerequisite: No
Expires: 4-Years
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This is the actual performance evaluation associated with the herbicide spray rig.

Upon completion, the student will have demonstrated their ability to perform procedures in accordance with DOTD standards.
DOTD STE Lowboy Part 1
LEO Title: DOTD STE LB Lowboy 1

Course Format: Workbook
Course Length: 1-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This course covers on-the-job training and practice of safe operating procedures. Includes Transport Trainer Safety.

Upon completion, the student will have demonstrated their ability to perform procedures in accordance with DOTD standards.
DOTD STE Lowboy Part 2
LEO Title: DOTD STE LB Lowboy 2

Course Format: Workbook
Course Length: 1-Hour
Prerequisite: No
Expires: 4-Years
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for DOTD employees.

Course Description:

This is the verification of operator’s ability to operate lowboy.

Upon completion, the student will have demonstrated their ability to perform procedures in accordance with DOTD standards.
DOTD STE Motorgrader - Part 1
LEO Title: DOTD STE MG Motorgrader 1

Course Format: Workbook
Course Length: 1-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for DOTD employees.

Course Description:

This course covers on-the-job training (OJT) and practices on safe operating procedures. This course includes Operator Daily Maintenance of Motorgraders.

Upon completion, the student will have demonstrated their ability to perform procedures in accordance with DOTD standards.
DOTD STE Motorgrader – Part 2
DOTD STE MG Motorgrader 2

Course Format: Workbook
Course Length: 1-Hour
Prerequisite: No
Expires: 4-Years
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This is the verification of operator’s capability to operate equipment.

Upon completion, the student will have demonstrated their ability to perform procedures in accordance with DOTD standards.
DOTD STE Milling Machine Part 1
LEO Title: DOTD STE MI Milling Machine 1

Course Format: Workbook
Course Length: 1-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This course covers on-the-job training (OJT) and practice of safe operating procedures.

Upon completion, the student will have demonstrated their ability to perform procedures in accordance with DOTD standards.
DOTD STE Milling Machine Part 2
LEO Title: DOTD STE MI Milling Machine 2

Course Format: Workbook
Course Length: 1-Hour
Prerequisite: No
Expires: 4-Years
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This is the verification of operator’s capability to operate equipment.

Upon completion, the student will have demonstrated their ability to perform procedures in accordance with DOTD standards
DOTD STE Tractor Flail Mower: Part 1
LEO Title: DOTD STE ML Mowers;Flail 1

Course Format: Workbook
Course Length: 1-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This course covers on-the-job training practice of safe operating procedures.

Upon completion, the student will have demonstrated their ability to perform procedures in accordance with DOTD standards.
DOTD STE Tractor Flail Mower: Part 2  
LEO Title: DOTD STE ML Mowers;Flail 2

Course Format: Workbook  
Course Length: 1-Hour  
Prerequisite: No  
Expires: 4-Years  
Fee: No  
Owned by: LTRC

Class Targeted for:

This class is targeted for DOTD employees.

Course Description:

This is the verification of operator’s ability to operate flail mower.

Upon completion, the student will have demonstrated their ability to perform procedures in accordance with DOTD standards.
DOTD STE Tractor Rotary 5, 7, 8 and 15 Foot: Part 1
LEO Title: DOTD STE MR Mowers: Rotary 5-15 Foot 1

Course Format: Workbook
Course Length: 1-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This course covers on-the-job training (OJT) and practice of safe operating procedures.

Upon completion, the student will have demonstrated their ability to perform procedures in accordance with DOTD standards.
DOTD STE Tractor Rotary 5, 7, 8, and 15 Foot: Part 2
LEO TITLE: DOTD STE MR Mowers: Rotary 5-15 Foot 2

Course Format: Workbook
Course Length: 1-Hour
Prerequisite: No
Expires: 4-Years
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for DOTD employees.

Course Description:

This is the verification of the operator’s capability to operate the equipment.

Upon completion, the student will have demonstrated their ability to perform procedures in accordance with DOTD standards.
DOTD STE Tractor: Slope Mower Part 1
LEO Title: DOTD STE MS Mowers: Slope 1

Course Format: Workbook  
Course Length: 1-Hour  
Prerequisite: No  
Expires: No  
Fee: No  
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This course covers on-the-job training (OJT) and practice of safe operating procedures.

Upon completion, the student will have demonstrated their ability to perform procedures in accordance with DOTD standards.
Course Catalog

DOTD STE Tractor: Slope Mowers Part 2
LEO Title: DOTD STE MS Mowers: Slope 2

Course Format: Workbook
Course Length: 1-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This is the verification of operator’s ability to operate slope mower.
DOTD STE Roller – Part 1
LEO Title: DOTD STE RO Roller 1

Course Format: Workbook
Course Length: 1-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for DOTD employees.

Course Description:

This course covers on-the-job training (OJT) and practice on safe operating procedures. This course includes operator daily maintenance of rollers.
DOTD STE Roller – Part 2
LEO Title: DOTD STE RO Roller 2

Course Format: Workbook
Course Length: 1-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This is the verification of operator’s capability to operate equipment.
DOTD STE Skid Steer Loader Part 1
LEO Title: DOTD STE SD Skid Steer Loader 1

Course Format: Workbook
Course Length: 1-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This course covers on-the-job training (OJT) and practice of safe operating procedures.
DOTD STE SD Skid Steer Loader Part 2
LEO Title: DOTD STE SD Skid Steer Loader 2

Course Format: Workbook
Course Length: 1-Hour
Prerequisite: No
Expires: 4-Years
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This is the verification of operator’s capability to operate equipment.
DOTD STE Street Sweeper Johnston Part 1
LEO Title: DOTD STE SJ Street Sweeper Johnston 1

Course Format: Workbook
Course Length: 1-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This course covers on-the-job training (OJT) and practice of safe operating techniques. Includes M5254A, M5230A, M5232A, and M5234A.
DOTD STE Street Sweeper Johnston Part 2
LEO Title: DOTD STE SJ Street Sweeper Johnston 2

Course Format: Workbook
Course Length: 1-Hour
Prerequisite: No
Expires: 4-Years
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This is the verification of operator’s capability to operate equipment.
DOTD STE Street Sweeper (Generic) Part 1
LEO Title: DOTD STE SS Street Sweeper 1

Course Format: Workbook
Course Length: One-Day
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This course covers on-the-job training and practice of safe operating techniques. Includes M5254A, M5230A, M5232A, and M5234A.
DOTD STE Street Sweepers (Generic) Part 2
LEO Title: DOTD STE SS Street Sweepers 2

Course Format: Workbook
Course Length: One-Day
Prerequisite: No
Expires: 4-Years
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This is the actual performance evaluation to certify personnel to operate a sweeper.
DOTD STE Street Sweeper Towed Part 1  
LEO Title: DOTD STE ST Street Sweeper Towed-Type 1  

Course Format: Workbook  
Course Length: 1-Hour  
Prerequisite: No  
Expires: No  
Fee: No  
Owned by: LTRC  

Class Targeted for:  
This class is targeted for DOTD employees.  

Course Description:  
This course covers on-the-job training and practice of safe operating procedures for a pulled-type-sweeper. Includes M5254A, M5230A, M5232A, and M5234A.
DOTD STE ST Street Sweeper Towed Part 2
LEO TITLE: DOTD ST Street Sweeper Towed-Type 2

Course Format: Workbook
Course Length: 1-Hour
Prerequisite: No
Expires: 4-Years
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
Verification of operator’s capability to operate equipment.
DOTD STE Sweeper Tymco: Part 1
LEO Title: DOTD STE SY Street Sweeper Tymco 1

Course Format: Workbook
Course Length: 1-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This course covers on-the-job training and practice of safe operating procedures.
DOTD STE Sweeper Tymco: Part 2
LEO Title: DOTD STE SY Street Sweeper Tymco 2

Course Format: Workbook
Course Length: 1-Hour
Prerequisite: No
Expires: 4-Years
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This is the verification of operator’s capability to operate equipment.
DOTD STE Track Backhoe: Part 1
LEO Title: DOTD STE TB Track Backhoe 1

**Course Format:** Workbook
**Course Length:** 1-Hour
**Prerequisite:** No
**Expires:** No
**Fee:** No
**Owned by:** LTRC

**Class Targeted for:**
This course is targeted for DOTD employees.

**Course Description:**
This course covers on-the-job training practice of safe operating procedures.
DOTD STE Track Backhoe: Part 2
LEO Title: DOTD STE TB Track Backhoe 2

Course Format: Workbook
Course Length: 1-Hour
Prerequisite: No
Expires: 4-Years
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This is the verification of operator’s capability to operate equipment.
DOTD STEXcomplete M-PMSP SOCL1
LEO Title: DOTD STEXcomplete M-PMSP SOCL1

Course Format: Workbook
Course Length: May Vary
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for persons in the M-PMSP STP.

Course Description:
The completion of all SOCLs is designated by a supervisor as needed. A supervisor must notify the trainer of what SOCLs were required and completed so the course can be awarded by the trainer.
DOTD STEXcomplete MOEQMA SOCL 1  
LEO Title: DOTD STEXcomplete MOEQMA SOCL 1

**Course Format:** Workbook
**Course Length:** May Vary
**Prerequisite:** No
**Expires:** No
**Fee:** No
**Owned by:** LTRC

**Class Targeted for:**
This class is targeted for students in the MOEQMA.

**Course Description:**
The completion of all SOCLs is designated by a supervisor as needed. A supervisor must notify the trainer of what SOCLs were required and completed so the course can be awarded by the trainer.
DOTD STEXcomplete MAINSU other SOCL1
LEO Title: DOTD STEXcomplete MAINSU other SOCL1

Course Format: Workbook
Course Length: May Vary
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for students in the MAINSU STP.

Course Description:
The completion of all SOCLs is designated by a supervisor as needed. A supervisor must notify the trainer of what SOCLs were required and completed so the course can be awarded by the trainer.
DOTD STE UT Utility Terrain Vehicle 1
LEO Title: DOTD STE UT Utility Terrain Vehicle 1

Course Format: Workbook
Course Length: SOCL
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This course covers procedures, materials, and equipment used to operate the utility terrain vehicle.
DOTD STE UT Utility Terrain Vehicle 2
LEO Title: DOTD STE UT Utility Terrain Vehicle 2

**Course Format:** Workbook
**Course Length:** May Vary
**Prerequisite:** No
**Expires:** No
**Fee:** No
**Owned by:** LTRC

**Class Targeted for:**
This class is targeted for DOTD employees.

**Course Description:**
This course covers procedures, materials, and equipment used to operate the utility terrain vehicle.
DOTD STEcomplete DISTRP SOCLs
LEO Title: DOTD STEcomplete DISTRP SOCLs

Course Format: Workbook
Course Length: SOCL
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for persons in the MOEQOP Level I Structured Training Program (STP).

Course Description:
Completion of all SOCL’s designated by Supervisor as needed. Supervisor must notify trainer as to SOCL’s required and completed so the course can be awarded by the trainer.
DOTD STEcomplete Equipm SOCLs
LEO Title: DOTD STEcomplete Equipm SOCLs

Course Format: Workbook
Course Length: May Vary
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for persons in the EQUIPM STP.

Course Description:

Indicates the SOCL’s for the person in the program have been completed. Completion of all SOCL’s designated by Supervisor as needed. Supervisor must notify trainer as to SOCL’s required and completed so the course can be awarded by the trainer.
DOTD STEcomplete FORMA1 SOCLs
LEO Title: DOTD STEcomplete FORMA1 SOCLs

**Course Format:** Workbook
**Course Length:** SOCL
**Prerequisite:** No
**Expires:** No
**Fee:** No
**Owned by:** LTRC

**Class Targeted for:**
This class is targeted for persons in the FORMA1 Structured Training Program (STP).

**Course Description:**
Indicates the SOCL's for the person in the program have been completed. Completion of all SOCL's designated by Supervisor as needed. Supervisor must notify trainer as to SOCL's required and completed so the course can be awarded by the trainer.
DOTD STEcomplete FORMA2 SOCLs
LEO Title: DOTD STEcomplete FORMA2 SOCLs

Course Format: Workbook
Course Length: SOCL
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for persons in the FORMA2 Structured Training Program (STP).

Course Description:
Indicates the SOCL’s for the person in the program have been completed. Completion of all SOCL’s designated by Supervisor as needed. Supervisor must notify trainer as to SOCL’s required and completed so the course can be awarded by the trainer.
DOTD STEcomplete MOEQOP Heavy SOCLs
LEO Title: DOTD STEcomplete MOEQOP Hvy SOCLs

Course Format:  Workbook
Course Length:  SOCL
Prerequisite:  No
Expires:  No
Fee:  No
Owned by:  LTRC

Class Targeted for:
This class is targeted for persons in the MOEQOP Level Heavy Structure Training Program (STP).

Course Description:
Indicates the SOCL’s for the person in the program have been completed. Completion of all SOCL’s designated by Supervisor as needed. Supervisor must notify trainer as to SOCL’s required and completed so the course can be awarded by the trainer.
DOTD STEcomplete MOEQOP 1 SOCLs

LEO Title: DOTD STEcomplete MOEQOP 1 SOCLs

Course Format: Workbook
Course Length: May vary
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for persons in the MOEQOP Level 1 Structured Training Program (STP).

Course Description:

Indicates the SOCL’s for the person in the program have been completed. Completion of all SOCL’s designated by Supervisor as needed. Supervisor must notify trainer as to SOCL’s required and completed so the course can be awarded by the trainer.
DOTD STEcomplete MOEQOP 2 SOCLs
LEO Title: DOTD STEcomplete MOEQOP 2 SOCLs

Course Format: Workbook
Course Length: May vary
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for student in the MOEQOP Level 2 Structured Training Program (STP).

Course Description:

Indicates the SOCL’s for the person in the program have been completed. Completion of all SOCL’s designated by Supervisor as needed. Supervisor must notify trainer as to SOCL’s required and completed so the course can be awarded by the trainer.
DOTD STEcomplete SIGNSP SOCLS
LEO Title: DOTD STEcomplete SIGNSP SOCLS

Course Format: Workbook
Course Length: May vary
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for students in the MOEQOP Level 1 STP.

Course Description:
Indicates the SOCL’s for the person in the program have been completed. Completion of all SOCL’s designated by Supervisor as needed. Supervisor must notify trainer as to SOCL’s required and completed so the course can be awarded by the trainer.
DOTD STEcomplete SOCL1 DT-FK
LEO Title: DOTD STEcomplete SOCL1 DT-FK

Course Format: Workbook
Course Length: May vary
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for students in the MOEQOP Level 1 STP.

Course Description:
This course conveys completion of the Dump Truck (DT) and Fork Lift (FK) SOCL part 1s and any preceding courses.
DOTD STcomplete SOCL1 FE-BH-TB-EX
Leo Title: DOTD STecomplete SOCL1 FE-BH-TB-EX

Course Format: Workbook
Course Length: May vary
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for students in the STecomplete SOCL1.

Course Description:
This course conveys completion of the SOCL part 1 for equipment.
DOTD STEcomplete SOCL Mowing TR-TS
LEO Title: DOTD STEcomplete SOCL Mowing TR-TS

Course Format: Workbook
Course Length: May vary
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for students in the Mowing TR-TS SOCL 1.

Course Description:

This course conveys completion of the SOCL part 1 for two mowers required and for the Flail mower if applicable.
DOTD STEcomplete SOCL1 Roadmtn AD-MG-RO

Course Format: Workbook
Course Length: May vary
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for students in the Mowing TR-TS SOCL 1.

Course Description:

This course conveys completion of the SOCL part 1 for two mowers required and for the Flail mower if applicable.
DOTD STEq Boom Bucket Truck Safety Video

LEO Title: DOTD STEq Boom Bucket Truck Safety Vid

Course Format: Video
Course Length: 1-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for students who operate boom trucks or bucket trucks.

Course Description:
This is a maintenance video for a boom truck or bucket truck safety.
DOTD STEq Crawl/Excav-Safe Technique Vid
LEO Title: DOTD STEq Crawl/Excav-Safe Technique Vid

Course Format:  Video
Course Length: 1-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for students who operate crawlers and excavators.

Course Description:

This is a maintenance video for a crawler. This video also includes excavator-safe techniques.
DOTD STEq Dump Truck Safety Operation
LEO Title: DOTD STEq Dump Truck Safety Operation

Course Format: Video
Course Length: 1-hour
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for students who operate dump trucks.

Course Description:
This course helps the student to understand dump truck safety operation.
DOTD STEq Hand Signals Video
LEO Title: DOTD STEq Hand Signals Vid

Course Format: Video
Course Length: 1-hour
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for students in maintenance operations that use hand signals.

Course Description:
This is a maintenance video for hand signals.
DOTD STEq ATV Safety Course
LEO Title: DOTD STEq ATV Safety Course

Course Format: Web-based
Course Length: 2 ½-hours
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for students who operate all-terrain vehicles.

Course Description:
This course helps the student to understand all-terrain vehicles and safe riding strategies. The course is on the ATV Safety Institute website and provides proof of completion to a trainer who will give credit in LSO.
DOTD STEq Backhoe Loader: Safe Operating Techniques (DVD)
LEO Title: DOTD STEq Backhoe Loader Safe Operating

Course Format: Workbook
Course Length: ½-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for DOTD employees.

Course Description:

This video is designed to supplement current materials and training already in place for all types of backhoe loaders. This video running time is 14:30 minutes. This video includes a quiz to be given at the end of the video presentation. Grade required: minimum 70%.
DOTD STEq Chain Saw Safety and Operations
LEO Title: DOTD STEq Chain Saw Safety-Operations

Course Format: Workbook
Course Length: 2-Hours
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This course includes PowerPoint presentation with voice-over, 21-minute video "Safety Is No Accident", and job aid. Grade required: minimum 70%.

This course covers proper care, maintenance, safe operations of the chain saw, and proper felling and limbing techniques.
DOTD STEq Equipment Operator: Truck-Mounted Excavator (Gradall)
LEO Title: DOTD STEq Excavator (Gradall) Book

**Course Format:** Workbook  
**Course Length:** 2-Hours  
**Prerequisite:** No  
**Expires:** No  
**Fee:** No  
**Owned by:** LTRC

**Class Targeted for:**

This class is targeted for DOTD employees.

**Course Description:**

This course covers introductory material, start up, operation of upper structure, and general maintenance. Modules do not include any "hands-on" training.
DOTD STEq Equipment Operator: Fork Lift Safety OSHA Online Training (Lift Truck)
LEO Title: DOTD STEq Fork Lift Safety

Course Format: Workbook
Course Length: ½-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: Vendor

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This online course covers forklift inspection and safe operation to avoid injury to people, products, and materials. Potential hazards are shown and rules of safe operation are demonstrated. This course includes negotiation of ramps, tight corners, and limited visibility situations. Grade required: minimum 70%.
Course Catalog

DOTD STEq Gradall, Part II-Video
LEO Title: DOTD STEq Gradall Videos

Course Format: Workbook
Course Length: ½-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: Delaware DOT

Class Targeted for:

This class is targeted for DOTD employees.

Course Description:

This eight-minute video covers operation and shut down of Gradall.
DOTD STEq Motor Grader- Operator Tips Video
LEO Title: DOTD STEq Motor Grader- Operator Tips Vid

Course Format: Video
Course Length: 1-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This video covers the operations and safety of a motor grader.
DOTD STEq Motor Grader- Road Maint Video
LEO Title: DOTD STEq Motor Grader- Road Maint Vid

**Course Format:** Video
**Course Length:** 1-Hour
**Prerequisite:** No
**Expires:** No
**Fee:** No
**Owned by:** LTRC

**Class Targeted for:**
This class is targeted for employees that work in maintenance.

**Course Description:**
This is the maintenance video for a motor grader.
DOTD STEq Rig/Lift-Mob Construction Equipment Video
LEO Title: DOTD STEq Rig/Lift-Mob Const Equip Vid

Course Format: Video
Course Length: 1-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for employees that work in maintenance.

Course Description:
This is a maintenance video for rigging and lifting mobile construction equipment.
DOTD STEq Rig/Lift-Small Hyd Cranes Vid
LEO Title: DOTD STEq Rig/Lift-Small Hyd Cranes Video

Course Format: Video
Course Length: 1-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for employees who rig and lift small hydraulic cranes.

Course Description:
This is a maintenance video for rigging and lifting small hydraulic cranes.
DOTD STEq Roller Compactor Video
LEO Title: DOTD STEq Roller Compactor Video

Course Format: Video
Course Length: 1-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for roller compactor operators.

Course Description:

This is a maintenance video for a roller compactor.
DOTD STEq Lowboy Video
LEO Title: DOTD STEq Lowboy Video

Course Format:  Video  
Course Length:  ½-Hour  
Prerequisite:  No  
Expires:  No  
Fee:  No  
Owned by:  Delaware DOT

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This 21-minute video covers pre-trip inspection, loading and unloading procedures, hauling, hooking and unhooking trailer. The safety precautions are stressed.
DOTD STEq Right-of-Way Mowing Safety (Two Part Course)
LEO Title: DOTD STEq Mowing Safety: Right-of-Way

Course Format: Workbook
Course Length: 1-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: Vista and LTRC

Class Targeted for:

This class is targeted for DOTD employees.

Course Description:

Part 1: Right-of-Way Mowing Safety (25-minute video) covers operator responsibilities, pre-trip inspection of tractor and mower, safe operation, removing debris from mower blades, and end-of-year duties.
Part 2: Tractor Mower Safety (15-minute PowerPoint) covers accident causes, PPE, DOTD policy, safety features and preventive maintenance. Grade required: minimum 70%.
DOTD STEq Preventative Maintenance of DOTD Vehicles
LEO Title: DOTD STEq Preventative Mtn DOTD Vehicles

Course Format: Workbook
Course Length: 1-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for DOTD employees.

Course Description:

This course covers basic maintenance steps of DOTD vehicles, as well as, offers steps for troubleshooting based on different situations. This course is available online through LTRC's intranet online training page.
DOTD STEq Skid Steer Video
LEO Title: DOTD STEq Skid Steer Vid

Course Format: Video
Course Length: 1-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for skid steer users.

Course Description:
This video covers procedures, materials, and equipment used to operate the skid steer equipment.
DOTD STEq Tips Pros-Crawler Excavator Video
LEO Title: DOTD STEq Tips Pros-Crawler Excavator Vid

Course Format: Video
Course Length: 1-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for excavator users.

Course Description:
This video covers procedures, materials, and equipment used to operate the crawler excavator.
DOTD STEq Tips Pros-Rigging/Lifting Video
LEO Title: DOTD STEq Tips Pros-Rigging/Lift Video

Course Format: Video
Course Length: 1-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for rigging and lifting maintenance.

Course Description:
This is a maintenance video on rigging and lifting.
DOTD STEq Transporting Construction Equipment Video
LEO Title: DOTD STEq Transporting Construction Equipment Vid

Course Format: Video
Course Length: 1-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for transporting construction equipment maintenance staff.

Course Description:
This is a maintenance video for transporting construction equipment.
DOTD STEq Tips Pros- Crawler Dozer Video
LEO Title: DOTD STEq Tips Pros-Crawler Dozer Vid

Course Format: Video
Course Length: 1-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for crawler dozer operators.

Course Description:
This is a maintenance video for the crawler dozer.
DOTD STEq Servicing Single and Multi-Piece Wheels
LEO Title: DOTD STEq Servicing Single/Multi Wheels

Course Format: Workbook
Course Length: ½-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: Accuride Corp.

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This 17-minute video describes safety, proper equipment, and proper procedures in-servicing single and multi-piece wheels.
DOTD STEq Tractor/Mower A-Boom Video
LEO Title: DOTD STEq Tractor/Mower A-Boom Video

Course Format: Workbook
Course Length: ½-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: Alamo Equipment

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This 9-minute video covers A-boom (slope) mower. The video reviews daily maintenance, daily pre-trip inspection, safe precautions, and operator tips.
DOTD STEq Transport Trailer Safety
LEO Title: DOTD STEq Transport Trailer Safety

Course Format: Workbook
Course Length: ½-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: Vendor

Class Targeted for:

This class is targeted for DOTD employees.

Course Description:

The video covers pre-trip inspection, loading, unloading, and hauling for many stresses precautions for all phases of the operation (25 minutes). The course includes an informational handout and a short test. Grade required: minimum 70%.
DOTD STEq Wheel Loader Tips from Pros
LEO Title: DOTD STEq Wheel Loader Tips from Pros

Course Format: Workbook
Course Length: ½-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
The video is designed to supplement current materials and training already in place for all types of frontend/wheel loaders. The course a quiz to be given at the end of the presentation. Grade required: minimum 70%.
Structured Training – Laboratory

DOTD STL Hazard Material Annual Refresh
LEO Title: DOTD STL Hazard Material Annual Refresh

Course Format: Web-based
Course Length: 4-Hours
Prerequisite: DOTD STL Hazard Material/Waste Comm Pgm
Expires: 1-Year
Fee: No
Owned by: Section 22

Class Targeted for:

This class is targeted for DOTD employees who work with Hazard Material.

Course Description:

This course provides an annual review of the comprehensive DOTD Hazardous Materials/Waste and Hazardous Communication Program. Course includes a review of the highlights of all state/federal regulations applicable to retention of documents, proper material use, storage of hazardous chemicals, as well as handling, storage and transportation of hazardous materials.
DOTD STL Hazard Material Labels-Symbols
LEO Title: DOTD STL Labels-Symbols

Course Format: Web-based
Course Length: 4-Hours
Prerequisite: DOTD STL Hazard Material/Waste Comm Pgm
Expires: No
Fee: No
Owned by: Loss Prevention

Class Targeted for:
This class is targeted for all district personnel, all employees’ in Sections 19 and 22, and 42. Employees in Unit 069 must take this course once.

Employees in the Sections 19, 22, and 42 and Unit 069 must take DOTD STL Hazard Material Full Course.

Course Description:
DOTD Hazardous Communications Labels and Symbols is a web based course providing the learner with the basic understanding of hazardous chemical labeling for chemicals possibly stored around your workplace and an overview of common chemical symbols. A section dedicated to the Safety Data Sheets (SDS) is also provided.

This course does not replace DOTD STL Hazard Material Full Course.
DOTD STL Hazard Material Full Course
LEO Title: DOTD STL Hazard Material Full Course

Course Format: Web-based
Course Length: 4-Hours
Prerequisite: DOTD STL Hazard Material/Waste Comm Pgm
Expires: No
Fee: No
Owned by: Section 22

Class Targeted for:

This class is targeted for all district personnel, all employees' intersections 19, 22, and section 42 or employees in Unit number 069 must take this course once. Other department employees may take this course Or may take the DOTD STL Hazard Material Labels-Symbols course.

Some district personnel and non-clerical personnel in sections 19, 22, and section 42, Unit 069 must also take an annual refresher course.

Course Description:

Instruction provides a comprehensive look at DOTD Hazardous Materials/Waste and Hazardous Communication Program for personnel involved in the handling and generation of hazardous materials/waste
**Course Format:** Workbook  
**Course Length:** Self-study  
**Prerequisite:** No  
**Expires:** No  
**Fee:** No  
**Owned by:** Section 19

**Class Targeted for:**

This class is targeted for Lab personnel.

**Course Description:**

The manual covers safety awareness, waste disposal, personal safety, housekeeping, fire, hazmat incidents, first aid, emergency procedures, lab safety inspection, and lab safety evacuation plan. There is an accompanying PowerPoint presentation.
DOTD STL Lab Safety Guidelines Sect 19 Web-based
LEO Title: DOTD STL Lab Safety Guidelines Sect19 wbt

Course Format: Web-based
Course Length: One-Day
Prerequisite: No
Expires: No
Fee: No
Owned by: Section 19

Class Targeted for:
This class is targeted for Lab personnel.

Course Description:
The manual is available from training coordinator. This web-based training keeping, fire, hazmat incidents, first aid, emergency procedures, lab SA.
DOTD STL Nuclear Gauge Storage Area Inspection
LEO Title: DOTD STL Nuclear Gauge Stor Area Inspect

Course Format:  Performance Evaluation
Course Length:  2-Hours
Prerequisite:  No
Expires:  No
Fee:  No
Owned by:  Section 22

Class Targeted for:
This class is targeted for Lab personnel.

Course Description:
This performance evaluation is designed for testing equipment unit personnel. The test is designed to verify that the employee is capable of inspecting a nuclear gauge storage area. Grade required: minimum 90%.
DOTD STL Wastewater Lab DOTD Certified
LEO Title: DOTD STL Wastewater Lab DOTD certified

Course Format: Certification
Course Length: One-Day
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for Lab personnel.

Course Description:
This is In-House Wastewater yearly training.
DOTD STL PE Dist Lab Perf Evaluations Complete
LEO Title: DOTD STL PE Dist Lab Perf Evals Complete

Course Format: Performance Evaluation
Course Length: May Vary
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for lab personnel.

Course Description:

Completion of 8 Performance Evaluations as determined by the supervisor.
DOTD STL PE- Engineer Technician 1: 8 Performance Evaluation
LEO Title: DOTD STL PE- Engr Tech 1: 8 Perf Evals

**Course Format:** Performance Evaluation
**Course Length:** May Vary
**Prerequisite:** No
**Expires:** No
**Fee:** No
**Owned by:** LTRC

**Class Targeted for:**
This class is targeted for DOTD personnel.

**Course Description:**
Completion of 8 Performance Evaluations as determined by the supervisor.
DOTD STL PE- Engineer Technician 2: 8 Performance Evaluation
LEO Title: DOTD STL PE- Engr Tech 2: 8 Perf Evals

Course Format: Performance Evaluation
Course Length: May Vary
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD personnel.

Course Description:
Completion of 8 Performance Evaluations as determined by the supervisor.
DOTD STL PE- Engineer Technician 3: 8 Performance Evaluations
LEO Title: DOTD STL PE-Engr Tech 3: 8 Perf Evals

Course Format: Performance Evaluation
Course Length: May Vary
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD personnel.

Course Description:
Completion of 8 Performance Evaluations as determined by the supervisor.
DOTD STL PE- Engineer Technician 4: 8 Performance Evaluations
LEO Title: DOTD STL PE- Engr Tech 4: 8 Perf Eval

**Course Format:** Performance Evaluation
**Course Length:** May Vary
**Prerequisite:** No
**Expires:** No
**Fee:** No
**Owned by:** LTRC

**Class Targeted for:**
This class is targeted for DOTD personnel.

**Course Description:**
Completion of 8 Performance Evaluations as determined by the supervisor.
DOTD STL District Lab Asphalt Plant NCAT

LEO Title: DOTD Dist Lab Asphalt Plant NCAT

Course Format: Performance Evaluation
Course Length: May Vary
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for District Lab Asphalt Plant Tech 5 and DCL Inspector.

Course Description:

The student can take NCAT Superpave Mix Design certification, Asphalt Institute HMA Design Technologies certification, and construction materials engineering council certification.
DOTD STL PE District Lab Perf Evaluations Complete
LEO Title: DOTD STL PE DIST Lab Perf Evals Complete

Course Format: Performance Evaluation
Course Length: May Vary
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD personnel.

Course Description:
This is the district lab performance evaluation.
Structured Training – Maintenance Roads/Bridges

DOTD STM Basic Maintenance Leveling
LEO Title: DOTD STM Basic Maintenance Leveling

Course Format: Classroom
Course Length: One-Day
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD maintenance field personnel.

Course Description:
This PowerPoint course of provides DOTD maintenance field personnel with basic leveling skills needed to determine ditch grades so that ditches are properly cut and maintained to grade. This course covers the automatic, dumpy, rotating laser, and laser beam aligner levels. The student handbook accompanies the course.
DOTD STM Handling Hazardous Chem Web
LEO Title: DOTD STM Handling Hazardous Chemicals

Course Format: Web-based
Course Length: 20 Minutes
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for DOTD Personnel.

Course Description:

This course serves as an introduction to working with hazardous chemicals. This course includes using and interpreting the material data safety sheet. There is a short exam at the end of this course.
DOTD STM Handling Hazardous Chemicals
LEO Title: DOTD STM Handling Hazardous Chemicals

**Course Format:** Classroom  
**Course Length:** 20 Minutes  
**Prerequisite:** No  
**Expires:** No  
**Fee:** No  
**Owned by:** LTRC

**Class Targeted for:**
This class is targeted for DOTD Personnel.

**Course Description:**
This course serves as an introduction to working with hazardous chemicals. This course includes using and interpreting the material data safety sheet. There is a short exam at the end of this course.
DOTD STM Handling Hazardous Chemicals Workbook
LEO Title: DOTD STM Handling Hazardous Chemicals Workbook

Course Format: Workbook
Course Length: May Vary
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for DOTD Personnel.

Course Description:

This course serves as an introduction to working with hazardous chemicals. This course includes using and interpreting the material data safety sheet. There is a short exam at the end of this course.
DOTD STM Small Traffic Sign Maintenance
LEO Title: DOTD STM Small Traffic Sign Maintenance

Course Format: Workbook
Course Length: May Vary
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for maintenance field personnel.

Course Description:

This workbook is designed to instruct maintenance crews on importance of small traffic signs, maintenance-recommended procedures, and crew responsibilities. The student must complete open-book study guide to receive credit.
DOTD STM Duties of Personnel Assigned Movable Bridges
LEO Title: DOTD STM Movable Bridges-Persons Duties

**Course Format:** Workbook  
**Course Length:** 3-Hours  
**Prerequisite:** No  
**Expires:** 5-Years  
**Fee:** No  
**Owned by:** LTRC

**Class Targeted for:**

This class is targeted for Maintenance and Bridge personnel.

**Course Description:**

This PowerPoint course covers proper operation of various types of movable bridges. This course includes bridge tender's notebook and policy and procedures for operation of movable bridges. This course gives regulations for and responsibilities of movable bridge tender. Grade required: minimum 70%.
DOTD STM Duties/Responsibilities of Personnel Assigned to Ferries
LEO Title: DOTD STM Ferries-Personnel Duties

Course Format: Workbook
Course Length: 2-Hours
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for Maintenance and Bridge personnel.

Course Description:

The course covers types of ferries DOTD has, correct signaling to be used and duties of personnel assigned to ferries (i.e., Marine Operations Supervisor, Marine Master, Marine Operator, Chief Engineer, Oiler and Deckhand.) PowerPoint with voice over, job aid, and test.
DOTD STM Maintenance Plan Study Guide
LEO Title: DOTD STM Maintenance Plan Study Guide

Course Format: Web-based
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for Maintenance and Bridge personnel.

Course Description:
This course covers how to use and locate information in the manual. The course and exam are kept current to each edition of the Maintenance Planning Manual. This is an open book exam.
DOTD STM Planning and Scheduling Maintenance Work
LEO Title: STM Maintenance Work Plan/Schedule

**Course Format:** Classroom
**Course Length:** ½-Day
**Prerequisite:** No
**Expires:** No
**Fee:** No
**Owned by:** LTRC

**Class Targeted for:**
This class is targeted for Maintenance and Bridge personnel.

**Course Description:**
This instructor led course providing for active employee participation. This course provides a basic review of DOTD procedures for planning, scheduling, and controlling maintenance work. This course includes a work simulation exercise. This District-wide and parish-wide maintenance specialist provide field expertise and support for instructor.
DOTD STM Tort Liability for Maintenance
LEO Title: DOTD STM_ Tort Liability for Maintenance

Course Format: Web-based
Course Length: ½-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for Maintenance and Bridge personnel.

Course Description:
The video provides an intro to transportation-related tort liability. This video covers seriousness of problem, DOTD's responsibilities, legal terms, explanation of present laws, summaries of pertinent court cases with an explanation of who was held accountable and why, and how to prevent or correct the problem. Part 1 is 22-minutes and Part 2 is 17-minutes.
DOTD STMR Asphalt Surface Maintenance
LEO Title: DOTD STMR Asphalt Surface Maintenance

Course Format: WB Trainer-led course
Course Length: 1-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for Maintenance and Bridge personnel.

Course Description:

This PowerPoint course covers procedures used in repair of asphaltic surfaced roads as outlined in the DOTD Maintenance Planning Manual. This course includes the Asphalt Surface Maintenance job aid and a written test. Grade required: minimum of 70%.
DOTD STMR Asphalt Pavement Crack Repair
LEO Title: DOTD STMR Asphalt Pavement Crack Repair

**Course Format:** Video
**Course Length:** ½-Hour
**Prerequisite:** No
**Expires:** No
**Fee:** No
**Owned by:** International Road Federal/FHWA

**Class Targeted for:**
This class is targeted for maintenance and district personnel.

**Course Description:**
The course covers procedures and materials used for asphalt pavement crack repair.
DOTD STMR Base and Sub-Base Repair
LEO Title: DOTD STMR Base and Sub-Base Repair

Course Format: Workbook
Course Length: ½-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: International Road Federal/FHWA

Class Targeted for:
This class is targeted for Maintenance and Bridge personnel.

Course Description:
The course covers procedures, materials, and equipment used in base and sub-base repair in asphalt pavement.
DOTD STMR Ditch Clean Lined/Culverts/CBs
LEO Title: DOTD STMR Ditch Clean Lined/Culverts/CBs

Course Format: Workbook
Course Length: ½-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: International Road Federal/FHWA

Class Targeted for:
This class is targeted for Maintenance and Bridge personnel.

Course Description:
The course covers procedures, materials, and equipment used in ditch clean lined, culverts, and CBs.
DOTD STMR Ditch Mechanical Clean Unlined
LEO Title: DOTD STMR Ditch Mechanical Clean Unlined

**Course Format:** Workbook
**Course Length:** ½-Hour
**Prerequisite:** No
**Expires:** No
**Fee:** No
**Owned by:** International Road Federation/FHWA

**Class Targeted for:**
This class is targeted for Maintenance and Bridge personnel.

**Course Description:**
This course covers procedures and materials for ditch mechanical clean unlined.
DOTD STMR Pothole Repair in Asphalt Concrete Pavement
LEO Title: DOTD STMR Pothole Repair-Asph Conc Pave

Course Format: Workbook
Course Length: ½-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: International Road Federation/FHWA

Class Targeted for:
This class is targeted for Maintenance and Bridge personnel.

Course Description:
This course covers procedures, materials, and equipment used pothole repair in asphalt, concrete and pavement.
DOTD STMR Pothole Repair in Asphalt Surface Treatment  
LEO Title: DOTD STMR Pothole Repair-Asph Surf Treat

Course Format: Workbook  
Course Length: ½-Hour  
Prerequisite: No  
Expires: No  
Fee: No  
Owned by: International Road Federation/FHWA

Class Targeted for:

This class is targeted for Maintenance and Bridge personnel.

Course Description:

This course covers procedures, materials, and equipment used in pothole repair in asphalt surface treatment and pavements.
DOTD STMR Repair of Depressions, Rutting and Corrugations
LEO Title: DOTD STMR Repair Depressions/Rutting/Cor

Course Format: Workbook  
Course Length: ½-Hour  
Prerequisite: No  
Expires: No  
Fee: No  
Owned by: International Road Federation/FHWA

Class Targeted for:
This class is targeted for Maintenance and Bridge personnel.

Course Description:
This course covers the procedures, materials, and equipment used in repair of depressions, rutting and corrugations in asphalt pavement.
DOTD STMR Single and Multiple Surface Treatments
LEO Title: DOTD STMR Single/Multi Surface Treatment

Course Format: Workbook
Course Length: ½-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: International Road Federation/FHWA

Class Targeted for:
This class is targeted for Maintenance and Bridge personnel.

Course Description:
This course covers procedures, materials, and equipment used in the placement of single and multiple surface treatment asphalt pavements.
DOTD STMR Shoulder Earth/Gravel Replenis
LEO Title: DOTD STMR Shoulder Earth/Gravel

Course Format: Workbook
Course Length: Self-Study
Prerequisite: 
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for all employees.

Course Description:
This course covers procedures, materials, and equipment used for Shoulder Earth/Gravel.
DOTD STMR Unpaved Road Patching
LEO Title: DOTD STMR Unpaved Road Patching

Course Format: Workbook
Course Length: Self-Study
Prerequisite: DOTD STP English Grammar/Writing - Prep
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for all employees.

Course Description:
This course covers procedures, materials, and equipment used in unpaved road patching.
DOTD STMR Unpaved Road Regraving
LEO Title: DOTD STMR Unpaved Road Regraving

Course Format: Workbook
Course Length: Self-Study
Prerequisite: DOTD STP English Grammar/Writing - Prep
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for all employees.

Course Description:
This course covers procedures, materials, and equipment used in unpaved road regraving.
DOTD STMR Unpaved Road Smooth/Reshape
LEO Title: DOTD STMR Unpaved Road Smooth/Reshape

Course Format: Workbook
Course Length: Self-Study
Prerequisite: DOTD STP English Grammar/Writing - Prep
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for all employees.

Course Description:
This course covers procedures, materials, and equipment used unpaved road smooth and reshape.
Structured Training Program - General

DOTD STP English Grammar and Writing Skills - Part 1
LEO Title: DOTD STP English Grammar/Writing 1

Course Format: Web-based
Course Length: Self-Study
Prerequisite: DOTD STP English Grammar/Writing - Prep
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for all employees.

Course Description:
This web-based training is to prepare for taking the test. Once you have completed this course, print the certificate provided at the end to confirm completion and present to your training coordinator. This is the first of a three-course series on Grammar and Writing Skills. This qualification will be imparted once the web-based training and examination on Test.com is successfully completed.
DOTD STP English Grammar and Writing - Part 2
LEO Title: DOTD STP English Grammar/Writing 2

Course Format: Web-based
Course Length: Self-Study
Prerequisite: DOTD STP English Grammar Writing 1 and 2 – Prep, DOTD STP English Grammar/Writing 1
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for all employees.

Course Description:

This web-based training is to prepare for taking the test. Once you have completed this course, print the certificate provided at the end to confirm completion and present to your training coordinator. This is the second of a three course series on Grammar and Writing Skills. This qualification will be imparted once the web-based training and examination on Test.com is successfully completed.
DOTD STP English Grammar and Writing - Part 3
LEO Title: DOTD STP English Grammar/Writing 3

Course Format: Workbook
Course Length: Self-Study
Prerequisite: DOTD STP English Grammar/Writing 1 and 2 - Prep, DOTD STP English Grammar/Writing 1 and 2
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for all employees.

Course Description:
This course covers business writing, writing patterns, letters, memos, e-mail, and other communication.
DOTD STP Engineer Technician 100 Hours of Continuing Education

LEO Title: DOTD STP Engr Tech 100 Hours of Training

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for DOTD employees.

Course Description:

The completion of additional 100 hours of training to promote from ET 4. Courses meeting requirements are determined by supervisor. A form available at [http://ladotd/dtrn/J100_Hours_Submittal_Form.pdf](http://ladotd/dtrn/J100_Hours_Submittal_Form.pdf) is used to track training and is submitted to LTRC when complete so that credit can be entered in LEO.
DOTD STP English Grammar/Writing 1 Prep
LEO Title: DOTD STP English Grammar/Writing 1 Prep

Course Format:  Web-based
Course Length:  Self-Study
Prerequisite:  No
Expires:  No
Fee:  No
Owned by:  LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This course prepares the student for taking the written test. The certificate you receive at the end of this course should be given to your training coordinator. This course qualification is a prerequisite to take the course online at test.com.
DOTD STP English Grammar/Writing 2 Prep
LEO Title: DOTD STP English Grammar/Writing 2 Prep

Course Format:  Web-based
Course Length:  Self-Study
Prerequisite:  No
Expires:  No
Fee:  No
Owned by:  LTRC

Class Targeted for:

This class is targeted for DOTD employees.

Course Description:

This course prepares the student for taking the written test. The certificate you receive at the end of this course should be given to your training coordinator. This course qualification is a prerequisite to take the course online at test.com.
DOTD STP English Maintenance Written Comm
LEO Title: DOTD STP English Maintenance Written Communications

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for maintenance employees.

Course Description:

This course provides review and instruction in the proper use of English. It includes job-related exercises and a workbook. This course replaced the 3 ICS business English books that were previously required.
DOTD STP Tort Liability Depositions  
LEO Title: DOTD STP Tort Liability Depositions

Course Format: Workbook  
Course Length: Self-Study  
Prerequisite: No  
Expires: No  
Fee: No  
Owned by: LTRC

Class Targeted for:  
This class is targeted for DOTD employees.

Course Description:  
This original presentation is conducted by an attorney and DOTD Maintenance Engineer with a question and answer session. This course covers tort liability in maintenance with an emphasis on the deposition and the transportation employee as a witness.
DOTD STP Math Business 1 Basic
LEO Title: DOTD STP Math Business 1 Basic

**Course Format:** Workbook  
**Course Length:** Self-Study  
**Prerequisite:** No  
**Expires:** No  
**Fee:** No  
**Owned by:** LTRC

**Class Targeted for:**
This class is targeted for DOTD employees.

**Course Description:**
This course covers basic math 1 for the student.

**Note:** This course is not yet available.
DOTD STP Math Location/Design Advanced 1 Algebra
LEO Title: DOTD STP Math Loc/Design Adv 1 Algebra

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for DOTD employees.

Course Description:

This course is designed to teach metric/English fundamentals of algebra, geometry, and trigonometry included in the text. The Algebra section includes equations, signed numbers, monomials and polynomials, graphs, algebraic fractions, and quadratic equations.
DOTD STP Math Location/Design Advanced 2 Geom/Trig
LEO Title: DOTD STP Math Loc/Design Adv 2 Geom/Trig

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for DOTD employees.

Course Description:

This course is designed to teach the fundamentals of algebra, geometry, and trigonometry included in text. The geometry and trigonometry section includes: working with plane and solid figures and scale drawings, basic concepts of trigonometry, and solving right and oblique triangles.
DOTD STP Math for Surveyors
LEO Title: DOTD STP Math for Surveyors

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for DOTD employees.

Course Description:

This course is designed review the basic mathematics for construction personnel. This course includes basic trigonometry, mathematics for linear surveying (working with angles and simple triangles), and mathematics for leveling (volumes and areas).
DOTD STP Metric Measures
LEO Title: DOTD STP Metric Measures

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This course is designed to teach the meaning of metric measurements in general, introduction to decimal nature of metric measurements, conversion within metric system by moving decimal point, conversion of international to English units, application of conversion tables for units of length, area, volume, liquid capacity, and mass (weight). Grade required: minimum of 70%.
DOTD STP Highway Plan Reading 1 PREP
LEO Title: DOTD STP Highway Plan Reading 1 Prep

Course Format: Workbook
Course Length: Three-Day
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for employees in STPs.

Course Description:
This instructor-led course is designed to serve as a preparation for the Highway Plan Reading 1 course and exam. This course does not meet the STP requirement for Highway Plan Reading 1 until the participant passes the external exam.
DOTD STP Highway Plan Reading 2 PREP
LEO Title: DOTD STP Plan Reading 2 Prep

Course Format: Workbook
Course Length: Three-Day
Prerequisite: Optional: DOTD STP Highway Plan Reading 1 Prep
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for employees in STPs.

Course Description:
This instructor-led course is designed to serve as a preparation for the Highway Plan Reading 2 course exam. This course does not meet the STP requirement for Highway Plan Reading 2 until the participant passes the external exam.
DOTD STP Highway Plan Reading Vol 1
LEO Title: DOTD STP Highway Plan Reading Vol 1

Course Format: Workbook
Course Length: Self-Study
Prerequisite: Optional: DOTD STP Highway Plan Reading 1 Prep
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This course covers how to read, interpret, and understand highway plans. Materials and stock numbers include: Manual #19286 and Plan Sheets #10290.
DOTD STP Highway Plan Reading Vol 2
LEO Title: DOTD STP Highway Plan Reading Vol 2

Course Format: Workbook
Course Length: Self-Study
Prerequisite: DOTD STP Highway Plan Reading 1 and 2 Prep; DOTD STP Highway Plan Reading Vol 1
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This course covers how to interpret and understand highway plans.
**DOTD STP Basic Math Construction Part 1**  
**LEO Title:** DOTD STP Math Construction Part 1

**Course Format:** Workbook  
**Course Length:** Self-Study  
**Prerequisite:** No  
**Expires:** No  
**Fee:** No  
**Owned by:** LTRC

**Class Targeted for:**

The class is targeted for construction personnel.

**Course Description:**

This course covers basic calculating (adding, subtracting, multiplying, and dividing), rounding, working with fractions, working with symbols, squared and cubed numbers, equations and formulas, length, area, and volume measurements, rate measurements, averages, and percentages.
DOTD STP Basic Math Construction Part 2
LEO Title: DOTD STP Math Construction Part 2

Course Format: Workbook
Course Length: Self-Study
Prerequisite: DOTD STP Math Construction Part 1
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
The class is targeted for construction personnel.

Course Description:
This course is designed for use by construction personnel. This course covers square roots (use of tables and interpolating) and calculating areas and volumes. Grade required: minimum 80%. 
DOTD STP Math Maintenance Volume 1
LEO Title: DOTD STP Math Maintenance Vol 1

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for employees in maintenance Structured Trainings Programs (STPs).

Course Description:

This course covers these mathematical functions: adding, subtracting, multiplying, dividing, whole numbers, decimal numbers, fractions, and mixed numbers. Grade required: minimum 70%.
DOTD STP Math Maintenance Volume 2
LEO Title: DOTD STP Math Maintenance Volume 2

Course Format: Workbook
Course Length: Self-Study
Prerequisite: DOTD STP Math Maintenance Vol 2
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for DOTD Personnel.

Course Description:

This course covers averages, percentages, volume changes and ratios, rates and unit costs, converting weights and measures, and calculating areas and volumes.
DOTD STP Introduction to Standard Specifications for Roads and Bridges
LEO Title: DOTD STP Standard Specifications

**Course Format:** Workbook
**Course Length:** Self-Study
**Prerequisite:** No
**Expires:** No
**Fee:** No
**Owned by:** LTRC

**Class Targeted for:**
This class is targeted for DOTD personnel.

**Course Description:**
This course covers how to use the standard specifications for roads and bridges. The course and exam are kept current to each edition of the standard specifications. Grade required: minimum of 80%. 
Structured Training - Safety

DOTD STS Asbestos Awareness
LEO Title: DOTD STS Asbestos Awareness

**Course Format:** Workbook
**Course Length:** 2-Hours
**Prerequisite:** No
**Expires:** No
**Fee:** No
**Owned by:** LTRC

**Class Targeted for:**
This class is targeted for DOTD personnel.

**Course Description:**
This course is designed to go over DOTD’s asbestos management plan and the actions that are taken. There is an asbestos management representative that will discuss the asbestos plan. The student will receive an asbestos awareness book, view a video, and take a test.
DOTD STS Beating a Blowout Web-based
LEO Title: DOTD STS Beating a Blowout WB

**Course Format:** Web-based
**Course Length:** Average completion time is 5 minute
**Prerequisite:** No
**Expires:** No
**Fee:** No
**Owned by:** LTRC

**Class Targeted for:**
This class is targeted for DOTD personnel.

**Course Description:**
This course outlines the rules to follow to maintain control of vehicles when a blowout occurs.
DOTD STS Bees with an Attitude: How to Cope with the Africanized Honey Bee
LEO Title: DOTD STS Bees w/Attitude-Afr Honey Bee

**Course Format:** Web-based  
**Course Length:** Average completion time is 10 minutes  
**Prerequisite:** No  
**Expires:** No  
**Fee:** No  
**Owned by:** LTRC

**Class Targeted for:**
This class is targeted for DOTD personnel.

**Course Description:**
This video (10 minutes, 30 seconds) covers basic facts, preventative measures, protective devices and clothing, and what to do if stung. The course dispels myths surrounding "killer bee" and arms outdoor worker with knowledge to cope. The video is outgrowth of statewide lectures given by LSU's Dr. Dale Pollet in 1992.
DOTD STS Heat Stress
LEO Title: DOTD STS Heat Stress

Course Format: Web-based
Course Length: Average completion time is 15 minutes
Prerequisite: No
Expires: No
Fee: No
Owned by: Valley Video, Inc.

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This 15-minute video teaches prevention, how to recognize symptoms, and what to do for heat stress disorder.
DOTD STS Poisonous Plant Safety
LEO Title: DOTD STS Poisonous Plant Safety

Course Format:  Web-based
Course Length:  ½-Hour
Prerequisite:  No
Expires:  No
Fee:  No
Owned by:  Long Island Productions

Class Targeted for:

This class is targeted for DOTD employees.

Course Description:

This course covers how to identify and prevent contact with poison ivy, oak, and sumac. The course provides ways to treat rashes caused by contact with the poisonous plants. There is a handout with drawings of poisonous plants included. There is no test.
DOTD STS Power Line Safety
LEO Title: DOTD STS Power Life Safety

**Course Format:** WB Trainer-led course  
**Course Length:** 2-Hours  
**Prerequisite:** No  
**Expires:** No  
**Fee:** No  
**Owned by:** LTRC

**Class Targeted for:**  
This class is targeted for DOTD employees.

**Course Description:**  
This course covers safety when working with electrical equipment, APWA codes for marking utilities, safe digging around buried cables, and safety around power lines. In addition, it includes a two-page job aid and a test.
DOTD STS Power/Hand Tool Safety
LEO Title: DOTD STS Power/Hand tool Safety

Course Format: Workbook
Course Length: May Vary
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This is a 15-minute video course and accompanying employee safety guide addressing safety issues associated with hand and power tools and steps for preventing injuries. Grade required: minimum 70%.
DOTD STS Workplace Safety Module
LEO Title: DOTD STS Workplace Safety Module

Course Format: Web-based
Course Length: 1-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This course serves as a replacement course for the course “Slips, Trips, and Falls, Back Safety, and Correct Lifting.” This is designed with Adobe Captivate and students can take course individually (at a PC) or as part of a group. This includes comprehension questions and live video.
DOTD STS Scaffolding/Aerial Lift Safety
LEO Title: DOTD STS Scaffolding/Aerial Lift Safety

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: Vendor

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This course consists of three short DVDs covering the safe practices for scaffolding and aerial lift safety. The videos have a short student job aid and a written exam.
Structured Training – Trades Electrical/Mechanical

DOTD STT Electrical Maintenance 201: Understanding Basic Electricity and Electronics
LEO Title: DOTD STT Elec Mtn 201: Basic Electricity

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: Vendor

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
Part 1 (26-minute): The first video tape in series of four videos with accompanying manual. This course covers basic electrical principles. This video is available through LTRC Training Office. This is not an open book test. Grade required: minimum 70%.
DOTD STT Electrical Maintenance 202: Using and Maintaining Batteries and DC Circuits
LEO Title: DOTD STT Elec Mtn 202:Battery/DC Circuit

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This workbook includes: electrochemical action; battery charac.; types; maintenance; and changing lead-acid batteries; DC circuit pbl. solutions; series circuits; parallel, and DC circuits in use. This is an open book test.
DOTD STT Electric Maintenance 203: Using and Maintaining Transformer/A-C Circuits
LEO Title: STT Elec Mtn. 203. Transformer/A-C

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: Vendor

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This is part two of a seven-part series on electrical maintenance. This workbook includes: principles of AC; mathematics; inductance; inductive reactance; capacitance; capacitive reactance; impedance; power; energy; three-phase circuits; transformers; applications, and maintenance. This is an open book test.
DOTD STT Electrical Maintenance 204: Electrical Measuring Instruments
LEO Title: DOTD STT Elec Mtn 204: Ele Measuring Inst

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: Vendor

Class Targeted for:

This class is targeted for DOTD employees.

Course Description:

This workbook includes: d’arsonval meters; digital instruments; DC instruments; measuring electrical resistance; AC instruments and measurement; power; special; indicating measuring instruments, and monitoring instruments. This is an open book test.
Course Catalog

DOTD STT Electrical Maintenance 205: Electrical Safety and Protection
LEO Title: DOTD STT Elec Mtn 205: Elec Safety-Protec

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: Vendor

Class Targeted for:

This class is targets for DOTD employees.

Course Description:

This is part three of a seven-part series on electrical maintenance. This workbook includes: electrical safety, Nat'l Electrical Code; cartridge fuses; plug fuses; circuit breakers; principles of motor protection; motor-protection devices; switches and wire ways; grounding, ground faults, and short. Grade require: minimum 70%.
DOTD STT Electrical Maintenance 207: Single Phase Motor
LEO Title: DOTD STT Elec Mtn 207: Single Phase Motor

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: Vendor

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This is part four of a seven-part series on electrical maintenance. This workbook includes: introduction to single-phase motors; split-phase motors; capacitor motors; repulsion motors; universal motors; special motors; synchro’s; servos; motor installation, and motor maintenance.
DOTD STT Electric Maintenance 208: Three-Phase Systems
LEO Title: DOTD STT Elec Mtn 208: Three-Phase System

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: Vendor

Class Targeted for: This class is targets for DOTD employees.

Course Description:

This is Part five of a seven-part series on electrical maintenance. This workbook includes: principles of three-phase motors; induction motors; synchronous motors; multi-speed motors; maintaining three-phase motors; motor starters; three-phase motor controllers; alternators, and auxiliary generator.
DOTD STT Electrical Maintenance 209: A-C Control Equipment
LEO Title: DOTD STT Elec Mtn 209: A-C Control Equip

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: Vendor

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This is Part 6 of a seven-part series on electrical maintenance. This workbook includes: motor starters; switches and controls; limit switches; special control switches; timers and counters; control relays; equipment for hazardous locations; special motor controls; motor control centers, and control
DOTD STT Electrical Maintenance 210: Electrical Troubleshooting Skills
LEO Title: DOTD STT Elec Mtn 210: Elect Troubleshoot

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: Vendor

Class Targeted for:

This class is targeted for DOTD employees.

Course Description:

This is Part seven of a seven-part series on electrical maintenance. This workbook includes: troubleshooting and electrical schematics; building drawings; control circuits; combination starters; control devices; special controls; AC/DC motors, and lighting systems. This is an open book test. Grade required: minimum 70%.
DOTD STT Electrical Maintenance 252: Power Supplies
LEO Title: DOTD STT Elec Mtn 252: Power Supplies

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: Vendor

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This workbook includes: introduction to power supplies; defines rectification; filters; voltage regulators, and troubleshooting power supplies. This is an open book test.
DOTD STT Electrical Maintenance 251: Semicondt-Circuits
LEO Title: DOTD STT Electrical Mtn 251: Semicondt-Circuits

Course Format: Wordbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: Vendor

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This workbook includes: introduction to semi-conductors; transistors; integrated circuits; printed circuit boards, and how to recognize and replace.
DOTD STT Electrical Maintenance 253: Amplifiers
LEO Title: DOTD STT Elec Mtn 253: Amplifiers

Course Format: Wordbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: Vendor

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This workbook includes: introduction to amplifiers; single-stage and multi-stage amplifiers; operational amplifiers, and troubleshooting. Grade required: minimum 70%.
DOTD STT Electrical Maintenance 254: Oscillators
LEO Title: DOTD STT Elec Mtn 254: Oscillators

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: Vendor

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This workbook includes: oscillators; inverters and converters; multi-vibrators; wave shaping; pulse generating and, troubleshooting. This is an open book test. Grade required: minimum 70%.
DOTD STT Electric Maintenance 262: Input/Output Devices 1  
LEO Title: DOTD STT Elec Mtn 262: I/O Devices

Course Format: Workbook  
Course Length: Self-Study  
Prerequisite: No  
Expires: No  
Fee: No  
Owned by: Vendor

Class Targeted for:  
This class is targeted for DOTD employees.

Course Description:  
This workbook includes: introduction to I/O devices; communication systems; user/machine interface; networks, and specific system applications. This is an open book test. Grade required: minimum 70%.
DOTD STT How Computers Function 266
LEO Title: DOTD STT Elec Mtn 266: Computers

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: Vendor

Class Targeted for:
This class is targeted for DOTD employees

Course Description:
This workbook includes: microprocessor structure; bus structure; memory devices, and low-level and high-level computer languages. This is an open book test. Grade required: minimum 70%.
DOTD STT Electric Maintenance 267: I/O Devices 2  
LEO Title: DOTD STT Elec Mtn 267: I/O Devices 2

Course Format: Workbook  
Course Length: Self-Study  
Prerequisite: No  
Expires: No  
Fee: No  
Owned by: Vendor

Class Targeted for:

This class is targeted for DOTD employees.

Course Description:

This workbook includes: magnetic and optical memory devices; signal converters and processors; data acquisition systems; digital transmission standards, and digital I/O applications. This is an open book test. Grade required: minimum 70%.
DOTD STT Maintaining and Troubleshooting Computer Systems: BK 268
LEO Title: DOTD STT Elec Mtn 268: Computer Trblshoott

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: Vendor

Class Targeted for:

This class is targeted for DOTD employees.

Course Description:

This workbook includes: preventative maintenance; diagnostics; test equipment; documentation, and troubleshooting guidelines. This is an open book test. Grade required: minimum 70%.
DOTD STT Digital Logic Circuits: BK 291
LEO Title: DOTD STT Elec Mtn 291: Dig Logic Circuits

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: Vendor

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This workbook includes: basic digital ICS; logic building blocks; medium and large-scale ICS; functional logic systems and troubleshooting. This is an open book test. Grade required: minimum 70%.
DOTD STT Mechanic Maintenance 302: Lubrication
LEO Title: DOTD STT Mechanic Maint 302: Lubrication

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: Vendor

Class Targeted for:
This class is targeted for DOTD Employees.

Course Description:
This workbook includes: principles and characteristics of lubrication; additives; lubricating action & bearing lube; oils & their application; general and special purpose greases; compounds, systems and storage.
DOTD STT Mechanic Maintenance 303: Power Transmission Equipment Components
LEO Title: DOTD STT Mech Maint 303: Power Trasmiss

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: Vendor

Class Targeted for:
This class is targeted for DOTD Employees.

Course Description:
This is part two of five-part series on mechanical maintenance. This workbook includes: common and special couplings; clutches; V-belt drives; chain drives; speed reducers (Part I and II); gears; variable speed reducers, and brakes and motors. This is an open book test. Grade required: minimum 70%.
DOTD STT Mechanic Maintenance 304: Bearings
LEO Title: DOTD STT Mech Maint 304: Bearings

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: Vendor

Class Targeted for:

This class is targeted for DOTD employees.

Course Description:

This is part three of a five-part series on mechanical maintenance. This workbook includes: principles of bearings and shafts; plain journal bearings (Part I and II); antifriction bearings (Part I and II); ball and roller bearings; specialized bearings; bearing seals, and lubrication and bearing maintenance. This is an open book test. Grade required: minimum 70%. 
DOTD STT Mechanic Maintenance 307: Basic Hydraulics
LEO Title: DOTD STT Mech Maint 307: Basic Hydraulics

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: Vendor

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This is Part four of a five-part series on mechanical maintenance. The workbook includes: principles of hydraulics; hydraulic fluids; strainers and filters; reservoirs and accumulators; hydraulic pumps; piping; tubing, fittings; directional control valves; pressure control valves; cylinders, and hydraulic motors. Grade required: minimum 70%.
DOTD STT Mechanic Maintenance 308: Hydraulics Troubleshooting
LEO Title: DOTD STT Mech Maint 308: Hydraulics TrbSh

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: Vendor

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This is part five of a five-part series on mechanical maintenance. The workbook includes: hydraulic systems; schematic diagrams; installing hydraulic components; pipes and tubing; selecting hydraulic fluids; planning system maintenance; troubleshooting systems, and troubleshooting valves. Grade required: minimum 70%.
DOTD STT Traffic Sig Install Plan Read
LEO Title: DOTD STT Traffic Sig Install Plan Read

Course Format:  Web-based
Course Length:  2-Hours
Prerequisite:  No
Expires:  No
Fee:  No
Owned by:  LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This course reviews the Standard Specifications, standard details and contract plans used for contractor and DOTD installed traffic signals. This course will require students to examine the standard details for specific information.
DOTD STT Traffic Signal Basics
LEO Title: DOTD STT Traffic Signal Basics

Course Format: Classroom
Course Length:
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted DOTD traffic employees.

Course Description:
This course covers procedures, materials, and equipment used for traffic signals.
DOTD STT Traffic Signal Inventory
LEO Title: DOTD STT Traffic Signal Inventory

Course Format: Classroom
Course Length: 
Prerequisite: DOTD STT Traffic Signal Basics
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This course covers procedures, materials, and equipment used for traffic signals.
Structured Training - Surveying

DOTD STV Engineering Aide Survey Manual I
LEO Title: DOTD STV Engr Aide Survey Manual 1

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for survey employees.

Course Description:
This workbook covers basic principles of surveying for new employees in location and survey section. Grade required: minimum 70%.
DOTD STV Engineering Aide Survey Manual II
LEO Title: DOTD STV Engr Aide Survey Manual 2

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for survey employees.

Course Description:

This workbook covers basic principles of surveying for new employees in location and survey section. Grade required: minimum 70%.
**Course Catalog**

**DOTD STV Fundamentals of Law Surveyors**
LEO Title: DOTD STV Fundamentals of Law Surveyors

**Course Format:** Workbook
**Course Length:** Self-Study
**Prerequisite:** No
**Expires:** No
**Fee:** No
**Owned by:** ICS

**Class Targeted for:**
This class is targeted for survey employees.

**Course Description:**
This course covers identification of boundaries of tracts, responsibility of surveyor, methods of description, rectangular systems, boundaries along highways, bodies of water, relocating, correction of defects, legal principles, and title to public ways, and riparian rights. This is not an open book test. Grade required: minimum 70%.
DOTD STV Geometrical Drawing B
LEO Title: DOTD STV Geometrical Drawing B

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: ICS

Class Targeted for:

This class is targeted for survey personnel.

Course Description:

This course covers ruling straight lines, care of instruments, protecting drawings, erasing, lettering styles, widths and spacing, vertical and inclined single-stroke lettering, and five drawing plates consisting of 26 problems. This is not an open book test. Grade required: minimum 70%.
DOTD STV Survey Photogrammetry A
LEO Title: DOTD STV Survey Photogrammetry A

Course Format: Workbook
Course Length: Self-Study
Prerequisite: No
Expires: No
Fee: No
Owned by: ICS

Class Targeted for:
This class is targeted for Survey employees.

Course Description:
This course covers uses of photographs, aircraft and equipment, characteristics of camera lenses, obtaining vertical photographs, relief displacement, and location of ground points. Grade required: minimum 70%.
DOTD STV Survey Photogrammetry B

**Course Format:** Workbook  
**Course Length:** Self-Study  
**Prerequisite:** DOTD STV Survey Photogrammetry A  
**Expires:** No  
**Fee:** No  
**Owned by:** ICS

**Class Targeted for:**

This class is targeted for survey employees.

**Course Description:**

This course covers basic formulas, orienting and rectification of titled photographs, use of control plot, plotting plan metric features, and mosaics. Grade required: minimum 70%.
DOTD STV Survey Photogrammetry C
LEO Title: DOTD STV Survey Photogrammetry C

**Course Format:** Workbook
**Course Length:** Self-Study
**Prerequisite:** DOTD STV Survey Photogrammetry A and B
**Expires:** No
**Fee:** No
**Owned by:** ICS

**Class Targeted for:**

This class is targeted for survey employees.

**Course Description:**

This course covers geometry of overlapping vertical photographs, stereoscopic, parallax measurements, plotting contours, use of instruments, and completion of map with multiplex instrument. Grade required: minimum 70%.
DOTD STV Survey Photogrammetry D
LEO Title: DOTD STV Survey Photogrammetry D

Course Format: Workbook
Course Length: Self-Study
Prerequisite: DOTD STV Survey Photogrammetry A, B, and C
Expires: No
Fee: No
Owned by: ICS

Class Targeted for:
This class is targeted for survey employees.

Course Description:
This course covers principles and application of oblique photography, interpretation of aerial photographs, terrestrial photogrammetry, and mapping from terrestrial photographs. Grade required: minimum 70%.
**DOTD STV United States Land Surveys Part A**  
**LEO Title:** DOTD STV US Land Surveys A

**Course Format:** Workbook  
**Course Length:** Self-Study  
**Prerequisite:** No  
**Expires:** No  
**Fee:** No  
**Owned by:** ICS

**Class Targeted for:**
This class is targeted for survey employees.

**Course Description:**
This workbook includes: Characteristics of land surveys; principal meridians and base lines; theoretical positions of township boundaries; theoretical positions of section boundaries; private land claims; markings on iron-pipe monuments; markings on stone and tree monuments; corner accessories, and marking survey lines. Grade required: minimum 70%. 

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DOTD STV United States Land Surveys Part B
LEO Title: DOTD STV US Land Surveys B

Course Format: Workbook
Course Length: Self-Study
Prerequisite: DOTD STV US Land Surveys A
Expires: No
Fee: No
Owned by: ICS

Class Targeted for:
This class is targeted for survey employees

Course Description:
This workbook covers: field notes and official plat; subdividing sections; relocating corners; limitations in resurveys; dependent resurveys, and independent resurveys, and deeds.

Grade required: minimum 70%.
Structured Training – Work Zone/Traffic Control

DOTD STW Basic Flagging Procedures
LEO Title: DOTD STW Basic Flagging Procedures

Course Format: Classroom
Course Length: ½-Day
Prerequisite: No
Expires: 3-Years
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This PowerPoint presentation covers flagging procedures and safety rules for work sites. It includes a handout, "Flagging Tips", and a short video from Oklahoma DOT called "Care About Safety."

Grade required: minimum 70%.
DOTD STW Traffic Control Maintenance Worker (HQ)
LEO Title: DOTD STW Traffic Control Maintenance Worker (HQ)

Course Format: Classroom
Course Length: Average completion time is 30-minutes
Prerequisite: DOTD STW Basic Flagging Procedures
Expires: 3-Years
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for DOTD employees.

Course Description:

This PowerPoint course covers the use of the DOTD Maintenance Traffic Control Handbook, with a decision making flow chart to help determine the correct layout of traffic control devices for a given situation. The handbook is based on the federal Manual of Uniform Traffic Control Devices (MUTCD).
DOTD STW Basic Flagging Refresher
LEO Title: DOTD STW Basic Flagging Refresher

Course Format: Web-based
Course Length: Average completion time is 30-minutes
Prerequisite: DOTD STW Basic Flagging Procedures
Expires: 3-Years
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This is a web-based course that has interactive presentation. This course covers flagging procedures and safety rules for work sites.

Grade required: minimum 70%.
DOTD STW One Step from Death
Leo Title: DOTD STW One Step from Death

Course Format: Web-based
Course Length: ½-Hour
Prerequisite: No
Expires: No
Fee: No
Owned by: State of Iowa

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This video is used to make employees aware of the link between the work zone, traffic zone, and teaches them to recognize that people in a work zone are personally responsible for own safety. This course stresses constant awareness while working.
DOTD STW Safety Made Simple: The ABCs
LEO Title: DOTD STW Safety Made Simple: The ABCs

Course Format:  Web-based
Course Length:  2-Hours
Prerequisite:  No
Expires:  No
Fee:  No
Owned by:  LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This ATSSA training video is to train employees to know and understand three simple rules that will help them work and move safely through a work zone. These are the ABC's of work zone safety - awareness, visibility and communication. This video is for entry level Engineering Technicians.
DOTD STW Traffic Control Maintenance Worker
LEO Title: DOTD STW Traffic Control Maintenance Workbook

Course Format: Workbook
Course Length: May Vary
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for DOTD employees.

Course Description:

This workbook covers the use of the DOTD Maintenance Traffic Control Handbook with a decision making flowchart to help determine the correct layout of traffic control devices for a given situation. The handbook is based on the federal Manual of Uniform Traffic Control Devices (MUTCD).
Structured Training – Exams and Performance Evaluations

DOTD STX Asphalt Concrete Paving Inspection Exam
LEO Title: DOTD STX Asph Conc Pave Insp Exam

Course Format: Web-based
Course Length: 6-Hours
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for DOTD employees.

Course Description:

This is the first step in a comprehensive evaluation process which tests knowledge of DOTD specifications, policies, sampling and testing procedures, and construction technology. There is a written examination designed to determine if applicant is qualified to continue in certification process. Grade required: minimum 75%.
DOTD STX Asphalt Concrete Paving Inspection Exam for Special Area or Certification
LEO Title: DOTD STX Asph Conc Pl Insp Exam

Course Format: Web-based  
Course Length: 6-Hours  
Prerequisite: No  
Expires: No  
Fee: No  
Owned by: LTRC

Class Targeted for:

This class is targeted for DOTD employees.

Course Description:

This is the first step in a comprehensive evaluation process which tests knowledge of DOTD specifications, policies, sampling and testing procedures, and construction technology. There is a written examination designed to determine if applicant is qualified to continue in certification process. Grade required: minimum of 75%.
DOTD STX Asphalt Concrete Plant Technician Exam SA
LEO Title: DOTD STX Asph Conc Plant Tech Exam SA

Course Format: Workbook
Course Length: May Vary
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for DOTD employees.

Course Description:

This is the written exam for the Asphalt Plant Technician.
DOTD STX Dist Lab Operations Exam SA
LEO Title: DOTD STX Lab Operations Exam SA

Course Format: Workbook
Course Length: May Vary
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This is the written exam for the District Lab Operations
DOTD STX Embankment and Base Course Inspection Written Exam for Special Area or Certification
LEO Title: DOTD STX Emb/Base Insp Exam

Course Format: Web-based
Course Length: 4-Hours
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for DOTD employees.

Course Description:

This is the first test step in a comprehensive evaluation process, which tests knowledge of DOTD specifications, policies, sampling and testing procedures, and construction technology. There is a written examination designed to determine if applicant is qualified to continue in certification process. Certified inspectors are authorized to act for the project engineer on Grade required: minimum 75%.
DOTD STX PCC Paving Inspection Written Exam for Special Area or Certification
LEO Title: DOTD STX PCC Pave Insp Exam

Course Format: Web-based
Course Length: 6-Hours
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for DOTD employees.

Course Description:

This is the first step in a comprehensive evaluation process, which tests knowledge of DOTD specifications, policies, sampling and testing procedures and construction technology. There is a written examination designed to determine if inspector is qualified to continue in certification process. Certified inspectors are authorized to act for the project or laboratory. Grade required: minimum 75%.
DOTD STX PCC Plant Inso Exam SA
LEO Title: DOTD STX Plant Inso Exam SA

Course Format: Workbook
Course Length: May Vary
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This is the written exam for the concrete plant specialist.
DOTD STX Structural Concrete Inspection Written Exam for Special Area or Certification
LEO Title: DOTD STX Struc Conc Insp Exam

Course Format: Web-based
Course Length: 6-Hours
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
This is the first step in a comprehensive evaluation process which tests knowledge of DOTD specifications, policies, sampling and testing procedures, and construction technology. Certified inspectors are authorized to act for the project or laboratory. There is a written examination designed to determine if applicant is qualified to continue in certification process. Grade required: minimum 75%.
DOTD Cert – Certifications

DOTD-CERT Asphalt Concrete Paving Inspection
LEO Title: DOTD-CERT Asph Conc Paving Inspection

Course Format: Certification
Course Length: May Vary
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
Reflects approval of certification committee for the conduct of the program for district operations.
DOTD-CERT Asph Conc Plant Inspection
LEO Title: DOTD Cert Asph Conc Plant Inspection

Course Format: Certification
Course Length: May Vary
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
Reflects approval of certification committee for the conduct of the program for district operations.
DOTD-CERT District Lab Operations
LEO Title: DOTD-CERT District Lab Operations

Course Format: Certification
Course Length: May Vary
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
Reflects approval of certification committee for the conduct of the program for district operations.
DOTD-CERT Embank/Base Course Inspection
LEO Title: DOTD-CERT Embank Course Inspection

Course Format: Certification
Course Length: May Vary
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
Reflects approval of certification committee for the conduct of the program for district operations.
DOTD-CERT PCC Paving Inspection
LEO Title: DOTD-CERT PCC Paving Inspection

Course Format: Certification
Course Length: May Vary
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
Reflects approval of certification committee for the conduct of the program for district operations.
DOTD-CERT Structural Concrete Inspection
LEO Title: DOTD-CERT Structural Concrete Inspection

Course Format: Certification
Course Length: May Vary
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for DOTD employees.

Course Description:

Reflects approval of certification committee for the conduct of the program for district operations.
DOTD-CERT PCC Plant Inspection
LEO Title: DOTD-CERT PCC Plant Inspection

Course Format: Workbook
Course Length: May Vary
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for DOTD employees.

Course Description:
Reflects approval of certification committee for the conduct of the program for district operations.
Authorizations

DOTD AUTH Aggregate Tester
LEO Title: DOTD AUTH Aggregate Tester

Course Format: Certification
Course Length: May vary
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:

This class is targeted for district and section employees.

Course Description:

This is the performance evaluation for Aggregate Tester.
DOTD AUTH Asphalt Concrete Plant Technician
LEO Title: DOTD AUTH Asph Conc Plant Technician

Course Format: Workbook
Course Length: May vary
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for all employees.

Course Description:
This is the performance evaluation for Asphalt Concrete Plant Technician.
DOTD AUTH Nuclear Device Authorization
LEO Title: DOTD AUTH Nuclear Device Authorization

Course Format: Workbook
Course Length: One-Day
Prerequisite: No
Expires: No
Fee: No
Owned by: LTRC

Class Targeted for:
This class is targeted for Lab personnel.

Course Description:
Personnel holding this course designation are qualified by DOTD to operate a nuclear device and have been issued a radiation monitoring badge by the Materials Section. This course requires successful completion of: Density Testing for Embankment & Base Course, determination of In-Place density, and performance evaluation.