



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

November 21, 2014

CIRCULAR LETTER 2014-23

WAIVER VALUATION E-LEARNING COURSE

COUNTY ENGINEERS/SUPERINTENDENT OF HIGHWAYS
MUNICIPAL ENGINEERS/DIRECTORS OF PUBLIC WORKS/MAYORS
CONSULTING ENGINEERS

Illinois Public Act 098-0933 amended Section 5-5 of the Real Estate Appraiser Licensing Act of 2002 to include municipal engineers and municipal employees to the list of those who may prepare a waiver valuation. The amended act also provides information on coursework requirements that must be satisfied prior to these individuals preparing a waiver valuation.

The Department has developed an on-line, e-learning course which satisfies the Federal Highway Administration's requirements for preparation of a waiver valuation. The course is now available through the Department's Learning Management System website: <http://www.ildottraining.org/>

The purpose of the e-learning course is to offer Department employees, county engineers, and municipal engineers and employees, waiver valuation training without incurring course fees, travel cost, and wait time for a live classroom offering. Instructions on how to login, sign up, and take the course are attached.

The course consists of approximately 180 minutes of video in nine modules, followed by a brief exam. Participants should be able to self-enroll, take the course and the exam, and print out the completion certificate upon successful completion of the exam.

Department employees and county engineers who would like to continue doing waiver valuations should take the course by January 1, 2015 (unless they previously attended the classroom training in December 2011). Municipal employees and engineers will now have the ability to do waiver valuations starting January 1, 2015, and should be fully-compliant with all education and experience requirements before preparing any waiver valuations.

As a reminder, the Department's policy does not permit consultants and licensed fee appraisers to prepare waiver valuations. This policy remains in effect, and is not changed by Public Act 098-0933.

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The Department's Bureau of Land Acquisition has also updated their Policies and Procedures Manual to reflect the legislative changes. In particular, Section 1.6.5 was updated to include additional information on who can perform waiver valuations and what requirements they must meet in order to do so. Section 1.6.5 of the Bureau of Land Acquisition Manual is attached for reference, and the entire manual may be accessed at: <http://www.idot.illinois.gov/Assets/uploads/files/Doing-Business/Manuals-Guides-&-Handbooks/Highways/Land-Acq/Land%20Acquisition%20Manual.pdf>

If you have any questions concerning the waiver valuation training course or procedures, please contact Michael Elder, IDOT Bureau of Land Acquisition, at (217) 782 – 3982 or Michael.Elder@illinois.gov

Sincerely,



James K. Klein, P.E., S.E.
Acting Engineer
Local Roads and Streets



Salmon O. Danmole, P.E.
Acting Engineer
Land Acquisition

TW/tp

Attachment

cc: Greg Smothers, Illinois Association of County Engineers
Joe Schatteman, Illinois Municipal League

Access the IDOT Learning Management System Student Site:

<http://www.ildottraining.org/>



Learning
Management
System

Student/Instructor Login:

Name:

Password:

[Register New User Account](#)

[Forgot Password?](#)



Computer Requirements

- Internet Bandwidth requirements
 - Minimum 56Kbps
- Compatible Internet Browser Platforms:
 - Internet Explorer 10.0 or above
 - Mozilla Firefox 15.0 or above
 - Google Chrome
- Other software required:
 - Adobe Flash Player

IDOT Employees

- Name: IDOT + Employee Identification #
(i.e. IDOT123456)
- Password: Employee Identification #
(i.e. 123456)

New User Account (for non-IDOT employees)



Learning
Management
System

Student/Instructor Login:

Name:

Password:



 [Register New User Account](#)

[Forgot Password?](#)



New Registration



Please provide the following information:

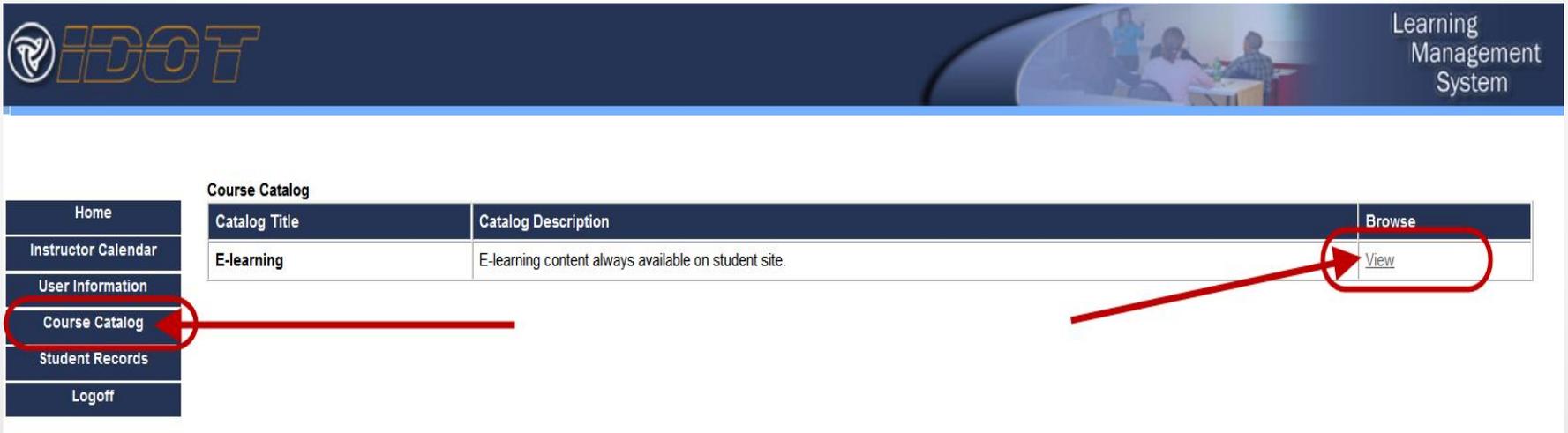
First Name:	<input type="text"/>	Required
Last Name:	<input type="text"/>	Required
Street address	<input type="text"/>	
City	<input type="text"/>	
State/Province	<input type="text"/>	
Zip/Postal Code	<input type="text"/>	
Country	<input type="text" value="United States of America"/>	
Phone	<input type="text"/>	
E-mail	<input type="text"/>	Required
Password	<input type="text"/>	Required
Employer / Agency	<input type="text"/>	Required

Privacy Information

Your email address will be used for your login name. Your email address and password allow us to differentiate you from other users and maintain your account. This information will be closely protected and used for internal purposes only. We will never willfully release your personal information to any third party without your express consent.

Course Catalog

- Select Course Catalog on the Left-hand side of your internet browser
- Once the Course Catalog – E-learning window opens, select View to see the list of courses available

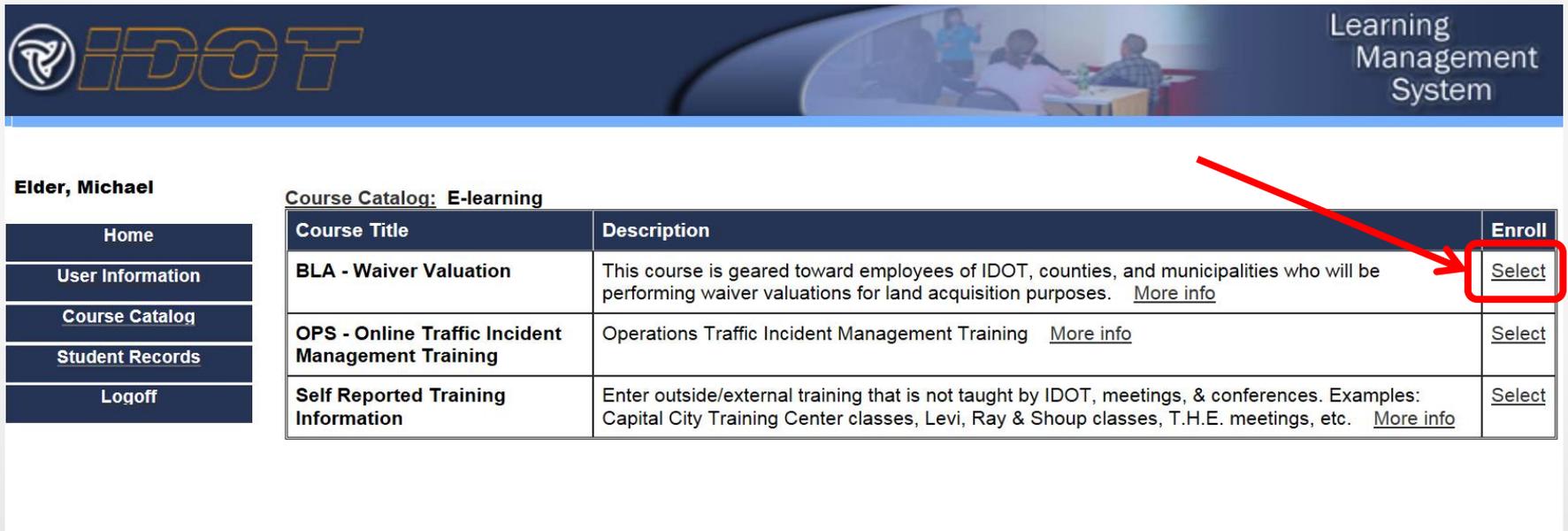


The screenshot displays the IDOT Learning Management System interface. At the top left is the IDOT logo, and at the top right is the text "Learning Management System". On the left side, there is a vertical navigation menu with the following items: Home, Instructor Calendar, User Information, Course Catalog (highlighted with a red circle and an arrow pointing to it), Student Records, and Logoff. The main content area is titled "Course Catalog" and contains a table with the following structure:

Catalog Title	Catalog Description	Browse
E-learning	E-learning content always available on student site.	View (highlighted with a red circle and an arrow pointing to it)

E-learning Enrollment

- Identify the Course Title you want to enroll in (BLA – Waiver Valuation) and press Select on the right-hand side of the course

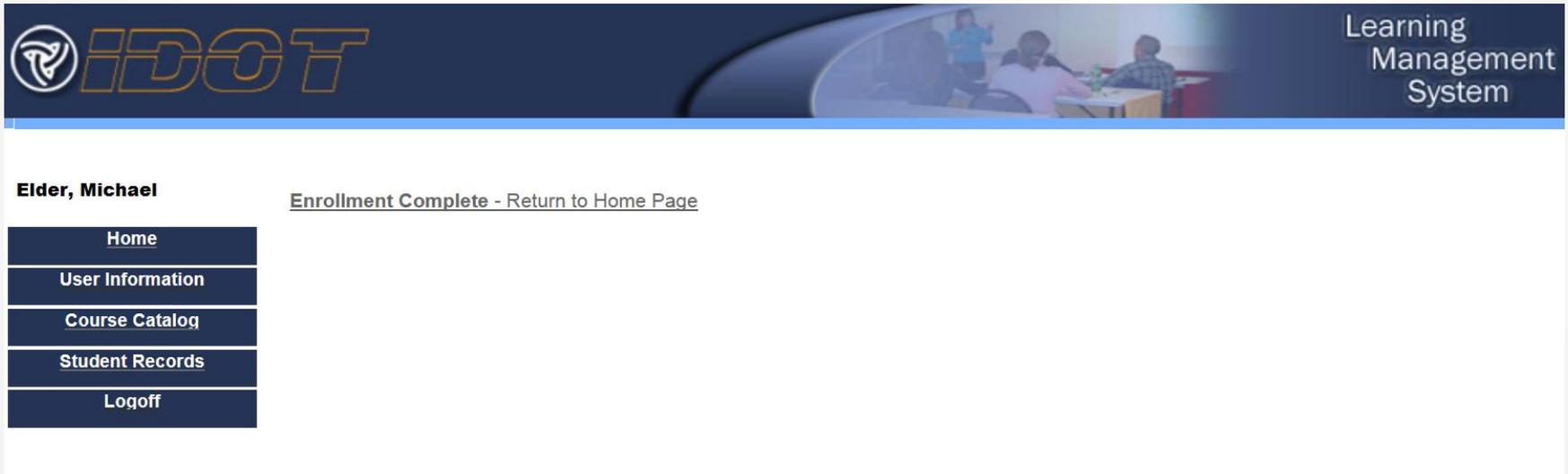


The screenshot displays the IDOT Learning Management System interface. At the top left is the IDOT logo, and at the top right is the text 'Learning Management System'. Below the header, the user's name 'Elder, Michael' is shown. A navigation menu on the left includes 'Home', 'User Information', 'Course Catalog', 'Student Records', and 'Logoff'. The main content area is titled 'Course Catalog: E-learning' and contains a table with three columns: 'Course Title', 'Description', and 'Enroll'. The first row of the table is for the 'BLA - Waiver Valuation' course, with a red arrow pointing to the 'Select' button in the 'Enroll' column. The second row is for 'OPS - Online Traffic Incident Management Training', and the third row is for 'Self Reported Training Information'. Each row has a 'Select' button in the 'Enroll' column.

Course Title	Description	Enroll
BLA - Waiver Valuation	This course is geared toward employees of IDOT, counties, and municipalities who will be performing waiver valuations for land acquisition purposes. More info	Select
OPS - Online Traffic Incident Management Training	Operations Traffic Incident Management Training More info	Select
Self Reported Training Information	Enter outside/external training that is not taught by IDOT, meetings, & conferences. Examples: Capital City Training Center classes, Levi, Ray & Shoup classes, T.H.E. meetings, etc. More info	Select

Enrollment Complete

- Your screen should say Enrollment Complete



The screenshot displays the IDOT Learning Management System interface. At the top left is the IDOT logo, and at the top right is the text 'Learning Management System'. Below the header, the user's name 'Elder, Michael' is shown. A navigation menu on the left includes links for 'Home', 'User Information', 'Course Catalog', 'Student Records', and 'Logoff'. The main content area displays the message 'Enrollment Complete - Return to Home Page'.

IDOT Learning Management System

Elder, Michael

[Enrollment Complete - Return to Home Page](#)

- Home
- User Information
- Course Catalog
- Student Records
- Logoff

Launch the Course

- Select either the Home tab on the left-hand side of the screen or the Enrollment Complete – Return to Home Page link

The screenshot displays the IDOT Learning Management System interface. At the top left is the IDOT logo, and at the top right is the text "Learning Management System". Below the header, the user's name "Elder, Michael" is displayed. A vertical navigation menu on the left contains the following items: "Home", "User Information", "Course Catalog", "Student Records", and "Logoff". To the right of the menu, a link labeled "Enrollment Complete - Return to Home Page" is highlighted with a red box. A red arrow points from the "Home" menu item to the highlighted link, and another red arrow points from the link back to the "Home" menu item, indicating a cycle or alternative path to the home page.

Launch the Course

- BLA – Waiver Valuation should show up as a Current Enrollment
- Select the ICON to launch course

 Learning Management System

Elder, Michael

Current Enrollments

Course / Class Title	Launch Course	Information and Grades
BLA - Waiver Valuation		
FHWA-NHI-141050: Introduction to Federal-Aid Right of Way 4/30/2014 04/30/14 - 05/01/14 IDOT-D6		
PM - ADDRESSING SEXUAL HARASSMENT		

A red arrow points to the 'Launch Course' icon for the 'BLA - Waiver Valuation' course.

Course Syllabus

- Before beginning video Module A, the student guide may be accessed and printed to use as an aid during the course and the exam. Printing the guide is not a necessity; it contains 111 pages. Try printing double sided and/or multiple pages per sheet if you want to save paper.
- Work through each module sequentially (from top to bottom)
- A link to the next module will activate upon completion of the prior module

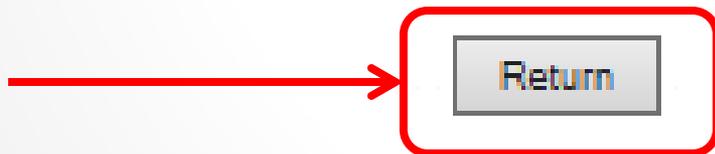
BLA - Waiver Valuation
Elder, Michael

This is the course grade book. It contains the current navigation to individual course elements.

Level	Title
completed	 Slide Printout - Waiver Valuation Student Guide (2014)
completed	 Module A - Introduction to Laws and Policy (2014)
completed	 Module B - Appraisal 101 Video Lecture (2014)
	 Module C - Comparable Sales Video Lecture (2014)
	 Module D - Template Video Lecture (2014)
	 Module E - Determining Valuation Video Lecture (2014)
	 Module F - Problems 2 and 3 Video Lecture (2014)
	 Module G - Problems 4 and 5 Video Lecture (2014)
	 Module H - Problem 6 Video Lecture (2014)
	 Module I - Wrap-Up Discussion Video Lecture (2014)
	 Waiver Valuation Test
	 Online Test Notification - Autocomplete
Total Score	

Video Modules

- Each video module must be viewed in its entirety from start to finish in order to complete the module (you can pause the video at any time)
- When finished with each video module, click Return at the bottom left corner to return to the course syllabus

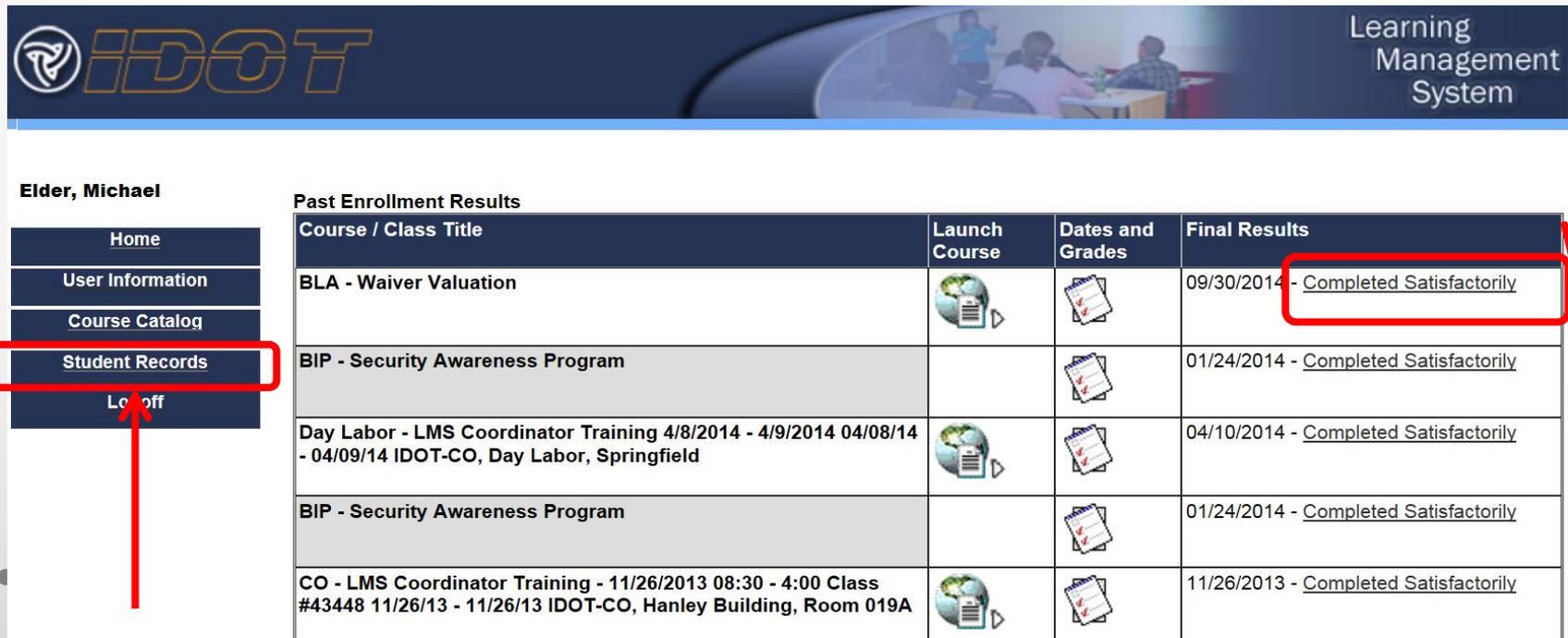


Test

- Once each module is completed, take the test and click on the button Submit Answers for Scoring
- The slide printouts may be referenced during the exam
- The test has a total of 25 questions and requires 70% or better to pass
- The test may be retaken until a passing grade is achieved
- Once finished with the exam, press the Close button at the bottom left corner of the course syllabus to return to the IDOT Learning Management System (LMS) website

Past Enrollments/Transcripts

- From the LMS website, select the Student Records on the left pane. This page will illustrate a transcript of all completed training.
- The course may be reviewed for future reference by selecting the Launch Course icon.
- This screen also provides the student the ability to produce a certificate of completion for courses/classes that have been completed satisfactorily. By selecting the link Completed Satisfactorily a certificate of the course is available for printing.



The screenshot displays the IDOT Learning Management System interface. At the top left is the IDOT logo, and at the top right is the text "Learning Management System". Below the logo is a navigation menu for user "Elder, Michael" with options: Home, User Information, Course Catalog, Student Records (highlighted with a red box), and Log off (with a red arrow pointing to it). The main content area is titled "Past Enrollment Results" and contains a table with the following data:

Course / Class Title	Launch Course	Dates and Grades	Final Results
BLA - Waiver Valuation			09/30/2014 - <u>Completed Satisfactorily</u> (highlighted with a red box and a red arrow)
BIP - Security Awareness Program			01/24/2014 - <u>Completed Satisfactorily</u>
Day Labor - LMS Coordinator Training 4/8/2014 - 4/9/2014 04/08/14 - 04/09/14 IDOT-CO, Day Labor, Springfield			04/10/2014 - <u>Completed Satisfactorily</u>
BIP - Security Awareness Program			01/24/2014 - <u>Completed Satisfactorily</u>
CO - LMS Coordinator Training - 11/26/2013 08:30 - 4:00 Class #43448 11/26/13 - 11/26/13 IDOT-CO, Hanley Building, Room 019A			11/26/2013 - <u>Completed Satisfactorily</u>

Sample Certificate

- The certificate must be kept on file and available for review at any time by FHWA and/or IDOT.



Illinois Department of Transportation

Awards this certificate of training to

Elder, Michael

In recognition of successful completion of

BLA - Waiver Valuation

PDH Hours: 0

Date: 09/30/2014 Serial No: 2775300

1.6.5 Waiver Valuations

A waiver valuation is not an appraisal and may not be represented to be an appraisal. Therefore, an appraisal license is not required to perform a waiver valuation. Waiver valuations are not considered to be experience towards an appraisal license.

Per Illinois statute, a waiver valuation can only be completed by 1) an IDOT employee, 2) a county engineer, 3) an employee of a municipality (starting 1/1/2015), or 4) a municipal engineer (starting 1/1/2015).

The following additional conditions must be met by personnel performing waiver valuations:

1. IDOT employee

- An IDOT employee performing a waiver valuation must have completed a minimum of 45 hours of coursework in real estate appraisal, including principals of real estate appraisals, appraisal of partial acquisitions, easement valuation, reviewing appraisals in eminent domain, appraisal for federal aid highway programs, and appraisal review for federal aid highway programs.
- An IDOT employee performing the waiver valuation must have at least two years of experience in a field closely related to real estate.
- A waiver valuation prepared by an IDOT employee must be co-signed by another IDOT employee who is a licensed professional engineer under the Professional Engineering Practice Act of 1989, and the engineer's license number must be affixed to the waiver valuation.
- An IDOT employee performing the waiver valuation should have completed either:
 - a) IDOT's waiver valuation class that was offered in December 2011 in Springfield, or
 - b) IDOT's Waiver Valuation E-Learning Course. Open enrollment for the Waiver Valuation E-Learning Course is available on IDOT's Learning Management System website:

<http://www.ildottraining.org>

The Waiver Valuation E-Learning Course can be taken online at no cost in approximately six hours or less, and is administered by IDOT's Central Bureau of Land Acquisition (CBLA). Upon successful completion of the course, the participant will receive a completion certificate for their files. Contact CBLA at (217) 782-3982 with any questions pertaining to this course.

- The qualifications of the waiver valuation preparer shall be readily available for review by IDOT and/or FHWA.

2. County engineer

- A county engineer performing a waiver valuation is required to be a licensed professional engineer under the Professional Engineering Practice Act of 1989, and must affix his or her engineering license number to the waiver valuation.
- A county engineer performing the waiver valuation must have completed either:
 - a) IDOT's waiver valuation class that was offered in December 2011 in Springfield, or
 - b) IDOT's Waiver Valuation E-Learning Course. Open enrollment for the Waiver Valuation E-Learning Course is available on IDOT's Learning Management System website:

<http://www.ildottraining.org>

The Waiver Valuation E-Learning Course can be taken online at no cost in approximately six hours or less, and is administered by IDOT's Central Bureau of Land Acquisition (CBLA). Upon successful completion of the course, the participant will receive a completion certificate for their files. Contact CBLA at (217) 782-3982 with any questions pertaining to this course.

- The qualifications of the waiver valuation preparer shall be readily available for review by IDOT and/or FHWA.

3. Employee of a municipality

(Municipal employees can perform waiver valuations starting January 1, 2015 per Public Act 98-0933)

- A municipal employee performing a waiver valuation must have completed a minimum of 45 hours of coursework in real estate appraisal, including principals of real estate appraisals, appraisal of partial acquisitions, easement valuation, reviewing appraisals in eminent domain, appraisal for federal aid highway programs, and appraisal review for federal aid highway programs.
- In addition to the base coursework requirement, a municipal employee performing the waiver valuation must also have either:
 - a) At least two years of experience in a field closely related to real estate, or

- b) If the municipal employee does not have two years of real estate experience, an additional 20 hours of coursework in real estate appraisal is required.
- o A waiver valuation prepared by a municipal employee must be co-signed by a municipal or county engineer who is a licensed professional engineer under the Professional Engineering Practice Act of 1989, and the engineer's license number must be affixed to the waiver valuation.
- o A municipal employee performing the waiver valuation must have completed either:
 - a) IDOT's waiver valuation class that was offered in December 2011 in Springfield, or
 - b) IDOT's Waiver Valuation E-Learning Course. Open enrollment for the Waiver Valuation E-Learning Course is available on IDOT's Learning Management System website:

<http://www.ildottraining.org>

The Waiver Valuation E-Learning Course can be taken online at no cost in approximately six hours or less, and is administered by IDOT's Central Bureau of Land Acquisition (CBLA). Upon successful completion of the course, the participant will receive a completion certificate for their files. Contact CBLA at (217) 782-3982 with any questions pertaining to this course.

- o The qualifications of the waiver valuation preparer shall be readily available for review by IDOT and/or FHWA.

4. Municipal engineer

(Municipal engineers can perform waiver valuations starting January 1, 2015 per Public Act 98-0933)

- o A municipal engineer performing a waiver valuation is required to be a licensed professional engineer under the Professional Engineering Practice Act of 1989, and must affix his or her engineering license number to the waiver valuation.
- o A municipal engineer performing the waiver valuation must have completed either:
 - a) IDOT's waiver valuation class that was offered in December 2011 in Springfield, or
 - b) IDOT's Waiver Valuation E-Learning Course. Open enrollment for the Waiver Valuation E-Learning Course is available on IDOT's Learning Management System website:

<http://www.ildottraining.org>

The Waiver Valuation E-Learning Course can be taken online at no cost in approximately six hours or less, and is administered by IDOT's Central Bureau of Land Acquisition (CBLA). Upon successful completion of the course, the participant will receive a completion certificate for their files. Contact CBLA at (217) 782-3982 with any questions pertaining to this course.

- The qualifications of the waiver valuation preparer shall be readily available for review by IDOT and/or FHWA.