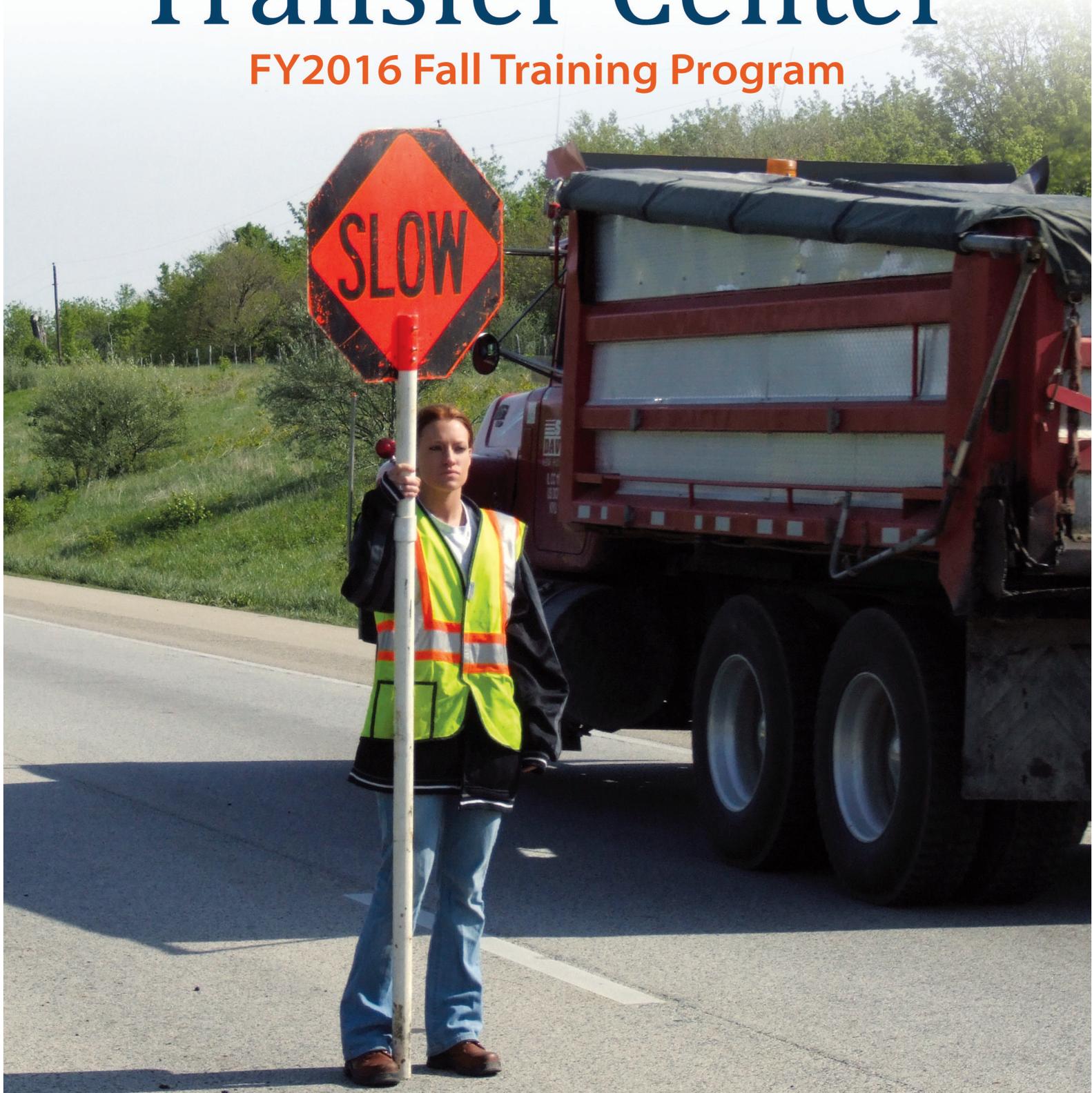


# Illinois Technology Transfer Center

FY2016 Fall Training Program



State of Illinois  
Illinois Department of Transportation



Illinois Department  
of Transportation



Federal Highway  
Administration

# Illinois Technology Transfer Center Training Program

The Technology Transfer (T<sup>2</sup>) Program is a nationwide effort financed jointly by the Federal Highway Administration and individual state departments of transportation. Its purpose is to transfer the latest state-of-the-art technology in the areas of roads and bridges by translating the technology into terms understood by local and state highway or transportation personnel.

This booklet replaces our training newsletter. After reading all information on our training classes fill out and return the appropriate forms for registration. Please review our enrollment policy as we have limited seating in some of our classes and in most cases, our seating is open to Local Agency Personnel, on a first-come, first-serve basis. If you are not able to attend a class, please contact us so we may offer the spot to those people on our waiting list. Notifying us in advance of substitution of students would also be appreciated.

If you have any additional questions regarding our Training Program, please contact us as listed below.

Illinois Technology Transfer Center  
Illinois Department of Transportation  
2300 South Dirksen Parkway – Room 205, Springfield, IL 62764  
Fax (217) 785-7296  
Email us at [T2LRSDOT@dot.il.gov](mailto:T2LRSDOT@dot.il.gov)

LTAP Director/Technology Transfer Program Manager  
Gwen Montgomery  
Email: [Gwen.Montgomery@illinois.gov](mailto:Gwen.Montgomery@illinois.gov)  
Phone: (217) 785-2350

Technology Transfer Support Staff  
Gabie Richardson  
Email: [Gabrielle.Richardson@illinois.gov](mailto:Gabrielle.Richardson@illinois.gov)  
Phone: (217) 557-1910

Visit our Website at <http://www.idot.illinois.gov/transportation-system/local-transportation-partners/county-engineers-and-local-public-agencies/technology-transfer-center/index>

# Enrollment

The courses listed on the following pages constitute the Technology Transfer Training Program. These courses are scheduled to be presented on the dates shown and at the locations indicated. As you view the list, note that many of the courses have PREREQUISITES, especially those relating to math or computers. Instruction is geared toward those students who have the necessary prerequisite skills. These classes are all tuition-free unless otherwise noted. Travel, meals, and lodging expenses, are always the responsibility of the student.

## ENROLLMENT:

We invite your agency to enroll students in the classes you desire by filling out the appropriate enrollment form. Please type or clearly print the enrollment information completely as this information will be entered in our computer system for later use in emails, mailings, rosters, and certificates. Return the enrollment form by using one of the following methods:

### BY MAIL:

Illinois Department of Transportation  
Bureau of Local Roads and Streets  
Technology Transfer Center  
2300 South Dirksen Parkway, Room 205  
Springfield, IL 62764

### BY EMAIL:

You may email your enrollment form to [T2LRSDOT@dot.il.gov](mailto:T2LRSDOT@dot.il.gov), [Gwen.Montgomery@illinois.gov](mailto:Gwen.Montgomery@illinois.gov), or [Gabrielle.Richardson@illinois.gov](mailto:Gabrielle.Richardson@illinois.gov)

It is important that you send your enrollments in early. Some classes fill up quickly and we may not be able to schedule additional classes.

In cases of excess enrollment, some attendance restrictions will be imposed and in cases of insufficient enrollment, classes may be cancelled. Enrollment in a class will be handled in accordance.

You or the contact person designated on your enrollment form will receive an email approximately 3 weeks prior to the class confirming your registration and giving the classroom information. All others will be notified by email that they have been placed on a waiting list and will be contacted if there are further cancellations.

## CANCELLATION POLICY:

If a student is unable to attend, it is the agency's responsibility to cancel before the day of the class. Frequent no shows may result in your agency receiving lower priority in future enrollments.

## CONSULTANT POLICY:

Enrollment for Consultants will be allowed in all Technology Transfer Training classes with the exception of Local Agency Only classes. Due to the popularity of our classes, we must limit each Consulting firm to a maximum of 4 per class.

CERTIFICATES:

A Certificate of Completion will be awarded to approved students (see note below) who successfully complete the final examination for the class. In those classes where final exams are not given, a Certificate of Attendance will be awarded. The majority of T<sup>2</sup> Classes meet the requirements for Professional Development Hours (PDH's). The number of PDH's given per class can be found with the course description; however, it is the students responsibility to ensure that the course meets the continuing education requirements of their license. If you have any questions, contact Gwen Montgomery at [Gwen.Montgomery@illinois.gov](mailto:Gwen.Montgomery@illinois.gov)

# Course Descriptions

## **Communicating Through COLORS**

PURPOSE: To help participants identify their own color (temperament) style and that of their supervisors, peers, and/or subordinates. In addition, it will provide a new understanding of learning and communication styles that complement the color style of others.

TOPICS TO BE COVERED: Recognizing students own strengths and the strengths of others, building instant rapport with others, learning to speak the language of their listeners, enhancing the ability to understand how others process information, and modifying their own communication style to meet the needs of other communication styles.

LENGTH OF COURSE: 1 day

PDH's: 6.0

## **Highway Engineering Principles**

PURPOSE: To familiarize engineering and technical employees or refresh their knowledge of basic highway terminology and procedures used in conjunction with engineering applications and the management of streets and roads.

PREREQUISITES: Mathematics Refresher Course, Units 1 through 17, or equivalent; involvement in highway design or highway project development activities.

TOPICS TO BE COVERED: Basic mathematics; horizontal and vertical curves; slopes and grades; bituminous surface treatment; traffic, and a brief discussion of highway organization and funding. This course is geared toward new engineers, new technicians and other types of entry level technical positions such as planners, landscape architects etc., and is a refresher course on basic highway engineering topics for veteran engineers, technicians and planners. Teamwork and group problem solving and open discussion is encouraged throughout the course.

LENGTH OF COURSE: 1 day

PDH's: 6.0

## **IDOT Phase 1 Course**

PURPOSE: To develop a better understanding of the Illinois Department of Transportation's Phase 1 process.

TOPICS TO BE COVERED: Developing a transportation project's purpose and need, roles and responsibilities of local, state, and federal agencies, environmental studies conducted through the Environmental Survey Request process, analyzing and incorporating necessary engineering and environmental findings, and differences among Categorical Exclusions (CE), Environmental Assessments (EA), and Environmental Impact Statements (EIS).

LENGTH OF COURSE: 1 day

PDH's: 6.0

Seating is limited. One per agency please.

## **Organizing Yourself through Time Management**

PURPOSE: This course will focus on time management skills as they relate to your career and personal life. Each participant will discover how effective time management skills can increase productivity in themselves, the organization and the people around them.

TOPICS TO BE COVERED: Methods for setting specific, attainable goals and the benefits of setting those goals. Specific time management methods will be discussed along with the importance of prioritizing.

LENGTH OF COURSE: 1 day

PDH's: 5.0

## **Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way Seminar**

PURPOSE: This seminar includes presentations by the Office of the Illinois Attorney General, Federal Highway Administration – IL Division and Illinois Department of Transportation that will discuss the United States Access Board's Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG) that will impact highway agencies. It will also provide an overview of other state and federal laws affecting access for people with disabilities in the right-of-way.

TOPICS TO BE COVERED: PROWAG, ADA, EBA, and other federal/state laws and standards.

LENGTH OF COURSE: 1 day

PDH's: 6.0

## **Small Drainage**

PURPOSE: This course will provide participants with the basics in Storm Sewer specifications and Pipe Culvert specifications.

TOPICS TO BE COVERED: Inspecting storm sewer pipe for conformance with plans and specifications, trench excavations and shoring, pipe installation and backfill, embankment construction and trenching operations for conformance with plans and specifications. Check length, gradation, and location of pipe for conformance with field conditions, installation and backfill of pipe for conformance with specifications and protection requirements of pipe to insure against overload damage. Determine field quantities for progress and final documentation of the pipe culvert pay item and field data to document the extra work payment required for removing and replacing unsuitable foundation material. Requirements of field data for progress and final documentation of storm sewers and trench backfill will be covered.

LENGTH OF COURSE: 1 day

PDH's: 6.0

## **Snow and Ice Training**

PURPOSE: This class provides training to local agency personnel for their winter snow and ice operations.

TOPICS TO BE COVERED: Planning for snow and ice operations, sources of weather information, equipment, snow and ice chemicals, chloride and the environment, level of service, and post storm activities.

LENGTH OF COURSE: ½ day

PDH's: 3.0

# Local Agency Only Classes

## Flagger Training

PURPOSE: This class provides training to local agency personnel for their day labor and maintenance activities. It meets requirements established by the Manual on Uniform Traffic Control Devices (MUTCD) and the Occupational Safety and Health Administration.

PREREQUISITES: This course is available to local agency highway personnel holding a valid driver's license or an Illinois Identification Card from the Secretary of State.

TOPICS TO BE COVERED: Traffic control devices, the flagger's role in work zone safety, Illinois laws and responsibilities, and flagging procedures.

LENGTH OF COURSE: ½ day

PDH's: 3.0

# FY 2016 Fall Training Schedule

Course	Start Date	Location	Course Number
TT- Communicating through COLORS	September 30, 2015	Libertyville	FY2016-001
TT-Highway Engineering Principles	October 14, 2015	Ottawa	FY2016-002
TT- IDOT Phase 1 Course	July 27, 2015	Springfield	FY2016-003
	August 13, 2015	Schaumburg	FY2016-004
	September 1, 2015	Collinsville	FY2016-005
	September 2, 2015	Springfield	FY2016-006
	September 29, 2015	Schaumburg	FY2016-007
TT- Organizing Yourself through Time Management	September 24, 2015	East Peoria	FY2016-008
	October 14, 2015	Yorkville	FY2016-009
TT- Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way Seminar	October 1, 2015	Wheaton	FY2016-010
	October 20, 2015	Springfield	FY2016-011
STTP-S46 Small Drainage Structures	September 22, 2015	Schaumburg	FY2016-012
TT- Snow and Ice	September 18, 2015	Libertyville	FY2016-013
	October 6, 2015	Moline	FY2016-014
	October 13, 2015	Schaumburg	FY2016-015
	October 28, 2015	Carbondale	FY2016-016
	November 4, 2015	Effingham	FY2016-017
	November 17, 2015	Springfield	FY2016-018

# Local Agency Only Classes

<b>Course</b>	<b>Start Date</b>	<b>Location</b>	<b>Course Number</b>
TT-Flagger Training			
	October 6, 2015	Carbondale	FY2016-203
	November 17, 2015	Bloomington	FY2016-204

# Fall FY2016 Training Program Enrollment Form



Please print or type the enrollment information completely as this information will be entered in our computer for later use on mailings, rosters, and certificates. Enter the three digit course number that follows the FY2016 year. You may return the enrollment form by e-mailing [DOT.T2LRSDOT@illinois.gov](mailto:DOT.T2LRSDOT@illinois.gov) or by mail to the Illinois Department of Transportation, Local Roads and Streets, 2300 South Dirksen Parkway, Room 205, Springfield, IL 62764.

Student Name

Student E-mail Address

Course Numbers

_____	_____	FY16-_____	FY16-_____	FY16-_____
_____	_____	FY16-_____	FY16-_____	FY16-_____
_____	_____	FY16-_____	FY16-_____	FY16-_____
_____	_____	FY16-_____	FY16-_____	FY16-_____
_____	_____	FY16-_____	FY16-_____	FY16-_____

\_\_\_\_\_  
Name of Agency/Department

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
City/State/Zip Code

\_\_\_\_\_  
Contact Person Email

# Flagger Training for Local Agencies Request Form

Flaggers are the most important members of your construction or maintenance crew. In order to protect your work zones, every flagger is required to know proper flagging procedures and use the appropriate equipment. Chapter 6E of the Manual on Uniform Traffic Control (MUTCD) contains all the flagger requirements and recommendations. The MUTCD may be downloaded at <http://mutcd.fhwa.dot.gov/index.htm>.

The Technology Transfer Center offers Flagger Training as part of our training program. Classes may be scheduled at your facility provided the following conditions are met:

1. A minimum of 40 people is required to offer this training. (If you do not have this many employees, work with other local agencies in your area to organize a joint class.)
2. A roster of all attendees must be provided two weeks before the start date or the class will be cancelled.

**Who should receive this training?** This training is appropriate for any local agency employee who may perform as a flagger in emergency or non-emergency situations. This includes highway department employees (workers and supervisors), public utility employees, police officers, and firemen (volunteer and full-time).

If you would like to request a class in your area, please fill out the form below and mail it to the Illinois Department of Transportation, Technology Transfer Center, 2300 South Dirksen Parkway, Room 205, Springfield, Illinois 62764 or e-mail [DOT.T2LRSDOT@illinois.gov](mailto:DOT.T2LRSDOT@illinois.gov).

## Flagger Training Class Request

### Local Agency Personnel Only

Agency \_\_\_\_\_

Contact Person \_\_\_\_\_ Number of Students \_\_\_\_\_

Agency Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Requested Training Date \_\_\_\_\_

Email Address \_\_\_\_\_

Training room on site?    Yes    No                      Could other agencies attend?    Yes    No

TV/VCR/SCREEN?            Yes    No

