

12/10/03

Revised: December 15, 2003

DCTA Teleconference

Lori Spruce, Brenda Haygood, Eddy Wilson, Douglas Townes, Henry Pico, Kelly Maxwell, Max Pearlstein, Terry Jones, Debbie Glatz, Morris Scott, Ken Cox, Vivi Kavadas, John Goodknight, Sandy Greenwood, Yvonne Collins

CMEC Update: CTQP is in the process of updating the contract for instruction next year. There is some question about whether or not they will renew this contract. The contracts in question are teaching Aggregate Field and provide training through CTQP for Concrete ACI courses.

FDOT SCO Customer Survey: We have 271 responses to date. D-1 has the greatest number of responses. Lori sent out numerous emails and emphasized it at their quarterly consultant meetings. Douglas will send out a summary of the results by Jan 1, 2004.

Prometric: Sandy will send out the locations to the DCTAs. Plan is for Terry and Lori to pilot in February with full implementation in March.

On line Registration: Instructions will be mailed to DCTAs by Friday, 12/12, and then Terry and Lori will pilot it for a week or two, until we're sure all is working smoothly. Plan is to continue using FDOT application along with the online application until we can get to one application. One of the most important features of web registration is accuracy and control of data. Web registration allows the trainee or the training contact to enter the data directly. This system allows easy view of which trainees are assigned to the training contact. The process would begin with those training contacts the entering the data and sending the printout of the web application to the DCTA along with an FDOT application form. The DCTA signs the FDOT form and forwards to CTQP as authorization for payment. Lori and Terry request access to the system to sign up trainees themselves when their training contacts are not available. This service is not available yet, but CTQP will look at this following the pilot. At that time, other improvements may be need to be made.

FDOT CTQP Application Update: FDOT will not proceed with updating the existing form until the online registration has been piloted.

MSE Wall Training Course: Yvonne is working on getting proposals and contracts. Hopefully, a course will be presented in February. This is a one-day session and will be a statewide effort. If the situation in the field becomes a more serious safety issue, this will become a qualification; only a course and exam are required right now.

Final Estimates Level 1 Clarification: CTQP delayed granting these qualifications until direction regarding the expiration date was given. For trainees passing the FE Self-Study exam at any time, the expiration date will be Jan 1, 2009. This expiration will apply to every FE Level 1 qualification, regardless of the date of the exam. The existing exam will be valid until the computer based training module and revised exam are available. For all exams scored by DCTAs, an FDOT application must be submitted as verification trainee received a passing score on the Final Estimates Self-Study exam.

The way measurements are taken in the field, which is what's covered in this exam, has not changed even though the exam itself has changed slightly.

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CTQP will grant qualifications for everyone in industry that paid \$25 for CTQP to record results from the scanned bubble sheets. DCTAs do not have to submit another application for these exams that CTQP electronically scored.

If any DOT employee takes the exam after January 1, 2004, the DCTA will send in an application for qualification and it will be granted with an expiration date five years from the date of the passing score on the exam. DCTAs were encouraged to administer all exams prior to December 31 if possible.

It was requested two weeks notice be given to the DCTAs regarding the availability of the Final Estimates computer based testing (CBT) module. DCTAs will be notified as soon as the module is available and the implementation date can be decided at that time.

All the FE CBT exams will be administered by CTQP, just as all other qualification exams. These exams may be sent to Prometric as well. Fee for the exam will be between \$125 and \$200. Once this exam is available, the Final Estimates Self-Study exam will no longer be valid and there will only be thirteen self-studies. Eddy will have one more opportunity to review the CBT prior to its general use.

Concerns about the content of this training should be directed to the Technical Review Team chair.

The Final Estimates Level 1 qualification fee will be \$100 for those who take the CBT exam. There is no cost for "grandfathering in" those who took the exam in the past. For anyone taking the Final Estimates Self-Study exam today, DCTAs will send in an application with \$25 and those that pass will be granted the qualification at that cost.

Pile Driving Inspection Course: The upcoming hands-on review of the electronic portion of this course includes use of the laptop. Incorporating use of the palm pilot will be piloted some time later. It has not yet been decided that everyone holding a current PDI qualification will have to take the electronic module exam. The cost of the course will significantly increase due to the limited class size of the electronic module. Original plan was to offer these as separate classes to catch up those that already took the three-day session. The electronic module can be viewed as a refresher course for those that are already qualified. There will be a lot more information available at the February meeting. John will prepare a cost analysis for reducing class size for the February meeting so everyone can review the numbers.

Grouting qualification requirements: FDOT Inspectors should read the manual to understand the qualification requirements.

Post Tensioning: This new qualification will be administered through CTQP in a manner very similar to the Grouting qualification. Douglas will send out this information.

Construction Conference, February 10-11: Yvonne will register the DCTAs who have not already made reservations, but will not register the District employees. Travel should be submitted to the Central Office. CTQP travel funds may be used for this purpose.

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TRESS numbers for Asphalt Self-Studies: These did not change. The Construction Training/Qualification Manual refers to the title of the Asphalt Hot Mix self-study as Asphalt Concrete Testing.

Self-Studies Update: The Earthwork Inspection, Paving and Asphalt Plant Inspection course study materials will be out sometime in January as well. The exam has not changed so it can still be used. The book or the online material can be used to prepare for the self-study exam.

Construction Academy: It was suggested the Academy include more activities that relate more to what's happening in the field. All districts received positive comments. Microwaves and refrigerators in Ft. Lauderdale were great and were missed in Gainesville. Only 18 six-week evaluations were received for the July school. Sandy will send out the color of the October six week evaluations.

Names for the 2004 academy will be submitted to CTQP by May 15.

FDOT Budget: Every district is straight.

CTQP Contract review: The Construction Academy will no longer provide shirts, food or pencils with the CTQP web address. The location of fast food will be a higher priority in the choice of location.

CTQP Audit: The review of Auburn's records was not favorable, but is being handled. Send Douglas an email if you want to review this document. CTQP has adjusted the financial reporting to address concerns raised by the FDOT Office of the Inspector General (OIG).

CTQP Staff issues: The performance of the OPS accountant was not satisfactory, so she was terminated. Prior to leaving employment with the University of Florida, allegations of wrongdoing were made. Whenever this occurs, the OIG must investigate the allegations and report its findings. As the findings are made public, you will be one of the first people to be made aware of the results.

Sarah LaRoche was promoted to Training Specialist, Wayne Rilko, PE, is a new instructor with expertise in the aggregate and asphalt fields and Jennifer Magary was promoted to Program Assistant. As Wayne travels, he will meet the DCTAs and they will introduce him to others in the DCTA offices. Please use this opportunity to get to know Wayne better and introduce him to your job duties and coworkers.

CTQP Budget Reconciliation problems: The 04 expenditures listed at the bottom of the report to each district represents the portion of the \$433,000 that is already committed and will be billed. They are pending invoices. *John's, not sure if this is correct.* Max was missed in the distribution. A separate report will be sent to him. The package included revised summaries for July, August, September and October as well as adjustments for each district. DCTAs need to see the individual monthly invoices for this fiscal year as well as the summaries, with the exception of D-3. Eddy does not need any more reports. Each DCTA (excluding Eddy) will make an appointment to handle

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reconciliation in person prior to the Construction Conference. The SCO will pay for travel.

Qualification Fees (When to Charge): CTQP will change the way qualification fees are assessed. After further review of questions raised at the teleconference, CTQP has determined that future billing for qualification fees can be deferred until they are actually issued. This process will be implemented after the first of the year.

Construction Training/Qualification Manual: Douglas will work on Chapter 8 with the author to see that it conforms more closely to the format of the rest of the manual. DCTAs would like advance notice of what will be required on the industry side for the new Post Tensioning qualification. Douglas will ensure that the new chapter written for this qualification more closely conforms to the format of the rest of the manual.

CTQP Advisory Committee Recap: Douglas will post the minutes on the FDOT website before Friday, 12/19.

CTQP database: Yvonne will get the status of the People First database regarding its ability to receive CTQP data and send out a report by Friday, 12/12. Yvonne will also determine if TRESS has been corrected to list CTQP classes and qualifications.

Next teleconference date: April 7, 2004, at 9am.

Next DCTA Meeting: February 12, 2004, Orlando, following the Construction Conference.