

**DISTRICT TRAINING ADMINISTRATOR'S MEETING
AUGUST 23 AND 24, 2006
TAMPA, FLORIDA
NOTES**

Roll Call

D1 Lori Spruce
D2 Brenda Haygood
D3 Eddie Wilson
D4 Enrique Pico
D5 Morris Scott
D6 Max Pearlstein
D7 Daphne Mahagan
Turnpike Debbie Glatz
SMO Ken Cox
Red Vector Dennis Snyder
Central Office Randall D Borgersen
Central Office Yvonne Collins
Central Office Stanley Youmas

Note: Construction Academy going very well.

Old Business

- a. Auger Cast Pile Course Update
- Deliverable end of August 95% ready
 - Will not be a CTQP Qualifications course
 - Will be developed as a CBT as well
 - Will be put in Tress
 - Exam and Certificate
- b. MSE Wall Course Update
- Bids back. Sastry will do presentation
 - Will be developed as a CBT as well
 - HRD funds will be used
 - Will be put in Tress
 - Exam and Certificate

Note: Suggested a section in the manual for Non-CTQP courses

- c. QC Manager Course Update
- Finished and Accepted
 - Pilot Course in October
 - Richard Massey will monitor
 - Jim Savige (Williams Earth Sciences) teaching the course for the trainers
 - Totally revamped course.
 - No DCTA's will be attending

d. Concrete Field and Lab

- Blessed and given to CTQP – ready for rollout
- Start teaching in approximately 2 months after all study materials new and old and have been changed out. Materials are out there now and can be downloaded.

Self Studies CBT Update

- Construction Math and Structures 1 & 2 release date for website is November 1st. Answer sheets will be sent out.
- Will keep a small quantity of tests and answer sheets on hand, but can be printed out.
- Next three to be developed as CBT's are Contract Plans Reading, Earthwork and Portland cement.

FDOT Training Courses

Engineering Technician Academy

- Four per district
- Names are due September 22nd.
- Will be at Hawthorne Suites Airport in Orlando
- Dates are October 9th – October 20th.
- Must attend both weeks.
- Would like some DCTA's to attend graduation

Construction Academy

- Would like some of the DCTA's to attend graduation

Claims and Avoidance Training

- Is still available on video or in person, contact Kim Smith if you need the training

Budget

- Everyone should have their money August 23rd 2006.

CTQP Issues

Asphalt Failure rates

- Encourage students to study before they go to class. Educate up front.
- Are allowed to challenge test questions.
- Show them where to get the manual, or tutor if they have one failure.
- Need to comply with the ADA requirements of hearing impairment, visual impairment.
- Can give oral examinations upon request.
- Go over some of this information with the providers
- TRT is also looking over the exam and course.

CTQP Survey

- Randy has gotten the results – they are a little better than last year.
- Spreadsheet – Lorie and Max will help, should be complete by October 1.
- Thank you to Red Vector for survey results
- Break down by class, go over with providers

- Dennis will send survey questions.
- May try to move the survey to before the exam.
- Statement for the proctor information sheet
- How-to instructions – suggested sit and listen to see if proctors are doing a good job.

OSHA Safety Awareness Training (Stanley Youmas)

Input from Districts as to what each District is doing

- D1 – Felt that registration was not easy. Had to do the survey every time they had to do another session – did not want to take the time. Slow to load – took 15 – 20 minutes and by that time most of them were gone. Registration page confusing. If registration page could be modified that would help.
- D2 – Some had problems registering. Did not get credit for taking class.
- D3 – Not participating
- D4 – A lot of their people are already trained. Had some problems getting into the system. In the future will most likely use instructor led.
- D5 – Bought Clarity system. It covers most of the training. Several people in the district not in favor of the course.
- D6 – A couple of people started the course, but had so much trouble registering, etc. did not finish. Agrees with D1 if that page could be modified it would be better.
- D7 – 16 people had taken and passed. Registration is cumbersome. Problems with the trenching course. DCE will send Dave Sadler a memo. Will be addressed at the next meeting.
- Turnpike – not allowed to participate
- SMO – Ken has taken, but no one else. SMO is not written into the requirement. Recommends taking to Safety Department to let them look it over.
- Yvonne will send out correct Tress numbers for this training.

New Business

- DCTA's should check their calendars for September 27 or 28 to let Yvonne know which day is better for them to come to Gainesville for a face to face meeting or video conference to continue going over chapters.
- NHI has a new Bridge Inspection Course
- TCCC will probably be making more courses available in the near future.
- Yvonne will have them reviewed
- Went over a request from the Asphalt TRT to change level 1. It was not approved and will not be changed
- Yvonne will let us know when the next teleconference/face-to-face meeting will be at the September 27/28 manual review meeting.

Dates to Note

- September 18th is the Providers teleconference. Yvonne will email us the call in number. Please email her any questions you would like to be asked. It should last about one hour.
- QC Manager Pilot Course will be held at the Tampa District Office. Yvonne will send us the correct date should anyone want to attend.
- Next chapters of the Manual to be reviewed, 3, 4 and 5.