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CHAPTER 10

TEMPORARY TRAFFIC CONTROL (TTC) TRAINING

10.1 PURPOSE

The purpose of this section is to describe the *Temporary Traffic Control (TTC) Training Program*. This program is designed to establish a certification program for persons responsible for the planning, development, design, implementation, operation, enforcement and inspection of work zone related transportation management and temporary traffic control on streets and highways within the State Highway System right-of-way. This program does not apply to Law Enforcement Officers, or Utility Agency/Owners (UAOs) choosing to self-certify their employees under the provisions of the Utility Accommodations Manual (UAM). This procedure shall list the details of the certification program including the associated training courses.

GENERAL DISCLAIMER: The *Temporary Traffic Control (TTC) Training Program* is not part of the Construction Training Qualification Program. Policies and Procedures for the *Temporary Traffic Control (TTC) Training Program are outlined in this Chapter.* Policies and Procedures set forth elsewhere in the Construction Training and Qualification Manual (CTQM) will have no effect on the *Temporary Traffic Control (TTC) Training Program.*

10.2 AUTHORITY

Section 334.048(3), Florida Statutes

Section 20.23(3)(a), Florida Statutes

10.3 BACKGROUND

Code of Federal Regulations 23 CFR 630 Subpart J requires that, "personnel involved in the development, design, implementation, operation, inspection, and enforcement of work zone related transportation management and traffic control be trained" in at a level "appropriate to the job decisions each individual is required to make". The Department's TTC experts have determined that TTC qualifications will be divided into three levels based upon the duties being performed.

10.4 DEFINITIONS

FDOT: Florida Department of Transportation (Department)

TTC: Temporary Traffic Control

TTC Administrator: Entity contracted by the Department to perform administrative duties associated with TTC Training

TTC Administration website: www.motadmin.com

Department's Training Qualification Database System (TQDBS): A searchable online database of personnel holding valid certificates of TTC Training

Provider: Department-approved Training Provider

10.5 CERTIFICATION REQUIREMENTS BY JOB FUNCTION

10.5.1 Flagger

This is any individual responsible for flagging traffic.

10.5.2 Intermediate

This is any individual whose duties include any of the following activities:

- Supervising the installation, removal or field maintenance of TTC devices, excluding temporary barriers, end treatments and crash cushions.
- Inspection of the placement or operational function of temporary traffic control devices, excluding temporary barriers, end treatments and crash cushions.

Examples of these positions include, but are not limited to, the following: Maintenance Crews (Blue Shirts), Department of Corrections Officers supervising inmate labor crews, and job site supervisors for permit and utility work that does not require the use of temporary barriers, end treatments and crash cushions.

10.5.3 Advanced

This is any individual whose duties include any of the following activities:

- Responsibility for making decisions on the specific TTC requirements to be implemented.
- Supervising the installation, removal or field maintenance of TTC devices,

including temporary barriers, end treatments and crash cushions.
- Inspection of the placement or operational function of temporary traffic control devices, including temporary barriers, end treatments, and crash cushions.

These positions include, but are not limited to, the following: The Professional Engineer responsible for the development of the Transportation Management Plan (TMP) and design of the TTC Plan, the Worksite Traffic Supervisor in accordance with FDOT Standard Specifications, Section 102, Maintenance Crew Supervisors (White Shirts), and job site supervisors for permit and utility work that requires the use of temporary barriers, end treatments and crash cushions.

10.6 CERTIFICATIONS AND TRAINING COURSES

There are five TTC certification training courses:

(1) Flagger Certification

(2) Intermediate TTC Certification

(3) Intermediate TTC Certification (Refresher)

(4) Advanced TTC Certification

(5) Advanced TTC Certification (Refresher)

10.6.1 General

There is no prerequisite required for any level of training, except refresher courses.

Any higher-level certification may be substituted for a lower-level certification. For example, an Intermediate or Advanced certification may be substituted for a Flagger certification, and an Advanced certification may be substituted for an Intermediate certification.

Professional Development Hours (PDH) are not automatically provided. It is the responsibility of the Provider to obtain certification by the appropriate board to be able to provide PDH's for attending their class. If available, PDH Certificates will be provided separately from the TTC Certificate.

Training for the Advanced, Advanced Refresher, Intermediate, and Intermediate Refresher courses must be performed by a Provider listed on the TTC Administration Website (www.ttcadmin.com).

Training for the Flagger category must be performed by either a Provider listed on the TTC Administration website or an individual holding a current Advanced or Intermediate certification. All Flagger training courses and exams shall be reported to the TTC Administrator for inclusion in the TQDBS. This ensures all personnel trained as a Flagger can be verified with the TTC Administrator TQDBS.

Upon successful completion of a training course, the trainee will receive a wallet-sized card, which shows the trainee's name, the Provider's name and ID # (not applicable for Flaggers when not instructed by a Provider), the instructor's name, the course category, the date the exam was successfully completed, and the expiration date. For all classes taken through Providers, the TTC Administrator will issue Certificates and list the individual in the TQDBS. Only personnel trained through a Provider will be listed in the TQDBS.

10.6.2 Flagger Certification Course

This course is a half day training class with a nine-question knowledge assessment. In addition, the candidate must pass a six-part skills assessment using hand signaling devices (STOP/SLOW paddle and flag).

At a minimum, this course covers Part 6 of the MUTCD with specific emphasis on Section 6E – Flagger Control and Standard Plans, Index 102-600 with specific emphasis on Flagging Operations and Nighttime Flagging.

10.6.3 Intermediate Certification Course

This course is a two-day training class with 16 hours of instruction and a written examination (two hours).

At a minimum, this course covers Part 6 of the MUTCD, Standard Specification Section 102, and the Standard Plans, 102 Index Series. In addition, the candidate must participate in two workshop exercises that cover setting up sample work zones. Flagging operations will be covered in enough detail that a person who successfully completes this course can provide flagger training as described in 10.6.2.

The students must pass the course exam with a score of 70% or greater and successfully complete the class exercises. A failing grade on any course exam requires the student to retake that same course prior to retesting.

Course Written Examination
A 50-question written examination is administered at the end of the course (multiple choice).

10.6.4 Intermediate Certification Course (Refresher)

This course is a one-day refresher training class with 8 hours of instruction and a written examination (two hours).

At a minimum, this course covers an overview of the initial course (described in 10.5.3) and any applicable changes that have occurred in the most recent four years to the Utility Accommodation Manual (UAM), Standard Plans, Part 6 of the MUTCD, and Standard Specifications for Road and Bridge Construction (SSRBC).

The students must pass the course exam with a score of 70% or greater and successfully complete the class exercises. A failing grade on any course exam requires the student to retake that same course prior to retesting.

Course Prerequisites
Applicants must hold a current Intermediate TTC Certification.

Course Written Examination
A 50-question written examination is administered at the end of the course (multiple choice).

10.6.5 Advanced Certification Course

This course is a two and one half-day training class with 20 hours of instruction and a written examination (two hours).

At a minimum, this course covers Part 6 of the MUTCD, Standard Specification Section 102, FDOT Design Manual (FDM), Construction Project Administration Manual (CPAM), and the Standard Plans, 102 Index Series. Special emphasis is given to design exercises and problem solving of TTC on temporary traffic control plans. In addition, the candidate must participate in three workshop exercises that cover sample work zones. Flagging operations will be covered in enough detail that a person who successfully completes this course can provide flagger training as described in 10.5.2.

The students must pass the course exam with a score of 70% or greater and successfully complete the class exercises. A failing grade on any course exam requires the student to retake that same course prior to retesting.

Course Written Examination
A 60-question written examination is administered at the end of the course (multiple choice).

10.6.6 Advanced Certification Course (Refresher)

This course is a one-day refresher training class with 8 hours of instruction and a written examination (two hours).

At a minimum, this course covers an overview of the initial course (described in 10.5.5) and any applicable changes that have occurred in the most recent four years to the Utility Accommodation Manual (UAM), Standard Plans, Part 6 of the MUTCD, FDOT Design Manual (FDM), Construction Project Administration Manual (CPAM), and Standard Specifications for Road and Bridge Construction (SSRBC).

The students must pass the course exam with a score of 70% or greater and successfully complete the class exercises. A failing grade on any course exam requires the student to retake that same course prior to retesting.

Course Prerequisites

Applicants must hold a current Advanced TTC Certification.

Course Written Examination

A 60-question written examination is administered at the end of the course (multiple choice).

Test-Out Option

Participants may satisfy the Advanced Refresher training requirement through a test-out option when one of the following conditions is met:

The participant holds a minimum of ten (10) years total of FDOT advanced-level TTC certification by the date of the request to Test-Out; or
The participant possesses a minimum of fifteen (15) years total of documented experience in the design or delivery of Temporary Traffic Control (TTC) by the date of the request to Test-Out.

Eligible participants may elect to take the 60-question written examination prior to taking the one-day advanced refresher course. Successful completion of the written examination will fulfill the Advanced Refresher training requirement. Participants who do not achieve a passing score are required to complete the Advanced Refresher course in accordance with standard training requirements.

The participant shall submit documentation to the exam Provider to support their

request to Test-Out of the Advanced Refresher Training. Before proctoring an Advanced Refresher Exam, Providers shall review the participant provided documentation and verify the participant qualifies to Test-Out, as follows:

1) Reviewing the TTC Administration website to validate the participant meets the minimum of ten (10) total years of FDOT advanced-level TTC certification, or

2) Review the provided resume of the participant to validate the participant meets the minimum of fifteen (15) total years of design or delivery of TTC plans. The resume shall clearly identify the participant as the responsible in charge of the design or delivery of TTC. The resume shall include begin and end dates of projects requiring the design or delivery of TTC.

Providers shall indicate in the class roster, which of the participants met the qualifications to Test-Out of the Advanced Refresher Training. The class roster shall be submitted to the TTC Administrator. Documentation supporting the participants qualification to Test-Out of the Advanced Refresher Training shall be stored by the Provider for a period of at least five (5) years. Failure by Providers to validate participants qualification to Test-Out or to keep records of the Test-Out validation can result in suspension of their TTC Training Program.

10.7 TRAINEE APPLICATION PROCEDURE

A list of approved Providers is available on the TTC Administrator's website. Each Provider's preferred application form will be available from their respective listing on the TTC Administrator's website. If more information about applying for a TTC course is needed, contact the Provider or the TTC Administrator. For TTC training courses held internally by the Department for the Department's Employees, submit applications for TTC courses through the appropriate DCTA or the SCTA. Contractor and Consultant CEI personnel shall submit the Provider's preferred application form directly to the Provider.

Providers will store applications electronically or physically and keep them on file for four (4) years. Providers will surrender any stored applications to the SCTA upon request. At the conclusion of the four (4) year retention period, Providers will be responsible for destroying any physically stored applications by shredding.

10.8 EXAMINATIONS

These guidelines apply to all TTC course examinations. TTC certification exams must be proctored by a designated representative of the Provider. Such designated representatives must be approved by the Department.

It is expected that a trainee applying for TTC certification training is able to read,

write, and interpret specifications, contract documents and procedures, all written in the English language. For this reason, oral examinations (excluding the skills assessment portion of the Flagger course) will not be allowed examinations. All TTC certification written and proficiency examinations will be administered using the English language. Anyone needing disability accommodation to attend class or take examinations should submit a request for accommodation to their provider outlining their needs.

After an examination, the trainee may want to reflect on questions that were difficult to answer. The trainee must not write down examination questions. This might give future examinees an unfair advantage and is considered a form of cheating.

Examinations are electronically graded by the TTC Administrator. Expect grading and posting of the examination results by the TTC Administrator to take two to four weeks.

The TTC Administrator will keep trainee examination answer sheets on file at the TTC Administrator's office for four (4) years. These answer sheets will then be destroyed. Results will be available on the TTC Administrator's website within two to four weeks of the examination. A regrading of any examination can be requested from the TTC Administrator, this will only provide the grade obtained in the exam. The TTC Administrator cannot provided any information regarding correct answers or missed questions.

10.8.1 Examination Dispute

The Department has made every effort to ensure all examination questions are clear, relate to the study materials, and contain no ambiguities. If a trainee believes that a question in an exam is confusing or misleading, a written appeal of the test question(s) may be made. The appeal must be made within five (5) working days after taking the examination and addressed to the TTC Administrator. The TTC Administrator shall forward the appeal to the SCTA within five (5) working days.

The SCTA shall confer with the TTC technical expert within SCO and make recommendations to the TTC Administrator within five (5) working days. Where credit for the appealed question is granted, the SCTA's recommendations shall also include a statement as to the advisability of using or deleting the appealed question from all future examinations. The SCTA shall determine if the question is to be eliminated from the examination within five working days from receipt of the appeal. The trainee shall be notified in writing (or e-mail) of the SCTA's decision within twenty (20) working days of the appeal by the TTC Administrator.

10.9 REQUALIFICATION

Refresher courses, for all certification levels, are required every four years to maintain a valid certification.

If a certification expires prior to passing a refresher course, the full course must be taken. Trainees should proactively schedule refresher courses well in advance of their certification's expiration date.

If a trainee is registered for an Intermediate or Advanced refresher course, the trainee may request an administrative extension of qualification for the following circumstances:

- The Provider cancelled class 1-2 weeks prior to the scheduled refresher course date,
- Jury Duty,
- Active Military Duty,
- Death in Family, or
- Illness or Hospitalization

Extension of qualification requests are to take a refresher course instead of the full Advanced or Intermediate course. Once the certificate expires, the trainee is prohibited from performing any duties associated with the certification until the refresher course is completed and a new certificate is received.

Requests must be made through the TTC Administrator in writing prior to the expiration of the certificate. The determination of whether the request is granted or not will be at the sole discretion of the Department.

10.10 TTC COURSE AND EXAMINATION FEES

Fees for courses and exams are established by competitive market prices set by approved TTC Providers. These fees can be found as part of the Provider's listing on TTC Administrator's website or it can be found directly on the Provider's website.

Fees for Department employees trained internally by the Department will be funded by the State Office of Construction training budget. The District is responsible for any travel expenses associated with training for Department personnel and for trainings and exams administered by external Providers. Central Office funds may also be used for this purpose. The SCTA, the DCTAs, Contractors and Consultants will find links to the Providers' contact information on the TTC Administrator's website. External providers should be contacted for instructions on submitting fees to them. Payments shall be made to the Provider.

Firms with active Consultant Construction Engineering and Inspection (CCEI) contracts are expected to maintain a group of certified inspectors and Professional Engineers. These CCEI firms are expected to maintain the certification requirements of the Inspectors and Engineers on their active projects with the Department. The costs associated with certification of CCEI personnel are indirect costs and therefore are to be charged to general overhead, not to a specific project. This includes course fees, travel time and employee time. The exception is if the District requires the Consultant to attend training (which was not a requirement of the CCEI firm's project prior to contracting with the Department). In this situation, the course fees and man hours spent traveling and attending these courses are billable directly to the project.

10.11 RECIPROCITY OF CERTIFICATION

National certifications or certifications from other states for Maintenance of Traffic or TTC are not recognized by the State of Florida at this time.

10.12 REVOCATION OF CERTIFICATION

Active, certified technicians must conform to the Department's practices with regard to the development, design, implementation, operation, inspection, and enforcement of work zone temporary traffic control. Certified technicians who demonstrate a willful and repeated, or egregious lack of compliance with the Department’s requirements pertaining to Maintenance of Traffic and Temporary Traffic Control as shown in the Standard Specifications for Road and Bridge Construction, Standard Plans, or other Contract Documents shall be subject to additional review by the Department and/or revocation of their certification. Furthermore, technicians (both active and prospective) who falsify certification records will be subject to revocation for up to two years.

A willful and repeated lack of compliance shall be considered the third or subsequent occurrence within a 12-month period of performing temporary traffic control work in such a manner that results in a deficiency for which the technician received a documented written warning from the Department’s authorized representative and willfully did not correct the deficiency within 24 hours. The Department may revoke a technician’s certification for a willful and repeated lack of compliance for up to one year.

An egregious lack of compliance shall be considered performing temporary traffic control work in such a manner that results in a severe, imminent, and life-threatening hazard to the public and/or others within the work zone. The Department may temporarily or permanently revoke a technician’s certification for an egregious lack of compliance.

If the Department's authorized representative requests to have a technician's certification revoked, the Department's authorized representative must submit the request and any supporting documentation to the Director, Office of Construction. The Director, Office of Construction, State Construction Engineer, State Construction Specialty Engineer, and District Construction Engineer will review the request and recommend action to the SCTA.

The SCTA shall be the authority to revoke a certification. Notification that a certification has been revoked shall be sent to the technician by certified mail. A copy of the notification shall be sent to the employee's supervisor (or contractor's representative), SCTA, and the TTC Administrator for TQDBS update.

Decisions may be appealed to the Director, Office of Construction. The technician has 90 days from receipt of notice to appeal the decision. The Director's decision regarding revocation is final.

Technicians with a revoked certification shall be eligible to apply for reinstatement after the specified period of revocation. Individuals with permanent revocations may only apply for new certifications at levels below the level revoked (e.g., an individual with a permanent revocation of the Intermediate certification may only apply for a new Flagger certification). Prior to having a certification reinstated, the technician must successfully complete a full training course for the certification revoked.

10.13 TTC TRAINING PROVIDER

10.13.1 Responsibilities

Providers requesting approval from the State Construction Office (SCO) must demonstrate they can perform the duties listed in this section. Providers may either be individuals who instruct their own courses or entities with multiple instructors. The Provider shall:

(1) Provide the minimum course instruction duration required by this procedure for teaching the specific course subjects covered in the TTC Administrator supplied course manual.
(2) Provide a qualified Instructor meeting the minimum qualification requirements outlined in 10.14.
(3) Provide a suitable classroom to conduct the course. This shall include, as a minimum, adequate lighting and acoustical properties, adequate writing surface area (a minimum of six square feet per trainee is required), adequate temperature control, suitable ceiling height (so that all trainees

can see all audio-visual presentations), and state of the art audio visual equipment such that electronic, computer driven presentation programs can be readily used to enhance classroom instruction.

(4) Ensure each qualified Instructor is provided with Stop/Slow Paddle(s) and Red Emergency Flag(s) for hands on flagging training.

(5) Include their trainee cancellation and refund policy on their application. Each provider may have their own cancellation policy and deadline but in no case will the deadline for the trainee to cancel exceed seven (7) calendar days prior to the start of the session/exam in order to receive a full refund. FDOT personnel are exempt from this requirement.

(6) In the case of course or exam cancellation, the Provider is responsible for notifying any Trainees that have already registered for the course or exam.

(7) Provide a written policy for Student Identification verification (e.g., check Driver's License or Identification) with their application.

(8) Provide a written policy for Instructor to Student Ratio (e.g., 1:20) with their application.

(9) Provide a written policy for Quality Control Policy for your instructors (e.g., complete one formal evaluation for each instructor annually) with their application.

(10) Have proven ability to manage training.

(11) Store all examination materials for each course, including answer sheets and class rosters for a period of at least four (4) years.

10.13.2 Application Process

The application process to become a Provider is as follows:

(1) Complete the Provider application obtained from the TTC Administrator website (www.ttcadmin.com):
   a. Complete the TTC Provider Application and Information Sheet (Form 001)
   b. Provide all supporting instructor and proctor documents (Resume, Current TTC Certificate, Proctor and Instructor Agreement Form (Form 004))
   c. Submit the completed application form to the TTC Administrator
   d. If there are any omissions, the application package will be returned for corrective action.
   e. If the package is complete, it will be sent to the Department for approval. This process could take as long as 60 days.
   f. If approved by the Department, the TTC Administrator will send the applicant a confirmation letter with further instructions.

(2) Provider Application Review Process:

a. Upon receipt of the Provider's training application, the TTC Administrator will review the provider's qualifications, method of instruction, and conformance to Department standards and determine the appropriate category of the training course. Immediately upon receipt of a completed application containing all of the required documentation, the TTC Administrator will submit the completed application to the Department for their review and approval. The Department will notify the TTC Administrator of approval or rejection within 30 calendar days of receipt of the application.
b. The TTC Administrator will forward to the course Provider all general comments regarding the approval or disapproval of the pending application. The pending application must be approved by the Department before the Provider may implement any training of personnel.

(3) Provider Renewal Process:

a. The TTC Administrator will send an automatic email notification 90, 60, and 30 days prior to expiration every two years. Once an application with updated information is sent to the TTC Administrator, it will be processed using the procedures outlined in (1) and (2) above.
b. Providers are to submit their renewal application at least 60 days prior to their expiration date.

10.13.3 Provider Suspension Process

Letters of warning written to a Provider could lead to suspension of provider privileges in accordance with the following two (2) step system: 1st Letter - Documented letter of warning from the State Construction Training Administrator. 2nd Letter - Suspension of Provider approval. The SCTA shall inform the Provider that its provider approval has been suspended in the TQDBS via certified letter or e-mail. The suspension shall be for one calendar year (365 days) or more as deemed by the severity of the offense. This decision may be appealed to the Director, Office of Construction. The Director, Office of Construction's decision is final. One copy of the suspension letter shall be given to the Provider, one copy to the TTC Administrator and the original shall be retained in the SCTA files. Prior to being reinstated, the Provider must meet all initial requirements.

10.14 TTC TRAINING INSTRUCTOR

10.14.1 Responsibilities

Instructors requesting approval from the State Construction Office (SCO) must demonstrate they can perform the duties listed in this section. The Instructor shall:

(1) Furnish TTC course material for each student.

a. The required course content and training materials are developed by the

Department and a single electronic file copy is given to the Provider by the TTC Administrator for each TTC course the Provider is approved to teach. The Provider is expected to make the appropriate number of copies of these materials to teach the course. The TTC course materials to be furnished to each student include all necessary copies of the training materials (workbooks, study/reference information, examination, and Standard TTC Course Evaluation Survey).

(2) Instruct all students taking a TTC examination that the Standard TTC Course Evaluation Survey is a required part of their exam and must be completed and turned in with their exam. The Provider must retain one copy of the exam and a copy of each individual survey for four years, which can either be the original or a scanned copy.

(3) Produce and maintain a class sign in sheet which is to be signed by each student at the completion of the training.

a. This sheet must contain the name of the Provider, the name of the Instructor(s), the name of the class being presented, the date and location of class presentation, the printed names and signatures of all class students, their email address (or other designated email address) and the TIN number of all students. The sign in sheet must be accompanied with a consent form (provided by the TTC Administrator) to obtain each student's TIN number and email address. For any student that declines to sign the consent form will not be eligible to take the course. The Provider must retain the original copy of this record for four years. If the Department has not requested the record the Provider must destroy it by shredding at the conclusion of the four-year period.

i. The TIN number is the first nine numbers of a valid State-issued Driver's License Number, first nine numbers of a valid State-issued Identification Card Number or a valid Passport number.

(4) Within three business days of the completion of the course test, retain copies of and mail or electronically transmit to the TTC Administrator all answer sheets, course evaluation surveys and class sign-in sheets.

(5) Payment: Submit payment to the TTC Administrator fee invoices within 15 calendar days.

(6) It is the expectation of the Department that any instructor to student commentary on the course materials be in alignment with current Department policy.

10.14.2 Requirements

All instructors must meet the following qualification requirements for each of the categories listed below for which they are applying.

The requirements to become an Instructor are as follows:

(1) Advanced and Advanced Refresher Training Instructor:

a. Successful completion of an Advanced Course verifiable through the

TQDBS or with a current valid and verifiable wallet-sized card. There are two options for maintaining a valid certification.

i. Option 1: Instructors who teach at least four classes over a two-year period will be exempt from taking the refresher course. Instructors that meet these criteria must submit a completed Instructor Recertification Form to the TTC Administrator prior to expiration of their certification.
ii. Option 2: Instructor may take the refresher course and pass the test prior to the expiration.

b. Documentation describing the instructor's knowledge, skills, and abilities detailing his/her involvement in using the following State of Florida documents: ***Standard Plans***, ***FDOT Design Manual (FDM), Construction Project Administration Manual (CPAM), the Standard Plans, 102 Index Series*** and the ***Standard Specifications*** for work zones applications.
c. Four years of verifiable experience occurring within the last 10 years having responsible charge of TTC Plans preparation, inspection, or supervision in one or more of the following highway categories: Design, Construction, Maintenance or Traffic Operations.

(2) Intermediate and Intermediate Refresher Training Instructor:

a. Successful completion of an Intermediate or Advanced Course verifiable through the TQDBS or with a current valid and verifiable wallet-sized card. There are two options for maintaining a valid certification.
    i. Option 1: Instructors who teach at least four classes over a two-year period will be exempt from taking the refresher course. Instructors that meet this criteria must submit a completed Instructor Recertification Form to the TTC Administrator prior to expiration of their certification.
    ii. Option 2: Instructor may take the refresher course and pass the test prior to the expiration.
b. Documentation describing the instructor's knowledge, skills, and abilities detailing his/her involvement in using the following State of Florida documents: ***Standard Plans***, ***FDOT Design Manual (FDM), Construction Project Administration Manual (CPAM), the Standard Plans, 102 Index Series*** and the ***Standard Specifications*** for work zones applications.
c. Two years of verifiable experience occurring within the last 10 years having responsible charge of specific work zone activities in one or more of the following highway categories: Design, Construction, Maintenance or Traffic Operations. A detailed description of the qualifying experience and employer contact information must be provided as part of the Instructor resume.

(3) Flagger Training Instructor:

a. Successful completion of Intermediate or Advanced Course verifiable through the TQDBS or with a current valid and verifiable wallet-sized card.

To successfully complete Flagger Training, the instructor must determine that the flagger has demonstrated knowledge and proficiency in flagging operations. The instructor may use training videos, handouts, computer based training, or other methods to ensure that the flagger has demonstrated knowledge and proficiency in flagging operations.

10.14.3 Application Process

The application process to add, update, or renew Instructors shall be the same as the Provider application process listed in 10.11.2.

10.15 TTC TRAINING PROCTOR

Proctors are responsible for ensuring that Trainees abide by established rules and guidelines during exams. In addition, there are Administrative Responsibilities to which the Proctor must adhere. These responsibilities and rules can be found in Proctor and Instructor Agreement Form (Form 004) located on the TTC Administrator website. Eligibility to proctor TTC exam can occur in two circumstances: (1) Approved TTC Instructors are eligible to proctor exams upon approval as an Instructor. Instructors may proctor exams at or below the course level in which they are approved. (2) Applicant as Proctor submits and receives approval from FDOT.

10.16 TTC ADMINISTRATOR

The duties listed in this section are generalized duties for information purposes only. The TTC Administrator's contract Scope of Services lists in detail the services to be provided by the TTC Administrator. The TTC Administrator may elect to subcontract some of these duties.

(1) Maintain a list of Providers.
(2) Grade all TTC training examinations.
(3) Post the student's examination results (pass/fail), and qualification information for limited viewing within two (2) weeks of receiving the answer forms.
(4) Process any examination appeals within 3 business days of receipt as follows.
(5) Provide each individual student, upon their successful completion of a training course, with the following:
    a. A certificate and wallet-sized card showing the student's name
    b. Provider's name and ID #
    c. Instructor's name, course category, issuance date and expiration date.

(6) Maintain records of all training courses, including examination sheets for a period of four years.
(7) Review the course evaluations.
(8) Retain the electronic copy of completed course evaluation forms for four years after the date of receipt from the Department-approved Training Provider.
(9) Provide electronic reports on course attendance/non-attendance, pass/fail percentage, and other information stored in the TQDBS as requested by the Department or the Department's project manager.
(10) Provide monthly invoices to Providers requesting payment for the TTC Administrator program fees.