

## Meeting Minutes

### CTQP Technical Review Team Chairmen's Teleconference

January 19, 2016 from 1:30 p.m. to 3:00 p.m.

Teleconference Bridge #1

850-414-4971 / 88-0-4971 / (only dial 4971 from SMO or CO)

Pin # 268411

Ronda Daniell  
Susan Robeson

John Shoucair  
Ken Morgan

Jennifer Rich  
Maria Irizarry

- Introduction of TRT Chairmen
  - New TRT Chairmen
- TRT membership
  - New Members
  - Membership size
    - Call for member – are they being tracked.
    - Request needs to be sent out for concrete
    - Have Suzannah add this to DCE/DMRE joint meeting
    - Remind potential members of requirements. – create paper and send to DCE/DMRE meeting and current members.
    - Double Duty member – check with David Sadler, check with member
    - CEI members
- CTQP Course template (for PowerPoints)
  - Header
  - Footer information

Jennifer went over the footer information – any alteration to header or footer needs to be discussed with TDT
- Instructional review teams
  - 2 member team / CTQP approved instructor in specialty area
  - Assist with review on course material
  - Assist with reviews on CTQM

John – good to have a point of contact for  
Maria – how do we select

    - Volunteers from Providers
    - Report from Red Vector
    - Class reviews/survey for each instructor
- CBT development for Level 2 courses
  - Completed CBTs
  - CBT development process
    - Jennifer reviewed process

- Status of On-line exams
    - Concrete Field specification course – with BSSO check on this
- Closed session classes
  - Organized by FDOT
  - Only for provider's company
    - Proctoring exam to their own company – Maria, John do have issues
    - Ken question on own
      - Just providers who offers exams
      - Audit of instructors – to maintain qualified instructor and must be done every so often
- CTQM updates for 2016 (chapter 1, 2, 4, 6, 8, 10)
  - Even numbered chapters to be reviewed and updated
  - Chapter 11 to be renumbered to chapter 10
  - Review and Update process (in chapter 1)
  - Have a group email for TDT developed
- CTQP Providers Teleconference
  - John – CMEC course, ACI certified does not mean CTQP Qualified. Have notices placed on CTQP website. Highlight/enhance in manual the process.
- Additional Topics
  - Ran out of time.
  - Audits for next meeting
  - Consequences of audits / establish a process
- Follow up items
  - Call for TRT member volunteers, have item added to DCE/DMRE joint meeting
  - Create document that outlines TRT membership responsibilities
  - Status of CFIS course - report