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Department of Transportation

## **PROFESSIONAL ENGINEER TRAINING PROGRAM**

### **AUTHORITY:**

Sections 20.23(3)(a) and 334.048(3), Florida Statutes (F.S.)

### **REFERENCES:**

Sections 110.211 and 110.235, F.S.

### **PURPOSE:**

The P.E. Training Program facilitates the recruitment and hiring of engineering graduates by offering an initial career path providing broad, practical experience in the field of transportation engineering, leading to licensure as a Professional Engineer in Florida. The program is also a resource that provides a succession of Professional Engineers who develop into future leaders and managers within the Department.

The P.E. Training Program is a four-year program divided into two components. The first component is the Engineer in Training (EIT): a 24-month rotational assignment encompassing most phases of the Department's work. The second component is the Senior Engineer in Training (SET): a 24-month internship combining on-the-job training in both the technical and managerial functions of a specific work area in the Department. The EIT is extended to 72 months for Engineering Technology degrees.

The purpose of this procedure is to establish the content and requirements of the Professional Engineer (P.E.) Training Program for the Florida Department of Transportation (Department), and the process for administration of the program. The P.E. Training Program is not open to licensed professional engineers or individuals currently qualified for licensure.

**SCOPE:**

The District Directors of Transportation Operations have the responsibility for administering this program in the districts. The Office of the State Highway Engineer in the Central Office has responsibility for certain administrative functions regarding the program's operation.

**DEFINITIONS:**

**Director** - The District Director of Transportation Operations. In cases where the Trainee position is in the Central Office, the Chief Engineer serves in this role.

**Manager, P.E. Training Program** - The individual in the Central Office, Office of the State Highway Engineer, tasked with providing administrative management, assisting districts with recruiting, and serving as liaison between Central Office functions, districts, and Trainees.

**Mentor** - An alumnus of the P.E. Training Program who is currently serving in a position of responsibility in the Department. The Mentor is a volunteer committed to the success of the Trainee.

**Program Coordinator** - The individual assigned by the Director to carry out, and be responsible for, any or all prescribed activities and responsibilities of the P.E. Training Program within their district or work location.

**Phase Supervisor** - The individual assigned supervisory responsibility for a Trainee during phase training.

**Phase Training** - Training, provided by any office a Trainee is assigned to, as to policies and procedures of the Department's work effort.

**Program** - The P.E. Training Program.

**Responsible Office** - The Office of Design, Office of Construction, Office of Maintenance, or Traffic Engineering and Operations Office.

**Trainee** - An Engineering graduate enrolled in the Department's P.E. Training Program. A Trainee is in either the EIT phase (class code 4654) or the SET phase (class code 4655).

**PROCEDURE:****1. ENROLLMENT IN THE P.E. TRAINING PROGRAM****(A) Eligibility for the EIT Position**

To be eligible for the Engineer in Training position, candidates shall have the following:

- (1) A Bachelor of Engineering or Bachelor of Science in Engineering Degree or a Bachelor of Engineering Technology from a university accredited by the Accreditation Board for Engineering and Technology (ABET), or through an equivalent accreditation as described in **Chapter 471, Florida Statutes, and Chapter 61G15, Florida Administrative Code** or receive degree within 4 months of entering the program.
- (2) Be a United States citizen, or a lawfully authorized alien worker.
- (3) Has taken, or is registered to take, the Fundamentals of Engineering examination, as administered by the Florida Board of Professional Engineers, or the equivalent examination administered by another state, prior to appointment.

**SPECIAL NOTE:** For continuing eligibility, all Trainees must obtain the Fundamentals of Engineering certificate within twelve (12) months of appointment. Failure to do so will result in the Trainee being removed from the Program.

- (4) Not more than two years of post-graduation engineering experience. Candidates with more than two years of engineering experience may qualify for a SET position. Candidates with up to two years of engineering experience may have a portion of this experience applied to a SET position upon successful completion of the EIT portion of the Program.

**(B) Eligibility for the SET Position**

To be eligible for a SET position, candidates shall have the following:

- (1) Successful completion of the EIT portion of the Department's P.E. Training Program.

-OR-

- (1) Bachelor of Engineering, Bachelor of Science in Engineering or a Bachelor of Engineering Technology from a university accredited by the Accreditation Board for Engineering and Technology (ABET), or through an equivalent accreditation as described in

**Chapter 471, Florida Statutes, and Chapter 61G15, Florida Administrative Code.**

- (2) Fundamentals of Engineering certificate.
- (3) Two years of engineering experience, or one year of engineering experience and a Master's Degree in an Engineering discipline from an ABET accredited university or through an equivalent accreditation as described in **Chapter 471, Florida Statutes, and Chapter 61G15, Florida Administrative Code**. And, eligibility to take the Professional Engineer Examination no less than 24 months after appointment to the SET position.
- (4) Be a United States citizen or a lawfully authorized alien worker.

**(C) Application and Selection**

Applicants meeting the eligibility requirements may apply to any district, or the Central Office, for consideration to enter the Program. The final authority for applicant selection remains with each district, or appropriate Central Office Manager in cases where the Trainee position is in the Central Office. Trainee positions must be advertised statewide and filled in accordance with **DOT Procedure No. 250-015-005, Recruitment and Selection**. The hiring salary will be established by the Human Resources Office.

## **2. ENGINEER IN TRAINING CONTENT AND DURATION**

The EIT component is a 24-month assignment consisting of 15 months of rotational training assignment in all aspects of the Department's work plus 9 months of Specialty phase training broken into two 6-month phases (the first 3 months of the second Specialty phase falls in the EIT phase and the remaining 3 months falls into the SET phase). In other words, the Trainee transitions into the SET phase during the second Specialty phase training. The recommended minimum durations of rotational assignments are outlined in Section 2(A)-(B) below. The Trainee must be given meaningful work assignments that will provide hands-on experience from both an engineering and management perspective. The work products should include written reports and formal presentations that help develop the Trainee's communication skills.

The training schedule for an individual Trainee is dependent upon the needs and workload in the various phase areas. Normally, the training schedule will be developed using the recommended time frames below, but special needs may require training schedule modification. However, the Trainee must be scheduled for, and attend, all phases of training in the following outline.

**SPECIAL NOTE:** The duration and assignment to the EIT phase are ultimately at the discretion of the Director; however, every effort should be made to maintain the 24-month schedule outlined for each Trainee.

For example, a district may have a specific need for engineers in Design. In such cases, a special schedule may be developed to emphasize those areas that impact Design by requiring more than the recommended time be spent in phases such as Construction and Maintenance. The Program Coordinator will determine the schedule to include both district and Central Office exposure in the following areas:

**(A) Central Office Training Phase (1 week)**  
Orientation by Department State Offices

**(B) District Rotational Training Assignments (15 Months)**

The suggested breakdown of this phase is shown on Page 1 of the guidelines, which can be found here:

<https://www.fdot.gov/agencyresources/petraining/default.shtm>

Districts can modify the sequence and set the specific time in each area as necessary to meet District and Trainee needs.

**(C) Specialty Phases (12 months)**

There will be two separate Specialty Phases that begin after the 15th month rotational assignments of the program. Each Specialty phase will be for 6 months. The purpose of these phases is to transition the Trainee from rotational assignments to more productive and responsible work in the core functional areas of the Department (Construction, Maintenance, Design, Program Management and Traffic Operations). This allows the Trainee to evaluate their interest in two different specialties that will aid in their professional development and assist in making a more informed decision regarding choice of senior phase.

During the second Specialty Phase (upon completion of 24 months), the Trainee is reclassified into a SET position. Prior to the completion of the second Specialty Phase, the Trainee and the Director will decide which office the Trainee will be assigned for completing the remaining 21 months of training as a SET.

**SPECIAL NOTE:** The Specialty Phases and assignment to the SET phase are ultimately at the discretion of the Director; however, every effort should be made to provide a diverse level of experience for each Trainee.

### **3. ENGINEER IN TRAINING ADMINISTRATION**

Administration of the EIT component is the responsibility of the Director. Certain aspects of the Program will be administered by the Production Support Office in the Central Office. The duties of the Central Office and the District are outlined below:

**(A) Central Office (Office of the State Highway Engineer)**

- (1) Schedule/coordinate the Central Office Training Phase of the Program.
- (2) Conduct Quality Assurance Reviews (QAR's) in each district in accordance with the established District Quality Control Plan for the P.E. Training Program. QAR's will include interviews with Trainees to determine if the Program goals are being met.
- (3) Conduct QAR's of the Responsible Offices in the Central Office to ensure the proper annual development and maintenance of questions for preparing required phase exams.
- (4) Update and maintain a current procedure for the Program.
- (5) Serve as liaison to any Central Office Manager who has a Trainee assigned to him/her, and monitor the Trainee's overall progress through the Central Office phase of the Program.

**(B) Responsible Office**

Responsible Offices should:

- (1) Develop and maintain a pool of approximately 100 questions and prepare a unique phase exam for each discipline upon request from a district or Central Office Manager.
- (2) Review the pool of questions annually and update as necessary.
- (3) If not on the LMS, grade the phase exam and notify the Program Coordinator of the Trainee's results within two weeks.

**(C) Director**

- (1) Ensure the development of a training schedule for each Trainee and review such schedule with the Trainee.
- (2) Inform Phase Supervisors when the Trainees will be assigned to the 15-month rotational phase and the two subsequent 6-month specialty phases.
- (3) Act as the Trainee Rater. Coordinate and review all Trainee phase critiques, Trainee ratings, and any input deemed necessary from Phase Supervisors to complete the six-month performance evaluations. Take action to correct any deficiencies identified in the critiques or ratings.
- (4) Conduct Trainee orientation including what is expected of the Trainee and what the Trainee can expect.

- (5) Conduct periodic counseling with each Trainee regarding interest in the Program, attitude, performance, and career options.
- (6) Hold periodic group meetings with Trainees and Phase Supervisors to discuss any problems in the training process.
- (7) Meet with the Trainee to determine where the SET component will be completed.
- (8) Approve all 12-month incremental salary increases for eligible Trainees.
- (9) Provide guidance to the Program Coordinator regarding Trainee scheduling, assigned locations, length of phases, Trainee discipline, and counseling.
- (10) Explain the mentoring assistance available to all Trainees upon hiring. Maintain a list of mentor volunteers to pair with Trainees and keep records of Mentors, assigned Trainees, and frequency of contact. Assign new Trainees to a Mentor. Provide a report to the Manager of the Program with the names of the Mentors and assigned Trainees. Track and report the success and opportunities for improvement in the process.
- (11) Ensure a ***Learning Path is identified and entered into the Department's Learning Management System.***
- (12) Ensure items maintained in the Trainees' personnel files are correctly processed and provided to the Human Resources Office for filing.
- (13) In addition to the items referenced above, the Director will maintain a selection package for each hiring. The process described in ***Recruitment and Selection (Topic No. 250-015-005)*** shall be followed.

**(D) Program Coordinator**

The Director will appoint a Program Coordinator. The Program Coordinator may be delegated any of the items assigned to the Director in ***Section 3(C)***, except items 3, 8, and 9.

As part of Program Administration, the Program Coordinator will monitor the district's P.E. Trainee mentoring plan. The Program Coordinator will maintain a list of mentors to pair with Trainees, as the need arises. As Trainees are hired,

the Director will assign them to a Mentor. The Program Coordinator will maintain a roster of assigned Mentors and Trainees. The Program Coordinators will ensure Directors are notified when a replacement Mentor is needed due to change in workload, retirement, separation, etc. The Program Coordinator should keep in regular contact with the Mentors to ensure that they are aware of any best practices.

Program Coordinators will provide the P.E. Training Program Manager the names of Mentors and assigned Trainees.

The Director is ultimately responsible for the quality of the Program. Any issue related to the Program, regardless of delegated authority, must be a concern of the Director.

#### **(E) Phase Supervisor**

- (1) Assume complete supervisory responsibility for all Trainees assigned to the respective phase, for the duration of the phase.
- (2) Develop an on-the-job training plan consisting of meaningful work assignments for each Trainee assigned to the phase. The outline and checklists found in ***P.E. Training Program Engineer In Training Phase Guidelines and Checklist*** may be used as guidelines in developing the training plan. Trainee projects simulating real world experience should be developed if work program/personnel resource constraints prevent experience on actual projects.
- (3) Provide a copy of the proposed training plan, including a copy of the outline and checklist, to the Trainee, Director, and Program Coordinator, if appropriate.
- (4) Review the on-the-job training plan and appropriate training outline/checklist from this procedure (***P.E. Training Program Engineer In Training Phase Guidelines and Checklist***) with each Trainee on the first day of the Trainee's assignment in the phase.
- (5) Periodically review the Trainee's progress with the Trainee and any other Managers to whom the Trainee is assigned.
- (6) Sign the training outline and checklist at the end of the phase, attesting that the Trainee has been provided the training proposed in the training plan discussed on the first day of the phase. Provide detailed explanation for any training not provided.
- (7) Rate the Trainee's performance at the end of the phase, as described in



**Section 4**, and submit a copy of the rating to the Director and Program Coordinator.

**(F) Engineer in Training (EIT)**

- (1) Call Phase Supervisor one week prior to reporting to confirm phase start date.
- (2) Review phase training outline and checklists in ***P.E. Training Program Engineer In Training Phase Guidelines and Checklist*** prior to the phase start date.
- (3) Develop and maintain communication with the Phase Supervisor and any other Managers, to whom the Trainee is assigned. Issues regarding the training plan, quantity of work, office environment, personality conflicts, professional and personal concerns, and performance expectations shall be discussed and resolved as necessary throughout the phase.
- (4) Complete a written critique of each phase using the ***Form No. 010-000-50, Professional Engineer Training Program Phase Critique***. In addition to evaluating the phase on a numerical scale of 1 to 5, specific constructive criticism shall be provided on all 10 development items. These comments shall be professional and deliberate for the benefit of the Phase Supervisor and future Trainees.
- (5) Sign the outline and checklists at the end of the phase to confirm the actual training covered during the phase.
- (6) Submit a copy of the signed outline, checklist, and phase critique to the Director and Program Coordinator.

**(G) Human Resources Office**

- (1) Process all employee and position actions necessary for the Trainee to successfully progress through the program.
- (2) Maintain ratings and salary increases in the official personnel file for each Trainee.

**4. ENGINEER IN TRAINING PHASE RATINGS**

**Trainee Rating:**

Each Phase Supervisor shall complete ***Form No. 010-000-51, Professional Engineer Training Program Trainee Rating***, for any Trainee assigned to a

phase four weeks or longer in duration. This form contains 10 unique development items to be evaluated from the Phase Supervisor's perspective as a measure of the Trainee's performance during the phase. Each item shall be addressed on a scale of 1 to 5, with 1 being poor and 5 being excellent. Fractional ratings in one-quarter increments may be handwritten on the rating form. If any two or more of the 10 evaluation items on this form are rated less than three, the overall rating will be "unsatisfactory." An "unsatisfactory" rating will warrant specific action, as defined in **Sections 9 or 14**. If nine or more of the 10 evaluation items are rated three or greater, the overall rating will be "satisfactory". Additionally, specific recommendations shall be provided in the space allocated. These comments shall be professional and deliberate in nature for the benefit of the Trainee's continued development. The ratings shall be the basis for the six-month Trainee evaluation and corresponding incremental salary increase. At the discretion of the Director, additional ratings of the Trainee may be justified during the Program. A copy of the **Trainee Rating** shall be submitted to the Director and Program Coordinator. The **Trainee Rating Form** shall become a permanent part of the Trainee's file in the Director's office.

## 5. ENGINEER IN TRAINING PERFORMANCE EVALUATION AND INCREMENTAL SALARY INCREASE

### Annual Evaluations - Incremental Increases:

12, 24 and 36 months from the date of a Trainee's entrance into the Program, the Director, as appropriate, shall conduct a performance evaluation with the Trainee. The Director shall use the Trainee's ratings as a guide to determine the overall conduct, progress, and attitude of the Trainee during the previous six months. This information shall be completed on **Form No. 010-000-51, Professional Engineer Training Program Trainee Rating** using the evaluation described in **Section 4(A)**. An "unsatisfactory" annual evaluation shall warrant specific action, as defined in **Sections 9 or 14**. If a annual overall Trainee evaluation is "satisfactory", the Trainee shall be granted incremental salary increase as defined in the PE Trainee Pay Schedule. All incremental salary increases are subject to budget and rate availability. The effective date shall be within one pay period from the annual evaluation date. Incremental salary increases shall not be granted without signature authorization from the Director as required on the **Trainee Rating**. Such increases will be processed as an approved pay increase, in accordance with Training Schedule. Trainees are not eligible for superior proficiency increases; however, they are entitled to any legislatively mandated salary adjustment.

The annual Trainee evaluations shall become a permanent part of the Trainee's personnel file.

## 6.1 MENTORING

The objective of mentoring is to improve the quality of the training, and increase the success of the Trainees development.

While there are many benefits to effective mentoring, it is intended that Trainees will have a Mentor who can:

- Relate to the Trainees.
- Understand the challenges the Trainees face as they begin their career with the Department.
- Act as a guide for Trainees.
- Provide advice for career planning.
- Serve as a sounding board as the Trainees progress in their career.

Each district's mentoring plan should include the following elements:

- Informal meetings, such as a lunch, which occur approximately once per month. Trainees are encouraged to contact their Mentor anytime they need guidance.
- Mentors will not conduct Trainee evaluations or annual efficiency reports. Mentors should encourage Trainees to share feedback and evaluations received from phase assignments to assist in advising Trainees.
- Mentors should provide advice and guidance to Trainees and serve as a sounding board for their professional development. Mentors should also work with the district staff to help resolve any problems a Trainee may encounter, or to improve the Program.
- Mentors should be identified before the Trainee's first day.
- Mentors will meet with Trainees before each six-month review to discuss any major phase review comments and progress. The purpose of this review is to recognize the Trainee's accomplishments and discuss any challenges the Trainee faced and ensure they do not hinder continued progress.
- Mentors should have appropriate training in supervisory and/or leadership skills to ensure their effectiveness.
- Mentors within the district should periodically meet to obtain feedback as to what is working and what other mentors have done successfully.

## 6.2 MENTOR QUALIFICATIONS

Mentors are volunteers. It is likely Mentors will realize many professional and personal rewards through the experience. Mentors for Trainees may have been former Trainees themselves, so they can share their own experiences with the Trainees. Whenever possible, mentors will be P.E.s who have supervisory experience and are experienced in the district. These individuals should have the best advice on issues that impact the Trainees' careers.

### 6.3 DOCUMENTATION

Records will be maintained by the Program Coordinator to ensure all Trainees have a Mentor; track the effectiveness of the Program; and track Trainee progress, successes, and opportunities for improvement. In addition, the lessons learned and successes should be shared with all Mentors to ensure constant improvement of the Program. The records of Mentors and Trainees will also provide Phase Supervisors and other leadership a resource for coordinating efforts on behalf of Trainees.

## 7. ENGINEER IN TRAINING PHASE EXAMINATIONS

Four areas of the rotational training program require an examination as an evaluation of the Trainee's technical knowledge. The District Program Coordinator will facilitate the exams with the Responsible Office. All phase exams must be taken and passed before the Trainee can successfully complete the EIT component and be advanced into the SET component of the Program. Additionally, any scheduled phase exams not successfully completed during any annual period of the rotational program shall be the basis for denying an incremental salary increase. Phase repetition shall be mandatory for any Trainee failing any of the four prescribed exams. The phase repetition will be for a period of time equal to, or less than, one half of the original phase duration. Upon completion of the repeated phase, the Trainee shall be re-examined with a new phase exam.

## 8. ENGINEER IN TRAINING COMPLETION

Successful completion of the EIT component is defined as completing the prescribed 24 months of training, as required in **Section 2**, and further outlined in this procedure. Upon completion of the EIT component, the Trainee will be reassigned to the SET component. The 24 months of EIT training is broken down into a week-long Central Office phase, 15 months of rotational training in the Districts (suggested breakdown of this phase training is given on page 1 of the attachments), six months of Specialty phase training, and another six months of Specialty training (the Trainee completes the EIT phase after three months into this second Specialty phase).

The Trainee's position description will be updated to reflect the new duties and responsibilities of the SET. The Class Code for the position changes from 4654, Engineer Trainee to 4655, Senior Engineer Trainee. **Form No. 010-000-51, Professional Engineer Training Program Trainee Rating**, will be completed as an overall evaluation of the EIT component and indicate entry into the SET portion of the Program. The Trainee rating items will be completed in accordance with **Section 4**. A pay increase will be granted upon entry into the SET, in accordance with **DOT Procedure 250-015-005, Recruitment and Selection**.

## **9. DISMISSAL OF ENGINEERS IN TRAINING FROM THE PROGRAM**

Dismissal from the Program is defined as removal from the Department, the Program, or demotion to a position at a pay grade less than the EIT classification. Seven situations may justify dismissal:

- A second failure of any one phase exam.
- Failure of any two phase exams, on the first attempt.
- Failure to achieve a satisfactory rating on a phase a second time after repeating a phase.
- An unsatisfactory Trainee evaluation at 12 or 24 months.
- Failure to obtain the Fundamentals of Engineering certificate within 12 months of appointment.
- A violation of disciplinary standards.
- Failure to receive degree within 4 months of appointment.

## **10. SENIOR ENGINEER TRAINING CONTENT AND DURATION**

The primary purpose of the SET component is to provide career path opportunities for graduates of the EIT portion of the Program. The SET is designed as a 24-month internship offering real world engineering and supervisory experience, as well as specific training, leading to licensure as a Professional Engineer. Circumstances may justify placing Trainees that have satisfied the degree, certificate, and experience requirements in SET positions for training purposes. In such cases, SET positions shall be advertised. SET positions are not to be advertised when used to advance Trainees.

## **11. SENIOR ENGINEER TRAINING REQUIREMENTS**

The SET portion of the Program is an internship where the Trainee gains practical experience. The assignments in the SET shall be determined by assessing the Trainee's knowledge, skills, and abilities, as well as the district's personnel resource needs. The SET assignment is ultimately at the discretion of the Director. The Trainee will be given appropriate supervisory and engineering responsibility. The SET shall be geared toward preparing the Trainee for licensure as a P.E. In addition to on-the-job- training, the Trainee will be expected to attend, subject to budget availability, and complete appropriate technical and managerial training, as determined by the district.

## **12. SENIOR ENGINEER TRAINEE MONITORING AND EVALUATION**

Progress of the Trainee will be monitored by the Trainee's Supervisor and the Program Coordinator. Every 6 months, an informal review shall be conducted by the Supervisor with the Trainee to discuss the Trainee's progress toward completing the

stated training requirements. At the end of 12 and 24 months, the immediate Supervisor shall prepare **Form No. 010-000-51, Professional Engineer Training Program Trainee Rating** in accordance with **Section 4**. If the overall annual Trainee rating is satisfactory, the Trainee's immediate Supervisor shall coordinate a salary

Increase as outlined in the PE Trainee Pay Schedule, to be granted within one pay period of the Trainee's anniversary date. The annual increase shall not be granted without signature authorization of the Director, as required on the **Trainee Rating**. All annual salary increases are subject to budget and rate availability.

Trainees are not eligible for superior proficiency increases; however, they are entitled to any legislatively mandated salary adjustment. Any unsatisfactory annual rating will warrant specific action as outlined in **Section 14**, which could include removal from the Program. The annual **Trainee Rating** shall become a permanent part of the Trainee's personnel file. The Program Coordinator shall be responsible for tracking each Trainee's progress towards professional licensure.

### **13. SENIOR ENGINEER TRAINING PROGRAM COMPLETION**

Successful completion of the SET portion of the Program is defined as completion of the 24-month phase and taking the first P.E. examination administered by the Florida Board of Professional Engineers, for which the Trainee is eligible. The completion of the SET is dependent upon the Trainee's eligibility for the P.E. exam, but under no circumstances shall the Trainee remain in the SET class for more than 36 months.

Upon completion of the SET phase, passage of the P.E. exam, and licensure as a Professional Engineer, the Trainee shall be reassigned or reclassified and promoted to a Professional Engineer I (class code 4657) and granted a five percent salary increase. The Career Service position to which the Trainee is placed will be determined by the Director.

Failure to pass the P.E. exam within 36 months of being in the SET classification (4655) shall result in the Trainee being reassigned or reclassified to an appropriate Career Service position as determined by the Director. No salary increase may be granted upon this reassignment. This reassignment marks the completion Program. Any subsequent career advancement and salary increases are outside of the guidelines of the P.E. Training Program.

### **14. DISCIPLINARY ACTION**

Although Trainees do not have Career Service status (permanent status), any disciplinary action should comply with established conduct standards and guidelines set forth in **Rule 60L-36.005, Florida Administrative Code**. Any disciplinary action involving a Trainee should be reviewed with the appropriate Human Resources Office prior to taking the action.

## **15. DISMISSAL FROM THE DEPARTMENT**

Dismissal from the Department may occur only upon written recommendation of the Director. Any disciplinary action involving dismissal, or which could lead to dismissal from the Program or the Department, must be reviewed with the appropriate Human Resources Office prior to finalizing such action.

## **16. FORMS**

The following forms are available from the Department's Forms Library:

010-000-50, Professional Engineer Training Program, Program Phase Critique

010-000-51, Professional Engineer Training Program Trainee Rating

Please note, the P.E. Training Program Engineering in Training Phase Guidelines and additional attachments previously included herein are now accessible online at the following website: <http://www.fdot.gov/designsupport/PETtraining/default.shtm>.