

MICHIGAN DEPARTMENT OF TRANSPORTATION
2023-24 Technical Training Course Schedule
LOCAL AGENCY

(Dated: 10/12/2023)

[\(Technical Training Course Description\)](#)

Registration Fee: The non-refundable course fee is due at the time of registration.

MDOT OOD Local Agency Training Cancellation Policy: Cancellations are requested at least two weeks prior to the class/course start date in order to allow those on the waitlist to attend.

MDOT expects full attendance and participation in this class/course. Certifications and certificates of completion will not be issued for participants that fail to attend and/or participate.

ALL PAYMENTS FOR CLASSES/COURSES ARE NON-REFUNDABLE

ALL PAYMENTS MUST BE MADE PRIOR TO THE FIRST DAY OF CLASS

Registration Process and Instructions: The non-refundable **fee per course is due at the time of registration.** Class seats for training will be processed and secured on a first-come, first-serve basis.

- 1) **Registration Deadline Date:** The deadline date for all courses is one (1) week prior to the class start date.
- 2) Read and adhere to the [MDOT OOD Local Agency Training Cancellation Policy](#).
- 3) Complete and submit the completed [Technical Training Course Request Form](#), along with the required document(s) to MDOT-TechTraining@Michigan.gov. Please put "Technical Training" in the Subject line.
- 4) ***Required Document(s) to Attend the COT Class:** [Submit the following document(s) for each attendee.]
 - a. **For Computerized Office Technician (COT) 3-Day Course attendees:** 1) Read, adhere to and complete the [MDOT OOD Office Tech and Recertification Cancellation Policy](#); and 2) Submit this document, via email, to MDOT-TechTraining@Michigan.gov. Put "Technical Training" in the Subject line.
 - b. **For Computerized Office Technician-Recertification (COT-Recert) Exam Course attendees:** 1) Submit a copy of the non-expired COT Certification; 2) Read, adhere to and complete the [MDOT OOD Office Tech and Recertification Cancellation Policy](#); and 3) Submit these documents, via email, to MDOT-TechTraining@Michigan.gov. Put "Technical Training" in the Subject line.
- 5) **Additional Ferris State University (FSU) Class Registration:** Additional courses will be added based on demand and instructor availability over the course of the 2023-24 Technical Training winter season. Register directly on the Ferris.edu/ICET site.
- 6) **Payment Options and Process:** To *secure* your class seat(s), pay by:
 - a. Credit card by clicking on the [MDOT OOD Technical Training payment website](#).

OR

- b. Check or money order to the **State of Michigan**. Please include the name of the course on the check/money order and mail to:
Michigan Department of Transportation
ATTN: Jessica Watson, OOD Business Manager
425 West Ottawa Street (ID Mail: B180)
Lansing, Michigan 48933

*Note: Your **official** registration process is complete when the course payment has been received and processed. Also, the course payment received indicates that you have read and agreed to the MDOT OOD Training Cancellation Policy(ies).

Confirmation: Confirmation notice will be emailed approximately 1-2 weeks prior to the course start date.

Questions: Contact MDOT OOD-Technical Training at MDOT-TechTraining@Michigan.gov.

Disclaimer: To avoid unnecessarily repeating of Technical Training courses, please keep your course certification and information in a safe place. It is important to know to when these official documentations will expire. Replacement certificates will no longer be issued nor does the Office of Organizational Development (OOD) retain historical records of previous class attendance.

ADA/Reasonable Accommodation Request:



Accessibility Notice: Attendees who require mobility, visual, hearing, written or other assistance for effective participation should contact Orlando Curry at 517-241-7462 or curryo@michigan.gov, preferably at least 5 business days prior to the scheduled meeting. Forms are located on the Title VI webpage <https://www.michigan.gov/mdot/programs/title-vi>. Requests made after this timeframe will be evaluated and honored to the extent possible.

Course Locations:

MDOT-Construction Field Services (CFS)
C&T Training Room, Room 100
8885 Ricks Rd., Dimondale, MI

MDOT-Horatio S. Earle Learning (HSEL) Center
7575 Crouner Rd., Dimondale, MI

North Region Office
1088 M-32 East
Gaylord, MI 49735
Link: [DTMB-Active Hotels Listing](#)

Aeronautics Auditorium (Near Lansing Airport)
2700 Port Lansing Rd.
Lansing, MI

COURSE TITLE	DATE	TIME	LOCATION	FEE
Bridge Construction/Rehabilitation Inspection & Bridge Paint	Feb. 6-8, 2024 Feb. 27-29, 2024	9:00-4:00 9:00-4:00	HSEL Center HSEL Center	\$37.50 \$37.50
Computerized Office Technician (COT) (The MDOT 2020 Spec book and a calculator will be required for use.) Note: MDOT expects full commitment to attendance and participation in this class/course. Certifications and certificates of completion will not be issued for participants that fail to attend and/or participate. If the student does not pass the exam, the full course must be retaken. There will be no retests.	Nov. 27-29, 2023 Dec. 11-13, 2023 Feb. 5-7, 2024 Feb. 26-28, 2024 Mar. 18-20, 2024	8:00-5:00 8:00-5:00 8:00-5:00 8:00-5:00 8:00-5:00	CFS Training Rm CFS Training Rm CFS Training Rm CFS Training Rm CFS Training Rm	\$510.00 \$510.00 \$510.00 \$510.00 \$510.00
Computerized Office Technician-Recertification Exam (Must have previously passed the Computerized Office Technician course. A calculator will be required for use.) Note: Proof of non-expired Computerized Office Technician certification is required prior to registering for this exam. If the student does not pass the exam, the full course must be retaken. There will be no retests.	Dec. 14, 2023 Feb. 1, 2024 Feb. 29, 2024	8:00-5:00 8:00-5:00 8:00-5:00	CFS Training Rm North Region CFS Training Rm	\$150.00 \$150.00 \$150.00
Concrete Paving Inspection Training (This course is strongly encouraged for Technicians inspecting Concrete Paving and Concrete Pavement Restoration Projects, and for Quality Control and Quality Assurance Concrete Testing Technicians.) Note: To receive a Certificate of Completion for this course, you must attend the three-day course followed by a written quiz.	Jan. 16-18, 2024 Feb. 13-15, 2024 Mar. 12-14, 2024	8:30-4:30 8:30-4:30 8:30-4:30	CFS Training Rm CFS Training Rm CFS Training Rm	\$187.50 \$187.50 \$187.50
Density Certification Training (Local Agencies go to Ferris State University's website to register at: Ferris.edu/ICET .) Questions: Direct them to ICET@ferris.edu or Justin Foster at FosterJ7@Michigan.gov	Various	*Check out the FSU website for course times.	FSU	FSU
FieldManager Training Note: Contact infotech for software downloads. Emailing: customer.support@infotechfl.com or Calling +1 (352) 381-4400.	Nov. 2, 2023 Dec. 14, 2023	8:30-12:30 8:30-12:30	Microsoft Teams Microsoft Teams	No Cost to Attend
Geotechnical Construction Inspection Training Note: To receive a certificate the attendee must attend both days. A straightedge and calculator will be required for use.	Dec. 13-14, 2023	9:00-4:00	Aeronautics Auditorium	\$37.50

<p>Hot Mix Asphalt Paving Operations (Local Agencies go to Ferris State University's website to register at: Ferris.edu/ICET)</p> <p>Note: All classes are in-person. Participants must, first, register on the Ferris State University's (FSU's) website @ Ferris.edu/ICET, as there are some required online prework (quizzes) that you must complete before the in-person class dates.</p> <p>Pre-Coursework: You cannot attend the in-person class if you do not register on the Ferris website, first, @ Ferris.edu/ICET. Once registered, all participants will be emailed with further instructions needed to complete the required online prework on the FSU's E-Learning system. We recommend you register at least two weeks in advance to allow time to complete this process.</p> <p>Questions: Direct them to ICET@ferris.edu</p>	<p>Mar. 4-6, 2024 Mar. 25-27, 2024</p> <p>*Additional courses will be added based on demand and instructor availability over the course of the 2023-24 Technical Training winter season.</p>	<p>Each class starts at 9:00am on the first day.</p>	<p>CFS Training Rm</p>	<p>FSU</p>
<p>Hot Mix Asphalt Paving Operations-Recertification (Local Agencies go to Ferris State University's website to register at: Ferris.edu/ICET)</p> <p>Note: All classes are in-person. Participants must, first, register on the Ferris State University's (FSU's) website @ Ferris.edu/ICET, as there are some required online prework (quizzes) that you must complete before the in-person class dates.</p> <p>Pre-Coursework: You cannot attend the in-person class if you do not register on the Ferris website, first, @ Ferris.edu/ICET. Once registered, all participants will be emailed with further instructions needed to complete the required online prework on the FSU's E-Learning system. We recommend you register at least two weeks in advance to allow time to complete this process.</p> <p>Questions: Direct them to ICET@ferris.edu</p>	<p>Mar. 7-8, 2024</p> <p>*Additional courses will be added based on demand and instructor availability over the course of the 2023-24 Technical Training winter season.</p>	<p>Each class starts at 9:00am on the first day.</p>	<p>CFS Training Rm</p>	<p>FSU</p>
<p>MDOT Superpave Asphalt Mix Designers Certification Training</p> <p>Note: Local Agencies email: tmurphy@murphypavetech.com to register.</p>	<p>Mar. 4, 2024 Mar. 5-8, 2024</p>	<p>1:00-5:00 8:00-5:00</p>	<p>HSEL Center</p>	<p>Contact Murphy Paving</p>
<p>Prevailing Wage Training</p> <p>Note: To receive a Certificate of Completion for this course, you must attend both half-day training sessions, consecutively [attend the afternoon virtual session first, followed by the morning session].</p>	<p>Jan. 9, 2024 & Jan. 10, 2024</p> <p>Feb. 13, 2024 & Feb. 14, 2024</p> <p>Mar. 12, 2024 & Mar. 13, 2024</p>	<p>1:00-4:00 & 8:00-11:00</p> <p>1:00-4:00 & 8:00-11:00</p> <p>1:00-4:00 & 8:00-11:00</p>	<p>Microsoft Teams</p> <p>Microsoft Teams</p> <p>Microsoft Teams</p>	<p>No Cost to Attend</p>

<p>Structural Steel <i>Bolting</i> Workshop</p> <p>Note: To receive a Certificate of Completion for this course, you must attend the entire workshop.</p> <p>Pre-Coursework: Complete the downloads prior to the actual class date.</p> <ol style="list-style-type: none"> 1) 2014 MDOT Field Manual for Structural Bolting 2) Specification for Structural Joints Using High-Strength Bolts by RCSC 	Feb. 20, 2024	9:00-4:30	Microsoft Teams	\$75.00
<p>Structural Steel <i>Welding</i> Workshop</p> <p>Note: To receive a Certificate of Completion for this course, you must attend the entire workshop.</p> <p>Pre-Coursework: Complete the downloads prior to the actual class date.</p> <ol style="list-style-type: none"> 1) 2022 MDOT Field Manual for Structural Welding 2) AWS A2.4 Weld Symbols (very high-level review) 3) 2022 MDOT Field Manual for Pile Welding 	Feb. 22, 2024	8:30-4:30	Microsoft Teams	\$75.00