

WYDOT Traffic Control Supervisor Certification Program

Field Code Changed

INTRODUCTION

The purpose of this program is to certify personnel involved in the layout, inspection and design of traffic control plans. Certification has proven to be an effective tool for improving the safety and mobility of traffic through a construction project by verifying that those who monitor, inspect, and control traffic control operations possess essential knowledge and skills.

A uniform certification program assures that personnel from all parties involved in traffic control operations have been trained and are qualified to perform the required duties in accordance with Wyoming Department of Transportation (WYDOT) procedures and specifications.

Certification will be required for personnel as called for in the current edition of the Standard Specifications for Road & Bridge Construction

To receive certification an individual shall participate in the WYDOT Traffic Control Certification Program and pass the written examination, or become certified by the American Association of Traffic Safety Services Association (ATSSA) as a Traffic Control Supervisor, after which you may apply to be accepted as a WYDOT Traffic Control Supervisor by reciprocity.

OVERVIEW

This program provides orientation and training in WYDOT traffic specifications, and philosophy, along with best management practices for maintaining traffic mobility, developing traffic control plans, as well as certification.

This program was developed by and is operated under the guidance of the Wyoming Department of Transportation Traffic Supervisor Certification Committee.

REQUIREMENT OF CERTIFICATION

The requirement of certification is tied to WYDOT's requirement that a Traffic Control Supervisor is required on transportation projects.

CERTIFICATION COMMITTEE

In accordance with Wyoming Department of Transportation Policy the Director of WYDOT will appoint a Certification Committee. This committee will act in accordance with WYDOT policy and will be responsible for developing a training and certification program, as well as providing continued oversight of the program.

The chair of the Committee will be the WYDOT State Construction Engineer. Additional members may be appointed according to the following:

Required Permanent Members:

WYDOT State Construction Engineer
WYDOT State Traffic Engineer

Optional Appointed Positions:

1 Member from the Wyoming Department of Transportation
2 Members from the Traffic Control contracting industry
1 Member from the General Contracting industry
1 Nonvoting member from the Federal Highway Administration

CERTIFICATION RECORDS

Certification Records are maintained by the Wyoming Department of Transportation State Construction Office.

DESCRIPTION OF TRAFFIC CONTROL SUPERVISOR CERTIFICATION

Prerequisites

This Certification Course is not an introductory program for inexperienced personnel. Applicants must have:

1. At least 1,200 hours serving as a Traffic Control Maintainer and 1,200 hours of directing others in the set-up of traffic control devices, or
2. At least 2,400 hours of directing others in the set-up of traffic control devices, or
3. An Associate's Degree, and have at least 1200 hours serving as a Traffic Control Maintainer or directing others in the set-up of traffic control devices.

Flagging hours will not be counted towards hours of work experience.

Written Examination

To obtain certification all applicants attending the training are required to pass a written examination based on the subjects taught during the course.

The examination will be open book.

A passing grade requires a minimum of 70% correct answers. Applicants failing the written examination will be given one opportunity to retest per the guidelines under the section on **RE-EXAMINATION**.

Time Required for the course:

Up to three (3) days.

TRAINING AND TESTING

The training and testing will be held in locations as determined by the State Construction Engineer.

Qualified instructors and proctors will be approved by the State Construction Engineer and State Traffic Engineer.

Upcoming training and testing locations will be posted on WYDOT's web page.

EQUIPMENT AND CLASSROOM MATERIALS

All equipment for training and testing will be provided at the testing facility.

ENROLLMENT

The number of applicants per class may be limited to and distributed as follows, unless otherwise approved by the State Construction Engineer.

Enrollment is limited to two applicants per company. The company must indicate which people are alternates and in what order they are to be selected. Approved alternates will be selected for unused slots from applications received. One alternate from each company will be selected and the cycle will continue until all available positions are filled.

Enrollment is open to all qualified individuals.

Applications to attend the course and to qualify for reciprocity will be made to the State Construction Office.

All correspondence concerning Traffic Control Supervisor certifications should be made to the State Construction Office by contacting the following address or telephone number.

State Construction Office
Attn: Traffic Control Supervisor Certification Coordinator
Wyoming Department of Transportation
5300 Bishop Boulevard
Cheyenne, Wyoming 82009-3340
Tele: 307-777-4456
Fax: 307-777-4765

COURSE AVAILABILITY AND FEE STRUCTURE

Two courses per year are planned. WYDOT will fund courses annually for WYDOT personnel. Industry individuals are invited to attend but must pay expenses such as meals and lodging.

It is anticipated that courses will be held each year between November and April. A company or organization may request, through the State Construction Engineer, that additional courses be scheduled for their training. If the State Construction Engineer approves additional training sessions, the associated fees will be borne by the company or organization requesting the training. Testing for any additional training will be monitored by two members of the Certification Committee, or their proxy. Requests for additional training courses shall be submitted to the State Construction Office at the address previously listed.

RE-EXAMINATION

Re-examination can be requested for any failed written examination provided the applicant completed the entire course. Upon request the State Construction Engineer will establish the location and dates that the retest will be. An individual may retest only once without repeating the course.

RECIPROCITY

Applicants currently holding the ATSSA certification as a Traffic Control Supervisor may be given reciprocity. The applicant shall submit a copy of their current ATSSA certification along with a letter to the State Construction Engineer requesting designation as a WYDOT Traffic Control Supervisor. The State Construction Engineer will review the documentation submitted and if everything is in order issue a WYDOT Traffic Control Certification Card within 15 working days of receipt of the request. If additional information is required, or the request for reciprocity is denied the applicant will be informed within 15 working days. **Certifications obtained through reciprocity will expire on December 31st of the year the ATSSA certification expires.**

CERTIFICATION

Applicants meeting the requirements of this certification program will be recommended for certification to the WYDOT State Construction Engineer. The Construction Program will send successful applicants a certificate of certification, a pocket card, and enter their name in the Certification data base. The State Construction Engineer will notify applicants in writing if they failed to become certified and state the reasons for that decision. Certifications are valid for 4 (four) years. All certifications will expire on Dec. 31st four years after the examination is successfully passed.

DECERTIFICATION

Certification is a privilege and may be revoked if in the opinion of the Certification Committee an individual knowingly committed acts which are detrimental to the integrity of the certification program or the construction industry in general. Acts which could result in revocation of certification privileges are, but not limited to:

1. Cheating on certification examinations.
2. Compromising the integrity of certification exams.
3. Submittal of false information on certification applications.
4. Termination of an individual due to job incompetence.
5. Criminal action by an individual while engaged in construction activities.

Allegation of misconduct shall be made in writing to the State Construction Engineer. The allegation shall contain the name, address and signature of the individual making the allegation. The accused individual will be notified in writing of the allegation and be given thirty days to respond by letter. At the end of the thirty day period the State Construction Engineer will forward all information to the Certification Committee who will determine if revocation of certification is warranted. The accused will be notified in writing of the Committees decision and given 30 additional days to request a hearing by the Committee. After said hearing or expiration of the thirty day period the Committee will issue its decision in writing. The decision of the Certification Committee is final. Copies of all correspondence from the Certification Committee will also be sent to the accused individual's employer.

RECERTIFICATION

Traffic Controls Supervisors will be allowed to extend their certification for 1 four year period by submitting a recertification form to the State Construction Office listed above. The State Construction Office will review the form and if acceptable will extend the certification for a period of 4 years. **Application for recertification must be made prior to the Traffic Control Supervisor's current certification expiring.**

It is the responsibility of the individual to keep their certification current. There will be no notification that a certification will lapse. Individuals must be aware that the number of recertification courses will be limited and plan well in advance to become recertified.