

# Louisiana Department of Transportation and Development

## Course Catalog

*Technology Transfer and Training (Revised August 2025)*





### Overview

The **DOTD Course Catalog** is provided as a reference for the training that is available to DOTD employees in the State of Louisiana Learning Management System (LMS). The current LMS in use is called SuccessFactors. Employees take web-based training in the LMS and schedule themselves for instructor-led training classes. Some of the training offered by DOTD is via manuals or workbooks obtained from training staff with testing proctored by LTRC or DOTD District Training personnel, who enter completion records in the LMS.

DOTD training policy is set forth in the **DOTD Secretary's Policy and Procedure Manual (PPM) No. 59, Workforce Development**. This policy establishes various training "programs" and "curricula" that are required for certain categories of jobs, job titles, or job locations. These programs and curricula consist of courses that are listed within this DOTD Course Catalog.

The **DOTD Training Requirements Catalog** is a companion guide to the DOTD Course Catalog and the PPM. The Requirements Catalog explains how training is assigned to employees based on their job title or job location, and lists the programs and curricula in the LMS along with the courses contained in each.

A summary of the DOTD Equipment Operator Certification Program (EOCP) is included near the end of this document. An additional catalog, **DOTD Equipment Operator Certification (EOCP) Training Catalog**, provides details on the courses and curricula that exist to support the DOTD Maintenance Equipment section in the implementation of the EOCP program.

Employees and Supervisors use the LMS to view training requirements and to take or schedule training. All required training for employees will be assigned within the LMS. In addition to standard required training, supervisors may assign additional training to their employees.

### More Information

If you have any questions or need assistance, please contact the LTRC training unit at 225-767-9137.

Questions about training requirements may be emailed to [DOTD-LTRC-Training-Help@la.gov](mailto:DOTD-LTRC-Training-Help@la.gov)



## Course Areas

<b>DOTD</b>	Department of Transportation and Development
DOTD ATSSA	American Traffic Safety Services Association (courses offered by DOTD)
DOTD BP	Business Procedures and Processes
DOTD CADD	Computer Aided Design and Drafting
DOTD EMER	Emergency Operations
DOTD EXT	External Courses
DOTD GIS	Geographical Information Systems - ArcGIS
DOTD HR	Human Resources and EEO
DOTD LD	Leadership Development
DOTD LP	Loss Prevention
DOTD MECH	Mechanic Training
DOTD MTN	Maintenance Section Offerings
DOTD NHI	National Highway Institute
DOTD NU	Nuclear and Radiation
DOTD PC	Personal Computer software (delivered by UNO)
DOTD RS	Roads Scholar courses (presented by LTAP, a division of LTRC)
DOTD STC	Structured Training – Construction
DOTD STD	Structured Training – Design
DOTD STEq	Structured Training – Equipment Safety
DOTD STL	Structured Training – Laboratory
DOTD STM	Structured Training – Maintenance Roads and Bridges & Trades
DOTD STP	Structured Training – Program General Education
DOTD STV	Structured Training – Surveying
DOTD STW	Structured Training – Work Zone and Traffic Control
DOTD STX	Structured Training – Exams and Performance Evaluations

## Course Catalog



DOTD yyyy	Yearly Required Training
DOTD-AREA DOTD-AUTH DOTD-CERT	Construction and Laboratory Specialty Areas, Authorizations and Certifications
DOTD-CRED	Credentials from others tracked by DOTD
DOTD-EOCP DOTD-ESA DOTD-EQI	Equipment Operator Certification Program 2-part certification, Equipment Safety Analysis training and EOCP Qualified Instructor

### OTHER STATE AGENCY TRAINING – free of charge

<b>Ethics</b>	Louisiana State Board of Ethics
<b>LaGov</b>	LaGov ERP system
<b>ORM</b>	Office of Risk Management
<b>SCS CPTP</b>	State Civil Service - Comprehensive Public Training Program

### Points of Contact for Course Areas

<b>Courses</b>	<b>Contact Name</b>	<b>Contact Information</b>
ATSSA, CADD, GIS, MECH and PC	Melissa Lee (LTRC)	Phone: 225-767-9155 Email: melissa.lee@la.gov
HR - Human Resources	Sarah Bell	Phone: 225-379-1290 Email: sarah.bell@la.gov
LP - Loss Prevention	Chris McMorris	Phone: 225-242-4675 Email: chris.mcmorris@la.gov
NHI - National Highway Institute	Allison Landry (LTRC)	Phone: 225-767-9134 Email: allison.landry@la.gov
EMER – Emergency Operations	Claire Hebert	Phone: 225-379-1166 Email: claire.hebert@la.gov
EOCP Program	Equipment Section	Phone: 225-935-0251 Email: kenneth.sisung@la.gov
SCS CPTP Courses	Melissa Neyland (LTRC)	Phone: 225-767-9714 Email: melissa.neyland@la.gov
Construction and Laboratory Areas, Authorizations, Certifications	Patrick Frazier (LTRC)	Phone: 225-767-9159 Email: patrick.frazier@la.gov
Maintenance and Work Zone	Keith Antee (LTRC)	Phone: 225-767-9125 Email: dennis.antee@la.gov
<b>All other Course Areas and Training Programs</b>	LTRC Kirk Wales – Manager	Phone: 225-767-9137 DOTD-LTRC-Training-Help@la.gov



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## American Traffic Safety Services Association (DOTD ATSSA)

LTRC coordinates the delivery of training by ATSSA certified instructors at DOTD locations across the state. Courses are primarily concentrated on work zone safety and some are required as part of Structured training programs for certain job titles. This training is offered free of charge to DOTD employees and paid for by LTRC.

Questions should be directed to Melissa Lee at [melissa.lee@la.gov](mailto:melissa.lee@la.gov) or 225-767-9155.

### DOTD ATSSA Design TTCZ for Pedestrian Ac

**Course Format:** Classroom

**Course Length:** 1 day

**Prerequisite:** No

This instructor-led course intended to make participants aware of the pedestrian accessibility requirements of the American with Disabilities Act (ADA) and their applicability to highway work zones. The course will focus on practical solutions to real-world situations. Intended audience: This course is intended for both designers and field personnel.

Upon completion of this course, participants will be able to:

1. Identify applicable laws, regulations, guidelines, and standards pertaining to accessibility for persons with disabilities.
2. Discuss their application in temporary traffic control zones.
3. Identify some of the challenges in the Public Right-of-Way (PROW) faced by persons with disabilities.
4. Review design elements necessary for achieving accessibility in the PROW.
5. Identify contractors' best practices and provide real-world examples under various conditions.

### DOTD ATSSA Guardrail Installation

**Course Format:** Classroom

**Course Length:** 2 days

**Prerequisite:** No

This course provides a broad overview on the installation of guardrails and associated devices, including: assessment of work site topography and site conditions; proper layout of a work site; location, installation, and maintenance of guardrail and terminal sections; documentation of materials, inspections and incidents; as well as where to find the most up-to-date resources and information regarding guardrail installation.

### DOTD ATSSA Nighttime Temporary Traffic Control

**Course Format:** Classroom

**Course Length:** 1 day

**Prerequisite:** No

This course provides students with an understanding of the considerations of nighttime work zones. The course addresses factors including the feasibility of nighttime work zones, worker and equipment visibility, illumination requirements, glare avoidance, and nighttime enhancements, and is recommended for both work zone designers and work zone supervisors.



### **DOTD ATSSA Operation and Application of Truck-Mounted Attenuators (TMAs)**

**Course Format:** Classroom

**Course Length:** half day

**Prerequisite:** No

This course is an introductory course on the operation and application of TMAs in work zones. The course applies workable concepts, applications and recommended practices in the deployment, operation and removal of TMAs. Previous experience in TMA driving is not required for this course.

### **DOTD ATSSA Pavement Marking Technician**

**Course Format:** Classroom

**Course Length:** 2 days

**Prerequisite:** No

This course is designed to increase the knowledge and skills of agency and contractor personnel who are responsible for the selection, installation, and inspection of pavement markings. The course includes instruction about pavement marking materials; application processes and quality control; pavement marking standards and principles as contained in the MUTCD; EPA, DOT, and OSHA regulations; tort liability and other legal issues, including documentation and regulation compliance; as well as traffic control design for pavement marking installation.

### **DOTD ATSSA Traffic Control Design Specialist (TCDS)**

**Course Format:** Classroom

**Course Length:** 2 days

**Prerequisite:** Louisiana DOTD Traffic Control Technician

This course addresses the entire process of designing, installing, maintaining, and evaluation temporary traffic control in work zones. This course will teach students to understand the engineering concepts necessary to properly design effective traffic control plans, as well as the fundamental principles of temporary traffic control, the sources of standards and guidelines, the proper processes and procedures for adjustments, and legal implications. It is recommended for Traffic engineers, engineering technicians, consultants, and other individuals responsible for temporary traffic control design and plan approval.

The TCDS course does not grant authority to individuals to approve design plans.



### **DOTD ATSSA Traffic Control Supervisor (TCS) Louisiana Specific**

**Course Format:** Classroom

**Course Length:** 2 days

**Prerequisite:** DOTD ATSSA Traffic Control Technician (TCT) Louisiana Specific - Expires 4 years

The TCS course is designed to train those who will be actively involved in designing, creating and maintaining temporary traffic control in a work zone. It moves from the concepts and techniques taught in the Traffic Control Technician (TCT) Louisiana Specific course to the implementation of traffic control plans and techniques for the installation and removal. Students are taught how to read and interpret plans and specifications and implement them in the field. This two-day advanced course is geared toward the specific job related duties of the Traffic Control Supervisor as outlined in the Louisiana Standard Specifications for Roads and Bridges.

Workshops included in the course are Louisiana Specific and designed to provide real work examples in designing temporary traffic control setups and also recognizing, analyzing and correcting deficiencies. An additional, vital objective of this course is teaching students the skills necessary to become an effective supervisor, capable of leading a team in the field.

Four years after completing this course, the learner must take the Refresher course every four years.

### **DOTD ATSSA Traffic Control Supervisor Refresher (TCSR) Louisiana Specific – Expires 4 years**

**Course Format:** Classroom

**Course Length:** 1 day

**Prerequisite:** DOTD ATSSA Traffic Control Supervisor (TCS) Louisiana Specific

A review the Louisiana Department of Transportation and Development's (LADOTD) temporary traffic control standards, guidelines and practices learned during the Traffic Control Technician and Traffic Control Supervisor Louisiana Specific courses for the purpose of recertifying participants as a TCS Louisiana Specific.

The Traffic Control Supervisor Louisiana Specific course (or the Association of General Contractors (AGC) Traffic Control Supervisor course) are prerequisites for this course and must have been taken within four years for a person to be eligible to register for this course.

### **DOTD ATSSA Traffic Control Technician (TCT) Louisiana Specific - Expires 4 years**

**Course Format:** Classroom

**Course Length:** 1 day

**Prerequisite:** No

This course instructs participants in Louisiana specific principals of temporary traffic control as set forth in the Louisiana Department of Transportation's (LADOTD) Traffic Control Details, the LADOTD Qualified Product List, the Louisiana Standard Specifications for Roads and Bridges and the Manual on Uniform Traffic Control Devices (MUTCD). The course provides concepts, techniques, and practice exercises in the installation and maintenance of traffic control devices on Louisiana Roadways. This basic course is a prerequisite to the Traffic Control Supervisor Louisiana Specific course.

This course must be retaken every four years as required by LADOTD and ATSSA or the learner may take the Supervisor version titled DOTD ATSSA Traffic Control Supervisor (TCS) Louisiana Specific.



### **DOTD ATSSA Traffic Sign Technician I (TST I) Louisiana Specific - Expires 4 years**

**Course Format:** Classroom

**Course Length:** 2 days

**Prerequisite:** No

This course is for those involved in the installation of permanent traffic signing and should have the basic knowledge of the standards and guidelines to assist them in carrying out their assigned duties. This course provides an introduction to permanent signing for individuals who work in the field installing, maintaining, and removing permanent signing, and teaches concepts, techniques, and practices in the installation and maintenance of permanent signing. Students will leave this course with the knowledge needed to read signing plans and an understanding of the standards and principles associated with sign installation.

This course must be retaken every four years or the DOTD ATSSA Traffic Sign Technician II (TST II) Louisiana Specific - Expires 4 year course may be taken. After taking the level II course, the level I course no longer needs to be repeated.

### **DOTD ATSSA Traffic Sign Technician II (TST II) Louisiana Specific - Expires 4 years**

**Course Format:** Classroom

**Course Length:** 1 day

**Prerequisite:** DOTD ATSSA Traffic Sign Technician I (TST I) Louisiana Specific - Expires 4 years

This course expands on the concepts and techniques taught in the TST I course. It is intended for senior-level Traffic Sign Technicians (such as crew leaders) and other field personnel providing comprehensive training on signing standards, guidelines and Louisiana specific standards, with an introduction to warrants, inspection, documentation and liability.

Students are taught how to apply the standards in Parts 1, 2, and 7 of the MUTCD to signing on our Louisiana roadways. Workshops included are Louisiana specific and designed to provide hands-on experience in implementing and modifying traffic signing plans for various real-life situations. Students will learn how to recognize, analyze, correct, document deficiencies, and gain the skills necessary to become an effective supervisor. Materials provided in the TST I course should be brought to this advanced training course (Traffic Engineering Manual, Manual on Uniform Traffic Control Devices Parts 1, 2 & 7, etc.)

This course must be retaken every four years.



## Business Procedures and Processes (DOTD BP)

Courses in this area are primarily meant to instruct on topics that may affect employees in a broad range of DOTD jobs. Some of the courses may be required of employees in specific jobs.

### DOTD BP Complete Streets WBT

**Course Format:** Web-based  
**Course Length:** 1 hour  
**Prerequisite:** No

This course is an overview of the Complete Streets policy, which emphasizes the consideration of all road users within the transportation network.

### DOTD BP Compliance for Construction WBT

**Course Format:** Web-based  
**Course Length:** 1 hour  
**Prerequisite:** No

DOTD must comply with ALL Federal Laws and Regulations when Federal Funds are being utilized. The purpose of this mandatory training for certain employees in construction is to give an overview of meeting compliance requirements. Questions about the course may be directed to the Compliance Programs section at DOTD.

### DOTD BP Ethics for Construction Personnel WBT – Expires 3 years

**Course Format:** Web-based  
**Course Length:** 1 hour  
**Prerequisite:** No

Students will learn the following:

- \*Ethical expectations as they relate to the Quality Assurance/Quality Control (QA/QC) program.
- \*Rules and regulations as they relate to QA/QC certified personnel representing the DOTD interests.
- \*How your actions affect internal and external customers.
- \*How to make the best decision when confronted with an ethical dilemma.
- \*Procedures for reporting any violations.
- \*Consequences for any ethical violations.

### DOTD BP How DOTD Works WBT

**Course Format:** Web-Based  
**Course Length:** 30 minutes  
**Prerequisite:** No

This course is designed to give an overview of DOTD and its functions. A reference guide can be accessed to explain the topics further and provide links to various DOTD websites.

Guide: [https://www.ltrc.lsu.edu/pdf/how\\_dotd\\_works.pdf](https://www.ltrc.lsu.edu/pdf/how_dotd_works.pdf)



### **DOTD BP Project Delivery Stage 0 Feasibility WBT**

**Course Format:** Web-based

**Course Length:** 1 hour

**Prerequisite:** No

DOTD BP Project Delivery Stage 0 Feasibility is a web-based training designed to teach learners about Stage 0 of the project delivery process. Stage 0 Feasibility is the process of moving a project from planning to implementation. This training provides a brief overview of a go or no go decision, the implementation and decision making for project feasibility, funding eligibility, and transition to the NEPA analysis process. Stage 0 is critical for moving DOTD projects into the Planning and Environmental phase of project development.

### **DOTD BP Project Delivery Stage 1 Environmental WBT**

**Course Format:** Web-based

**Course Length:** 1 hour

**Prerequisite:** No

DOTD BP Project Delivery Stage 1 Environment is a web-based training designed to teach learners about Stage 1 of the project delivery process. Stage 1 Planning and Environmental is the process involving the planning and analysis for an environmental decision. This training provides a brief overview of the importance of environmental decision-making, relationship to the NEPA process, required documentation for Chief Engineer approval, steps for Federal approval, and results of successful execution. Stage 1 is critical for moving DOTD projects into the Funding and Project Prioritization phase of project development.

### **DOTD BP Project Delivery Stage 3 Final Design WBT**

**Course Format:** Web-based

**Course Length:** 1 hour

**Prerequisite:** No

Stage 3 Final Design is the design and development stage of a project. This training provides a brief overview on this stage of a road project as it concerns all pre-construction activities performed in preparation of project for bid. Stage 3 deals with managing the scope of the project, as well as monitoring and managing the budget.

### **DOTD BP Project Delivery Stage 4 Letting WBT**

**Course Format:** Web-based

**Course Length:** 1 hour

**Prerequisite:** No

DOTD BP Project Delivery Stage 4 Letting is a web-based training designed to teach learners about Stage 4 of the project delivery process. Stage 4 Letting is the process involving bidding for a construction project. This training provides a brief overview of the steps taken to draft and finalize proposals, advertise projects, receive and accept bids, and schedule letting dates, along with obtaining approval to begin a project. Stage 4 is critical for providing timely execution, acquiring funding, and establishing contracts for DOTD projects.



### **DOTD BP Project Delivery Stage 5 Construction WBT**

**Course Format:** Web-based

**Course Length:** 1 hour

**Prerequisite:** No

DOTD BP Project Delivery Stage 5 Construction is a web-based training designed to teach learners about Stage 5 of the project delivery process. Stage 5 Construction is the process of the project manager, DOTD's Construction Division, area engineers, contractors, and other entities coordinating to make decisions and solve project-related issues during the construction phase. This training will highlight the steps, budget impacts, departmental policies, change order procedures, communication, and resources needed for construction implementation. Stage 5 is critical for DOTD projects to be in accordance with local, state, and FHWA standards.

### **DOTD BP Tort Liability: Depositions and Employee as a Witness WBT**

**Course Format:** Web-based

**Course Length:** 1 hour

**Prerequisite:** No

DOTD STP Tort Liability Depositions covers tort liability in maintenance with emphasis on the deposition process and the transportation employee as a witness.



## Computer Aided Design and Drafting (DOTD CADD)

CADD courses are designed for employees who use the specific software in their job. Classes are arranged by LTRC and taught by a consultant. There are no charges to DOTD employees.

Questions should be directed to Melissa Lee at [melissa.lee@la.gov](mailto:melissa.lee@la.gov) or 225-767-9155.

### DOTD CADD DPDE Connect Workflow

**Course Format:** Classroom

**Course Length:** 4 days

**Prerequisite:** MicroStation Level I for Designers or MicroStation Level II and a familiarity with roadway design terms and concepts.

A four-day course for civil engineers and designers who will use InRoads SS2 version for design and evaluation of highway or other corridor projects. Students will complete an example road design project that illustrates both workflow and concepts of using the software tools for corridor development.

### DOTD CADD MicroStation Connect I

**Course Format:** Classroom

**Course Length:** 4 days

**Prerequisite:** None

A four-day basic MicroStation course for students wishing to learn MicroStation drafting tools and other utilities. This course covers: The Ribbon and Explorer Interfaces, Levels, Level Manager, Design File/Model Basics, Element Placement with AccuDraw, Editing Elements, Grouping, Cells, Patterning, Measuring, References, Sheet Creation, Sheet Index, Annotation, Dimensioning, Printing/Plotting.

### DOTD CADD MicroStation Connect II

**Course Format:** Classroom

**Course Length:** 3 days

**Prerequisite:** MicroStation Connect I

A three-day advanced MicroStation course for those who want to use more in-depth MicroStation tools and techniques. This course covers 3D File Basics, Drawing and Measuring in 3D, Item Types and GIS data, Geo-coordination tools, Property Driven Annotation, Reports, and Tables, Display Rules, Working with Rasters, Bing Maps, and Google Earth.

### DOTD CADD OpenRoads Designer Drainage & Utilities

**Course Format:** Classroom

**Course Length:** 4 days

**Prerequisite:** MicroStation Connect I

A four-day OpenRoads Designer class for civil engineers and designers who will use ORD for drainage design and evaluation. This course is for new or current InRoads users who are upgrading to OpenRoads. Students complete several drainage projects that illustrate both workflow and concepts of



using the software tools for network development. The creation of Utilities using several methods is also included in this class. This includes: the Ribbon Interface, Terrains, Geometry, network development, network evaluation, reporting, Cross Sections, Plan and Profiles, and channel modeling.

### DOTD CADD OpenRoads Designer I

**Course Format:** Classroom

**Course Length:** 4 days

**Prerequisite:** MicroStation Connect I or a working knowledge of MicroStation SS2, SS4 or CONNECT.

A four-day OpenRoads Designer class for civil engineers and designers who will use ORD for design and evaluation of highway or other corridor projects. This course is for either new users or current InRoads users who are upgrading to OpenRoads. Students complete an example road design project that illustrates both workflow and concepts of using the software tools for corridor development. This includes: the Ribbon Interface, Design File Basics, Terrains, Geometry, Templates, Corridor Modeling, Super-elevation, Proposed Terrains, Cross Sections, Plan and Profiles.

### DOTD CADD OpenRoads Designer II

**Course Format:** Classroom

**Course Length:** 2 days

**Prerequisite:** OpenRoads Designer I

**Expires:** No

A two-day advanced techniques OpenRoads Designer course for students who are creating more intricate models and would like to explore additional capabilities of the software. This course covers: Additional topics related to Templates, Corridor Modeling, Superelevation, Point Controls, etc.

### DOTD CADD OpenRoads Designer Lite

**Course Format:** Classroom

**Course Length:** 2 days

**Prerequisite:** MicroStation CONNECT I or a working knowledge of MicroStation SS2, SS4 or CONNECT.

A two-day OpenRoads Designer course for users who do not do design with ORD but need to review ORD data. This course covers a review-only approach to: Terrains, Geometry, Cross Sections, Plans and Profiles. This is NOT a substitute for OpenRoads Designer I and will not cover templates and modeling workflows. Students wishing to use OpenRoads Designer to produce Models should instead take OpenRoads Designer I.

### DOTD CADD OpenRoads Survey

**Course Format:** Classroom

**Course Length:** 3 days

**Prerequisite:** MicroStation CONNECT I or a working knowledge of MicroStation SS2, SS4 or CONNECT

A three-day course designed for surveyors and other in-house personnel who reduce survey data. This course covers: The Ribbon Interface, Design File Basics, 3D Basics, Reducing Survey data to produce Terrains and Graphics, and Cross Sections.



### **DOTD CADD Traffic Workflow Training**

**Course Format:** Classroom

**Course Length:** 3 days

**Prerequisite:** none

Covers the utilization of MicroStation CONNECT to create TSI, alternative designs, and conceptual design. This course covers: Coordinate systems, Basic MicroStation tools, and Sheet Creation.

### **DOTD CADD Upgrading MicroStation Connect**

**Course Format:** Classroom

**Course Length:** 1 day

**Prerequisite:** MicroStation V8i

A one-day MicroStation course for students needing to learn what changes will impact their workflows when upgrading from V8i to CONNECT. This course covers: Interface, Tool enhancements, Tables and Reports, Bing Maps, Project Explorer, Using Sheets, and Importing Office Documents.



## Emergency Operations (DOTD EMER)

This course category contains FEMA courses that are taken outside of SuccessFactors as well as courses that DOTD's Emergency Operations section provides. Questions regarding any courses in this section should be directed to DOTD's Section 55 Emergency Operations personnel.

### DOTD EMER Asset Tracker

**Course Format:** Online  
**Course Length:** 15 minutes

This video shows how to use the DOTD Asset Tracker application on a mobile device or tablet.

### DOTD EMER Dashboards

**Course Format:** Online  
**Course Length:** 10 minutes

This video shows how the Bus Logistics Asset Dashboard provides information on all assets in real time.

### DOTD EMER Getting Started - Survey 123

**Course Format:** Online  
**Course Length:** 5 minutes

This video shows how to access the application Survey123 for ArcGIS on a mobile device and how to log in for the first time.

### DOTD EMER Sites and Events

**Course Format:** Online  
**Course Length:** 5 minutes

This video shows Asset Tracker Administrators how to populate and manage information into sites and events for field crews to utilize.

### DOTD EMER Staff Tracker

**Course Format:** Online  
**Course Length:** 6 minutes

This video shows how to use the DOTD Staff Tracker application in the field when responding to an emergency event.



## National Incident Management System

NIMS defines the national terminology for qualifying, certifying, and credentialing incident personnel. It also defines the operational systems that guide the NIMS Training Program Focus Areas. At the NIMS webpage, users can find links to NIMS documents and information on training, implementation, updates, and the FEMA Regional NIMS Coordinators. <https://www.fema.gov/national-incident-management-system>

DOTD keeps records in the current LMS when employees have taken FEMA-NIMS courses. There are several varieties of the main category of courses; different versions are not recorded, only the main category.

DOTD Learners who wish to receive credit on their transcript for a FEMA course may present a copy of their course certificate to a District Training Coordinator or e-mail a copy to [DOTD-LTRC-TRAINING-HELP@la.gov](mailto:DOTD-LTRC-TRAINING-HELP@la.gov).

### DOTD EMER FEMA IS-100 any version WBT-External

**Course Format:** Online  
**Course Length:** 2-4 hours

IS-100: Introduction to the Incident Command System: This course introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training.

Course URL: <https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c&lang=en>

### DOTD EMER FEMA IS-200 any version WBT-External

**Course Format:** Online  
**Course Length:** 2-4 hours

IS-200: Basic Incident Command System for Initial Response, ICS-200 – This course reviews the Incident Command System (ICS), provides the context for ICS within initial response, and supports higher level ICS training.

Course URL: <https://training.fema.gov/is/courseoverview.aspx?code=IS-200.c&lang=en>

### DOTD EMER FEMA IS-300 any version

**Course Format:** In-Person  
**Course Length:** 3 days  
**Prerequisite:** IS-100, IS-200, IS-700, IS-800

E/L/G0300: Intermediate Incident Command System for Expanding Incidents, ICS-300 – This course provides training for personnel who require advanced ICS knowledge. – FEMA recommends that students take the two-day classroom version of ICS-200 before attending ICS-300 to ensure they have the foundational knowledge necessary to be successful in ICS-300.



### DOTD EMER FEMA ICS-400

**Course Format:** In-Person  
**Course Length:** 2 days  
**Prerequisite:** FEMA IS-300

ICS 400 : Advanced Incident Command System for Complex Incidents. This course is designed for those emergency response personnel who would function as part of an Area Command, Emergency Operations Center, or Multiagency Coordination System during a large, complex incident or event, or those personnel who are or would likely be part of a local or regional Incident Management Team during a major incident, whether single agency, multiagency or Unified Command. FEMA recommends that students not take ICS-400 immediately following ICS-300 but instead wait to take ICS-400 after gaining additional ICS experience.

### DOTD EMER FEMA ICS-402

**Course Format:** In-Person  
**Course Length:** 4 hours  
**Prerequisite:** unknown

ICS 402: National Incident Management System Overview for Senior Officials (Executives, Elected and Appointed). The purpose of this course is to familiarize Senior Officials with their role in supporting incident management within the National Incident Management System (NIMS) by explaining the National Incident Management System, the organizational structure of the Incident Command System, and the role of the Command and General Staff. Explains the attributes and purpose of Emergency Operations Centers and the Senior Official's role in preparedness.

### DOTD EMER FEMA IS-700 any version WBT-External

**Course Format:** Online  
**Course Length:** 3.5 hours

IS-700: National Incident Management System, An Introduction – This course provides an overview of the National Incident Management System (NIMS).

Course URL: <https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b&lang=en>

### DOTD EMER FEMA IS-800 any version WBT-External

**Course Format:** Online  
**Course Length:** 1-3 hours  
**Prerequisite:** IS-700 is recommended

IS-800: National Response Framework, An Introduction – This course introduces participants to the concepts and principles of the National Response Framework (NRF).

Course URL: <https://training.fema.gov/is/courseoverview.aspx?code=IS-800.d&lang=en>



## Externally Provided Training - Miscellaneous (DOTD EXT)

Training developed outside of DOTD that is not offered in the LMS but completion of the training may be tracked in the LMS for DOTD employees. Delivery of training is not usually coordinated through LTRC and the provider is an outside contractor.

### DOTD EXT Historic Bridge Maintenance and Rehab

**Course Format:** Web-based

**Course Length:** 1 hour

**Prerequisite:** No

Detailed course on historical bridges and the regulations regarding them.

### DOTD EXT LA DEQ Underground Storage Tank Operator Training (La Class A/B Operator)

**Course Format:** Classroom

**Course Length:** half day

**Prerequisite:** No

Required statewide for any facility that has underground fuel storage tanks. Given by PETRO for DEQ. May need to be repeated every 3 years.



## Geographical Information Systems and ArcGIS (DOTD GIS)

A geographic information system (GIS) is a system that creates, manages, analyzes, and maps all types of data. ArcGIS is software used at DOTD for this purpose. LTRC contracts with a consultant to provide the training and schedules classes for employees. There are no charges to DOTD employees.

Questions should be directed to Melissa Lee at [melissa.lee@la.gov](mailto:melissa.lee@la.gov) or 225-767-9155.

### DOTD GIS Advanced ArcGIS Pro

**Course Format:** Classroom

**Course Length:** 3 days

**Prerequisite:** Attendees should be comfortable with Microsoft Windows® and familiar with the basic use of ArcGIS Pro, including the topics covered in the Introduction to ArcGIS Pro for Transportation and Intermediate ArcGIS Pro for Transportation classes.

For many GIS projects, there is a simplified way to accomplish a task, as well as a more advanced approach to complete the same task. After understanding the basic functionality of ArcGIS Pro, it may be desirable to use some more advanced methods to accomplish goals. Some advanced techniques include: setting restrictions on datasets to ensure appropriate attribute values are always used; ensure there are never gaps between parcel boundaries; automation of repetitive tasks; and tying together events such as a set of bus stops or different stormwater pipe diameters. Advanced operations are often overlooked but can enhance the efficiency and effectiveness of GIS.

### DOTD GIS ArcGIS at LADOTD – Understanding GIS and How it is Used by Transportation Professionals

**Course Format:** Classroom

**Course Length:** 1 day

**Prerequisite:** Knowledge of Microsoft Windows® and Microsoft Office®.

This course gives LADOTD staff an introduction to GIS software including its capabilities and the way in which GIS is being used by transportation professionals at LADOTD.

### DOTD GIS Building Web Applications with ArcGIS Experience Builder

**Course Format:** Classroom

**Course Length:** 2 days

**Prerequisite:** Attendees should be comfortable with Microsoft Windows® and familiar with ArcGIS Online or Portal, including the topics covered in the Web Map Essentials course.

This course teaches how to build GIS-based web applications using ArcGIS Experience Builder. Learn to create apps that include ArcGIS content and functionality without having to be a programmer.



### **DOTD GIS Charting Data Using VertiGIS Studio Reporting**

**Course Format:** Classroom

**Course Length:** 1 day

**Prerequisite:** Fundamental knowledge of VertiGIS Studio technologies, ArcGIS technologies, GIS concepts and SQL.

Builds on reporting skills and knowledge from the Introduction to VertiGIS Studio Reporting. Learn how to efficiently and effectively chart data using the VertiGIS Studio Reporting chart control.

### **DOTD GIS Editing in ArcGIS Pro**

**Course Format:** Classroom

**Course Length:** 1 day

**Prerequisite:** Comfortable with Microsoft Windows® and familiar with the basic use of ArcGIS Pro, including the topics covered in the Introduction to ArcGIS Pro for Transportation course.

This course teaches ArcGIS Pro users how to create and modify GIS data. No previous editing experience is required. The student will learn about different editable GIS data types, editing environments, and the tools and techniques used to edit in ArcGIS Pro successfully.

### **DOTD GIS Field Data Collection: ArcGIS Field Maps and Survey 123**

**Course Format:** Classroom

**Course Length:** 2 days

**Prerequisite:** Comfortable with Microsoft Windows® and familiar with basic use of ArcGIS Online and ArcGIS Pro, including knowledge of the topics covered in the Introduction to ArcGIS Pro for Transportation and Intermediate ArcGIS Pro for Transportation, and the Web Map Essentials courses.

Field data collection involves more than publishing a map and opening an app. With appropriate planning, the time crews spend in the field, and the amount of post-processing and data cleanup required after collection can be reduced, improving the project efficiency and the data quality. This course will span the entire project starting with using ArcGIS Online and ArcGIS Pro to prepare data for use in ArcGIS Field Maps, collecting data using the app and uploading it back into ArcGIS Online. The course focuses on streamlining the entirety of the project, including creating an efficient field data collection strategy, properly configuring attributes with drop-downs (domains), publishing feature services with appropriate settings, and establishing guidelines for the field crew's data collection efforts. In addition to learning how to configure and use ArcGIS Field Maps, participants will also learn how to create and use highly customizable forms in ArcGIS Survey12.

### **DOTD GIS Intermediate ArcGIS Pro for Transportation**

**Course Format:** Classroom

**Course Length:** 3 days

**Prerequisite:** Attendees should be comfortable with Microsoft Windows® and Microsoft Office® and have familiarity with basic use of ArcGIS Pro, including the topics covered in the Introduction to ArcGIS Pro for Transportation course.

ArcGIS Pro has many tools for answering questions with existing data by learning to manage data. This course covers creating new files, modify existing files, combining existing data into new datasets, exploring ArcGIS Pro Toolboxes and using enhanced labels and new techniques for layouts.



## DOTD GIS Introduction to ArcGIS Pro for Transportation

**Course Format:** Classroom

**Course Length:** 2 days

**Prerequisite:** Students should be comfortable with Microsoft Windows® and Microsoft Office®. While not required, ideally, the ArcGIS at LADOTD course should have been completed.

GIS creates an easy way to get access to the tremendous amounts of data available. While ArcGIS displays data on a map, the software has powerful tools for analyzing the data. With ArcGIS, quickly print a map showing construction areas for the next month, evaluate pavement conditions across a city, plan a highway expansion project, or explore a site for potential environmental issues. This course teaches the types of data that ArcGIS supports and how to manipulate the data. Learn how to connect to an Excel spreadsheet that has GPS location data in it.

## DOTD GIS Introduction to HTML and CSS

**Course Format:** Classroom

**Course Length:** 2 days

**Prerequisite:** Attendees should be comfortable working on a computer and navigating the folder structure in Microsoft Windows®.

HTML and CSS are languages used to style websites. These languages are used in various places around the ArcGIS and VertiGIS worlds, so it's important that GIS professionals understand both. This class helps to understand the basics and have the skills to start styling websites.

## DOTD GIS Introduction to JavaScript

**Course Format:** Classroom

**Course Length:** 1 day

**Prerequisite:** Attendees should be comfortable working on a computer and navigating the folder structure in Microsoft Windows®.

JavaScript is the language for developing web apps, and is supported by the ArcGIS and the VertiGIS platforms for creating customized functionality in GIS-based web apps. This course gives an introduction to the language, including basic syntax and functions. Learn how to write a simple script and be able to read through and understand sample scripts found on ArcGIS and VertiGIS support sites.

## DOTD GIS Introduction to SQL

**Course Format:** Classroom

**Course Length:** 1 day

**Prerequisite:** Attendees should be comfortable working on a computer and navigating the folder structure in Microsoft Windows®.

The Structured Query Language (SQL) is the standard language for querying databases, used with Microsoft Access, Oracle, SQL Server, ArcGIS, and many other relational databases. This course teaches the proper syntax for writing basic SQL statements, plus how to join tables to create views. It also introduces SQL functions for analyzing the data.



## DOTD GIS Introduction to VertiGIS Studio Mobile

**Course Format:** Classroom

**Course Length:** 2 days

**Prerequisite:** Knowledge of VertiGIS Studio Workflow technology. Have built Web Maps with map services and pop-ups in ArcGIS Online or Portal for ArcGIS. Manage map services using ArcGIS Server, ArcGIS Online, or Portal for ArcGIS. Knowledge of AGOL Map Areas and the role signing certificates play in mobile app deployment.

This course teaches how to build VertiGIS Studio Mobile (VSM) apps that support efficient and effective field data management. Build a VSM app using out-of-the-box features and task-specific workflows, refining the app to support field data collection. Create and build a custom mobile layout and learn to configure and use side-loaded base maps. Learn to deploy VSM apps and create a platform-specific app using a purpose-built self-signed security certificate.

## DOTD GIS Introduction to VertiGIS Studio Printing – 1 day course

**Course Format:** Classroom

**Course Length:** 1 day

**Prerequisite:** Fundamental knowledge of VertiGIS Studio technologies, ArcGIS technologies and GIS concepts. Fundamental knowledge of SQL

This course teaches the skills to produce customized print templates and create map prints using VertiGIS Studio Web, Geocortex Viewer for HTML 5 (GVH), and Esri's Web AppBuilder for ArcGIS® (WAB).

## DOTD GIS Introduction to VertiGIS Studio Reporting

**Course Format:** Classroom

**Course Length:** 2 days

**Prerequisite:** Fundamental knowledge of VertiGIS Studio technologies, ArcGIS technologies, and GIS concepts. Fundamental knowledge of SQL.

This course teaches the skills to collect and compile spatial, non-spatial, and relational data in a report that can be included in a custom web application created in VertiGIS Studio Web, Web AppBuilder for ArcGIS, and Experience Builder.

## DOTD GIS Introduction to VertiGIS Studio Web

**Course Format:** Classroom

**Course Length:** 2 days

**Prerequisite:** Knowledge of creating and sharing content in AGOL or Portal for ArcGIS and Fundamental knowledge of web-based systems and technology.

This two-day, web-based training course provides the knowledge needed to configure applications with VertiGIS Studio Web (VSW). Learn about the VertiGIS Studio app templates, how to configure them, and how to build an app from a blank template. It introduces VSW and the different existing templates and how to build an app from a blank template. Learn how to customize the templates by changing colors, adding and configuring components, and modifying the layout. Learn options and usage for charts and KPI cards and deploy an app to different environment stages.



## DOTD GIS Introduction to VertiGIS Studio Workflow

**Course Format:** Classroom

**Course Length:** 2 days

**Prerequisite:** Knowledge of building apps in VertiGIS Studio and knowledge of JavaScript programming concepts are helpful.

This two-day course builds on knowledge of VertiGIS Studio and teaches how to configure pre-built activities using VertiGIS Studio Workflow (VSW) components. Use JavaScript expressions, values, and decision logic to build interactive, feature-rich forms for VertiGIS Studio Web, Geocortex Viewer for HTML 5, Web AppBuilder for ArcGIS®, and Experience Builder applications.

## DOTD GIS LADOTD ArcGIS Data Workshop

**Course Format:** Classroom

**Course Length:** 1 day

**Prerequisite:** - Attendees should have knowledge of Microsoft Windows®, Microsoft Office®, and be familiar with the basic use of ArcGIS, including the topics covered in Introduction to ArcGIS Pro for Transportation.

This course discusses the LADOTD enterprise GIS, helping staff learn how to efficiently access the vast amounts of spatial and tabular data available to them from within the department. The course will also discuss GIS best practices.

## DOTD GIS Linear Referencing in ArcGIS Pro

**Course Format:** Classroom

**Course Length:** 1 day

**Prerequisite:** Students should be familiar with the basic use of ArcGIS Pro, including the topics covered in the Introduction to ArcGIS Pro for Transportation and the Intermediate ArcGIS Pro for Transportation courses.

Various real-world features, such as street networks, pipeline systems, and seismic lines, are best represented in ArcGIS as a set of point or linear events along a line. For example, a street network, can represent pavement quality, speed limit, number of lanes, jurisdiction, and various other attributes, each as a set of events along a linear route. Doing this allows the route to be broken up in many places (i.e., each time pavement quality changes or each time jurisdiction changes) without creating multiple copies of the line feature class. This course teaches students the foundational concepts of linear referencing and their application in real-world situations. Students are instructed on creating and editing routes and their measurements in an ArcGIS Pro edit session and use the Linear Referencing Toolbar to display and label those routes effectively.



## DOTD GIS Making Better Maps in ArcGIS Pro

**Course Format:** Classroom

**Course Length:** 1 day

**Prerequisite:** Students should be comfortable with Microsoft Windows® and Microsoft Office® and be familiar with the basic use of ArcGIS Pro, including the topics covered in the Introduction to ArcGIS Pro for Transportation course.

There is a big difference between making a map and making a good map. There are some tricks to getting all the correct information on the map without cluttering it up. By choosing symbols and labels wisely, a map can tell a complete story. This course covers tips and tricks on making those choices and teaches students about visual hierarchy; how to draw attention to specific details and away from others.

## DOTD GIS Model Builder for ArcGIS Pro – Custom Tools and Automated Workflows

**Course Format:** Classroom

**Course Length:** 1 day

**Prerequisite:** Students should be comfortable with Microsoft Windows® and be familiar with the basic use of ArcGIS Pro, including the topics covered in the Introduction to ArcGIS Pro for Transportation and Intermediate ArcGIS Pro for Transportation classes.

With ModelBuilder, automate workflows in ArcGIS without writing code. By graphically connecting tools and connecting those tools to input datasets, create custom workflows in ArcToolbox. From repetitive data processing to complex analysis, GIS professionals with all experience levels use ModelBuilder to help them with daily tasks. This course teaches the basics of building models and handling data in ModelBuilder, then shows how to take models to the next level by including variables and looping constructs. For example, build a model that automatically renames all of the feature classes in a particular geodatabase or one that loops through all of the unique values in an attribute table.

## DOTD GIS Python for ArcGIS Pro – Writing Scripts to Manipulate GIS Data

**Course Format:** Classroom

**Course Length:** 3 days

**Prerequisite:** Attendees should be comfortable with Microsoft Windows® and be familiar with the basic use of ArcGIS Pro, including the topics covered in both the Introduction to ArcGIS Pro for Transportation and Intermediate ArcGIS Pro for Transportation classes.

Python is a scripting language used to automate tasks and create new functionality in ArcGIS Pro. Python scripts can manipulate maps, execute geo-processing commands, and read/write files. This three-day course takes a leveled approach to writing scripts, beginning with basic Python syntax and simple scripts, and ending with scripts that read files, manipulate the information, and create GIS data. The course teaches the arcpy site package using the Spyder IDE. This class is supplemented with a second course, Getting Started with the ArcGIS API for Python and Jupyter Notebooks, which covers the ArcGIS API for Python, Jupyter Notebooks, and interacting with web GIS.



## DOTD GIS Scripting in Arcade

**Course Format:** Classroom

**Course Length:** 1 day

**Prerequisite:** Attendees should be comfortable with Microsoft Windows® and be familiar with the basic use of ArcGIS Pro and ArcGIS Online, including the topics covered in the Introduction and Intermediate ArcGIS Pro for Transportation courses and Web Map Essentials – Adding ArcGIS Online and Portal to Your GIS Skillset courses.

Arcade is a simple scripting language used across the ArcGIS Platform to customize label expressions and pop-ups and to create sophisticated symbology by manipulating attributes on-the-fly. Arcade is a secure, cross-platform language that works in ArcGIS Pro, ArcGIS Online and Portal, and web apps running on desktops or mobile devices. Arcade scripts can be incorporated into maps and apps. This course gives a foundation in the scripting language and some tips and tricks for incorporating Arcade into your work.

## DOTD GIS Spatial Analyst for ArcGIS Pro

**Course Format:** Classroom

**Course Length:** 3 days

**Prerequisite:** Attendees should be comfortable with Microsoft Windows® and be familiar with ArcGIS Pro, including the topics covered in both the Introduction to ArcGIS Pro for Transportation and the Intermediate ArcGIS Pro for Transportation courses.

The goal of this course is to teach students the techniques and tools of spatial analysis. For this class, students should be familiar with ArcGIS Pro, including layer, map, and layout creation. The course will cover analysis project design principles and then explore the several tools and methods to derive understanding from geographic data.

## DOTD GIS Web Map Essentials – Understanding ArcGIS Online and Portal

**Course Format:** Classroom

**Course Length:** 2 days

**Prerequisite:** Attendees should be comfortable with Microsoft Windows® and be familiar with the basic use of ArcGIS Pro, including the topics covered in the Introduction to ArcGIS Pro for Transportation course.

Within the wealth of products and services available in the ArcGIS family, Esri has created a cloud platform for sharing, publishing, and consuming GIS content called ArcGIS Online or when behind a firewall, ArcGIS Portal (a part of ArcGIS Enterprise). This course provides ArcGIS Desktop (Map and Pro) users with a comprehensive overview of the functionality and uses of ArcGIS Online, as well as a brief introduction to the Esri Maps for Office app. In addition to the basics, this course will touch on topics relevant to the modern online business world, including security, data interoperability, best practices, and tips for publishing, managing, and sharing online content.



## Human Resources (DOTD HR)

The Human Resources course area contains courses developed by the Human Resources section, the Compliance Programs section, and any state mandated training of an HR nature where course material has been obtained from another agency to create a DOTD course in the LMS. Most courses in this area are required of DOTD employees and will be assigned to employees to complete in the LMS.

Questions should be directed to Sarah Bell in Human Resources at [sarah.bell@la.gov](mailto:sarah.bell@la.gov) or 225-379-1290.

Compliance Program or EEO course questions may be directed to Paula Roddy of the Compliance Programs section at [paula.rodny@la.gov](mailto:paula.rodny@la.gov) or 225-379-1363.

### DOTD HR ADA Compliance for Supervisors – Expires 3 years

**Course Format:** Web-based

**Course Length:** 1 hour

**Prerequisite:** No

This one-hour web-based course for state employees provides a general overview of the Americans with Disabilities Act and reviews the participant's role in the interactive ADA process. Initial training should be completed within ninety days of placement in a supervisory position and must be completed every three years thereafter.

This course contains the same material as the course: SCS CPTP ADA Compliance.

### DOTD HR CPM at DOTD

**Course Format:** Web-based

**Course Length:** .5 hour

**Prerequisite:** No

This half-hour course provides information on the entire Continuous Performance Management (CPM) process as it relates to DOTD employees and supervisors. We will discuss timelines for completion, forms used, and job responsibilities. It is recommended that every supervisor attend this course shortly after their appointment to a supervisory position.

This course is available during the New Supervisor Orientation. Anyone who would like to attend this class during New Supervisor Orientation should contact the HQ HR Training Administrator.

### DOTD HR Cybersecurity Awareness

**Course Format:** Web-based

**Course Length:** 1 hour

**Prerequisite:** No

The DOTD version of the statewide Cybersecurity Awareness course is required of all DOTD employees. It should be taken within the first 90 days of employment.

The course explains some of the most common cyberattacks and the countermeasures to take to avoid being a victim. The course uses gamification and a seamless narrative structure to put the



learners in the middle of a fictional cyberattack on an agency. During the course: - Identify key indicators of cyber threats - Use countermeasures to safeguard against cyber threats - Apply strategies to limit the damage in the event of a cyberattack.

This course contains the same material as the course: SCS CPTP Cybersecurity Awareness

### **DOTD HR Developing a SOP Manual**

**Course Format:** Classroom

**Course Length:** 30 minutes

**Prerequisite:** No

This half-hour course is recommended for all supervisory and non-supervisory employees as well as agency management responsible for creating and maintaining a Standard Operating Procedure manual. Focus on the importance and benefits of an SOP and provide general guidelines on the content that should be included in an SOP.

This course is taught in conjunction with the Knowledge Management course during New Supervisor Orientation. Anyone who would like to attend this class during New Supervisor Orientation should contact the HQ HR Training Administrator.

### **DOTD HR Employment Law**

**Course Format:** Classroom

**Course Length:** 30 minutes

**Prerequisite:** No

A half-hour course for supervisors designed to review employment-related laws important to supervisors in their responsibility for managing employees. The course content is researched and developed by the HR/Legal/Safety Sections and is presented by HR/Legal/Safety staff. This course is designed to introduce the basic tenants of employment law, including, but not limited to: the Family Medical Leave Act, the Fair Labor Standards Act, and the American Disabilities Act. This course is designed to promote understanding of the laws which govern the workplace, and provide a forum to explore and discuss their application to the workplace.

This course is available during the New Supervisor Orientation. Anyone who would like to attend this class during New Supervisor Orientation should contact the HQ HR Training Administrator.

### **DOTD HR Interview Panel Member WBT**

**Course Format:** Web-based

**Course Length:** 20 minutes

**Prerequisite:** No

This short course is for DOTD non-supervisory employees who have been selected to participate on a job interview panel. It provides agency-specific guidelines for interviewing job candidates, explains behavior-based questioning, and covers the specific responsibilities of interview panel members.



### DOTD HR Knowledge Management CAP

**Course Format:** Classroom  
**Course Length:** 30 minutes  
**Prerequisite:** No

This half-hour instructor-led course is part of the New Supervisor Orientation course and is strongly recommended for all supervisors with responsibility for the Knowledge Management and Continuity Assurance Program (CAP) as defined in PPM 62. This course will review the components of this program, including critical task training and Standard Operating Procedure manual development.

This course is available during the New Supervisor Orientation. Anyone who would like to attend this class during New Supervisor Orientation should contact the HQ HR Training Administrator.

### DOTD HR LA Careers Online Hiring Center

**Course Format:** Classroom  
**Course Length:** 1 hour  
**Prerequisite:** No

Online Hiring Center (OHC) is a component of Louisiana's online application and tracking system. This training teaches Administrative Staff, Hiring Managers, and Appointing Authorities how to use the program to request postings, view applications, and make selections online. This training is for those who are new to the hiring process or those OHC users who need a refresher.

### DOTD HR Manager Self Service

**Course Format:** Classroom  
**Course Length:** 1 hour  
**Prerequisite:** No

This one-hour course for supervisors provides an overview of Manager Self Service (MSS). MSS is a component of LEO in which a supervisor may obtain a variety of information about their staff and positions. The course will review the 'My Staff' tab in LEO and teach supervisors how to use the tab to view specific employee information including leave balances, salary data, and time entry data. The course will provide a brief overview of the 'My Employees' tab.

### DOTD HR Managing Discipline in the Workplace

**Course Format:** Classroom  
**Course Length:** 2 hours  
**Prerequisite:** No

This two-hour course provides guidance to supervisors who are taking corrective action against an employee whose work performance, conduct, or productivity falls below established standards. Information presented covers progressive and formal discipline processes and tips for documentation. Supervisors will learn of employees' rights under the Department of Transportation and Developments (DOTD) policies, Civil Service Rules, and federal and state employment laws.

This course is available during the New Supervisor Orientation. Anyone who would like to attend this class during New Supervisor Orientation should contact the HQ HR Training Administrator.



### DOTD HR New Employee Orientation

**Course Format:** Classroom

**Course Length:** 4 hours

**Prerequisite:** No

This half-day instructor-led session is required of all new employees and must be completed within six weeks of hire date as required by DOTD's New Hire Orientation Policy (PPM 22). This course is designed to welcome new employees and provide for them an introduction to their appointment with the DOTD. Orientation encompasses a review of the Orientation Handbook given to new employees and includes Civil Service rules, hours of work, types of leave, performance evaluation system, substance abuse, workplace violence, grievance procedure, discipline, benefits, and other employment-related matters.

Instructions for scheduling this class are given by HQ HR and District HR personnel as the new employee is completing sign-up paperwork.

### DOTD HR New Supervisor Orientation

**Course Format:** Classroom

**Course Length:** 1 day

**Prerequisite:** No

This full-day course provides an overview of HR topics from a supervisory perspective. Additionally, supervisors will be trained on: (1) Knowledge Management CAP (2) PES at DOTD (3) Writing Position Descriptions (4) Managing Discipline in the Workplace (5) Employment Law.

### DOTD HR Selecting the Best

**Course Format:** Classroom

**Course Length:** 2 hours

**Prerequisite:** No

This two-hour course is recommended for all new supervisors or any employee who participates in the selection process. The course provides DOTD-specific guidelines for screening, interviewing, evaluating, and selecting the best qualified candidate for placement into a job vacancy. An in-depth review of effective hiring tools, such as a selection matrix, and effective ways of using these tools will be shown. The course also provides a detailed explanation of the documentation/forms required to adequately support selection decisions.

### DOTD HR Substance Abuse All Employees - Expires 3 years

**Course Format:** Web-based

**Course Length:** 45 minutes

**Prerequisite:** None

This web-based course, Substance Abuse and Drug-Free Workplace, is for all DOTD employees. Topics include: Commonly Used Drugs, Effects of Substance Abuse, Employee Responsibilities, Drug Alcohol Testing, Confidentiality Enforcement, and DOTD's Employee Assistance Program. This course must be completed within 30 days of hire, then every three years thereafter.



### **DOTD HR Substance Abuse Supervisors - Expires 3 years**

**Course Format:** Classroom

**Course Length:** 1 hour

**Prerequisite:** DOTD HR Substance Abuse All Employees

This one-hour course is designed for supervisors to learn more about the signs and symptoms of substance abuse in the workplace. Topics include a review of commonly encountered drugs, their effect on employee performance, steps in an intervention, the procedure and documentation required for enforcement of the PPM policy, a review of the resources available through the DOTDs Employee Assistance Program (EAP), and compliance with the Substance Abuse and Drug-Free Workplace Policy (PPM 21).

Initial training should be completed within ninety days of placement in a supervisory position and must be completed every three years thereafter.

Supervisors booking this course MUST first book the Substance Abuse Employees course that precedes this supervisory course.

### **DOTD HR Workplace Violence All Employees – Expires 3 years**

**Course Format:** Web-based

**Course Length:** 1 hour

**Prerequisite:** No

This course is designed to help agencies with the Governor’s Executive Order on preventing violence in the workplace. Participants learn to recognize potentially violent behavior, and methods designed to reduce violence in the workplace.

This course must be completed within 30 days of hire, then every three years thereafter.

### **DOTD HR Workplace Violence Supervisors – Expires 3 years**

**Course Format:** Web-based

**Course Length:** 30 minutes

**Prerequisite:** No

This half-hour course is designed to introduce supervisors on how to recognize signs of potential violence, address safety and security issues, manage conflict, defuse violent situations, and comply with DOTDs Violence in the Workplace Policy (PPM 53).

Initial training should be completed within ninety days of placement in a supervisory position and must be completed every three years thereafter.

### **DOTD HR Writing Position Descriptions**

**Course Format:** Classroom

**Course Length:** 30 minutes

**Prerequisite:** No

This half-hour course for supervisors provides basic information on the Civil Service classification and pay system and detailed instruction on how to prepare the official position description form (SF-3). This

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course covers the basics in conducting a job/task analysis and provides a forum to practice the writing of descriptors to draft effective position descriptions.

This course is available during the New Supervisor Orientation. Anyone who would like to attend this class during New Supervisor Orientation should contact the HQ HR Training Administrator.



## Leadership Development (DOTD LD)

The Leadership Development courses are part of the Leadership Development program at DOTD. These courses were developed by LTRC and are taught by LTRC personnel. The purpose of the courses is to develop strengths that will help make employees better leaders as they progress in their careers. There are four program levels in the primary Leadership program – Entry, Staff, Manager and Administrator. A separate program for Engineering Technicians is also required for the advanced level ET jobs.

### DOTD LD Conflict Management

**Course Format:** Classroom

**Course Length:** 4 hours

**Prerequisite:** No

This half-day training allows participants to improve their abilities to resolve conflict situations through analysis of issues, determination of underlying causes, and use of target strategies to best address the situation. Completion of the CPTP Conflict in-person course can substitute for this one, but the CPTP web-based course cannot.

### DOTD LD Emotional Intelligence

**Course Format:** Classroom

**Course Length:** 4 hours

**Prerequisite:** No

This half-day course introduces and promotes the emotional skills and competencies that will enable participants to recognize and improve their emotional skills. Emotional Intelligence has been identified as an essential part of a leader's ability to successfully cope with environmental demands. Distinct from cognitive intelligence or IQ, emotional intelligence is at the root of our ability to sharpen thinking and resolve difficult situations by perceiving, generating, and managing emotions in ourselves and others. Emotionally intelligent leaders communicate effectively, form strong relationships, and create powerful coping strategies. This class serves as a continuation and deeper look into the topic introduced in the Foundations of Leadership Development course.

### DOTD LD Facilitation Skills for Managers

**Course Format:** Classroom

**Course Length:** 1 day

**Prerequisite:** No

This classroom course is required for people in Leadership Development programs at the Manager level. Through this course, participants will learn methods for facilitating meetings, managing the conflict that may occur, and learn some process tools for facilitators when working with groups. Participants lead a brief facilitation at the end of the course. At that time, each small group will facilitate the rest of the class in a discussion on a topic that group has prepared.



## **DOTD LD Foundations of Leadership Development**

**Course Format:** Classroom

**Course Length:** 1 day

**Prerequisite:** No

The purpose of this full day Foundations of Leadership Development course is to introduce and promote competencies that will empower recognition and improvement of leadership skills. Participants will be able to identify leadership types, excellence competencies, effective communication skills, relationship strategies, innovative strategic thinking, and operational agility skills which will develop an understanding of how these leadership skills can advance the strategic direction of the Department of Transportation and Development. Participants will be able to identify the competencies of Emotional Intelligence, Situational Leadership, Transformational Leadership, Servant Leadership, and Organizational Culture while recognizing how they impact the relationships of followers.

## **DOTD LD Managing Across Generations/Transformational Leadership**

**Course Format:** Classroom

**Course Length:** 1 day

**Prerequisite:** No

This class will discuss multi-generational workplaces and the different values, attitudes, experiences, opinions, habits, behavior, interest, and communication styles of all the generations that make up our work environment. This class will also identify the characteristics of transactional and transformational styles of leadership and helps connect the two. Transactional leadership is practiced daily by leaders, and this style can progress into transformational leadership. Participants will learn to recognize different developmental levels in employee performance and how to match an appropriate leadership style with the developmental level. The class allows participants to identify the methods used in transactional and transformational leadership and to discuss these leadership styles across a wide range of situations. Participants will identify transactional and transformational leadership behaviors and how to apply in different situations.

## **DOTD LD Organizational Culture**

**Course Format:** Classroom

**Course Length:** 4 hours

**Prerequisite:** DOTD LD Foundations of Leadership Development

This half-day Organizational Culture course offers participants an opportunity to explore the foundations of organizational culture. Participants will discuss organizational culture and examine the relationship between leadership influences and the culture of DOTD. Leaders will benefit by understanding how and why their behavior impacts organizational culture by either helping or hindering innovative processes. Leaders will learn how they create, accept, build, manage, evolve, preserve, or alter the culture of DOTD. By uncovering the different aspects of culture, leaders will discover the impact of their behaviors on maintaining a positive work environment and a productive, sustainable culture. This class serves as a continuation and deeper look into the topic introduced in the Foundations of Leadership Development course.



## **DOTD LD Professional Writing**

**Course Format:** Classroom

**Course Length:** 1 day

**Prerequisite:** No

This one-day class is intended to teach participants how to write in a clear, concise style. Through lecture, discussion, examples, and practice exercises, participants will gain confidence in their ability to plan and to produce various forms of professional writing. Participants will learn how to identify and to correct their own grammar and usage problems. Strategies to revise and to proofread work will also be presented. Completion of the SCS CTP Professional Writing course may substitute for this course.



## Loss Prevention (DOTD LP)

Loss Prevention training is designed to help employees to be aware of and practice safety at work. Some of the courses are required of all employees and some are required based on job title or work location. Many of the courses expire and the full course or a shorter refresher course must be taken periodically.

### DOTD LP Asbestos Awareness WBT

**Course Format:** Web-Based  
**Course Length:** 30 minutes  
**Prerequisite:** No

In this course, take a close look at the asbestos hazards that may be encountered in the workplace and discuss ways to protect against these hazards.

### DOTD LP Bloodborne Pathogens Hi-Risk Class – Expires 1 year

**Course Format:** Classroom  
**Course Length:** 3 hours  
**Prerequisite:** No

Classroom course for high risk employees - good for one year. Taught by DOTD Safety Section staff. This course does not substitute for the regular Blood-Borne Pathogens web-based course.

### DOTD LP Bloodborne Pathogens WBT - Expires 5 years

**Course Format:** Web-based  
**Course Length:** 30 minutes  
**Prerequisite:** No

This course defines blood borne pathogens and discusses strategies for avoiding exposure and minimizing risk should exposure occur. DOTD employees must take this course instead of the ORM course.

### DOTD LP Boating Safety Course WBT-External

**Course Format:** Web-based  
**Course Length:** 6 hours, varies  
**Prerequisite:** No

This course must be completed before using any vessel used to float on water, including vessels without power.

The course is provided by Boat US for Louisiana. It provides an overview of boating safety. Copy and paste the web address into a browser: <https://www.boatus.org/louisiana/>

Upon completion of the course, print out the certificate and give to your training office to be given credit in the LMS. DOTD employees who are required to have this course must also take a web-based refresher course every 3 years.



**DOTD LP Boating Safety Refresher WBT – Expires 3 years**

**Course Format:** Web-based

**Course Length:** May Vary

**Prerequisite:** DOTD LP Boating Safety Course WBT - External

Refresher course on boating safety. DOTD employees take this course instead of the ORM course.

**DOTD LP Confined Spaces Class ILT**

**Course Format:** Classroom

**Course Length:** 2-3 Hours

**Prerequisite:** No

Class for DOTD employees who may be exposed to confined spaces. Taught by a consultant. A web-based refresher course is required every three years after completing this course.

**DOTD LP Confined Spaces WBT – Expires 3 years**

**Course Format:** Web-based

**Course Length:** 30 minutes

**Prerequisite:** No

This web-based video was developed to give a basic overview of what constitutes a confined space.

**DOTD LP Defensive Driving WBT – Expires 3 years**

**Course Format:** Web-based

**Course Length:** 30 Minutes

**Prerequisite:** No

This course explains the basics of defensive driving. DOTD employees must take this course instead of the ORM course. Must be taken every 3 years.

**DOTD LP Electrocutation Prevention WBT**

**Course Format:** Web-based

**Course Length:** 30 Minutes

**Prerequisite:** No

This presentation covers safety when working with electrical equipment, APWA codes for marking utilities, safe digging around buried cables and safety around power lines.

**DOTD LP First Aid and CPR Class – Expires 2 years**

**Course Format:** Classroom

**Course Length:** 3-4 Hours

**Prerequisite:** No

DOTD Loss Prevention Course covering First Aid and CPR. Taught by certified personnel.



### **DOTD LP Hazardous Materials Annual Refresher WBT – Expires 1 year**

**Course Format:** Web-based  
**Course Length:** 30 Minutes  
**Prerequisite:** DOTD LP Hazardous Materials Full Course

Course provides an annual review of the comprehensive LADOTD Hazardous Materials/Waste and Hazardous Communication Program. This course is a refresher for the Hazardous Materials full course.

### **DOTD LP Hazardous Materials Full Course WBT**

**Course Format:** Web-based  
**Course Length:** 1 hour  
**Prerequisite:** No

This course provides a comprehensive look at LADOTD Hazardous Materials/Waste and Hazardous Communication Program for personnel involved in the handling and generation of hazardous materials/waste. It covers all state/federal regulations applicable to retention of documents, proper material use, storage, transportation, and disposal of hazardous materials. This course does not expire, but some employees may be required to take an annual Refresher course.

### **DOTD LP Hazardous Materials Labels-Symbols WBT**

**Course Format:** Web-based  
**Course Length:** 30 minutes  
**Prerequisite:** No

This course provides the learner with the basic understanding of hazardous chemical labeling for chemicals possibly stored around your workplace and an overview of common chemical symbols. A section dedicated to the Safety Data Sheets (SDS) is also provided. This course does not replace DOTD STL Hazard Material Full Course. Some employees will only be required to take this course, while all districts and some sections will be required to take the Full version.

### **DOTD LP Heat Stress WBT**

**Course Format:** Web-based  
**Course Length:** 15 minutes  
**Prerequisite:** No

This video teaches prevention, how to recognize symptoms, and what to do in cases of heat stress.

### **DOTD LP LA 811 Call Before You Dig WBT-External**

**Course Format:** Web-based  
**Course Length:** 1 hour  
**Prerequisite:** No

Course is a web-based training taken at this link: <https://www.louisiana811.com/required-online-training/>  
A completion certificate should be given to the District Trainer so that credit can be entered in SuccessFactors for a DOTD credit.



When any excavation is taking place on a job site, at least one person must be onsite who has completed this training. This course has several modules, each of which ends with a knowledge check. The combined modules take approximately an hour to complete. See this website for more information: <https://www.sos.la.gov/OurOffice/CallBeforeYouDig/Pages/default.aspx>

#### **DOTD LP Lockout/Tagout WBT – Expires 1 year**

**Course Format:** Web-based  
**Course Length:** 15 minutes  
**Prerequisite:** No

This course will outline the proper procedures for Lockout/Tagout to be safe on the job.

#### **DOTD LP New Employee Safety Orientation**

**Course Format:** Classroom  
**Course Length:** 30 minutes  
**Prerequisite:** No

This is an overview of safety requirements for new employees. Topics covered include Loss Prevention and PPE. Safety Staff will give a roster to the District Training Coordinators to enter.

#### **DOTD LP Office Safety WBT**

**Course Format:** Web-based  
**Course Length:** 1 hour  
**Prerequisite:** No

This course covers slips, trips, and falls, back safety, and correct lifting.

#### **DOTD LP Overhead Hoist Safety**

**Course Format:** Web-based  
**Course Length:** 30 minutes  
**Prerequisite:** No

This course covers how to use an overhead hoist correctly.

#### **DOTD LP Personal Fall Arrest System WBT**

**Course Format:** Web-based  
**Course Length:** 15 minutes  
**Prerequisite:** No

This course provides instructions on the proper use of personal fall arrest systems.



### **DOTD LP Poisonous Plant Safety WBT**

**Course Format:** Web-based  
**Course Length:** 15 minutes  
**Prerequisite:** No

This video covers how to identify and prevent contact with poison ivy, oak, and sumac. It provides explanations of ways to treat rashes caused by contact with these poisonous plants.

### **DOTD LP Power/Hand Tool Safety WBT**

**Course Format:** Web-based  
**Course Length:** 15 minutes  
**Prerequisite:** No

Addresses safety issues associated with hand and power tools and steps for preventing injuries.

### **DOTD LP Safe Driving WBT**

**Course Format:** Web-based  
**Course Length:** 15 minutes  
**Prerequisite:** No

This course is an overview of safe driving practices. This is not a replacement for defensive driving.

### **DOTD LP Scaffolding Safety WBT**

**Course Format:** Web-based  
**Course Length:** 15 minutes  
**Prerequisite:** No

This course covers best practices for using scaffolding safely.

### **DOTD LP Trenching and Shoring WBT**

**Course Format:** Web-based  
**Course Length:** 15 minutes  
**Prerequisite:** No

This video will identify the hazards of trenching, explain the safety regulations, and look at the safe practices that can make working in a trench as accident free as possible.

### **DOTD LP Union Pacific eRailSafe Training WBT-External – Expires 3 years**

**Course Format:** Web-based  
**Course Length:** 15 minutes  
**Prerequisite:** No

Taken on an external web site. Trainer will give credit on proof of completion.

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For additional information on the course and how to take it, click on the link below.

[https://www.up.com/cs/groups/public/@uprr/@environment/@safety/documents/up\\_pdf\\_nativedocs/pdf\\_up\\_safety\\_erail\\_cguide.pdf](https://www.up.com/cs/groups/public/@uprr/@environment/@safety/documents/up_pdf_nativedocs/pdf_up_safety_erail_cguide.pdf)



## Mechanic Courses (DOTD MECH)

The courses in this area are scheduled by LTRC and taught by a vendor as needed.

*LTRC is currently evaluating going to another vendor for similar courses.*

Questions should be directed to Melissa Lee at [melissa.lee@la.gov](mailto:melissa.lee@la.gov) or 225-767-9155.

### DOTD MECH Advanced Driver Assist Systems

**Course Format:** Classroom

**Course Length:** 4 hours

**Prerequisite:** No

Advanced Driver Assist Systems or ADAS are designed to help the driver avoid collisions with other vehicles or objects. Some alert the driver of a possible upcoming problem while others will brake or steer the vehicle to mitigate a collision. The goal of this class is to prepare the aftermarket technician to diagnose, service and reset ADAS systems and components. We will explain the operation of these systems and components and present diagnostic scenarios demonstrating proper reset techniques and what to do if they are not successful. After completing this class, a technician will be able to: Identify ADAS components including blind spot detectors, cruise control distance sensor, and lane departure sensors, understand ADAS system operation, diagnose faults in ADAS systems and components, identify common faults and service issues, replace ADAS components, and perform reset procedures.

### DOTD MECH Advanced Engine Mechanic Diag

**Course Format:** Classroom

**Course Length:** 4 hours

**Prerequisite:** No

Mechanical, or base engine faults can be difficult to diagnose. Technicians can replace the wrong parts or spend a lot of wasted time on diagnosis when the cause of the problem lies inside the engine. With the introduction of advanced valve actuation systems, the difficulty faced by technicians has grown. The goal of this class is to prepare the aftermarket technician to use the appropriate tools to identify many base engine faults without engine teardown. In the class we will demonstrate testing techniques which use new tools such as amp probes, pressure transducers, and lab scopes to improve diagnostic speed and accuracy. We will compare the new techniques to traditional testing methods. Learning will be reinforced by working through real world failures applying both traditional and advanced diagnostic techniques. After completing this class, a technician will be able to: Setup oscilloscope for engine tests, evaluate relative compression results, compare Mechanical vs Pressure-Transducer compression tests, analyze VE and engine load tests, and evaluate intake and exhaust pressure tests.

### DOTD MECH Automotive HVAC Diagnosis/Serv

**Course Format:** Classroom

**Course Length:** 4 hours

**Prerequisite:** No



Vehicle manufacturers must comply with environmental regulations which directly affect the design and of the HVAC system. As R-1234yf becomes the mainstream refrigerant, technicians must adapt to the differences in service and diagnosis. More complex controls are networked together to operate the HVAC system, and these must be part of the diagnosis. Technicians must understand the entire system. The goal of this class is to refresh technician knowledge of refrigeration principles as they relate to diagnosing a fault in the refrigerant portion of the HVAC system. Effective diagnosis, component replacement, and service will be demonstrated on R-1234yf vehicles. We will teach system and schematic analysis to improve the technician's diagnosis of cooling fan, compressor, and in-car controls which all play a role in keeping the customer happy. After completing this class, a technician will be able to: Identify new technologies and their impact on HVAC, properly diagnose and service R-1234yf systems, properly replace HVAC components, perform correct HVAC service, diagnose cooling fan and airflow issues and diagnose in-car HVAC controls.

### **DOTD MECH Body Control Electronics Diagn**

**Course Format:** Classroom

**Course Length:** 4 hours

**Prerequisite:** No

Body controls on modern vehicles have evolved into complex systems relying on a variety of electrical components controlled by modules communicating on various networks. While these are complex systems, the diagnostics does not have be complicated if fundamental electrical principles are understood. This course will first focus on understanding electrical theory as it applies to automotive systems including components such as motors, solenoids, actuators, and their control circuits. We will then use that theory to diagnose complex systems through real-world case studies. After completing this class, a technician will be able to diagnose body electrical systems and components by demonstrating how to: Analyze voltage drop testing results, evaluate DVOM measurements, analyze oscilloscope waveforms, and confirm inputs and outputs with scan tool data.

### **DOTD MECH Cummins Diesel Diag Repair Sol**

**Course Format:** Classroom

**Course Length:** 4 hours

**Prerequisite:** No

Cummins diesel engines have powered Dodge heavy duty trucks for the past 30 years. Many changes have been made to the fuel and turbocharger systems for greater power output. Additionally, exhaust after treatment systems have evolved to comply with the ever-increasing emission regulations. Primarily focusing on 2013 and newer Cummins 6.7L engines found in Dodge Ram trucks, the goal of this class is to equip technicians the knowledge of how to properly diagnose and repair these systems. After completing this class, a technician will be able to: Identify fuel system and turbocharger components, understand fuel delivery and injection operation, diagnose no start and performance concerns, understand and diagnose after treatment systems, understand system inputs and outputs, and use scan tool for effective diagnostics.

### **DOTD MECH Diagnose/Repair Vehicle Netw**

**Course Format:** Classroom

**Course Length:** 4 hours

**Prerequisite:** No



Late model vehicles have an amazing amount of computers onboard, networked together using different protocols and configurations. A single sensor fault may set codes in multiple modules since the data is being shared over the network. Communication faults will often generate the dreaded U codes and at times a scan tool will not communicate with the vehicle at all. Attend this class to become proficient at solving communications problems and learn about: Streamlined network diagnosis, solving communications faults, diagnosing and repairing, U Codes Testing form the DLC Different network types, and diagnostic and repair tips.

### **DOTD MECH Domestic Anti-Theft Systems**

**Course Format:** Classroom

**Course Length:** 4 hours

**Prerequisite:** No

Anti-Theft systems have become more complex in recent years. These systems are now being integrated into other systems such as TPMS and Remote Keyless Entry. While the operating methods haven't changed much, many unique service procedures have been introduced due to the increased security. This class will further increase the technician's understanding of modern Anti-Theft systems and introduce methods to simplify diagnostics. Case studies will be presented showing real-world failures, programming procedures, and resolutions when a programming procedure fails. After completing this class, a technician will be able to: Incorporate theory and operation of Domestic Anti-Theft systems to diagnostics Interpret scan tool data to identify faults Describe the purpose of NASTF Vehicle Security Professional Registry Analyze voltage readings to test electrical circuits in anti-theft systems Implement strategies for diagnosing and programming anti-theft systems.

### **DOTD MECH Duramax Diesel Diagnosis/Servi**

**Course Format:** Classroom

**Course Length:** 4 hours

**Prerequisite:** No

In 2011, GM introduced the LML and LGH Duramax engines which also introduced the new Bosch CP4 high pressure fuel pump. These systems have presented technicians with new service opportunities other shops may veer away from. In 2017, GM introduced the L5P Duramax that included a completely new high pressure fuel system and turbocharger. Technicians will learn operating principles of the fuel and turbocharger systems on each of the new platforms, as well as, exhaust after treatment systems for each application. Technician will see fuel system replacement procedures and tips on the LML engines due to high failure rates of the CP4 pump. After completing this class, a technician will be able to: understand the LML and LGH fuel systems, diagnose and repair fuel system failures, understand turbocharger systems on the LML and LGH engines, introduce new L5P fuel system and electronically controlled turbocharger, identify after treatment components and common failures.

### **DOTD MECH HVAC Keeping it Cool**

**Course Format:** Classroom

**Course Length:** 4 hours

**Prerequisite:** No

HVAC – Keeping it cool as environmental regulations continue to demand more fuel efficient and clean burning engines, manufacturers have introduced more efficient HVAC systems. While these systems still operate on basic refrigeration principles, there have been changes that require a different



diagnostic approach when systems do not blow as cold as they ought. Another change is the increased use of networked modules, sharing data and commands. The goal of this class is to refresh technician knowledge of refrigeration principles as they relate to diagnosing a fault in the refrigerant portion of the HVAC system. Effective diagnosis, component replacement, and service will be demonstrated on R-1234yf equipped vehicles as well as on R-134a equipped vehicles. We will teach system and schematic analysis to improve the technician's diagnosis of cooling fan, compressor, and in-car controls which all play a role in keeping the customer comfortable. After completing this class, a technician will be able to: Identify new technologies and their impact on HVAC, understand the usefulness of an enthalpy chart in diagnosing cooling problems, properly diagnose and service R-1234yf systems, properly replace HVAC components, perform correct HVAC service, and diagnose cooling fan and airflow issues.

### **DOTD MECH Integrated Power Module/Smart**

**Course Format:** Classroom

**Course Length:** 4 hours

**Prerequisite:** No

Integrated Power Module and Smart Junction Box Diagnosis Chrysler and Ford vehicles have been using an enhanced fuse box which does a lot more than circuit control and protection. These modules can be integrated with the data bus and they can be the cause of many symptoms including inoperative components, no starts, and codes. You will need to be able to diagnose faults and be sure a replacement is needed before you order one of these expensive devices. Some of these modules will require programming before they will work. The goal of this class is to prepare aftermarket technicians to diagnose, replace and configure these power modules when they go bad. We will explain their operation and demonstrate diagnostic procedures. After attending this class, the technician will be able to: Identify smart junction boxes and components, know when a relay can be replaced, understand how FET output controls can affect diagnosis, diagnose data bus faults, and determine if a power problem is on the control or output side.

### **DOTD MECH Light Duty Diesel DFP/DEP Solu**

**Course Format:** Classroom

**Course Length:** 4 hours

**Prerequisite:** No

Emissions system faults on late model diesel trucks not only causes dirty air but can leave your customer stranded. Diesel Particulate Filters require periodic regeneration. The technician is required to know why these systems sometimes will not regenerate and when a relearn is needed. Faults in the Diesel Engine Fluid System can leave the customer stranded. The goal of this class is to prepare the aftermarket technician to service the latest diesel particulate filters and urea injection systems. We will demonstrate diagnosis and relearn procedures and tips to ensure their completion on actual vehicles. Be prepared to solve your customer's problems on these systems. After completing this class, a technician will be able to: Understand diesel emissions and monitoring requirements, understand the operation of the oxidation catalyst and diagnose failures, understand the operation of exhaust gas temperature sensors and diagnose failures, understand the operation of the particulate filter and diagnose failures, understand the operation of exhaust pressure sensors and diagnose failures, understand the operation of a NOx absorbing catalyst and diagnose failures, and understand the operation of the SCR catalyst system and diagnose failures.



### **DOTD MECH Misfire Diagnosis-Beyond Parts**

**Course Format:** Classroom

**Course Length:** 4 hours

**Prerequisite:** No

Misfire Diagnosis – Beyond Parts Swapping Many technicians have approached misfire diagnosis by swapping ignition coils or other components between cylinders. Access to these components is challenging on many vehicles, therefore, this technique can be ineffective. This class will identify requirements for combustion to occur such as fuel delivery, ignition, and engine mechanical operation. Then, we will explore various techniques to effectively identify the cause of an engine misfire using scan data and oscilloscope waveform analysis. Case studies will be used to demonstrate these techniques. After completing this class, a technician will be able to: Describe basic combustion principles, analyze scan tool data, verify ECM commands for ignition and fuel, interpret oscilloscope waveforms for misfire diagnosis, and evaluate relative compression results.

### **DOTD MECH Rapid Diag: Going Beyond Code**

**Course Format:** Classroom

**Course Length:** 4 hours

**Prerequisite:** No

Engine performance problems typically set DTCs and technicians can fall into the trap of replacing parts based only on the code stored. What if replacing parts based on DTCs alone doesn't solve the customer concern? What if multiple codes are stored? What if a drivability concern exists and there are no DTCs? The most successful technicians in the industry approach problems in a structured and logical way. This class will give you a chance to follow their thought process and develop your own abilities. What you will learn: Improve your accuracy and efficiency at diagnosing performance faults, understand DTC definitions and code set criteria, use schematics effectively to solve problems, and diagnose faults without stored DTCs.

### **DOTD MECH Vehicle Communications Diagnos**

**Course Format:** Classroom

**Course Length:** 1 day

**Prerequisite:** No

Vehicle Communications Diagnosis Network communications are the backbone to the ever-increasing new technology being introduced into today's vehicles. Systems ranging from power windows to ADAS rely on inputs and outputs from other modules. As a result, additional networks and communication protocols are being added to support these higher network loads. Technicians will be introduced to communication network concepts and to some changes in communication systems. Additionally, diagnostic procedures will be demonstrated to prepare technicians for communication faults. After completing this class, a technician will be able to: Understand the basics of data communications, identify different communication protocols, understand Gateway Modules – purpose and functions, understand various network physical layers, OE Specific Network Protocols, and diagnose network communication faults.



## Maintenance (DOTD MTN)

These courses have been developed by the DOTD Headquarters Maintenance section for employees who use Agile Assets or the Plant Maintenance module of the LaGov system. Employees using these systems are in the Districts or the HQ Maintenance sections. Courses are either web-based in the LMS, or will be taught via Zoom or in person by the DOTD HQ Maintenance section.

### DOTD MTN Agile Assets Class for Web Use

**Course Format:** Classroom

**Course Length:** 1 day

**Prerequisite:** No

This course will introduce the basics of using this MMS system on how to enter and track work performed on the Department's linear assets (roadways, bridges, and assets along the roadway). The major emphasis of this workshop is creating work request and work orders. This course will show the students how to plan, document, audit, approve, and check work orders in the systems to ensure the data in the systems are correct because this data is used in ways that can affect the Department's operations budget.

### DOTD MTN Agile Assets Mobile Work Manager (MWM) (1/2-day workshop)

**Course Format:** Classroom

**Course Length:** 4 hours

**Prerequisite:** No

This course will introduce creating work orders in the field more efficiently and accurately, including viewing work orders and their locations, adding or deleting locations, and creating and editing day cards. Available for Apple® iOS, Android™, and Windows® tablets and smartphones.

### DOTD MTN PM VTP Notification Processor

**Course Format:** Web-based

**Course Length:** 45 minutes

**Prerequisite:** No

A comprehensive online class which will teach users how to create notifications in Plant Maintenance via video training. The notifications will target requests for work to be done on equipment and facilities. This class is ideal for new users within Plant Maintenance and will also teach how to navigate through the SAP Core Component module. Presented by DOTD HQ Maintenance Section. This course is Step One in the Virtual Training Program for all users with the Work Order Processor security role and is the only class required for users with the Notification Requestor security role.



### **DOTD MTN PM VTP Work Order Processor**

**Course Format:** Web-based

**Course Length:** 45 minutes

**Prerequisite:** DOTD MTN PM VTP Notification Processor

A comprehensive online class which will teach users how to create work orders in Plant Maintenance via video training. The work orders will target work accomplished on equipment and facilities regarding preventive maintenance and repair maintenance. This class is ideal for new and experienced users within Plant Maintenance. Presented by DOTD HQ Maintenance Section. This course is Step Two in the Virtual Training Program for all users with the Work Order Processor security role.

### **DOTD MTN PM Work Order Processor Class**

**Course Format:** Classroom

**Course Length:** 1 day

**Prerequisite:** No

A comprehensive class which will teach users how to create work orders in Plant maintenance. The work orders will target work on equipment and facilities maintenance and repairs. This class is ideal for new users within plant maintenance and will also teach how to navigate through SAP. Presented by DOTD HQ Maintenance section. A yearly refresher to update clerks on new information is also available.

### **DOTD MTN PM Work Order Processor Refresher**

**Course Format:** Classroom

**Course Length:** 1 day

**Prerequisite:** No

A class designed for users who have experience in the plant maintenance work order system. Required entry items will be demonstrated and reviewed, along with any process changes within the system. Users are encouraged to come prepared with any questions they may have in regard to the work order system. A class for new users is also available. Presented by DOTD HQ Maintenance section.

### **DOTD MTN ROADEO Safety Training yyyy**

**Course Format:** Classroom

**Course Length:** 1 Day

**Prerequisite:** No

DOTD Maintenance safety training for ROADEO. A separate course will exist for each calendar year. This course is required training to compete in ROADEO.



## National Highway Institute (DOTD NHI)

The National Highway Institute (NHI) is the training and education arm of the Federal Highway Administration (FHWA). Education provided is intended to build on the skills of highway professionals.

For details on NHI course, view the NHI Course Catalog at: <https://www.nhi.fhwa.dot.gov>

Questions NHI training should be directed to Allison Landry at [allison.landry@la.gov](mailto:allison.landry@la.gov).

NHI offers in-person training (formerly instructor-led training – ILT) from short, 1-day courses to multi-week sessions. The institute’s virtual instructor-led training (formerly web-conference training – WCT) offers live, online learning taught by remote instructors, eliminating the need to travel. In addition, a catalog of self-directed trainings (formerly web-based training – WBT) are available online 24/7.

Web-based NHI courses are taken on the NHI website. To receive credit in the state LMS, please present proof of completion to a DOTD District or Section training liaison. LTRC regularly hosts in-person NHI courses. Most courses require a minimum of 20 and a maximum of 30 participants per class. The fee listed at NHI for each course is for government employees only. An additional fee will be charged for non-government employees. Registration fees are paid by LTRC for DOTD employees. Upon completion, an entry for training completion will be made in the LMS.

The National Highway Institute Program offers courses in a variety of program areas. These areas include:

- |  |   |
|--|---|
| Asset Management                         | Business, Public Administration and Quality |
| Civil Rights                             | Communications                              |
| Construction and Maintenance             | Design and Traffic Operations               |
| Environment                              | Financial Management                        |
| Freight and Transportation Logistics     | Geotechnical                                |
| Highway Safety                           | Hydraulics                                  |
| Intelligent Transportation Systems (ITS) | Pavement and Materials                      |
| Real Estate                              | Structures                                  |
| Transportation Performance Management    | Transportation Planning                     |

Most NHI courses are taken by Engineers, Engineering Technicians, or Bridge Inspectors on an as needed or as desired basis. The following NHI courses are required in training programs for employees:

DOTD NHI 130055 Safety Inspection of In-Service Bridges
DOTD NHI 130078 - Fracture Critical Inspection Techniques for Steel Bridges
DOTD NHI 130053 Bridge Inspection Refresher Training - Expires 5 years
DOTD NHI 380032A Roadside Safety Design Course

To request LTRC to host a course, please complete the following training needs request form at the following link: [https://lsu.qualtrics.com/jfe/form/SV\\_6hSfQv4381pzsUK](https://lsu.qualtrics.com/jfe/form/SV_6hSfQv4381pzsUK).



## Nuclear and Radiation (DOTD NU)

A nuclear gauge (also called a nuclear density gauge, a soil moisture gauge, or a moisture density gauge) is a tool used for civil engineering projects and construction that measures soil density or soil water content. Training in this course area is mandatory in order to use or transport a nuclear gauge.

### DOTD NU Radiation Safety

**Course Format:** Exam and Demonstration

**Course Length:** varies

**Prerequisite:** DOTD NU Radiation Safety Introduction WBT

The DOTD NU Radiation Safety training consists of three parts; web-based DOTD NU Radiation Safety Intro WBT, a proctored exam, and a demonstration by a district Radiation Safety Officer (RSO). It is intended for field personnel operating or transporting the nuclear gauge used for density testing. The course credit is given after completion of the demonstration which is the final part. This initial training does not expire. Refresher credit is also given after completion of the initial training and expires in 3 years. The Refresher must be taken every 3 years.

### DOTD NU Radiation Safety Introduction WBT

**Course Format:** Web-based

**Course Length:** 1 hour

**Prerequisite:** No

The DOTD NU Radiation Safety training consists of three parts; this web-based training, a proctored exam, and a demonstration by a district Radiation Safety Officer (RSO). It is intended for field personnel operating or transporting the nuclear density gauge. This web-based training describes the types of radiation and natural environmental occurrences, explains radiation exposure and limits, explains the purpose of the nuclear gauge, and identifies required licensing and transportation measures.

### DOTD NU Radiation Safety Refresher WBT – Expires 3 years

**Course Format:** Web-based

**Course Length:** 1 hour

**Prerequisite:** DOTD NU Radiation Safety

The DOTD NU Radiation Safety Refresher course is a web-based training intended to update field personnel on Federal regulations regarding the use and transportation of nuclear gauge devices. This refresher training is required in order to use or transport a nuclear gauge. A person must first complete the DOTD NU Radiation Safety course before they may take the web-based Refresher course.



## **DOTD NU Radiation Safety Officer Training**

**Course Format:** Classroom

**Course Length:** 1 day

**Prerequisite:** No

A one-day workshop for department Radiation Safety Officers to provide them with a basic understanding of radiation safety, compliance with rules and regulations surrounding the Radioactive Materials License, and the safe transport and shipping of nuclear gauges. Radiation Safety Officer Training Topics covered include: Review of radiological fundamentals Radiological protection regulatory requirements Transportation regulations Personnel monitoring Record keeping Leak testing Accident response Nuclear Gauge Safety Training plus Hazmat Program Topics covered include: Topics covered include: Radiation safety fundamentals and principles Regulatory requirements Portable gauge theory, design and operation Gauge maintenance and troubleshooting Operating, emergency, maintenance and transportation procedures Leak testing Storing, packaging and transporting gauges.



## Personal Computer Software (DOTD PC)

LTRC offers a wide variety of training at the beginner, intermediate and advanced levels for popular software used by employees. The courses are scheduled by LTRC and training is delivered under a contract with the University of New Orleans (UNO). Some courses are offered at DOTD locations across the state.

Engineering Technicians and Administrative Assistants and Coordinators are required to complete some of the basic PC training assigned in the LMS. They may request more advanced training if necessary. All employees may request PC training to enhance their computer skills. There is no charge to employees for this training.

Questions regarding courses should be directed to Melissa Lee at [melissa.lee@la.gov](mailto:melissa.lee@la.gov) or 225-767-9155.

### DOTD PC Administrative Assistant Topics for MS Word Users

**Course Format:** Classroom

**Course Length:** 1 day

**Prerequisite:** Prior knowledge of Microsoft Word and use on a regular basis.

This course is designed for users who use Microsoft Word on a daily basis and compose business letters. These users will learn how to modify the DOTD Letterhead templates. In addition, proper format and structure of a business letter will be discussed. Word topics will cover how to change a documents page setup, formatting features, Quick Parts, AutoCorrect, Headers and Footers, and changing default settings.

### DOTD PC Excel for ERP Users

**Course Format:** Classroom

**Course Length:** 1 day

**Prerequisite:** Prior credit for Microsoft Excel Level 1 and use on a regular basis.

This course is designed for computer users of the ERP system of programs that need to learn Excel features geared toward manipulating the data exported from the ERP system. The course content covers the following topics: Lookup type functions, SUMPRODUCT and Subtotal functions, Filtering/Sorting, Subtotal Wizard, Pivot tables, linking of data, Conditional type functions (SUMIF and COUNTIF), Conditional Formatting feature, and Charting.

### DOTD PC LANTEC Adobe Acrobat Pro DC

**Course Format:** Classroom

**Course Length:** 2 days

**Prerequisite:** No

This course will include PC Lantec Adobe Acrobat Pro through an instructor led course.

### DOTD PC LANTEC Microsoft Power BI

**Course Format:** Classroom

**Course Length:** 4 days

**Prerequisite:** No



This course will discuss the various methods and best practices that are in line with business and technical requirements for modeling, visualizing, and analyzing data with Power BI. The course will also show how to access and process data from a range of data sources including both relational and non-relational data. This course will also explore how to implement proper security standards and policies across the Power BI spectrum including datasets and groups. The course will also discuss how to manage and deploy reports and dashboards for sharing and content distribution. Finally, this course will show how to build paginated reports within the Power BI service and publish them to a workspace for inclusion within Power BI.

### OUTLINE:

- 1: INTRODUCTION MODULE
- 2: GETTING AND PROFILING DATA MODULE
- 3: CLEANING AND TRANSFORMING DATA MODULE
- 4: DESIGNING A DATA MODEL MODULE
- 5: DEVELOPING A DATA MODEL MODULE
- 6: CREATING MODEL CALCULATIONS WITH DAX MODULE
- 7: OPTIMIZING MODEL PERFORMANCE MODULE
- 8: CREATING REPORTS MODULE
- 9: UNDERSTAND AND DESIGN FOR ACCESSIBILITY MODULE
- 10: CREATING DASHBOARDS MODULE
- 11: ENHANCING REPORTS AND APPLYING ADVANCED ANALYTICS MODULE
- 12: MANAGING AND SHARING POWER BI ASSETS MODULE
- 13: WORKING WITH PAGINATED REPORTS IN POWER BI

### DOTD PC MS Access Level 1

**Course Format:** Classroom

**Course Length:** 2 days

**Prerequisite:** Students should have credit for Word 1 and Excel 1 courses before enrolling in this course. Prior knowledge or experience with a database program is not necessary to enroll in this course.

Microsoft Access is the database program included in the Microsoft Office Suite. This course introduces the student to the necessary tools needed to work with a Windows-based database management system. This course focuses on the basic features of Microsoft Access. The student will learn to differentiate between records, field, and a database. The student will learn how to design a database system, which includes the creation of tables, queries, forms, and reports. In addition, students will learn how to edit, sort, search for information in the database, and enhance the appearance of forms and reports. The course will emphasize the use of wizards in the creation of a database system.

### DOTD PC MS Access Level 2

**Course Format:** Classroom

**Course Length:** 2 days

**Prerequisite:** It is strongly recommended that students attend Microsoft Access Level 1 before enrolling in this course and are regular users of this software.

This course is geared toward the needs of the experienced user. In this course, students will learn how to create data structure relationships, enhance the design of an Access database system and implement the application. Students will learn how to enhance their database designs by using the principles of normalization by identifying design problems and table relationships. Students will learn how to query multiple tables for data that is used in customized forms and reports. They will learn how



to take advantage of relational database efficiency to maintain data. Course content includes: Normalizing data; analyzing table relationships, establishing referential integrity; data validation techniques; working with calculations; creating action queries; modifying form design; adding bound and unbound controls to a form/report, and customizing reports created by the Report Wizard.

### DOTD PC MS Access Level 3

**Course Format:** Classroom

**Course Length:** 2 days

**Prerequisite:** Students should be experienced users of Microsoft Access.

This course is geared toward the needs of the experienced user. In this course, students will continue working with relational database structures and enhance the design of an Access database system. Students will learn to customize forms and reports. Course content includes adding bound and unbound controls to forms, reports, and working with calculated controls. In addition, students will learn how to transfer a report from Access into Word and exporting a table from Access into Excel.

### DOTD PC MS Access Level 4

**Course Format:** Classroom

**Course Length:** 2 days

**Prerequisite:** Students should be advanced users of Microsoft Access.

This course is geared toward the needs of the experienced user. Course content continues the coverage of Access's advanced functions. Students will learn how to create complex queries, more efficient forms and reports, and macros. Course content will include: creating macros and command buttons; hiding duplicate data, grouping data, and using functions in reports; enhancing form design by manipulating control object properties; exchanging data with outside sources; understanding data access pages and switchboard development.

### DOTD PC MS Excel Level 1

**Course Format:** Classroom

**Course Length:** 2 days

**Prerequisite:** Students should have credit for Windows Level 1 and Word Level 1.

Microsoft Excel is the spreadsheet program included in the Microsoft Office Suite. This course will emphasize the essential tools involved in using a Windows-based spreadsheet program. This course will cover the basic skills needed to create and edit a workbook. In addition, the student will learn how to enhance an Excel worksheet by applying formatting styles such as bolding, underling, italicizing, and changing fonts. The student will learn how to work with formulas, functions, and graphs. Also, the student will learn the difference between absolute and relative cell addressing. In addition, this course shows the student how to create multiple worksheets and how to print worksheets. Time will be spent covering features such as AutoFill, AutoCorrect, and Spell check. Prior knowledge or experience with a spreadsheet program is not necessary to enroll in this course.



### DOTD PC MS Excel Level 2

**Course Format:** Classroom

**Course Length:** 2 days

**Prerequisite:** Students should have credit for Excel Level 1 or experience with spreadsheet concepts.

This course is geared toward the needs of the experienced user. This course will cover advanced functions, file protection, data validation, data consolidation, worksheet grouping, filtering, formatting tools and importing/exporting of data.

### DOTD PC MS Excel Level 3

**Course Format:** Classroom

**Course Length:** 1 day

**Prerequisite:** Students should have attended the prior levels of Excel and use it on a regular basis.

This course is geared toward the needs of the experienced user. Course content continues the coverage of Excel's advanced functions. Students will learn to use more advanced functions like the Lookup function and database functions, subtotal wizard, create templates, and create styles.

### DOTD PC MS Excel Level 4

**Course Format:** Classroom

**Course Length:** 1 day

**Prerequisite:** Students should have attended the prior levels of Excel and use it on a regular basis.

This course is geared toward the needs of the experienced user. Course content continues the coverage of Excel's advanced data analysis features. Students will learn to create Pivot Tables, and analyze data using the Goal Seek utility, Scenario Manager and the Solver and record macros.

### DOTD PC MS Excel Level 5

**Course Format:** Classroom

**Course Length:** 1 day

**Prerequisite:** Students should have attended the prior levels of Excel and use it on a regular basis.

This course is geared toward the needs of the experienced user. Course content continues with Excel's array type formulas and functions. In addition, exploring the options in the Conditional Formatting feature, and working with Active X controls.

### DOTD PC MS One Note

**Course Format:** Classroom

**Course Length:** 1 day

**Prerequisite:** Students should have credit for Windows Level 1 and Microsoft Word Level 1.

This course introduces the student to the basics of using Microsoft OneNote; which is part of the Microsoft Office suite. Microsoft OneNote is a note-taking and personal information management application for collecting, organizing and sharing digital information. This course covers how to create, edit, organize and enhance notes and how to integrate the notes with other applications using Microsoft



OneNote. This course is designed for users who take notes and use automated tools to organize and manage the notes. Students should know how to use a mouse and have basic typing skills.

### DOTD PC MS Outlook Level 1

**Course Format:** Classroom

**Course Length:** 1 day

**Prerequisite:** Prior knowledge or experience with the Windows operating system.

This course is designed for the new user to Microsoft Outlook. This course assumes the student has little or no experience with Outlook or any other email application. The course content includes instruction on the necessary skills needed to start sending and receiving email. In addition, the course will cover navigating around the Outlook program, archiving email, creating folders, setting an Out of Office message, working with the Personal and Public address books by adding contacts and creating distribution lists.

### DOTD PC MS Outlook Level 2

**Course Format:** Classroom

**Course Length:** 1 day

**Prerequisite:** Prior knowledge or experience with the Windows operating system and Microsoft Outlook.

This course is geared toward the needs of the experienced user. Students should be regular users of Outlook. The course content includes creating templates, creating rules and alerts, how to use the Follow Up feature, how to categorize email messages, and using and customizing the Calendar and Meeting Scheduler along with how to delegate another user access to your Calendar, Mail, or Contacts.

### DOTD PC MS PowerPoint Level 1

**Course Format:** Classroom

**Course Length:** 2 days

**Prerequisite:** Prior knowledge or experience with word processing concepts is necessary. Strongly recommended that students attend the Microsoft Word Level 1 class before enrolling in this course.

Microsoft PowerPoint is the presentation program included in the Microsoft Office Suite. This course will emphasize the basic tools involved in using Microsoft PowerPoint to create a basic presentation. This course focuses on the basic features of Microsoft PowerPoint. Students will learn how to create and edit a basic presentation. In addition, students will learn how to insert clip art, graphical images, audio and video on to a presentation slide. Finally, students will learn to run a completed slide show.

### DOTD PC MS PowerPoint Level 2

**Course Format:** Classroom

**Course Length:** 1 day

**Prerequisite:** Prior knowledge or experience with word processing and spreadsheet concepts. It is strongly recommended that students attend the Microsoft PowerPoint Level 1 course.

This course is geared toward the needs of the experienced user. Students will learn advanced features of PowerPoint such as Slide Master editing as well as advanced drawing techniques. Emphasis will be made on how to create presentation templates. Students will also learn how to import slides from existing presentations.



### DOTD PC MS Project Level 1

**Course Format:** Classroom

**Course Length:** 2 days

**Prerequisite:** Credit for Windows Level 1, Microsoft Word Level 1 and Microsoft Excel Level 1.

This course introduces the student to the basics of using Microsoft Project, a project management tool. It is used to control a projects schedule, finances, communicate and present project information. Use the software to organize work and people to make sure the projects are completed on schedule. This course will show the student how to create reports to communicate the status and progress of a project.

### DOTD PC MS Publisher Level 1

**Course Format:** Classroom

**Course Length:** 1 day

**Prerequisite:** Credit for Microsoft Word Level 1.

This course is designed for the inexperienced user of Desktop publishing software. This course will build on basic word processing skills and concentrate on desktop publishing concepts as they relate to developing basic publication documents, such as flyers and newsletters.

### DOTD PC MS Visio Level 1

**Course Format:** Classroom

**Course Length:** 2 days

**Prerequisite:** Credit for Windows Level 1, Microsoft Word Level 1 and Microsoft Excel Level 1.

This course introduces the student to the basics of using Microsoft Visio, which is a diagraming software tool. These diagrams include flowcharts, org charts, building plans, floor plans, data flow diagrams, process flow diagrams, business process modeling, swim lane diagrams, 3D maps, and many more.

### DOTD PC MS Visio Level 2

**Course Format:** Classroom

**Course Length:** 2 days

**Prerequisite:** Credit for Microsoft Visio Level 1.

This course will build on creating and modifying basic Visio drawings in order to incorporate more advanced Visio features and become a more efficient, effective, and creative Visio user. Students will learn how to design advanced Plans and Diagrams. Enhance the appearance of drawings with 3-D shapes, shape styles, and apply backgrounds. Work with custom shapes, stencils and templates. Connect drawings to external data, insert drawings into other Office files, and export drawings.

### DOTD PC MS Windows Level 1

**Course Format:** Classroom

**Course Length:** 1 day

**Prerequisite:** No

This course introduces the student to the basics of using the Microsoft Windows 10 operating system. The major emphasis of this workshop is the use of the mouse, navigating the Windows environment,



file and disk management, and the use of Windows accessory programs. The course will compare the differences between Windows 7 and Windows 10. This course will show the student how to navigate through the new interface. Emphasis will be put on the top new features in Windows 10: File Explorer, Cortana, Edge and working with apps. Time will be spent learning how to customize the Windows 10 environment. This course is opened to existing users of Windows 7 and as well as new users to the Windows environment.

### DOTD PC MS Word Level 1

**Course Format:** Classroom

**Course Length:** 2 days

**Prerequisite:** Credit for a Windows Level 1 class or experience with the Windows operating system.

Microsoft Word is the word processing program included in the Microsoft Office Suite. This course will emphasize the basic tools involved in using Microsoft Word for Windows and cover the basic skills needed to create, modify and print a document. The student will learn how to create tables, setup a mail merge document, enhance the appearance of documents, work with multiple documents, spell/grammar check a document and use Word's on-line thesaurus. Also, the student will learn how to modify Word's basic setup. Time will also be spent covering timesaving features such as Quick Parts and AutoCorrect that can help the student use Word more efficiently.

### DOTD PC MS Word Level 2

**Course Format:** Classroom

**Course Length:** 2 days

**Prerequisite:** Credit for Word Level 1 and a regular Word user.

This course is geared toward the needs of the experienced user. It is recommended that students have attended prior workshops on Microsoft Word and are regular users of the software. This course will cover the creation of templates, use of styles, headers and footers, section breaks, the track changes feature and merging. In addition, the student will learn to integrate an Excel worksheet into a Word document. Prior knowledge or experience with word processing concepts is necessary to enroll in this course.

### DOTD PC MS Word Level 3

**Course Format:** Classroom

**Course Length:** 1 Day

**Prerequisite:** Credit for Word Level 2 and a regular Word user.

This course is geared toward the needs of the experienced user. This course is designed to show the user how to use Word more efficiently and enhance existing documents by using advanced styles and templates. In addition, this course will cover the use of advanced topics like creating specialized fields, the Equation Editor and development of forms. Students will learn how to work with long documents and how to create indexes and table of contents.



## Roads Scholar (DOTD RS)

The Local Technical Assistance Program (LTAP) is a part of LTRC and conducts the Roads Scholar Program, LTAP provides cost-effective training to local transportation and public works agencies on road and bridge maintenance, as well as roadway and worker safety. Roads Scholar classes are offered at convenient locations across Louisiana to make the program easily accessible to most local agencies.

Course credit is recorded in the LMS for DOTD employees, but courses are scheduled using a different registration system as they are attended by both DOTD employees and other agencies. For more information, registration, and upcoming classes use the link: <https://www.ltrc.lsu.edu/ltap/roads-scholar.html>

### Roads Scholar courses are:

- #1: Basics of a Good Road (6 PDH)
- #2: Maintenance of Asphalt Roads (6 PDH)
- #3: Drainage – The Key to Roads that Last (3 PDH)
- #4: Temporary Traffic Control for Local Agencies (6 PDH)
- #5A: Safety – A Common Sense Approach for Local Agencies (6 PDH)
- #5B: Creating a Safe Work Environment (6 PDH)
- #6: Heavy Equipment Operations – Safety and Preventative Maintenance (6 PDH)
- #7: Pavement Preservation and Road Surface Management (6 PDH)
- #8: Successful Supervision for Local Road Supervisors (6 PDH)
- #9A: The Road to Better Signing (6 PDH)
- #9B: Signing from the Ground Up (6 PDH)
- #10: Unpaved and Gravel Roads (4 PDH)
- #13: Inspection of Local Bridges (6 PDH)
- #14: Bridge Maintenance and Repair (6 PDH)
- #15: Safety for Public Works First Responders (6 PDH)



## Structured Training – Construction (DOTD STC)

Courses for engineering technicians working in construction related jobs. Some training is web-based while other training is delivered by the DOTD District Trainers. Unless otherwise noted, exams are required to complete courses with a passing score of 80%. Exams are administered by the District Trainers or LTRC.

### DOTD STC ACM Paving Inspection Vol 1

**Course Format:** Self-Study Manual and Exam

**Course Length:** 12 hours

**Prerequisite:** No

Course covers all aspects of asphalt concrete paving. Part 1 introduces asphaltic concrete its uses and the inspection of paving equipment for DOTD operations; outlines procedures that must be completed prior to paving, including site inspection, surface repair, cold planning, surface cleaning, and application.

### DOTD STC ACM Paving Inspection Vol 2

**Course Format:** Self-Study Manual and Exam

**Course Length:** 12 hours

**Prerequisite:** DOTD STC ACM Paving Inspection Vol. 1

Course covers all aspects of asphalt concrete paving, such as laydown operations and inspection, sampling and testing, documentation and special construction techniques required for such items as asphalt drainage blanket, curbs, widening, super-elevated curves, and transitions.

### DOTD STC ACM Plant Inspection

**Course Format:** Self-Study Manual and Exam

**Course Length:** 12 hours

**Prerequisite:** No

Beginning level course designed to give basic information on the types of plants used in Louisiana and their daily operations. It highlights inspection points for both the asphalt concrete plant and asphalt concrete mixtures.

### DOTD STC ACM Superpave Mix Design Class

**Course Format:** Classroom

**Course Length:** 4 Days

**Prerequisite:** No

Instructor-led version of Hot Mix Asphalt Superpave Mix Design - completion of this course and associated exam will give credit for the ACM (Asphalt Concrete) Plant Inspection Specialty Area.



### **DOTD STC ACM Testing and Analysis 1 Exam**

**Course Format:** Exam

**Course Length:** Test.com test

**Prerequisite:** DOTD STC ACM Testing and Analysis 1 WBT

Test.com test after completing the ACM Testing and Analysis 1 WBT

### **DOTD STC ACM Testing and Analysis 1 Performance Evaluations**

**Course Format:** Performance Evaluations

**Course Length:** varies

**Prerequisite:** No

Performance Evaluations for Asphalt Concrete Mixtures Testing and Analysis 1 WBT,  
Note: These performance evaluations are prerequisites to ACM 2.

After passing the ACM 1 exam, schedule a time with the District Training office to complete this set of performance evaluations.

### **DOTD STC ACM Testing and Analysis 1 WBT**

**Course Format:** Web-based

**Course Length:** 1 hour

**Prerequisite:** No

Introduces the basic asphalt concrete mixtures topics/fundamentals to be a Level 1 ACM technician.

### **DOTD STC ACM Testing and Analysis 2 WBT**

**Course Format:** Web-based

**Course Length:** 1 hour

**Prerequisite:** No

Introduces the basic asphalt concrete mixtures topics/fundamentals and procedures to be a Level 2 ACM technician. The exam and performance evaluations for part 2 are in the DOTD STX course area.

### **DOTD STC Base Course Inspection**

**Course Format:** Self-study manual and exam

**Course Length:** 20 hours

**Prerequisite:** No

Covers inspection procedures used in field for base course inspection, excluding asphalt concrete mixtures base course.



### DOTD STC Base Course Introduction

**Course Format:** See Trainer for Presentation and to take exam

**Course Length:** 1 hour

**Prerequisite:** No

An on-line training course that provides an introduction and overview of base course construction. Topics include: Materials used in base course construction; how deficiencies may be corrected; types of base courses used in Louisiana; base course construction operations; inspection considerations specific to base course construction.

### DOTD STC Basic Pipe Installation

**Course Format:** See District Trainer to view presentation and to take exam

**Course Length:** 2 hours

**Prerequisite:** No

The course covers site operations and installation procedures/methods, including an introduction to specifications, safety considerations, and department standards that apply when installing pipe on a state project.

### DOTD STC Construction Leveling

**Course Format:** Self-Study Manual and Exam

**Course Length:** 12 hours

**Prerequisite:** No

Course is designed to teach basic principles of leveling, use and care of instruments used in leveling, the purposes of leveling for DOTD construction operations, and the documentation of leveling operations including checking notes.

### DOTD STC Density Testing for Embankment and Base Course

**Course Format:** Self-study Manual

**Course Length:** 12 hours

**Prerequisite:** No

Covers the relationship between moisture and density when testing soils, soil-aggregate, and aggregate for embankment and base course construction. This course will introduce the student to soil mechanics by discussing soil properties, and how they affect the density, moisture content, and percent.

### DOTD STC Density Testing for Embankment and Base Course WBT

**Course Format:** Web-based

**Course Length:** Self-Study

**Prerequisite:** No

Video designed as an accompaniment to the Density Testing for Embankment and Base Course manual and performance evaluation for TR 401 - Determination of In-place Density. This video is a requirement for becoming an Authorized Nuclear Device Operator.



### **DOTD STC Embankment and Excavation Inspection**

**Course Format:** Self-Study Manual and Exam

**Course Length:** 20 Hours

**Prerequisite:** No

Covers procedures used in the field for excavation embankment inspection. Course includes basic soil analysis and the field recognition of soil types.

### **DOTD STC Embankment and Excavation Inspection Introduction**

**Course Format:** See Trainer for Presentation and to take exam

**Course Length:** 1 Hour

**Prerequisite:** No

An on-line training course that provides an introduction and overview of excavation and embankment construction and inspection. Topics include: purpose of embankments; materials used to construct embank; excavation/construction procedures; monitoring grade, slope, density; embankment stabilization; documenting excavation; embankment inspection.

### **DOTD STC Pavement Marking Manual**

**Course Format:** Self-Study Manual and Exam

**Course Length:** 4 hours

**Prerequisite:** No

This manual is designed to provide the student with basic, general information about pavement markings and their installation. It is not a DOTD policy or procedure manual.

### **DOTD STC PCC Paving Inspection**

**Course Format:** Workbook and Exam

**Course Length:** 20 Hours

**Prerequisite:** No

Covers procedures to be used by field personnel when inspecting PCC pavement.

### **DOTD STC PCC Paving Introduction WBT**

**Course Format:** See Trainer for Presentation and exam

**Course Length:** 1 hour

**Prerequisite:** No

An on-line training course that teaches the general principles of Portland Cement Concrete (PCC) pavement construction. Course also covers the materials and design practices used to build PCC pavements; how PCC pavement construction operations are organized; and quality control considerations related to PCC pavement construction.



### **DOTD STC PCC Plant Inspection**

**Course Format:** Self-Study Manual and Exam

**Course Length:** 20 hours

**Prerequisite:** No

Covers procedures used by inspectors at PCC Plants.

### **DOTD STC PCC Sampling and Testing**

**Course Format:** Self-Study Manual and Exam

**Course Length:** 20 hours

**Prerequisite:** No

Covers - sampling plastic concrete and equipment, testing for slump, air (volumetric pressure), molding cylinders, and checking internal temperature of concrete.

### **DOTD STC PCC Sampling Plastic Concrete WBT**

**Course Format:** Web-Based

**Course Length:** 30 minutes

**Prerequisite:** No

Course is designed to be a companion for PCC Plant, PCC Paving, sampling plastic concrete, and structural concrete inspection. It covers sampling and testing of concrete for slump, air (volumetric), molding cylinders, checking internal temperature of concrete.

### **DOTD STC Pile Driving Inspection**

**Course Format:** Self-Study Manual and Exam

**Course Length:** 20 hours

**Prerequisite:** No

Provides background knowledge and introduction to pile driving inspection. Topics include - Pile Driving Systems-hammers, cushions, leads; Pile-types, bents, footings; Pile Installation-installation plan, equipment acceptance; test and permanent piles, stresses/limits, penetration requirements, restrikes, heaved piles, splicing/extending; inspection.

### **DOTD STC Profiler Operation WBT**

**Course Format:** See Trainer for Presentation and exam

**Course Length:** 2 hours

**Prerequisite:** No

The Profiler Operation WBT defines the automated profiler, describes its features, explains the proper set-up procedures, and discusses the pre-operation tests required before acquiring data. This course must be completed before the Test.com exam is taken for Authorized Profiler Inspector.



### **DOTD STC QA Manual for Asphalt Concrete Mixtures**

**Course Format:** Manual  
**Course Length:** Self-Study  
**Prerequisite:** No

Official department policy and procedural manual. Interpretation and clarification of department policies regarding the application of the specifications based on the 2016 Standard Specifications. See your District Training office to receive credit. No exam.

### **DOTD STC QA Manual for Embankment and Base Course**

**Course Format:** Manual  
**Course Length:** Self-study  
**Prerequisite:** No

DOTD Application of Quality Assurance Specifications for Embankment Base Course - 2016 Edition. Official Department of Transportation and Development policy and procedures manual - interpretation and clarification of policies regarding specifications for Sections 2 and 7 of the 2016 Louisiana Standard Specifications for Roads and Bridges. See District Training office to receive credit. No exam.

### **DOTD STC QA Manual for PCC Paving and Structures**

**Course Format:** Manual  
**Course Length:** Self-Study  
**Prerequisite:** No

Official department policy and procedural manual Interpretation and clarification of department policies regarding the application of the 2006 Standard Specifications for Portland cement concrete projects. Includes metric (SI) and English. No exam.

### **DOTD STC Sampling Soils Aggregates and Mixtures Exam**

**Course Format:** Exam  
**Course Length:** 4 Hours  
**Prerequisite:** No

Self-instructional text followed up with an exam. Describes the proper procedures and techniques used when performing DOTD S101 and TR401.

### **DOTD STC Sampling Soils Aggregates and Mixtures Performance Evaluation**

**Course Format:** Performance Evaluation  
**Course Length:** 2 Hours  
**Prerequisite:** No

Designed to test DOTD laboratory personnel on the proper procedures and techniques when performing the DOTD S101 through TR 401 tests.



### **DOTD STC Sampling Soils Aggregates and Mixtures WBT**

**Course Format:** Web-based

**Course Length:** 12 minutes

**Prerequisite:** No

The 12-minute “Soils-Aggregate Sample” video is accompanied with the Soils-Aggregate Sample manual. The video demonstrates the proper sampling techniques for soils and aggregates.

### **DOTD STC Structural Concrete Inspection Vol 1**

**Course Format:** Self-Study Manual and Exam

**Course Length:** 20 hours

**Prerequisite:** No

Course chapters I-IV. Gives an in-depth presentation of inspection procedures and construction techniques used in the fabrication of Portland Cement Concrete structures. Vol. 1 covers preparation, pile driving, forms, reinforcement steel (rebar).

### **DOTD STC Structural Concrete Inspection Vol 2**

**Course Format:** Self-Study Manual and Exam

**Course Length:** 20 Hours

**Prerequisite:** No

Course chapters V-VIII. Gives an in-depth presentation of inspection procedures and construction techniques used in the fabrication of Portland Cement Concrete structures. Covers concrete pours, joints, sampling testing, incidental special concrete applications.

### **DOTD STC Structural Concrete Introduction**

**Course Format:** See Trainer for Presentation and Exam

**Course Length:** 1 hour

**Prerequisite:** No

An on-line training course that provides an introduction and overview of structural concrete inspection. Topics include: types of bridges and bridge terminology; pre-construction project preparations; pile driving operations; forms and falsework; steps in concrete pouring; materials testing procedures; incidental special construction items.

### **DOTD STC Surveying Introduction WBT**

**Course Format:** Web-based

**Course Length:** 30 minutes

**Prerequisite:** No

Serves as introduction to surveying principles, equipment, personnel, etc.), terms, signals safety. Designed for new construction employees.



### **DOTD STC TC3 Aggregate Basics WBT**

**Course Format:** Web-based

**Course Length:** 1 hour

**Prerequisite:** No

See District Trainer to view the DOTD TC3 Aggregate Basics Video on the TC3 website. The District Trainer will enter credit for the video.

### **DOTD STC TC3 Reducing Aggregate Samples WBT**

**Course Format:** Web-based

**Course Length:** 1 hour

**Prerequisite:** No

See District Trainer to view the Reducing Aggregate Samples on the TC3 website. The District Trainer will enter credit for the video.

### **DOTD STC Welding Inspection Quality Control**

**Course Format:** Videos

**Course Length:** Self-Study

**Prerequisite:** No

Completion of series (19 videos)



## Structured Training – Design (DOTD STD)

Training in this course area teaches elements, procedures and information in design. Training materials have been purchased and can be obtained free of charge from a District Trainer or LTRC for self-study. All courses require an exam proctored by a District Trainer or Section Liaison with a passing score of at least 80%.

### DOTD STD Fundamentals of Law for Surveyors

**Course Format:** Self-Study Manual with Exam

**Course Length:** Self-Study

**Prerequisite:** No

Penn Foster Book No. 5463.

This course covers the identification of boundaries of tracts, the responsibility of the surveyor, methods of descriptions, rectangular systems, boundaries along highways, bodies of water, relocating; correction of defects, legal principles, title to public ways, and riparian rights.

### DOTD STD Highway Curves Part 1

**Course Format:** Self-Study Manual with Exam

**Course Length:** Self-Study

**Prerequisite:** No

ICS course 6812A.

This course covers elements of highway routes; tangents, grades, horizontal and vertical curves; radius, degree, and procedure for locating points on simple curves; measurement of distances, field layout for simple curves; problems on relocation of route.

### DOTD STD Highway Curves Part 2

**Course Format:** Self-Study Manual with Exam

**Course Length:** Self-Study

**Prerequisite:** DOTD STD Highway Curves Part 1

ICS course 6812B.

This course covers compound, reverse, transition curves; super elevation on curves; spiral curve; deflection angles; coordinates; minimum length, field layout of spiral; spiral joining two curves; vertical parabolic curves; elevations on vertical curves.

### DOTD STD Highway Location and Design Part 1

**Course Format:** Self-Study Manual with Exam

**Course Length:** Self-Study

**Prerequisite:** No

Penn Foster Book No. 5353A-1.

This course covers highway planning; classification, location of highways; reconnaissance; planning, pre-preliminary, and final location surveys; route selection; plan preparation; highway development; and highway economics.



## DOTD STD Highway Location and Design Part 2

**Course Format:** Self-Study Manual with Exam

**Course Length:** Self-Study

**Prerequisite:** DOTD STD Highway Location and Design Part 1

ICS course 5353B.

This course covers geometric design of highways, capacity, level of service of highways; selecting the number of lanes; highway alignment; transition curves; sight distances; establishing positions of grade lines; rates of grade for streets; crown and super elevation; requirements for urban streets and rural roads.

## DOTD STD Highway Location and Design Part 3

**Course Format:** Self-Study Manual with Exam

**Course Length:** Self-Study

**Prerequisite:** DOTD STD Highway Location and Design Part 2

ICS course 5353C.

This course covers roadside development; comparison of intersections and interchanges; intersections at grade; rotary intersections; design of interchanges; acceleration and deceleration lanes; railroad crossings; estimates of cost and time; contract forms and specifications; organization of departments.

## DOTD STD US Land Surveys Part 1

**Course Format:** Self-Study Manual with Exam

**Course Length:** Self-Study

**Prerequisite:** No

Penn Foster Book No. 5466A.

This course covers characteristics of land surveys; principal meridians and base lines; theoretical positions of township boundaries; theoretical positions of section boundaries; private land claims; markings on iron-pipe monuments; markings on stone and tree monuments; corner accessories; marking survey lines.

## DOTD STD US Land Surveys Part 2

**Course Format:** Self-Study Manual with Exam

**Course Length:** Self-Study

**Prerequisite:** DOTD STD US Land Surveys Part 1

Penn Foster Book No. 5466B-2

This course covers field notes and official plat; subdividing sections; relocating corners; limitations in re-surveys; dependent resurvey; independent resurvey, and deeds.



## Structured Training – Equipment Safety (DOTD STEq)

Equipment training that teaches procedures and safety to employees. Courses in this area are mostly web-based. Many of the courses are required before the DOTD-EOCP Part 1 or DOTD-ESA instruction on operating specific pieces of equipment. None of the courses have prerequisites.

### DOTD STEq Aerial Lift Safety WBT

**Course Format:** Web-based  
**Course Length:** 30 minutes

This training explains how to safely use an aerial lift. This is a prerequisite for EOCP Part 1 Aerial Lift.

### DOTD STEq ATV Safety Course WBT-External

**Course Format:** Web-based  
**Course Length:** 2.5 hours

This course will help the viewer to understand all-terrain vehicles and safe riding strategies. The course must be taken on the ATV Safety Institute website (<https://atvsafety.org/atv-ecourse/>). Provide proof of completion to the training liaison or district training coordinator when completed. This course is a prerequisite for the ATV ESA.

### DOTD STEq Backhoe Loader Safety WBT

**Course Format:** Web-based  
**Course Length:** 30 minutes

This course presents an overview of best practices in Backhoe Loader Safe Operating. This is a prerequisite for EOCP Part 1 Backhoe Loader.

### DOTD STEq Bucket Truck Safety WBT

**Course Format:** Web-based  
**Course Length:** 1 hour

This maintenance video details the proper procedures for Boom Truck or Bucket Truck Safety. This is a prerequisite for EOCP Part 1 Bucket Truck.

### DOTD STEq Chainsaw Safety WBT

**Course Format:** Web-based  
**Course Length:** 30 minutes

This video training covers proper care, maintenance, and safe operation of the chainsaw, as well as proper felling and limbing techniques. This course is a prerequisite for the EOCP ESA Chainsaw.



### **DOTD STEq Crane Safety WBT**

**Course Format:** Web-based

**Course Length:** 30 minutes

Proper procedures for operating a mobile crane. This is a prerequisite for EOCP Part 1 Crane.

### **DOTD STEq Dozer WBT**

**Course Format:** Web-based

**Course Length:** 30 minutes

Video of proper operating techniques for dozer safety. This is a prerequisite for EOCP Part 1 Dozer.

### **DOTD STEq Dump Truck Safety WBT**

**Course Format:** Web-based

**Course Length:** May vary

Basic principles for safe operation of a dump truck. It is a prerequisite to EOCP Part 1 Dump Truck.

### **DOTD STEq Excavator Safety WBT**

**Course Format:** Web-based

**Course Length:** 1 hour

This video details the proper procedures for operating the Tracked/Crawler Excavator. This is a prerequisite for EOCP Part 1 Excavator.

### **DOTD STEq Forklift Safety WBT**

**Course Format:** Web-based

**Course Length:** 30 minutes

Details the proper procedures for operating a Forklift. It is a prerequisite for EOCP ESA Forklift.

### **DOTD STEq Hand Signals WBT**

**Course Format:** Web-based

**Course Length:** 1 hour

This maintenance video details the proper procedures for using Hand Signals.

### **DOTD STEq Lowboy Transporting Const Equip WBT**

**Course Format:** Web-based

**Course Length:** 30 minutes

Proper procedures for transporting construction equipment on a lowboy and other trailers. This is a prerequisite for EOCP part 1 Lowboy.



### **DOTD STEq Motor Grader Operator Tips WBT**

**Course Format:** Web-based

**Course Length:** 1 hour

This video details the proper procedures for operating a Motor Grader and is a prerequisite for the EOCP to operate a Motor Grader.

### **DOTD STEq Motor Grader Road Maintenance WBT**

**Course Format:** Web-based

**Course Length:** 1 hour

This video details the proper procedures for Motor Grader Road Maintenance and is a prerequisite for the EOCP to operate a Motor Grader.

### **DOTD STEq Rigging and Lifting Mobile Construction Equipment WBT**

**Course Format:** Web-based

**Course Length:** 1 hour

How to properly rig and lift material on a construction site using mobile construction equipment.

### **DOTD STEq Rigging and Lifting Tips From Pros WBT**

**Course Format:** Web-based

**Course Length:** 1 hour

This video details the proper procedures for rigging and lifting with cranes and hoist.

### **DOTD STEq Rigging and Signaling for Mobile Cranes ILT**

**Course Format:** Classroom

**Course Length:** 1 day

Instructor led training provided by outside vendor. This is an in-depth course of proper techniques for rigging and hand signals for personnel that work with cranes.

### **DOTD STEq Roller-Compactor WBT**

**Course Format:** Web-based

**Course Length:** 1 hour

This maintenance video details the proper procedures for operating the Roller-Compactor. This is a prerequisite for EOCP Part 1 Roller-Compactor.

### **DOTD STEq Servicing Single and Multi Piece Wheels WBT**

**Course Format:** Web-based

**Course Length:** 16 minutes

Video explains the proper way to service, repair or replace a tire.



### **DOTD STEq Skid Steer Loader WBT**

**Course Format:** Web-based

**Course Length:** 15 minutes

This video explains best practices for using the skid steer loader and is a prerequisite for EOCP Part 1 Skid Steer.

### **DOTD STEq Tractor Boom Mower WBT**

**Course Format:** Web-based

**Course Length:** 30 minutes

This training demonstrates practices for safe operation of the Tractor Boom Mower. This is a prerequisite for EOCP Part 1 Tractor Boom Mower.

### **DOTD STEq Tractor Safety WBT**

**Course Format:** Web-based

**Course Length:** 30 minutes

This training demonstrates safe operating techniques for use when mowing right of ways on roadways. This is a prerequisite for EOCP Part 1 Tractor.

### **DOTD STEq Trailer Mounted Attenuator WBT**

**Course Format:** Web-based

**Course Length:** 30 minutes

This video shows the proper technique for proper set-up and use for the Trailer Mounted Attenuator. It is a prerequisite for the ESA Specialty Trailer-Crash Attenuator.

### **DOTD STEq Truck Mounted Knuckle Crane WBT**

**Course Format:** Web-based

**Course Length:** 1 hour

This training details the proper way to use a truck mounted knuckle crane.

### **DOTD STEq Wheeled Loader WBT**

**Course Format:** Web-based

**Course Length:** 30 minutes

Wheeled Loader Tips from the Pros video on general operation of Front End/Wheeled loaders. This is a prerequisite for EOCP Part 1 Wheeled Loader.



## Structured Training – Laboratory (DOTD STL)

Training records in this course area are for engineering technicians working in laboratory jobs. Laboratory workers perform many different tests and must demonstrate the ability to accurately perform the tests by doing “Performance Evaluations” for each specific type of test. Supervisors in the labs view the employee’s performance and maintain a paper record of successful performance evaluations. After eight separate ones, a record is made reflecting that. An employee will eventually have records reflecting completion of 32 separate performance evaluations.

### DOTD STL Lab Safety Guidelines Section 19

**Course Format:** Web-based

**Course Length:** Self-Study

**Prerequisite:** No

Web-based Training covers: fire, hazardous materials incidents, first aid, emergency procedures, lab safety.

### DOTD STL PE – Dist Lab Engr Tech 1 : 6 Perf Evals

**Course Format:** Performance Evaluation

**Course Length:** 8 hours

**Prerequisite:** No

For Engineering Technician 1 in the District Labs - Six lab performance evaluations as determined by supervisor. After completion of all six, the supervisor will submit documentation to the District Training Coordinator for entry in the LMS.

### DOTD STL PE – Dist Lab Engr Tech 2 : 6 Perf Evals

**Course Format:** Performance Evaluation

**Course Length:** 8 hours

**Prerequisite:** No

For Engineering Technician 2 in the District Labs - Six lab performance evaluations as determined by supervisor. After completion of all six, the supervisor will submit documentation to the District Training Coordinator for entry in the LMS.

### DOTD STL PE – Dist Lab Engr Tech 3 : 6 Perf Evals

**Course Format:** Performance Evaluation

**Course Length:** 8 hours

**Prerequisite:** No

For Engineering Technician 3 in the District Labs - Six lab performance evaluations as determined by supervisor. After completion of all six, the supervisor will submit documentation to the District Training Coordinator for entry in the LMS.



**DOTD STL PE – Dist Lab Engr Tech 4 : 6 Perf Evals**

**Course Format:** Performance Evaluation

**Course Length:** 8 hours

**Prerequisite:** No

For Engineering Technician 4 in the District Labs - Six lab performance evaluations as determined by supervisor. After completion of all six, the supervisor will submit documentation to the District Training Coordinator for entry in the LMS.

**DOTD STL PE – Sect Lab Engr Tech 1 : 8 Perf Evals**

**Course Format:** Performance Evaluation

**Course Length:** 8 hours

**Prerequisite:** No

For Engineering Technician 1 in Sections 19 and 22 - Eight lab performance evaluations as determined by supervisor. After completion of all eight, the supervisor will submit documentation to the Section Training Coordinator for entry in the LMS.

**DOTD STL PE – Sect Lab Engr Tech 2 : 8 Perf Evals**

**Course Format:** Performance Evaluation

**Course Length:** 8 hours

**Prerequisite:** No

For Engineering Technician 2 in Sections 19 and 22 - Eight lab performance evaluations as determined by supervisor. After completion of all eight, the supervisor will submit documentation to the Section Training Coordinator for entry in the LMS.

**DOTD STL PE – Sect Lab Engr Tech 3 : 8 Perf Evals**

**Course Format:** Performance Evaluation

**Course Length:** 8 hours

**Prerequisite:** No

For Engineering Technician 3 in Sections 19 and 22- Eight lab performance evaluations as determined by supervisor. After completion of all eight, the supervisor will submit documentation to the Section Training Coordinator for entry in the LMS.

**DOTD STL PE – Sect Lab Engr Tech 4 : 8 Perf Evals**

**Course Format:** Performance Evaluation

**Course Length:** 8 hours

**Prerequisite:** No

For Engineering Technician 4 in Sections 19 and 22- Eight lab performance evaluations as determined by supervisor. After completion of all eight, the supervisor will submit documentation to the Section Training Coordinator for entry in the LMS.



### **DOTD STL Soils Explore – Shallow Borings**

**Course Format:** interactive program and exam

**Course Length:** 2 hours

**Prerequisite:** No

Interactive computer-based program with test Covers examination of soil properties and procedures used in shallow borings. Located in Test.com.

### **DOTD STL Wastewater Lab DOTD Certified**

**Course Format:** Classroom

**Course Length:** 8 hours

**Prerequisite:** No

In-house Wastewater certification for employees who have passed a Performance Evaluation. Employees must take an 8 hour refresher taught by DOTD personnel each year.

### **DOTD STL Wastewater 8 hour Recertification yyyy**

**Course Format:** Classroom

**Course Length:** 8 hours

**Prerequisite:** No

An in-house 8 hour refresher approved by DEQ and taught by DOTD personnel each year (yyyy) for lab personnel who work with wastewater.



## Structured Training – Maintenance (DOTD STM/DOTD STMR)

Courses in this area are primarily taken by maintenance employees. Training materials are usually received from District Trainers who also administer tests.

The group of courses with the STMR names are videos on road repair techniques.

### DOTD STM Basic Maintenance Leveling

**Course Format:** Self Study

**Course Length:** Varies

This course provides maintenance employees with basic leveling skills to determine ditch grade so that ditches are properly cut and maintained to grade.

### DOTD STM Electrical 201 - Basic Electricity

**Course Format:** Self-study manual and Exam

**Course Length:** Varies

Course study materials are located at <http://www.ltrc.lsu.edu/pdf/STT201-BasicElectricity.pdf>  
After reviewing the manual, schedule and take an open book test with a District Trainer or LTRC.

### DOTD STM Electrical 203 - Transformers and AC Circuits

**Course Format:** Self-study manual and Exam

**Course Length:** Varies

Course study materials are located at <https://www.ltrc.lsu.edu/pdf/STT203-Transformers-ACCircuits.pdf>

After reviewing the manual, schedule and take an open book test with a District Trainer or LTRC.

Transformers and AC Circuits: principles of AC, mathematics, inductance, inductive reactance, capacitance, capacitive reactance, impedance, power, energy, 3-phase circuits, transformers, applications and maintenance. (10 lessons)

### DOTD STM Electrical 205 - Electrical Safety and Protection

**Course Format:** Self-study manual and Exam

**Course Length:** Varies

Course study materials are located at <http://www.ltrc.lsu.edu/pdf/STT205-ElectricalSafety.pdf>  
After reviewing the manual, schedule and take an open book test with a District Trainer or LTRC.

The course includes: electrical safety, National Electrical Code, cartridge fuses, plug fuses, circuit breakers, principles of motor protection, motor-protection devices, switches and wireways, grounding, ground faults, and short circuits.



### **DOTD STM Ferries-Personnel Duties**

**Course Format:** Classroom

**Course Length:** varies

This course covers the types of ferries DOTD has, correct signaling to be used and the duties of personnel assigned to ferries. 158-Slide PowerPoint with voice over, job aid, and test.

### **DOTD STM Handling Hazardous Chemicals WBT**

**Course Format:** Web-based

**Course Length:** 20 Minutes

An introduction to working with hazardous chemicals. Using and interpreting the Material Safety Data Sheet (MSDS) is covered in detail in the video.

### **DOTD STM Herbicide Refresher**

**Course Format:** Classroom

**Course Length:** Half day

Refresher training provided by DOTD roadside development on an annual basis for Herbicide Operators. This course is a prerequisite for the EOCP Herbicide Spray System.

### **DOTD STM Maintenance Activity Guide and Manual Study Guide**

**Course Format:** Self-study manual and Open Book Exam

**Course Length:** 3 hours

Covers how to use and locate information in the two maintenance manuals. The manuals that are used with the exam may be obtained from the training coordinator.

### **DOTD STM Movable Bridges – Persons Duties – Expires 5 years**

**Course Format:** Workbook

**Course Length:** 3 hours

This PowerPoint course covers proper operation of various types of movable bridges. Includes bridge tenders notebook, policy procedures for operation of movable bridges. Gives regulations for responsibilities of movable bridge tender.

### **DOTD STM Small Traffic Sign Maintenance**

**Course Format:** Self-study manual and open-book study guide.

**Course Length:** 1 day

A guide for LADOTD employees to instruct maintenance crews on importance of small traffic signs, maintenance-recommended procedures, and crew responsibilities.



### **DOTD STM Tort Liability for Maintenance WBT**

**Course Format:** Web-based

**Course Length:** 30 minutes

Video provides introduction to transportation-related tort liability.

### **DOTD STMR.... Road Repair Videos**

The videos in this series have older content that is still relevant. Viewing of the videos is required of supervisors in the maintenance units.

### **DOTD STMR Asphalt Pavement Crack Repair WBT**

**Course Format:** Web-based

**Course Length:** 30 minutes

This video will show the cause of crack and the proper repair of cracks in asphalt pavement.

### **DOTD STMR Asphalt Surface Maintenance**

**Course Format:** Classroom

**Course Length:** 1 hour

This video will show the maintenance of the asphalt surface.

### **DOTD STMR Base and Sub-Base Repair WBT**

**Course Format:** Web-based

**Course Length:** 30 minutes

Completion of all IRF courses for Gravel Shoulder Repair: DOTD STMR Reshape Earth/Gravel Shoulders and DOTD STMR Replenish Earth/Gravel Shoulder.

### **DOTD STMR Cleaning Lined Ditches-Culverts and Catch Basins WBT**

**Course Format:** Web-based

**Course Length:** 30 minutes

This video will show the proper techniques to clean lined ditches, culverts and catch basins.

### **DOTD STMR Cleaning/Clearing of Bridges WBT**

**Course Format:** Web-based

**Course Length:** 30 minutes

This course covers the procedures and equipment used in cleaning and clearing of bridges.



### **DOTD STMR Concrete Bridge Deck Repair WBT**

**Course Format:** Web-based

**Course Length:** 30 minutes

This course covers procedures, materials and equipment used in concrete bridge deck repair.

### **DOTD STMR Mechanical Clean Unlined Ditch WBT**

**Course Format:** Web-based

**Course Length:** 30 minutes

This video will review the proper structure of a ditch, how it functions to protect the road and adjacent property and how to properly clean the ditch to maintain the ability to function properly.

### **DOTD STMR Pothole Repair: Asphalt Concrete Pavement WBT**

**Course Format:** Web-based

**Course Length:** 30 minutes

This video will show the proper techniques to repair potholes in asphalt pavement.

### **DOTD STMR Pothole Repair: Asphalt Surface Treatment WBT**

**Course Format:** Web-based

**Course Length:** 30 minutes

This video will show the proper techniques to repair potholes in asphalt pavement.

### **DOTD STMR Repair of Depressions/Rutting/Corrugations WBT**

**Course Format:** Web-based

**Course Length:** 30 minutes

This video shows the proper techniques to repair depressions, rutting and corrugations in the roadway.

### **DOTD STMR Shoulder Earth/Gravel Replenish WBT**

**Course Format:** Web-based

**Course Length:** 30 minutes

Shows the proper techniques to replace aggregate for a gravel shoulder of the roadway.

### **DOTD STMR Shoulder Earth/Gravel Reshape WBT**

**Course Format:** Web-based

**Course Length:** 30 minutes

This video will show the proper techniques to reshape the earth and gravel shoulder of the roadway.



### **DOTD STMR Single/Multi Surface Treatment WBT**

**Course Format:** Web-based

**Course Length:** 30 minutes

This video will show the single and multiple surface application of asphalt.

### **DOTD STMR Structural Repair: Concrete Cracks Injection-Epoxy**

**Course Format:** Classroom

**Course Length:** 1 day

This course gives practical information on newer positive displacement equipment, techniques and materials used in the repair of concrete cracks by epoxy injection.

### **DOTD STMR Unpaved Road Patching WBT**

**Course Format:** Web-based

**Course Length:** 1 hour

Video shows the proper techniques to repair depressions, rutting and corrugations in the roadway.

### **DOTD STMR Unpaved Road Regraveling WBT**

**Course Format:** Web-based

**Course Length:** 30 minutes

This video will show the proper techniques to replace gravel on unpaved roads.

### **DOTD STMR Unpaved Road Smooth/Reshape WBT**

**Course Format:** Web-based

**Course Length:** 30 minutes

This video will show the proper techniques to smooth and reshape an unpaved road.

### **DOTD STMW... Welding Videos**

A series of 19 web-based videos on welding. The videos should be viewed in order. Welder STP will not contain these videos as a requirement, but they may be assigned it individuals. The STP will contain welder certifications which are obtained from an outside lab. Titles for them are DOTD-CRED Welding Certificate 1G, DOTD-CRED Welding Certificate 2G, DOTD-CRED Welding Certificate 3G, and DOTD-CRED Welding Certificate 4G.

### **DOTD STMW Welding 01 OF 19 WBT - Welding Inspector**

**Course Format:** Web-based

**Course Length:** 43 minutes

### **DOTD STMW Welding 02 OF 19 WBT - Metric System-Terms and Definitions**

**Course Format:** Web-based

**Course Length:** 44 minutes



**DOTD STMW Welding 03 OF 19 WBT - Welding Symbols**

**Course Format:** Web-based

**Course Length:** 37 minutes

**DOTD STMW Welding 04 OF 19 WBT - Basic Welding Metallurgy**

**Course Format:** Web-based

**Course Length:** 45 minutes

**DOTD STMW Welding 05 OF 19 WBT - Precipitation Hardening**

**Course Format:** Web-based

**Course Length:** 17 minutes

**DOTD STMW Welding 06 OF 19 WBT - Joint Prep and Temp Control**

**Course Format:** Web-based

**Course Length:** 41 minutes

**DOTD STMW Welding 07 OF 19 WBT – Welding - Jointing and Cutting**

**Course Format:** Web-based

**Course Length:** 47 minutes

**DOTD STMW Welding 08 OF 19 WBT - Stud Arc Welding**

**Course Format:** Web-based

**Course Length:** 45 minutes

**DOTD STMW Welding 09 OF 19 WBT - Laser Beam Welding**

**Course Format:** Web-based

**Course Length:** 16 minutes

**DOTD STMW Welding 10 OF 19 WBT - Qualifying Procedures and Personnel**

**Course Format:** Web-based

**Course Length:** 50 minutes

**DOTD STMW Welding 11 OF 19 WBT - Codes Governing Inspection**

**Course Format:** Web-based

**Course Length:** 38 minutes

**DOTD STMW Welding 12 OF 19 WBT - Weldment Imperfections and Discontinuities**

**Course Format:** Web-based

**Course Length:** 50 minutes



**DOTD STMW Welding 13 OF 19 WBT - Weld Testing**

**Course Format:** Web-based

**Course Length:** 44 minutes

**DOTD STMW Welding 14 OF 19 WBT - Hardness Testing**

**Course Format:** Web-based

**Course Length:** 27 minutes

**DOTD STMW Welding 15 OF 19 WBT - Visual and Liquid Penetration Testing**

**Course Format:** Web-based

**Course Length:** 36 minutes

**DOTD STMW Welding 16 OF 19 WBT - Mag Particle and Radiographic Testing**

**Course Format:** Web-based

**Course Length:** 48 minutes

**DOTD STMW Welding 17 OF 19 WBT - Radiographic Penetrimeters**

**Course Format:** Web-based

**Course Length:** 15 minutes

**DOTD STMW Welding 18 OF 19 WBT - Ultrasonic Inspection**

**Course Format:** Web-based

**Course Length:** 51 minutes

**DOTD STMW Welding 19 OF 19 WBT - Eddy Current-Acoustic Emission-Proof and Leak Test**

**Course Format:** Web-based

**Course Length:** 27 minutes



## Structured Training - Program General Education (DOTD STP)

These courses may be required in almost all Engineering Technician programs and may be required in other programs. The courses include Math, English, Plan Reading and Standard Specifications. Employees with college credit for English or Math may apply to their District Trainer or Section Liaison for substitution credit.

For all courses, contact your District Trainer or Section Training Liaison for workbooks and to schedule the final test for the course. All courses require a passing score of 80%.

### DOTD STP English Grammar

**Course Format:** Self-study and exam

**Course Length:** 3 hours; varies

**Prerequisite:** No

This course covers basic English grammar and punctuation. To prepare for the test, download study material at <https://www.ltrc.lsu.edu/pdf/EnglishGrammar.pdf>

### DOTD STP Highway Plan Reading Vol 1

**Course Format:** Workbook and exam

**Course Length:** 3 hours; varies

**Prerequisite:** No

This course covers how to read, interpret and understand highway plans. Volume 1 covers chapters 1-6 of the study materials for Highway Plan Reading.

### DOTD STP Highway Plan Reading Vol 2

**Course Format:** Workbook and exam

**Course Length:** 3 hours; varies

**Prerequisite:** DOTD STP Highway Plan Reading 1

This course covers how to read, interpret and understand highway plans. Volume 2 covers chapters 7-13 of the study materials for Highway Plan Reading.

### DOTD STP Math Construction Part 1

**Course Format:** Workbook and exam

**Course Length:** 3 hours

**Prerequisite:** No

This course covers basic calculating (adding, subtracting, multiplying, and dividing), rounding, working with fractions, working with symbols, squared and cubed numbers, equations and formulas, length, area, and volume measurements, rate measurements, averages and percentages.



### DOTD STP Math Construction Part 2

**Course Format:** Workbook and exam  
**Course Length:** 3 hours  
**Prerequisite:** DOTD STP Math Construction Part 1

This course covers square roots (use of tables and interpolating) and calculating areas and volumes.

### DOTD STP Math Location and Design Basic Math

**Course Format:** Workbook and exam  
**Course Length:** 3 hours; varies  
**Prerequisite:** No

This course covers basic calculating (adding, subtracting, multiplying, and dividing), rounding, working with fractions, working with symbols, squared and cubed numbers, equations and formulas, length, area, and volume measurements, rate measurements, averages, and percentages.

### DOTD STP Math Location and Design 1-Algebra

**Course Format:** Workbook and exam  
**Course Length:** 3 hours; varies  
**Prerequisite:** Location and Design Basic Math or Construction Math Vol 1

This course series covers Metric/English Fundamentals of algebra, geometry, and trigonometry. Algebra section includes equations, signed numbers, monomials and polynomials, graphs, algebraic fractions, and quadratic equations.

### DOTD STP Math Location and Design 2-Geometry and Trig

**Course Format:** Workbook and exam  
**Course Length:** 3 hours; varies  
**Prerequisite:** Location and Design Advanced Math 1 Algebra

This course covers Metric/English, basic introduction to mathematics and calculations, including number theory, addition, subtraction, multiplication, squares and square roots, measurements and basic geometry of plane and solid figures.

### DOTD STP Math Maintenance

**Course Format:** Workbook and exam  
**Course Length:** 3 hours  
**Prerequisite:** No

This course covers the following mathematical functions: adding, subtracting, multiplying, dividing, whole numbers, decimal numbers, fractions, and mixed numbers.



### **DOTD STP Metric Measures**

**Course Format:** Workbook and exam

**Course Length:** 1 hour

**Prerequisite:** No

Going Metric workbook (ICS course 2443)

The course covers the meaning of metric measurements in general; Introduction to decimal nature of metric measurements; conversion within metric system by moving decimal point; conversion of international to English units; and vice versa; application of conversion tables for units of length, area, volume, liquid capacity and mass(weight).

### **DOTD STP Standard Specifications**

**Course Format:** Workbook and exam

**Course Length:** 6 hours study time; 2 hour open book exam

**Prerequisite:** No

The Introduction to Standard Specifications for Roads and Bridges uses a series of multiple choice questions and answers to show the learner how to look up and retrieve information using the 2016 DOTD Standard Specifications for Roads and Bridges. The course and exam cover the current edition of the DOTD standard specifications.



## Structured Training – Work Zone (DOTD STW)

Courses in this group are designed for safety in Construction and Maintenance work zones.

### DOTD STW Basic Flagging Procedures

**Course Format:** Classroom

**Course Length:** 3-4 Hours

**Prerequisite:** No

This course covers the basic traffic flagging procedures through work areas for DOTD employees. A web-based Refresher is required every four years.

### DOTD STW Basic Flagging Refresher WBT – Expires 4 years

**Course Format:** Web-based

**Course Length:** 30 minutes

**Prerequisite:** DOTD STW Basic Flagging Procedures

A review of flagging procedures and safety rules for work sites. Refresher is retaken every 4 years.

### DOTD STW The ABCs of Work Zone Personnel Safety WBT

**Course Format:** Web-based

**Course Length:** 30 minutes

**Prerequisite:** No

ATSSA training video to train employees to know and understand three simple rules that will help them work and move safely through a work zone. These are the ABCs of work zone safety: awareness, visibility and communication.

### DOTD STW Maintenance Traffic Control

**Course Format:** Classroom

**Course Length:** 8 hours

**Prerequisite:** DOTD STW Basic Flagging Procedures

A 150+ slide powerpoint presentation that covers the use of the DOTD Maintenance Traffic Control Handbook with a decision making flow chart to help determine the correct layout of traffic control devices for a given situation. The handbook is based on the federal Manual of Uniform Traffic Control Devices the (MUTCD). See District Trainer to schedule.

### DOTD STW Maintenance Traffic Control Refresher – Expires 4 years

**Course Format:** Classroom

**Course Length:** 8 hours

**Prerequisite:** DOTD STW Maintenance Traffic Control

A refresher course that must be retaken every 4 years.



**DOTD STW Work Zone TTC Safety WBT**

**Course Format:** Web-based

**Course Length:** 30 minutes

**Prerequisite:** No

An overview of how to set up TTC (Temporary Traffic Control) for a Work Zone correctly and stay safe.



## Structured Training – Exams for Areas, Auths, and Certs (DOTD STX)

Records in this course group are applicable to District Construction Inspection, District Laboratory and District Training jobs and lead to the issuance of DOTD-AREA, DOTD-AUTH and DOTD-CERT credits. District Trainers administer the exams and performance evaluations and results are sent to LTRC for verification and entry of records. District Trainers must have *DOTD STX Trainer Certification Committee Approval* and be certified in an Area before they may administer Performance Evaluations for that area.

Prerequisites to eligibility to take exams are listed in programs for the Authorization or Specialty Area. The prerequisite to taking a performance evaluation is completion of the training program and field experience. Listings in this course group are:

- Exams to complete a Specialty Area or part of an Authorization
- Performance evaluations (field demonstration of techniques)
- Exams required every five years to renew a particular Certification.

DOTD STX ACM Paving Inspection Specialty Area Exam
DOTD STX ACM Paving Inspection Performance Evaluation
DOTD STX ACM Paving Recertification Exam - taken every 5 years
DOTD STX ACM Plant Technician Specialty Area Exam
DOTD STX ACM Plant Technician Authorization Performance Evaluation
DOTD STX ACM Plant Inspection Specialty Area Exam
DOTD STX ACM Plant Inspection Performance Evaluation
DOTD STX ACM Plant Recertification Exam - taken every 5 years
DOTD STX Aggregate Tester Authorization Exam
DOTD STX Aggregate Tester Authorized Performance Evaluation
DOTD STX District Laboratory Operations Authorization Exam
DOTD STX Embankment and Base Course Inspection Specialty Area Exam
DOTD STX Embankment and Base Course Inspection Performance Evaluation
DOTD STX Embankment and Base Course Recertification Exam - taken every 5 years
DOTD STX Nuclear Density Performance Evaluation
DOTD STX PCC Sampling and Testing Authorization Performance Evaluation
DOTD STX PCC Paving Inspection Specialty Area Exam
DOTD STX PCC Paving Inspection Performance Evaluation
DOTD STX PCC Paving Recertification Exam - taken every 5 years
DOTD STX PCC Plant Inspection Specialty Area Exam
DOTD STX PCC Plant Inspection Performance Evaluation
DOTD STX PCC Plant Recertification Exam - taken every 5 years
DOTD STX Structural Concrete Inspection Specialty Area Exam
DOTD STX Structural Concrete Inspection Performance Evaluation
DOTD STX Structural Concrete Recertification Exam - taken every 5 years
DOTD STX Trainer Certification Committee Approval



## Yearly Versions of Required Training (DOTD yyyy)

Each calendar year, a new version of these courses will be created with the year in the name. The courses listed will be required in the LMS of the employees who are required by law to have them.

DOTD 2025 Ethics – La Board of Ethics

DOTD 2025 Prevent Sexual Harassment for Employees

DOTD 2025 Prevent Sexual Harassment for Supervisors

The three courses above have been created by DOTD with the content from the La Board of Ethics and SCS CPTP, respectively. With their permission, we have used their course content to create an equivalent DOTD course that includes the year in the title. All courses are an hour long.

## Credentials Issued by Others (DOTD-CRED)

DOTD tracks certain “credentials” that are earned from various other entities. Often, these credentials are required of employees in an STP program or curricula to ensure that employees maintain a credential they are required to have for their job.

On employee provided proof of the credential, a district trainer or LTRC will enter a record in the LMS.

DOTD-CRED Herbicide Applicator Card - Expires 2 years
DOTD-CRED License CDL
DOTD-CRED USCG Merchant Mariner Credential - Expires 5 years
DOTD-CRED Welding Certificate 1G
DOTD-CRED Welding Certificate 2G
DOTD-CRED Welding Certificate 3G
DOTD-CRED Welding Certificate 4G



## DOTD Construction Specialty Areas, Authorizations and Certifications

DOTD-AREA, DOTD-AUTH, DOTD-CERT

**AREA** credit is received after completing a program of courses and tests for the Specialty Area.

- DOTD-AREA Embankment and Base Course
- DOTD-AREA ACM Paving
- DOTD-AREA ACM Plant Technician
- DOTD-AREA ACM Plant Inspection
- DOTD-AREA PCC Paving
- DOTD-AREA PCC Plant
- DOTD-AREA Structural Concrete

**AUTH** credit is received after completing a program of courses and test to become authorized,

- DOTD-AUTH Aggregate Tester
- DOTD-AUTH District Lab Operations
- DOTD-AUTH ACM Plant Technician
- DOTD-AUTH Nuclear Density Authorization
- DOTD-AUTH PCC Field Tester
- DOTD-AUTH Profiler Inspector

**CERT** credit is received after completing the associated Specialty Area, having on-the-job experience, and taking and passing a related Performance Evaluation.

- DOTD-CERT Embankment and Base Course - expires 5 years
- DOTD-CERT ACM Paving - expires 5 years
- DOTD-CERT ACM Plant - expires 5 years
- DOTD-CERT PCC Paving - expires 5 years
- DOTD-CERT PCC Plant - expires 5 years
- DOTD-CERT Structural Concrete - expires 5 years



## DOTD Equipment Operator Certification Program

DOTD-ESA, DOTD-EOCP, DOTD-EQI

The DOTD HQ Maintenance Section developed and administers the EOCP program. This program was developed to ensure that equipment operators have the necessary training to operate DOTD equipment safely. DOTD equipment is not to be operated by anyone without the appropriate training.

LTRC has coordinated with Maintenance to acquire many safety related equipment web-based trainings that are listed in the course area DOTD STEq. Many of these courses are prerequisites to EOCP training.

EOCP/ESA Training on equipment is conducted by approved instructors who are usually supervisors in maintenance who have experience in using the equipment they provide instruction on. Records are entered in the LMS for employees after instructors provide the necessary paperwork to the District Trainers.

A separate catalog on training for the EOCP program can be found at [http://ladotd/dtrn/Catalog\\_EOCP.pdf](http://ladotd/dtrn/Catalog_EOCP.pdf)

Some equipment is basic and only requires “ESA” training, which is a one-time, non-expiring training.

Other pieces of equipment require two levels of training...

Part 1 – initial training which allows the equipment to be operated under supervision.

Part 2 – fully certified operator; completion of Part 1 and experience operating for a certain time

Part 1s do not expire. Part 2s expire every 4 years and must be renewed. Data from the Agile Assets system of hours of equipment operation are used for initial certification and renewal.

### Qualified Instructor in the ESA/EOCP Program

#### *DOTD-EQI EOCP Qualified Instructor*

Qualification given to employees who are qualified to instruct other employees in the safe operation of equipment. The Instructor must have experience operating any equipment they conduct training on.

### Basic Equipment - ESAs

ATV-UTV	Specialty Trailer-Asphalt Distributor
Chainsaw	Specialty Trailer-Crack Sealer
Forklift	Specialty Trailer-Crash Attenuator
Generic Trailers	Specialty Trailer-Culvert-Pipe Cleaner
Lawn Mower	Specialty Trailer-Dump Trailer
Outboard Motors (Marine)	Specialty Trailer-Light Tower
Power and Hand Tools	Specialty Trailer-Message/Arrow Board
Power Attachment-Auger	Specialty Trailer-Pole Trailer
Power Attachment-Cold Planer	Specialty Trailer-Portable Traffic Light
Power Attachment-Grapple Bucket	Specialty Trailer-Pothole Patcher
Power Attachment-Mulcher-Grinder	Specialty Trailer-Power Broom
Power Attachment-Pavement Breaker	Specialty Trailer-Traffic Monitor
Power Attachment-Post Driver	Specialty Trailer-Vacuum Evacuator
Power Attachment-Power Broom	Tractor Attachment-Disc Harrow
Power Attachment-Wheel Saw	Tractor Attachment-Grading Blade
Salt Aggregate Spreader	

Example of name in the LMS: *DOTD-ESA Chainsaw*



**Equipment Requiring Part 1 and Part 2 training**

Part 2 training expires every 4 years and must be recertified.

Tier 2 and Tier 3 equipment usually also require a CDL license to operate the equipment.

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**Example of names in the LMS:**

*DOTD-EOCP Dump Truck Part-1*  
*DOTD-EOCP Dump Truck Part-2 - expires 4 years*



## Louisiana Board of Ethics (Ethics)

Louisiana law requires an hour of Ethics training once a year for all state employees and contractors with the state. Web-based training is available in the LMS. This course is required to ensure the public confidence in the integrity of government and ensure that public office and employment are not used for private gain.

With the permission of the Board of Ethics, beginning in 2023, DOTD has used their training material to create a DOTD yyyy Ethics course that we can assign to our employees to take in the LMS. DOTD expects to follow the same process for the following years.

LA Code of Governmental Ethics	→	DOTD 2025 Ethics - La Board of Ethics
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## Louisiana DOA-OTS SAP Statewide System (LaGov)

The LaGov system is the primary statewide system used by many state agencies for Financials, Payroll, Human Capital Management and Logistics with includes Inventory and Procurement. The system is maintained by the Office of Technology Services under the Division of Administration. DOTD Employees are given security to access parts of the system based on their job duties.

LaGov web-based training was developed by OTS and is available in the LMS. Employees are encouraged to take the web-based training that is available for the parts of the system that they have security to access.

<b>For employees who want to learn the basics of the LaGov system, the following web-based courses are recommended:</b>
LaGov-ES-Introduction to LaGov ERP
LaGov-ES-Introduction to StLA Help
LaGov-ES-Introduction to LaGov Apps
LaGov-ES-Core Comp ECC Navi and Reporting
LaGov-ES-ERP Basic Reporting
LaGov-FI-Introduction to Financials

<b>For Human Resources employees, the following courses are included in the Human Resources Professionals Program or individually assigned:</b>
LaGov-HCM-Basic Navigation
LaGov-HCM-Intro to Organizational Mgmt
LaGov-HCM-CATS Time Entry
LaGov-HCM-LEO Approve a Time Request
LaGov-HCM-Basics of Time Administration

## Office of Risk Management (ORM)

The Office of Risk Management (ORM) is a state agency that oversees the risk management program for all agencies in the State of Louisiana. DOTD’s Loss Prevention section works closely with ORM. With the permission of ORM, DOTD has a copy of the ORM training and created our own DOTD courses in the LMS with the names beginning with DOTD LP... (for Loss Prevention). This was done to enable DOTD to control the assignment of training to our employees.

ORM Blood-borne Pathogens	→	DOTD LP Bloodborne Pathogens WBT - Expires 5 years
ORM Defensive Driving	→	DOTD LP Defensive Driving WBT - Expires 3 years
ORM Safe Boating in Louisiana-Refresher	→	DOTD LP Boating Safety Refresher WBT - Expires 3 years



## State Civil Service - Comprehensive Public Training Program (SCS CPTP)

With the permission of State Civil Service-CPTP, beginning in 2023, DOTD has used their training materials to create an equivalent DOTD courses that we can assign to our employees to take in the LMS. DOTD expects to follow the same process for the following years.

SCS CPTP Preventing Sexual Harassment for All Employees	→	DOTD 2025 Prevent Sexual Harassment for Employees
SCS CPTP Supervisor - Preventing Sexual Harassment	→	DOTD 2025 Prevent Sexual Harassment for Supervisors

Training on a variety of subjects is offered by CPTP at no charge to employees as state agencies are required to provide funding to CPTP. A large number of web-based courses are offered in the LMS. ALL CPTP courses are listed in their catalog: <https://www.civilservice.louisiana.gov/Divisions/Training/Resources.aspx>

### Courses used in Programs or Curricula required of DOTD employees.

Course Title	Delivery	Used in Program
SCS CPTP 2015 Core Capstone Workshop	ILT	Core Supervisory
SCS CPTP 2015 Group 1 Capstone	ILT	Group 1 Supervisory
SCS CPTP 2015 Group 2 Capstone	ILT	Group 2 Supervisory
SCS CPTP Appointments to Classified Jobs	WBT	DOTD HR Prof program
SCS CPTP Building Trust	WBT	Group 1 Supervisory
SCS CPTP Change Management	WBT	Group 1 Supervisory
SCS CPTP Civil Service Essentials for Supervisors	WBT	Core Supervisory
SCS CPTP Common Myths that Affect Good Supervision	WBT	Core Supervisory
SCS CPTP Communicating in the Command Chain	WBT	Used in DOTD program
SCS CPTP Conflict Management	WBT	Group 1 Supervisory
SCS CPTP CPM Basics	WBT	All classified employees
SCS CPTP CPM Planning Process in SuccessFactors	WBT	Supervisors
SCS CPTP Critical Thinking	WBT	Group 2 Supervisory
SCS CPTP Customer Service Overview	WBT	Used in DOTD program
SCS CPTP Dealing with Difficult People	WBT	Used in DOTD program
SCS CPTP Decision Making	WBT	Used in DOTD program
SCS CPTP Delegating Effectively	WBT	Group 1 Supervisory
SCS CPTP Email Etiquette	WBT	Used in DOTD program
SCS CPTP Emotional Intelligence 1	WBT	Group 1 Supervisory
SCS CPTP Emotional Intelligence 2	WBT	Group 2 Supervisory
SCS CPTP Entry Guidelines	WBT	DOTD HR Prof program
SCS CPTP Entry Guidelines and Reporting	ILT	DOTD HR Prof program
SCS CPTP Ethical Leadership	WBT	Group 2 Supervisory
SCS CPTP Filling Vacancies	WBT	DOTD HR Prof program
SCS CPTP Hiring and Retaining Top Talent	WBT	Core Supervisory
SCS CPTP HR Disciplinary Actions	ILT	May assign to HR empls
SCS CPTP HR LASERS Agency Training	ILT	DOTD HR Prof program

## Course Catalog



<b>Course Title</b>	<b>Delivery</b>	<b>Used in Program</b>
SCS CPTP Inspirational Leadership	WBT	Group 1 Supervisory
SCS CPTP LA Careers	ILT	DOTD HR Prof program
SCS CPTP Leave Management	WBT	Core Supervisory
SCS CPTP Navigating HR Portal	WBT	DOTD HR Prof program
SCS CPTP Navigating the HR Handbook	WBT	DOTD HR Prof program
SCS CPTP Organizational Dynamics	WBT	Group 2 Supervisory
SCS CPTP Pay Mechanisms	WBT	DOTD HR Prof program
SCS CPTP Phone Etiquette	WBT	Used in DOTD program
SCS CPTP Position Descriptions	WBT	DOTD HR Prof program
SCS CPTP Prioritizing Mission Critical Tasks	WBT	Group 2 Supervisory
SCS CPTP Situational Leadership 1	WBT	Group 1 Supervisory
SCS CPTP Situational Leadership 2	WBT	Group 2 Supervisory
SCS CPTP Strategic Thinking	WBT	Group 2 Supervisory
SCS CPTP State Civil Service Classification Plan	WBT	DOTD HR Prof program
SCS CPTP State Civil Service Foundations	WBT	DOTD HR Prof program
SCS CPTP Supervisor Support for Leadership Academy	WBT	Continuing Ed for 2025
SCS CPTP Time Management	WBT	Used in DOTD program
SCS CPTP Top Down Communication	WBT	Group 1 Supervisory
SCS CPTP Validating Employee Performance	WBT	Core Supervisory
SCS CPTP Work Life Balance	WBT	Group 2 Supervisory
SCS CPTP Work Processes	WBT	Group 1 Supervisory



End of DOTD Course Catalog