Traffic Monitoring Guide Training

September and October 2014

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| Inside This Announcement | | |
| 1  How to Register  iLearnOregon Account  ODOT is now using an on-line registration system called iLearnOregon to register people for training events. If this will be your first time registering for a class through iLearnOregon, go to page 3 for more information on how to set-up an account.  To Register for the Training  Click here on [Traffic Monitoring Programs](https://ilearn.oregon.gov/DL.aspx?id=36F8842D04DF462AB2BEC03EF7BCA242) to go directly to iLearnOregon and register.  On the login page, sign into your account. This takes you to the page of the available Traffic Monitoring Training sessions. Click on Enroll\* for the session you want to attend.  You will be taken to the payment window. Once you have filled in the required fields, click Submit. Your status will change to Enrolled and you will receive a confirmation of your enroll- ment at the email listed in your iLearnOregon account.  ***Please register for one session only.***  Registration Contact Information  Lorrie Schaefer, Senior Training Consultant  Technical Services  Telephone: 503-378-5224  E-mail: [lorrie.l.schaefer@odot.state.or.us](mailto:lorrie.l.schaefer@odot.state.or.us) | General Information |
| 2 | Course Description |
| 3 | iLearn Oregon Account Information |

**Course Name**

***Traffic Monitoring Programs: Guidance and Procedures***

Dates and Location

*Session 1* : September 3rdand 4th

*Session 2* : October 28th and 29th

*Session Hours* : 8:30 a.m. to 4:30 p.m. each day

***ODOT Region 1 Headquarters***

123 NW Flanders Blvd., Room A and B

Portland, Oregon 97209

Reception Phone: 503-731-8200

Fee

The fee for the event is $420 per person. This fee includes coffee, snacks, and lunch for both days of training. The fee must be paid prior to attending the event.

Payment Method

VISA, Master Charge Cards, and checks will be accepted for payment.

Cancellation Policy

You must cancel at least 11 working days prior to the event. No refund will be made when can-cellation occurs with 10 working days or less remaining before the conference.

**Security**

All attendees must check in with security at the front desk and obtain a visitors pass each day.

**TRAINING LEVEL: Basic**

**COURSE DESCRIPTION:**

Developed in conjunction with the 5th revision of the FHWA Traffic Monitoring Guide (TMG 2013), this new course replaces NHI 151018 and offers guidance on how to manage a successful traffic monitoring program. The training begins with an overview of Federal traffic monitoring regulations and a presentation of the host State's traffic monitoring program. Subsequent lessons introduce federal guidance, best practices, and recommended procedures for developing a data collection framework for traffic volume, speed, classification, weight, and non-motorized programs. The course also incorporates related traffic monitoring elements of transportation management and operations, traffic data needs and uses, traffic data submittal requirements, and relevant traffic monitoring research. The critical importance of quality data collection is emphasized to support project planning, programming, design, and maintenance decisions-- all of which affect the Nation's transportation network.

**OUTCOMES:**

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

* Describe the appropriate use of the TMG
* Describe the TMG procedures for obtaining traffic monitoring data for Federal and State programs
* Explain how to apply traffic monitoring data to answer specific questions on Federal and State issues
* Explain traffic data reporting requirements
* Explain the value of cooperative and multi-disciplinary approaches to traffic monitoring programs

**TARGET AUDIENCE:**

This Instructor-led training (ILT) course is designed for transportation professionals involved in traffic monitoring programs. Primarily intended for FHWA and State DOT staff, this training is also relevant to regional and local government staff, as well as others whose roles include development and/or oversight of traffic monitoring programs. There are no course pre-requisites or assumed pre-training competencies.

***NOTES:******Participants are encouraged to bring their own copy of the FHWA Traffic Monitoring Guide 2013 and a calculator. Attendees will receive 1.4 Continuing Education Credits and a Certificate upon completion of the training course.***

**Course Name:**

***Traffic Monitoring Programs: Guidance and Procedures***

Instructions for Creating an iLearnOregon Account

ODOT is now using iLearnOregon to register people in their training events. In order to register, you must have an account in iLearnOregon. (***NOTE:*** Another person cannot register for you using *their* iLearnOregon account.)

***Non-ODOT participants registering through iLearnOregon for the first time:***

The first time you register for an event, you will be required to create an account. [Click here to access iLearnOregon.](https://ilearn.oregon.gov/) (https://ilearn.oregon.gov/Kview/CustomCodeBehind/Base/Login/Login.aspx)

1. At the iLearnOregon select Create New Account near the upper right of the screen.
2. A pop-up window will display directing you to enter all required fields (those marked with an \*) and that a confirmation email will be sent to you. Your Login ID should be at least six characters long, and must not contain any spaces. Click OK to continue to the User Information screen.
3. From the User Registration screen select ***Not a State Employee***.
4. Complete the following information to create an account.

* Enter your ***full first*** and ***last name***.
* Enter your ***email address*** where you would like training notification emails to be sent.
* Enter text for your ***login ID***. Your login must be at least 6 characters and cannot contain spaces or special characters such as /, @, or &.
* For Job Title, leave it as ***(None Selected)***. The job titles in the drop down list come from the State's database and only apply to state employees.
* For Organization, select **Other, Non State Employees – State of Oregon Public Partners – Transportation, Department of** from the drop down list. (State of Oregon Public Partners appears near the bottom of the list.)
* For **Manager**, leave it as ***(None Selected)***.

1. Click ***Submit.***
2. You will receive an email with instructions on how to confirm your account. **You must confirm your account before you enroll in the training.**

***ODOT employees registering through iLearnOregon for the first time:***

ODOT employees sign on the first time using their OR # for the Login ID and Password. After you have signed on for the first time, you can change your Login ID and Password in your iLearnOregon profile. (If you have enrolled in training through iLearnOregon before now, you may already have a different Login ID and Password. If you do not remember the ID and Password, you can request that information by clicking on “Forgot Login ID?”)