

## Mn/DOT Technical Certification Unit

### New Bituminous Street Recertification E-learning course offering for 2011-2012

The **Bituminous Street Recertification E-learning (BSR E-learning)** course will be offered as an online class in the 2011-2012 Technical Certification Training season as an option to classroom training. This course is open to anyone (Mn/DOT and non-Mn/DOT) who needs to recertify in Bituminous Street in the 2011-2012 Training Season. The BSR classroom training classes will still be offered as usual.

This course is a series of online learning modules with interactive exercises and quizzes that the student will be able to complete in about 5-8 hours at a computer. To simplify the registration, testing and tracking of those who take the course, dates have been set to take the online exam at either the Arden Hills or St. Cloud Training Centers.

#### How it will work:

1. Registrations for all Technical Certification classes go online on the Aggregate and Ready Mix (ARM) website every year on Oct. 1<sup>st</sup>.
2. **Registration for the BSR E-learning course will be the same as other Technical Certification classes.** Classes will be assigned a class number. The class number will correspond to the date, time and location that the online exam will be taken. Online exams will be offered at both the Mn/DOT Arden Hills and St. Cloud Training Centers' computer training rooms. Students will have the option of taking the exam on one of two days scheduled in January or one of two days scheduled in March during a morning or an afternoon session.
3. Mn/DOT personnel must obtain supervisor approval to take this E-learning course. They must register through their supporting Employee Development Specialist (EDS) or Office Manager.
4. **Students will receive a confirmation letter with a link to the E-learning course and the test date, time and location to take the test.** Although students can take the course at their own pace, the **E-learning course modules** should be completed before the test date. At the end of the course, a Certificate of Completion will be available for printing.
5. The cancellation policy will be the same as with other technical certification classes:  
**"Cancellations and class changes must be made in writing and received by the ARM Registration office at least seven (7) calendar days prior to the class testing date. No refunds will be issued after that time."**
6. Students will be required to show a picture ID when they check in to the testing location. Those who have not registered and are not on the roster will be turned away.

This information is also available on our website at: <http://www.dot.state.mn.us/const/tcp/>

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