

TRAINING ANNOUNCEMENT

Class Name: Bituminous Plant Monitor Training

Course Code: CONS00022

Office Sponsor: Office of Materials & Road Research

Class Date(s): March 15 through April 18, 2017 All 8:30 a.m. to 3:00 p.m.

Description:	This refresher course will cover the duties and responsibilities of a plant monitor. Topics covered: required certifications, material testing issues, test summary sheets, sampling rates, schedule of materials control, and other plant issues. In addition, 2016 Specification changes and the density incentive/disincentive worksheets will be covered. The course will consist of lecture/discussion, hand completion and analysis of worksheets and case studies.		
Learning Objectives	When completed the participants will be better able to understand the issues and duties of plant monitoring.		
Audience:	This course is intended for consultant, county, city and state personnel that perform or will be performing bituminous plant monitoring.		
Date, Time:	Dates: March 13, 2017 (new) March 23, 2017 March 29, 2017 April 4, 2017 April 7, 2017 April 10, 2017 April 17, 2017 April 18, 2017	Locator #: TBD 0000231099 0000231101 0000231100 0000231102 0000231103 0000231104 0000231105	Location: Rochester MnDOT – Mississippi Room Mankato DOT – Northwoods Room Willmar DOT – Green Lake Room Materials & Road Research – Training Rm Detroit Lakes DOT Duluth DOT – Lake Superior Room Bemidji DOT – Room 150A Baxter DOT
Materials:	A calculator and pen or pencil to take notes. Course manual will be provided.		
Class Fee:	There is a \$50.00 fee for this training. Lunch will be provided.		
Cancellation Procedures:	Notify Lisa Bilotta at 651-366-5500 or lisa.bilotta@state.mn.us at least 5 days prior to class. MnDOT personnel should also notify their local TDS.		
Class Info:	For registration questions: Lisa Bilotta 651-366-5500 or lisa.bilotta@state.mn.us Content Expert: Dave Linell 651-366-5459 or david.linell@state.mn.us		
Compensatory Time: (MnDOT employees)	Employees who are subject to overtime should note that all non-assigned training is voluntary and that the total state time is not to exceed the regular scheduled work day.		
Cost Accounting: (MnDOT employees)	MnDOT employees shall use activity code 0600 on their time sheet for this class.		

MnDOT Attendees (Note: registration procedures have changed)	
Registration procedure	Contact your local TDS to register using the Pathlore System. Confirmations will be sent via e-mail.
Payment Procedure	Process JV transaction. JV numbers must be entered into the Pathlore System. Cost accounting: Fund: 2000 Approp: T790234 Fin Dept ID: T00501 Source: 0600 Rev Account: 513304
Attendees External to MnDOT (Cities/Counties)	
Registration Procedures	Select from the dates/locations above and follow that link to the registration page. You may also register at: http://www.dot.state.mn.us/materials/index.html Confirmation/invoices will be sent via e-mail.
Payment Procedure	Send payment via check to: Lisa Bilotta MnDOT 1400 Gervais Avenue Maplewood, MN 55109 (sorry no credit cards can be accepted) ACH payment accepted but please let us know its coming by sending a note to lisa.bilotta@state.mn.us

Individuals who need a reasonable accommodation to participate in this event, please contact Janet Miller, Disability Programs Coordinator, MnDOT Office of Equity & Diversity, 395 John Ireland Boulevard, St. Paul, MN 55155, or send an e-mail to janet.rae.miller@state.mn.us.