



# Traffic Signal 101 Course

January 12, 2010

Sponsored by: MN/DOT – Office of Traffic Security and Technology

**Description:** This is a one-day introductory traffic signal course designed to enable entry-level traffic personnel to acquire a basic knowledge of a traffic signal. The course study will be broad and basic. After completion of the course, the student will have an understanding of how/why a signal is installed, what a signal agreement is and will have a basic understanding of signal plans, operations and component names. Each participant will receive a course manual.

**Audience:** State, county, city or consultant personnel involved/interested in traffic signals.

**Instructor:** John Albeck of Albeck/Gerken Traffic Consulting.

**One-Day Course: January 12, 2010 (registration at 8:00 AM, course from 8:15 AM to 3:30 PM)**

**Location:** Mn/DOT - Arden Hills Training Center  
1900 West County Road I – Room 10  
Arden Hills, MN 55126

**Course Fee: \$50 per participant**, Fee includes materials, lunch and refreshments.

**Lodging:** Motel arrangements must be booked on your own.

**General information:** Class size is limited to 30 people

Questions about the course – Jerry Kotzenmacher / 651-234-7054 or

[jerry.kotzenmacher@state.mn.us](mailto:jerry.kotzenmacher@state.mn.us)

Questions about registration – Leah Nielsen / [leah.nielsen@state.mn.us](mailto:leah.nielsen@state.mn.us)

## Registration Procedures:

### Non-Mn/DOT registrants

- Obtain supervisory approval before registration.
- Send one registration form for each applicant. Rank applicants if sending more than one person.
- Registration forms and payment must be received no later than **MONDAY, January 4th, 2010**
- Send completed registration forms with payment to:  
Leah Nielson  
Minnesota Department of Transportation - MS 635  
395 John Ireland Boulevard  
St. Paul, Minnesota 55155
- Class size is limited, so early registration is recommended.

### Mn/DOT registrants

- Obtain supervisor's approval before registration
- Register through your EDS no later than **MONDAY, January 4<sup>th</sup>, 2010**
- EDSs – Please use ECMS to wait list registrants in priority order; add PV Transaction information

## Confirmations:

- Confirmations will be sent to paid registrants after the January 4<sup>th</sup> deadline
- Class size is limited, so early registration is recommended
- **YOU ARE NOT REGISTERED UNTIL CONFIRMATIONS ARE SENT**

## Cancellation Procedures:

- Cancellations must be made in writing 5 working days prior to the start of class
- Mail written cancellations to:  
Leah Nielsen  
Minnesota Department of Transportation - MS 635  
395 John Ireland Boulevard  
St. Paul, Minnesota 55155
- E-mail written cancellations to: [leah.nielsen@state.mn.us](mailto:leah.nielsen@state.mn.us)
- Enrollee's agency will be charged full price for late cancellations and no shows

*Please return one registration form for each employee*

Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

*Agencies sending more than one person should rank them (#1 indicates the first choice, etc.) We are trying to accommodate as many agencies as possible.*

Agency Ranking: \_\_\_\_ of \_\_\_\_

Contact person: \_\_\_\_\_

Phone: \_\_\_\_\_

Supervisor's Approval: \_\_\_\_\_

**Payment Method:** (Please check one)

**CHECK** (\$50 per person)  
Check Number: \_\_\_\_\_  
Date: \_\_\_\_\_  
(payable to "Commissioner of Transportation")

**Interagency Payment (GFS)**  
PV / Transaction No: \_\_\_\_\_  
Transaction Date: \_\_\_\_\_

**GFS Information:**

Agency: T79    Activity: 0600    Job: T07001

Fund No. 200    Approp.: 023

Org No. 8405    Rev/Source: 8700/060

Invoice No. must read:

**"Traffic Signal 101 / registrant's name"**