



Traffic Signal 101 Course

January 12th, 2012

Sponsored by: MN/DOT – Office of Traffic, Safety 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: Anyone interested in traffic signals including state, county, city and consultant personnel involved in traffic signals

Instructors: John Albeck, Albeck & Associates; Jerry Kotzenmacher, Mn/DOT

One-Day Course: January 12, 2012 (registration at 8:00 AM, course from 8:15 AM to 3:30 PM)

Location: Hiway Federal Credit Union – Community Room
840 Westminster St
St Paul, MN 55130

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
Questions about registration: Gaylene Bissonette / 651-366-3030 or
gaylene.bissonette@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 Friday, **December 30th, 2011**
- Send completed registration forms with payment to:
Gaylene Bissonette
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 **Friday, December 30th, 2011**
- 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 December 30th 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:
Gaylene Bissonette
Minnesota Department of Transportation - MS 635
395 John Ireland Boulevard
St. Paul, Minnesota 55155
- E-mail written cancellations to: gaylene.bissonette@state.mn.us
- Enrollee's agency will be charged full price for late cancellations and no shows

Additional Information:

To request an ASL interpreter or other reasonable accommodation, call Janet Miller at 651-366-4720 or 1-800-657-3774 (Greater Minnesota); 711 or 1-800-627-3529 (Minnesota Relay). You may also send an e-mail to janet.rae.miller@state.mn.us. (Please request at least one week in advance).

<i>Please return one registration form for each employee</i>	
Name: _____	Payment Method: (Please check one) <input type="checkbox"/> CHECK (\$50 per person) Check Number: _____ Date: _____ (payable to "Commissioner of Transportation") <input type="checkbox"/> State Agency Intra-agency or Interagency Payment Mn/DOT Employees send JV codes to: Gaylene Bissonette, Mn/DOT MS 635 Fund----Dept ID T79-----AppropT79----- Source Code-----Proj #----- Other State Agency Employees send to: Gaylene Bissonette, Mn/DOT MS 635 Date sent: SWIFT Deposit Information: Agency: T79 Source Type: 0600 Project ID: T07001 Fund No. 2000 Appropriation.: T790234 Dept ID No. T7938405 Revenue Account/Sub: 513304/4209 Invoice No. must read: "Traffic Signal 101 / registrant's name"
Agency: _____	
Address: _____	
Email: _____	
<i>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.</i>	
Agency Ranking: ____ of ____	
Contact person: _____	
Phone: _____	
Supervisor's Approval: _____	