

## TRAINING ANNOUNCEMENT

**Class Name:** Bituminous Plant Monitor Training

**Course Code:** CONS00022

**Office Sponsor:** Office of Materials & Road Research

**Class Date(s):** March 13, 2019 through April 11, 2019 All 8:30 am to 3:00 pm

<b>Description:</b>	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.		
<b>Learning Objectives</b>	When completed the participants will be better able to understand the issues and duties of plant monitoring.		
<b>Audience:</b>	This course is intended for consultant, county, city and state personnel that perform or will be performing bituminous plant monitoring.		
<b>Date, Time:</b>	<b>Dates:</b> March 13, 2019 March 22, 2019 March 27, 2019 March 28, 2019 April 2, 2019 April 4, 2019 April 10, 2019 April 11, 2019	<b>Locator</b> 241080 241081 241082 241283 541084 241086 241087 241088	<b>#Location</b> <a href="#">Rochester DOT-Mississippi Room</a> <a href="#">Willmar DOT- Green Lake Room</a> <a href="#">Detroit Lakes DOT</a> <a href="#">Baxter DOT</a> <a href="#">Mankato DOT – Northwoods Room</a> <a href="#">Duluth DOT -Lake Superior Room</a> <a href="#">Materials and Road Research Training Room</a> <a href="#">Bemidji DOT – Room 150A</a>
<b>Materials:</b>	A calculator and pen or pencil to take notes. Course manual will be provided.		
<b>Class Fee:</b>	There is a \$50.00 fee for this training. Lunch will be provided.		
<b>Cancellation Procedures:</b>	Notify Lisa Bilotta at 651-366-5500 or <a href="mailto:lisa.bilotta@state.mn.us">lisa.bilotta@state.mn.us</a> at least 5 days prior to class. MnDOT personnel should also notify their local TDS.		
<b>Class Info:</b>	For registration questions: Lisa Bilotta 651-366-5500 or <a href="mailto:lisa.bilotta@state.mn.us">lisa.bilotta@state.mn.us</a> Content Expert: Deb Evans 651-366-5574 or <a href="mailto:deb.evans@state.mn.us">deb.evans@state.mn.us</a>		
<b>Compensatory Time:</b> (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.		
<b>Cost Accounting:</b> (MnDOT employees)	MnDOT employees shall use activity code 0600 on their time sheet for this class.		

<b>MnDOT Attendees</b>	
<b>Registration procedure</b>	Contact your local TDS to register. TDSs will register employees via this link AND via Pathlore. Registering in Pathlore alone WILL NOT guarantee a seat in the class. <a href="http://www.dot.state.mn.us/materials/index.html">http://www.dot.state.mn.us/materials/index.html</a>
<b>Payment Procedure</b>	Process JV transaction. JV numbers should be entered into the Pathlore System or the employee names entered in the description line.  Cost accounting: Fund: 2000 Fin Dept ID: T7936554 Approp: T790234 Project: T00501 Source: 0600 Rev Account: 513304
<b>Attendees External to MnDOT (Cities/Counties)</b>	
<b>Registration Procedures</b>	Select from the dates/locations above and follow that link to the registration page. You may also register at: <a href="http://www.dot.state.mn.us/materials/index.html">http://www.dot.state.mn.us/materials/index.html</a> Confirmation/invoices will be sent via e-mail.
<b>Payment Procedure</b>	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 <a href="mailto:lisa.bilotta@state.mn.us">lisa.bilotta@state.mn.us</a>

Individuals who need a reasonable accommodation to participate in this event, please contact Janet Miller, Disability Programs Coordinator, MnDOT Affirmative Action Office, 395 John Ireland Boulevard, St. Paul, MN 55155, or send an e-mail to [janet.rae.miller@state.mn.us](mailto:janet.rae.miller@state.mn.us).