



Work Zone Traffic Control Training Instructor Application

The Virginia Department of Transportation has established formal training requirements for personnel involved in the design, inspection, maintenance, construction and oversight of transportation projects in Virginia. The requirement meets the FHWA Final Rule on Work Zone Safety and Mobility and involves the training of personnel based on their job duties and responsibilities related to work zone traffic control.

The training program is designed to provide maximum flexibility for the Department and the transportation industry to meet the requirements by allowing qualified individuals to serve as instructors for the program's three classes.

To become a VDOT authorized and approved trainer, the following qualifications must be met for each respective class:

Basic Course – Successfully complete either the VDOT Intermediate Work Zone Traffic Control Training Course or American Traffic Safety Services Association (ATSSA) Virginia Intermediate Traffic Control Supervisor (TCS) Course; Provide documentation of VDOT flagger certification or ATSSA (classroom only) flagger certification; Provide two years of documented experience in conducting training courses or, if VDOT internal instructor, complete VDOT's Basic Instructors Course(BIC); Provide two years of documented practical experience in Highway Design, Construction, Maintenance, or Traffic Operations; and Provide two resource references who can verify their experience.

Intermediate Course – Successfully complete ATSSA's Virginia Intermediate/TCS or ATSSA's national TCS course; * **Possess ATSSA TCS Certification and provide certification number;** Provide documentation of VDOT flagger certification or ATSSA (classroom only) flagger certification; Provide two years of documented experience in conducting training courses or, if VDOT internal instructor, complete VDOT's BIC; Provide two years of documented practical experience in Highway Design, Construction, Maintenance, Utilities or Traffic Operations; and Provide two resource references who can verify their experience.

Advanced Course – Successfully complete ATSSA's Virginia Advanced Traffic Control Design Specialist (TCDS) Course or ATSSA TCS and VDOT Advanced WZTC Training; **Possess ATSSA TCDS or ATSSA TCS Certification and provide certification number;** Provide two years of documented experience in conducting training courses or, if VDOT internal instructor, complete the VDOT's BIC; Provide two years of practical experience in Highway Design, Construction, Maintenance, or Traffic Engineering; and Provide two resource references who can verify their experience.

*Approved applicants with national ATSSA certifications instead of Virginia ATSSA certifications shall be issued One Year Temporary Instructor cards. It is highly recommended that instructors take the Virginia courses before teaching them.

It is the responsibility of instructors to notify VDOT of any changes to their training status, including completed training requirements, re-certifications, and changes of street address, email, or telephone number. Send all work zone related materials including rosters, matching typed lists if the roster is not typed, and evaluations to TEWorkZoneSafety@vdot.virginia.gov.

Work Zone Traffic Control Training Instructor Application
(Please type or print legibly)

Applicant Name: _____

Company: _____

Address: _____

Telephone #: _____ **E-Mail:** _____

Please check the training instructor categories you are applying for and provide the appropriate approved training or certification number and expiration date:

Basic - VDOT WZTC Intermediate or ATSSA VA Intermediate/TCS #: _____

Expiration: _____

Intermediate - ATSSA VA Intermediate TCS Certification #: _____

Expiration: _____

Advanced - ATSSA VA TCS or VA Advanced TCDS Certification #: _____

Expiration: _____

Please list your qualifications for being a Work Zone Traffic Control Instructor (*attached additional pages as necessary*):

List two resource references we may contact to verify that you possess a minimum of two years of appropriate work zone experience in one or more of the following: *Highway Design; Construction; Maintenance, Utilities or Traffic Operations.*

Name: _____ Phone #: _____

Company: _____ E-mail: _____

Name: _____ Phone #: _____

Company: _____ E-mail: _____

Return the completed form via fax to: WZSTC Chairman, 804-225-4978 or electronically to

TEWorkZoneSafety@vdot.virginia.gov