



WORKSITE TRAFFIC SUPERVISOR (WTS) TRAINING AND PREQUALIFICATION TESTING FAQs

Updated: 7/6/18

NOTE: *The following information is for WTS Training and Prequalification Testing ONLY, and does NOT include Consultant Inspector testing. See the [separate webpage](#) and FAQs sheet for Construction Inspector Testing and Prequalification FAQs.*

Why is this change needed?

- There is an expressed concern by FHWA, based on focused inspections, regarding Ohio's work zones with respect to the compliance level achieved with our standards and specifications.
- ODOT can better ensure that WTSs demonstrate a minimum knowledge base consistent statewide to each other and also with MOT consultant inspectors.

Why not just do a better job of ensuring the training courses meet our requirements?

- This was tried and proved extremely difficult since some of the existing certification course materials continue to not be available to ODOT for review and others appear to vary greatly in technical breadth and do not appear to be up to date. Rather than continue down that path, ODOT has chosen to implement a procedure that can be controlled internally.

Will the current WTSs be grandfathered in?

- No. With the uncertainty of the content quality and scope of available training courses, having all WTSs prequalify through the new testing process is a fair way to ensure a common knowledge base.

Will the test cost anything?

- No. ODOT does not anticipate implementing a fee to take the test.

How often will the test be given?

- It is anticipated that the test will be offered on a monthly basis. There may be times during heavy demand that testing might be offered more frequently.

Where will the test be given?

- Testing will be held at ODOT Central Office facilities, and will be monitored/proctored by ODOT personnel. Occasionally, testing may be offered at the District offices. Tests cannot be given at field offices, OCA or other locations.

How long will the prequalification be good for?

- Prequalification will expire 5 years from the date the test was last successfully passed. Once prequalified, the WTS will have to successfully retest a minimum of every 5 years to remain prequalified. For example, if a test was successfully passed on 7/30/18, the prequalification would expire on 7/30/23. In order to have no lapse in prequalification, the applicant would have to retake and successfully pass the testing prior to 7/30/23.

What if my prequalification expires (or I become disqualified) while I am performing WTS duties on a project?

- It is the responsibility of the WTS to maintain prequalified status throughout the duration of a project. In the event that a WTS's prequalification lapses/expires (or the WTS has been disqualified), the Contractor for the project(s) the WTS was working on shall immediately identify a replacement prequalified WTS and notify the project engineer.

Can a WTS be removed from the Prequalified WTS list (disqualified)?

- If three or more total days result in temporary traffic control issues described in Deductions B and C within WTS Plan Note 642-44, the primary WTS shall be immediately removed from the work in accordance with C&MS 108.05. Upon removal the Engineer shall notify ODOT Central Office at WTSPrequalification@dot.ohio.gov to register a removal against the statewide prequalification for the primary WTS. Three removals shall cause statewide disqualification for any previously qualified WTS.

Do registered "Removals" against a WTS' prequalification ever drop off or reset?

- Removals registered against a WTS' prequalification will remain until the WTS successfully completes retesting to renew the prequalification (or until the expiration of the prequalification in the event that the prequalification is not successfully renewed).

How can a disqualified WTS be reestablished on the Prequalified WTS list?

- Disqualified WTSs will be required to obtain retraining before being permitted to retest a minimum of 180 calendar days from the date they were removed from the prequalification list (disqualified).

Will ODOT provide the training?

- No. ODOT will not be providing training specific to passing the WTS Prequalification test. It is highly recommended that individuals study the items listed under "*What topics will be covered on the test?*" while preparing for the test.

Does ODOT approve the training obtained?

- No. ODOT will not be reviewing and/or approving any of the Temporary Traffic Control training that is available from various outlets. However, it is clear that, although good for attaining a broad general knowledge of temporary traffic control, the national training seminars (e.g., ATSSA, NHI, etc.) alone do not sufficiently prepare the individual for ODOT specific standards and specifications. WTSs may obtain training wherever they deem it will best meet their training needs, whether this is through their employer and/or through third parties.

What is the deadline to take and pass the test?

- The new WTS plan note will be published in the TEM on July 20, 2018. Any projects in Stage 3 design or earlier on this date shall add the new plan note to the plans. It is expected that a few plans with the new plan note may be out for bid as early as December 2018 and most plans will have the new plan note by spring 2019. Any projects with the new plan note shall have a WTS fulfilling the role who has been pre-qualified through ODOT testing.

What topics will be covered on the test?

- The WTS is expected to have previously reviewed the statewide WTS Plan Note current as of 7/20/18 publication or later (can be found in [Traffic Engineering Manual](#) Part 6 in Section 642-44) and will be asked to confirm that they understand the duties and responsibilities expected of a WTS.
- The WTS is expected to have been trained appropriate to the job decisions each individual is required to make, including those of a WTS in implementing the Transportation Management Plan (TMP) and other safety and mobility aspects, within the past 5 years (with training repeated in intervals of no longer than 5 years). The WTS will be asked to confirm that this training has been completed within the past 5 years, understanding that the training shall be repeated in intervals of no longer than 5 years and that they are ready and able to provide details of the training completed to fulfill this requirement (without delay) upon request by ODOT, FHWA or others.
- The WTS is expected to have knowledge in and will be tested on items from:
 - Ohio Manual of Uniform Traffic Control Devices (OMUTCD) Part 6 and related chapters (2012 Temporary Traffic Control Manual),
 - 2016 ODOT Construction and Material Specifications (CMS) Section 614 and related sections (Section 622, etc); (including SS 800 as of 7/20/18),
 - Quality Standards for Temporary Traffic Control Devices (TTCD) & Acceptable Delineation Methods for Vehicles dated October 2010, and
 - ODOT Standard Construction Drawings (SCDs), specifically including the ones listed below (current as of 7/20/18):

MT-95.30 (7/21/17)	MT-101.70 (7/20/18)	MT-103.10 (1/19/18)
MT-95.40 (1/20/17)	MT-101.75 (7/15/16)	MT-105.10 (7/19/13)
MT-96.11 (1/20/17)	MT-101.80 (1/16/15)	MT-110.10 (7/19/13)
MT-97.10 (7/18/14)	MT-101.90 (7/21/17)	RM-4.2 (4/18/14)
MT-99.30 (1/19/18)		

MT=Maintaining Traffic Series; RM=Roadway Miscellaneous Series

What percentage of questions must be answered correctly to pass the test?

- There are 40 multiple choice questions and 80% (or 32 of 40) must be answered correctly.

Does the person taking the WTS Prequalification test have to submit paperwork proving they have taken training?

- As a prerequisite to taking the WTS Prequalification test, each applicant shall be trained appropriate to the job decisions they are required to make as a WTS in implementing the Transportation Management Plan (TMP) and other safety and mobility aspects of the project.

Do not register for the WTS Prequalification testing until the prerequisite has been completed. On the day of testing the applicant will be asked electronically to confirm completion of the prerequisite. If the prerequisite has not yet been completed the applicant will not be able to take the WTS Prequalification test and will be required to leave and register again after the prerequisite is completed.

The standard registration and testing process will not typically require that the applicant detail the specific training received to fulfill this prerequisite; however, the applicant shall be ready and able to provide details if requested. ODOT reserves the right to require submission of these specific details at any time (e.g., spot checking for compliance, in conjunction with an issue identified in the field on a project, suspicion of falsification, etc).

How do I apply to take the WTS Prequalification testing?

- **COMING SOON/REGISTRATION WILL BE AVAILABLE STARTING LATE JULY 2018** - Testing is administered by the [Ohio Local Technical Assistance Program \(LTAP\)](#) Center through [ODOT's Division of Planning](#).

WTS Training and Prequalification Testing FAQs

Click on the “Training Course Registration” tab, then click on the PDF link [WTS_Prequalification_Testing](#). This will take you to the registration instruction page, including a link to register. Applicants who successfully pass the WTS Prequalification testing will be added to the [Division of Construction Management's](#) online Prequalified WTS List. Applicants may check the published list, and report any errors to WTSPrequalification@dot.ohio.gov.

What am I permitted to bring into testing with me?

- Cell phones and computers (tablets, laptops, etc) are **not** permitted to be brought into the testing facility. Applicants arriving to take the WTS prequalification test will be required to verify their identity via government issued photo identification. A limited supply of Temporary Traffic Control Manuals, CMS (with SS 800), Quality Standards for TTCD & Acceptable Delineation Methods for Vehicles and SCDs (8 ½” x 11”) will be available for reference. If the applicant wishes to bring their own copies of one or more of the publications below the documents shall be as published and free from added notes or other information and will be subject to search and approval of the ODOT testing proctor. The ODOT testing proctor’s decision is final. Only the following items will be permitted:
 - Non-programmable calculator,
 - Ohio Manual of Uniform Traffic Control Devices (OMUTCD) Part 6 and related chapters (2012 Temporary Traffic Control Manual),
 - 2016 ODOT Construction and Material Specifications (CMS) Section 614 and related sections (Section 622); (including SS 800 as of 7/20/18),
 - Quality Standards for Temporary Traffic Control Devices (TTCD) & Acceptable Delineation Methods for Vehicles dated October 2010, and
 - ODOT Standard Construction Drawings (SCDs) listed below (current as of 7/20/18):

MT-95.30 (7/21/17)	MT-101.70 (7/20/18)	MT-103.10 (1/19/18)
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MT-97.10 (7/18/14)	MT-101.90 (7/21/17)	RM-4.2 (4/18/14)
MT-99.30 (1/19/18)		

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How will I know if I passed the WTS Prequalification test?

- Applicants taking a WTS Prequalification test will be notified of the testing results immediately upon completion of the electronic testing. Applicants who successfully pass the WTS Prequalification test will be added to [ODOT's Prequalified WTS List](#).

Is there a testing review or appeal process for the WTS Prequalification test?

- No review or appeal of the graded tests will be offered. The findings issued by ODOT Central Office Division of Construction Management are final. Applicants that have not previously been disqualified (removed from the prequalification list) may retake the test as often as required in order to pass the test.

Who can I contact regarding the WTS Prequalification testing process?

- Overall Program Specifics and Plan Note:
 - WTSPrequalification@dot.ohio.gov (preferred method of contact)
 - Dan Groh, ODOT Office of Construction Administration, Dan.Groh@dot.ohio.gov
 - Emily Willis, ODOT Office of Roadway Engineering, Emily.Willis@dot.ohio.gov
- Testing Registration:
 - <https://ltap.enrollware.com/schedule>
 - ODOT's LTAP Office, LTAP@dot.ohio.gov or 614-387-7359