



# WORKSITE TRAFFIC SUPERVISOR (WTS) TRAINING AND PREQUALIFICATION TESTING FAQs

Updated: 4/22/19

**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.

## Do WTSs really need to be trained?

- Yes. In addition to the reasons listed under "Why is this change needed?", Federal rulemaking also dictates that states shall require personnel involved with various disciplines of work zone related transportation management and traffic control be trained appropriate to the job decisions each individual is required to make. This can be found in [23 CFR Part 630](#), also known as Subpart J, Section 630.1008(d).

## Is it true that ODOT will no longer be accepting WTS certification offered by OCA, ATSSA and Ohio Laborers Training Center?

- ODOT has moved away from the WTS attaining a WTS certification through OCA, ATSSA and Ohio Laborers Training Center and moved to the WTS passing a prequalification test administered by ODOT. The WTS Prequalification test has prerequisites that must be completed prior to registering to take the test. See "Does the person taking the WTS Prequalification test have to submit paperwork proving they have taken training?" as well as the list of prerequisites in Enrollware when going to register for a testing session (see "How do I apply to take the WTS Prequalification test?").
- Training through these or other outlets might assist in meeting your specific training needs in fulfilling prerequisites for taking the ODOT administered WTS Prequalification test; however, possession of a certification through these or other outlets does not infer ODOT Prequalification status. Only individuals that that successfully completed the ODOT administered WTS Prequalification process may be added to the Prequalified WTS list.

## Why not just do a better job of ensuring the training courses listed in the old WTS Plan Note 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 existing WTSs (prior to this change) 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.

**How do I know if my project has the new plan note requiring an ODOT Prequalified WTS vs. an older version? What version of the plan note am I supposed to follow?**

- Check your project plans/contract documents. The new plan note includes (but is not limited to) the following within the first paragraph: requirement to be trained in accordance with CMS 614.03, successful completion of the ODOT administered WTS testing and to be listed on the ODOT prequalified WTS roster. Older versions of the plan note require certification through one of the training outlets listed within the old plan note. Always follow the requirements of whichever version of the WTS Plan Note is within your current contract documents for each project.

**What training is required for the WTS under the new standard?**

- The WTS is required to be 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). During prequalification testing the WTS will be asked to electronically 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.
- Additional details can be found under “*What topics will be covered on the test?*”

**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.

**Is training provided during the WTS Prequalification testing session?**

- No. It is a prerequisite 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, PRIOR to registering for a testing session. No training is provided during the testing session.
- See also “*Will ODOT provide the training?*”.

**Is the training my employee received (e.g., on-the-job, classroom, webinar, etc) acceptable? In other words, does ODOT approve the training obtained?**

- 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.

**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).

**What is the deadline to take and pass the WTS Prequalification test?**

- The new WTS plan note was published in the TEM on July 20, 2018. Any projects in Stage 3 design or earlier on the publication 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.

**How do I apply to take the WTS Prequalification test?**

- The registration process for the WTS Prequalification testing is managed by the [Ohio Local Technical Assistance Program \(LTAP\)](#) Center through [ODOT’s Division of Planning](#). 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](mailto:WTSPrequalification@dot.ohio.gov).

**What topics will be covered on the WTS Prequalification 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*

### Will registration for the WTS Prequalification test cost anything?

- No, there are currently no fees to register for WTS Prequalification testing.

### How often will the WTS Prequalification 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 WTS Prequalification 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.

### What am I permitted to bring into WTS Prequalification testing with me?

- Only the following items will be permitted:
  - Non-programmable calculator, and
  - Government issued photo identification.
- Cell phones, computers (tablets, laptops, etc) and reference material 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 supply of Temporary Traffic Control Manuals, 2016 CMS (with SS 800 as of 7/20/18), Quality Standards for TTCD & Acceptable Delineation Methods for Vehicles dated October 2010 and select SCDs current as of 7/20/18 will be available for reference.
- The December 2018 change in policy to no longer permit test takers to bring in as-published copies of their own reference material is due to issues that have been encountered during testing. No test takers were at a detriment due to this change in policy as ODOT provided the reference material that was permitted to be used during testing.

### Is there a time limit during the WTS Prequalification testing?

- Yes. Although the overall testing window is scheduled for two hours, test takers will only be given 90 minutes to complete the test. 30 minutes of the two-hour testing window is allotted for the proctor to verify identity and get each person signed into the computers individually (which is a mandatory task for the proctor). When registration is full this process usually takes 30 minutes to process all test takers. When registration is low this will go much quicker. In all cases, test takers will only be given 90 min to complete the test.

### Am I able to skip a question and come back to it later? Am I able to change my answer before submitting my test?

- Prerequisite Confirmations:
  - There are three locations at the beginning where you are asked for your confirmation. If you choose to skip these or if you cannot confirm (i.e. need to leave them blank) then the system will immediately discontinue testing. If you are able to confirm in response to the information shown, do not skip these questions.
- 40 Multiple Choice Questions:
  - Yes, for tests occurring after 12/12/18, you may skip and return to answer (or answer and return to change your answer) any of the 40 multiple choice questions. You will need to remember to tab back to any question that is not answered or that you would like to reconsider. If a test is submitted with one or more questions without answer(s) selected, the applicable question(s) will be marked as incorrect.

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- Tests that occurred prior to 12/12/18 did not include this flexibility once an answer was selected rather than skipped. Once answered, your response was locked in and could not be changed. We updated the testing system structure to be more flexible.

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

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

### 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. No certificates of completion will be issued. **Eligible** applicants who successfully pass the WTS Prequalification test will be added to [ODOT's Prequalified WTS List](#).

### I passed the WTS Prequalification test. How long will it be before I see the Prequalified WTS List updated with my information?

- Typically, it takes on average 1-2 weeks from the testing date before the list is updated with eligible individuals. Sometimes longer, sometimes shorter. It depends on how quickly the test results and sign in sheets from the testing are submitted as well as balancing the needs of other duties.

### I passed the WTS Prequalification test but am already signed up for other future testing dates. Should I cancel my enrollment for the future testing dates or just not show up?

- Please contact LTAP office at [LTAP@dot.ohio.gov](mailto:LTAP@dot.ohio.gov) or 614-387-7359 to cancel your enrollment for future testing dates. Doing so will help allow us to make better use of the testing time and facilities and will also reopen registration spots for others waiting for testing.

### 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.

### How long will the WTS 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 7/29/23. In order to have no lapse in prequalification, the applicant would have to retake and successfully pass the testing prior to 7/29/23.

### Will I earn a certification or be sent a certificate/card after I successfully complete the ODOT administered WTS Prequalification test?

No. ODOT's WTS Prequalification test is not a certification program; it is a prequalification program. No certificates/cards are issued. ODOT is not "certifying" any individuals through the WTS Prequalification test. The testing is a step in our prequalification process to fulfill the role of WTS on ODOT projects.

### How will I know my current WTS Prequalification status and the expiration date?

- The Prequalified WTS list posted on ODOT's website is the most current list and includes all individuals with an active status along with the expiration date. Individuals with a status other than active may email [WTSPrequalification@dot.ohio.gov](mailto:WTSPrequalification@dot.ohio.gov) with any questions about their status.
- This list will be updated periodically with newly prequalified WTSs and removal of expired prequalifications. Disqualifications will be removed upon disqualification.

### **I changed employers. How do I update the employer information on the Prequalified WTS list?**

- WTS Prequalification follows the person, not the employer, but the employer information needs to stay up to date in order for project staff to properly verify WTS prequalification status.
- Please do the following to update your information:
  - Visit [myODOT](#), click on “Manage My Account” on the left, log in and update your employer name, address and your email address (if applicable). This will update it in the system for future needs but will not update the existing Prequalified WTS list.
  - Email [WTSPrequalification@dot.ohio.gov](mailto:WTSPrequalification@dot.ohio.gov) with your request to update the existing Prequalified WTS list due to the change in employer. Include your name, prior employer, new employer and the effective date for the change in employer.
- Despite a change in employer, it is still the WTS’s responsibility to be ready and able to provide details of the training completed to fulfill the training portion of the WTS Prequalification testing prerequisites (without delay) upon request by ODOT, FHWA or others. If you met the training portion of your WTS Prequalification testing prerequisites through training provided by your prior employer, you will need to ensure that you have details of this training to promptly provide if requested.

### **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 each removal the Engineer shall notify ODOT Central Office at [WTSPrequalification@dot.ohio.gov](mailto: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.

### **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).

### **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).

### **What if my WTS prequalification expires (or I become disqualified) while I am performing WTS duties on one or more projects?**

- It is the responsibility of the WTS to maintain prequalified status throughout the duration of each 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(s).

### **Who can I contact regarding the WTS Prequalification testing process?**

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