TC3 is the Transportation Curriculum Coordination Council of the American Association of State Highway and Transportation Officials (AASHTO). TC3 is a technical service program within AASHTO that focuses on developing training products for technical staff in the areas of construction, maintenance, and materials. As a contributing state agency that provides sponsorship for the TC3 program, Ohio DOT/LTAP is able to make these eLearning courses available free of charge to our customers.

Although most TC3 eLearning courses are aimed toward front-line technical staff, some might also be of interest to licensed professional engineers. A recent example is the new TC3 course (July 2018), Ethics Awareness for Engineers.

A common question among engineers has been whether online courses (also called eLearning, or web-based training - WBT) can be counted toward their continuing professional development (CPD) requirements. Engineers in Ohio are required biennially to complete 30 CPD hours that meet specific Ohio Revised Code requirements.

The Ohio P.E. Board of Registration does not pre-approve courses for CPD, and therefore the responsibility rests with each licensed engineer to ensure that the courses they take meet the ORC requirements. The following guidance is provided on the Board’s Continuing Education FAQ webpage regarding online courses:

For an online course to qualify, it must meet the requirements specified in Ohio R.C. section 4733.151. You must be able to track hours and certify completion.

Taking TC3 Courses in the Ohio LTAP eLearning System (CourseMill)

- Visit the LTAP eLearning webpage, at: http://learning.transportation.ohio.gov.
- If you are new to the LTAP eLearning system, you will need to establish a MyODOT username and password (please see instructions on webpage).
After signing in at the login page, click on the Course Catalog tab to search for course names beginning with TC3 (listed alphabetically).

Click on the green + sign to enroll in a course; then go to the My Courses tab and click on the Launch Course icon (orange arrow) to start.

If you identify a specific eLearning course topic that you think would qualify for engineering CPD, and decide to take the entire course in order to claim CPD credits, it is your responsibility to devote the appropriate amount of time to the training. This is based on:

- Fully reviewing and considering all information and contents provided on each slide of the course (including all examples, case studies, etc.).
- Allowing the voice narration to play out completely for each slide, before advancing to the next slide. Be sure to have computer/audio speakers or headphones available to hear the voice narration.
- Taking the time to review any documents, attachments, links or resources referenced in the course.
- Successfully completing all Knowledge Check questions in the course.

Please note that “scrolling through” the slides at a faster pace is not acceptable if you are taking a course for CPD purposes. The eLearning system will keep track of the total time you actually spend on the training. Going through a course or module too quickly will usually cause an Incomplete result.

- Upon successful completion of the course, click on the Transcript tab and print a copy of your Transcript Form for your records. A successful course will show Percent Complete: 100%.
- Your Transcript Form will list the Total Time you spent on the course. The amount of time you claim for CPD purposes must be supported by the Total Time you actually spent on the course, as documented on your Transcript Form. For example: if the documented Total Time spent on a course is 00:32:17:51 (= 00 hours, 32 minutes, 17 seconds, and .51 fraction of a second), then the maximum allowable CPD would be 0.5 hour.
• Please keep a printed copy of your Transcript Form on file, as you will need to submit this documentation to the Ohio P.E. Board in the event of a future audit regarding your CPD compliance.

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Example 1

An engineer identifies and enrolls in a TC3 course they think would qualify for CPD per Ohio’s requirements. The course is listed with suggested Credit Hours of 1.0 hour, based on devoting the appropriate amount of time to the training. However, the engineer goes through the course too quickly, only spending 32 minutes as documented on their Transcript Form. Therefore, they can only claim 0.5 hour of credit.

Percent Complete: 100%
Completion Date: 2018-07-10 15:46:00
Credit Hours: 1.0
Total Time: 00:32:17:51

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Example 2

Another engineer identifies and enrolls in the same TC3 course, and devotes the appropriate amount of time to the training by: fully reviewing all contents provided on each slide of the course; allowing the voice narration to play out completely for each slide, before advancing to the next slide; and completing all Knowledge Check questions in the course. The Total Time they spent on the training, as documented on their Transcript Form, supports that they could claim the full 1.0 hour of credit.

Percent Complete: 100%
Completion Date: 2018-07-12 10:21:00
Credit Hours: 1.0
Total Time: 01:09:31:02
Future Updates

This guidance document was prepared in July of 2018, and may be subject to future updates. Periodic announcements regarding AASHTO TC3 courses are issued through the Ohio LTAP email distribution list.

Disclaimer

TC3 eLearning courses from AASHTO are developed as part of a national technical service program. While they reflect material and input from various agencies/persons through the course development process, some TC3 courses might include information that differs from the specifications followed by individual states or agencies. Always check with your agency’s standards and specifications when using these guidelines.

Frequently Asked Questions . . .

Q: “How do I login to the Ohio LTAP eLearning system (CourseMill)?”
A: Please see page 1 of this document.

Q: “I went through a TC3 lesson/module, and the result was ‘Incomplete’. Why?”
A: Please see page 2 of this document. The AASHTO/TC3 courses will sometimes show ‘Incomplete’ under the following scenarios:
  • If the person went through the module or course too quickly.
  • If the person did not review all contents of each slide, including any examples, case studies, Knowledge Check questions, links, etc. before advancing to the next slide.

Q: “I think I messed up my first attempt at taking a course. Do I have an option of simply starting over?”
A: Yes – you can Unenroll from a course to start over. Under the My Courses tab in the LTAP eLearning system, locate the course name under Enrolled or Completed courses. At the far right side of the screen under Info, click on the info logo for the course. This will open a Course Details box; click on Unenroll at the bottom section.
If you would like to proceed with removing your enrollment, click Yes as indicated.

Please note that Unenrolling from a course will remove all previous progress. You can then go to the Course Catalog tab to locate the course if you would like to Enroll again to start over.

Q: “How will I know if I’ve successfully completed a course?”
A: Under the My Courses tab, a successfully completed course will move from Enrolled to Completed. Here’s a sample listing under Completed courses:

![Completed Course Example]

Also under the My Courses tab, click on Transcript to access your Transcript Form. If you are taking a course in order to claim CPD credits, *it is your responsibility to devote the appropriate amount of time to the training*. Your Transcript Form will list the **Total Time** you spent on the course. *The amount of time you claim for CPD purposes must be supported by the Total Time you actually spent on the course, as documented on your Transcript Form* (see pages 2 and 3 of this document).

Q: “I’ve successfully completed all lessons/modules for a TC3 course. The last slide of the last module says to return to the LMS to complete the course evaluation, and print
a certificate of completion. However, I don’t see these options available. What should I do?”

A: Simply click on Transcript under the My Courses tab, in order to access your Transcript Form. The type of documentation available for completion of eLearning is generally based on two things: the original programming and source code settings for the course; and the type of Learning Management System (LMS) that houses the course. For TC3 courses hosted in the Ohio LTAP eLearning system (CourseMill), your Transcript Form serves as documentation of course completion (please keep a printed copy). There isn’t a separate certificate to print, and there’s no need to fill out a course evaluation form.

Thank you for your interest in these free eLearning opportunities!