

Bridge Inspection Refresher Training









eLearning Course Instructions

This course has been designed to provide the training required by ODOT's prequalification for "Bridge Inspection Refresher Training". The prequalification is mandatory every five (5) years. ([Click here to view ODOT prequalification courses.](#))

1. Access the Ohio LTAP Center's eLearning website at:
<http://learning.transportation.ohio.gov>
2. If you already have an Active Directory "MyODOT" login, proceed to step 3. If not, please follow the instructions for new users available [Here](#) and register for a username and password.
 - a. **Note to ODOT employees:** An Active Directory "MyODOT" login is **NOT** the same as your daily username and password. It is an Active Directory account established to access programs and systems which are available to individuals outside of ODOT and therefore requires an external Active Directory account be established. Please follow the instructions at the link above to setup your account.
3. Click this link to access the eLearning login page:
<https://learning.transportation.ohio.gov/cm/home.html>
4. Using your MyODOT approved username and password, please login to the Ohio LTAP Center's CourseMill program.
 - a. If your username and password will not login and need to be reset, please return to the Ohio LTAP Center's eLearning

website (link above in step #1) and follow the instructions for resetting your password.

5. Select the "Course Catalog" tab (top of screen), and then scroll down until you find the Bridge Inspection Refresher Training Modules.

Bridge_Inspection_Qualification_Test_v1	 Bridge_Inspection_Qualification_Test_v1
Bridge_Inspection_Refresher_Training_Module_1	 Bridge Inspection Refresher Training Module 1
Bridge_Inspection_Refresher_Training_Module_2	 Bridge Inspection Refresher Training Module 2
Bridge_Inspection_Refresher_Training_Module_3	 Bridge Inspection Refresher Training Module 3
Bridge_Inspection_Refresher_Training_Module_4	 Bridge Inspection Refresher Training Module 4
Bridge_Inspection_Refresher_Training_Module_5	 Bridge Inspection Refresher Training Module 5
Bridge_Inspection_Refresher_Training_Module_6	 Bridge Inspection Refresher Training Module 6
Bridge_Inspection_Refresher_Training_Module_7	 Bridge Inspection Refresher Training Module 7

6. Click on the image in front of "Bridge_Inspection_Refresher_Training_Module_1" to enroll in the training.



7. The modules must be taken in order from 1 to 7, with each module completed before you move onto the next module. However, you can enroll for all modules at once without having completed the lower numbered modules. We recommend you enroll for all seven modules before moving to the next step.

8. After enrolling, select the "My Courses" tab at the top of the screen.

9. Once the screen loads, select the image shown here which will be in front of the "Bridge_Inspection_Refresher_Training_Module_1" to launch the course.



10. Upon completion, the system will automatically record your accomplishment on your eLearning transcript (select the Transcript tab once you exit the module to verify).
 - a. Please note, the system will time out after 20 minutes of inactivity. If you need to step away, it is best to logout and then log back in later. When re-entering the course, you will be given the option to return to your last place in the module.
11. Please complete each module in numerical order. At the end of module 7, you will be provided a password to access the test.
12. Using the testing password, please proceed to enroll in the test by clicking on the "Course Catalog" button at the top of the Coursemill screen and following the enrollment process as described in steps 6 to 9 above.

If you encounter any issues with accessing the Coursemill system or with your MyODOT account, please contact Ohio LTAP at 614-387-7359 or via email at ltap@dot.ohio.gov

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