



# Appendix E



## Registration and Coordination

This section contains information about course registration, fees, and the award of Continuing Education Units (CEUs) as well as the local coordinators' checklist.

### 1. Course Requests/Scheduling

To host NHI courses, the "On-Site Course Request" form (FHWA 1530) should be submitted to NHI via <http://www.nhi.fhwa.dot.gov/registration.asp>. A copy of this form is also included in the back of this catalog. Photocopies are accepted and should be faxed to the NHI Training Program Coordinator at (703) 235-0577. **Desired dates may be shown on the form, but courses are not officially confirmed until the hosting organization receives confirmation from NHI.** After the FHWA 1530 is received, an instructor will contact the Local Coordinator to discuss scheduling. After the course is confirmed by NHI, the host will receive confirmation, the local FHWA division office coordinator will be notified and the course will be advertised on the NHI Website at [www.nhi.fhwa.dot.gov/schedule.asp](http://www.nhi.fhwa.dot.gov/schedule.asp).

In addition, NHI provides assistance to international organizations wishing to purchase standard NHI training courses on a variety of technical subjects. These courses can be tailored to specific needs of the organization at an additional cost. For more information about training courses for international participants, please contact Roger Dean at (703) 235-0550 or by e-mail: [roger.dean@fhwa.dot.gov](mailto:roger.dean@fhwa.dot.gov).

### 2. Course Registration

To register for a distance learning course use the URL [www.nhi.fhwa.dot.gov/registerdl.asp](http://www.nhi.fhwa.dot.gov/registerdl.asp) and follow the instructions provided on the screen. On-line registration for distance learning courses requires a configuration of MS Internet Explorer (IE) 5.0 or higher with 128-encryption. You cannot use Netscape. The version 6.0 of IE has been tested with FHWA applications and has been approved by the FHWA Information Systems Security Office. For FHWA employees, it can be downloaded from <http://staffnet.fhwa.dot.gov/software.htm#iexplore>. For others, it can be downloaded from [www.microsoft.com/windows/ie/downloads/ie6/download.asp](http://www.microsoft.com/windows/ie/downloads/ie6/download.asp).

To register for a instructor-led course:

#### a. Domestic Customers

Individuals located within the United States who wish to attend a NHI training course should contact the Local Coordinator listed in the Scheduled Course section of the NHI Web page, [www.nhi.fhwa.dot.gov/schedule.asp](http://www.nhi.fhwa.dot.gov/schedule.asp). The Local Coordinator determines whether the course is open to outside participants and can provide specific information, such as available space, course location and cost.

#### b. FHWA Employees

As NHI training is provided to hosting agencies at a subsidized rate, space for up to 15 percent of the maximum number of participants specified for a given course is reserved for FHWA employees. NHI courses are considered internal training for FHWA and consequently there is no charge for FHWA employees. FHWA employees should use the following procedure to attend NHI courses:

- i. Registration of FHWA employees to attend NHI courses is controlled by the FHWA Course Coordinator in the State/Division Office. The names of the coordinators are listed in the Learning and Development System (LADS) and NHI Website at [www.nhi.fhwa.dot.gov](http://www.nhi.fhwa.dot.gov). Registration in LADS for NHI courses will enable the FHWA Division Office training coordinator to forward the names of registered employees to the appropriate State Coordinator. **FHWA employees should enroll in NHI courses using LADS. Do NOT contact the Hosting State Coordinator directly.** Registration in LADS keeps the information current by showing the availability of training slots. Also, in those circumstances where slots are not available, LADS has the capability to maintain a waiting list and notify individuals when sessions are scheduled or slots are available.
- ii. Not later than three weeks prior to the starting date of the NHI course, the FHWA Course Coordinator in the State/Division Office in which the training is being presented, should inform the hosting organization of the final number of FHWA employees who will be attending. If the FHWA spaces are not filled within three weeks of the course starting date, the hosting organization may fill these spaces with other participants.

#### c. International Customers

NHI will arrange the participation of international customers in training courses in the United States.

### 3. Course Fees

NHI charges on the basis of the number of individual participants. Generally our course fees are based on \$200 per participant per day and include course materials for each participant. To assure that courses are not under-subscribed, a minimum number of paid participants (20) are required. Please note that no charges will be assessed to the hosting organizations for FHWA personnel attending NHI classes. We will continue to recover the full cost of delivery for international presentations. These will be handled on a case-by-case basis.

After a careful assessment of the projected delivery costs as compared to our current fee structure, we have no plans to increase fees in 2004.

Fees for distance learning courses vary from course to course. Please refer to the course information found in the NHI training course description.

Course Length	Per Person Fee
1 Day	\$ 200.00
1.5 Days	\$ 235.00
2 Days	\$ 270.00
2.5 Days	\$ 335.00
3 Days	\$ 400.00
3.5 Days	\$ 460.00
4 Days	\$ 530.00
4.5 Days	\$ 600.00
5 Days	\$ 650.00
10 Days	\$1,400.00

### 4. Payment

#### a. Domestic Customers

NHI will send an invoice to the hosting organization upon completion of the course. NHI accepts checks, money orders, and credit cards. Checks and money orders should be made payable to the *Federal Highway Administration/NHI*.

#### b. International Customers

NHI will fax an invoice to the individual or organization upon completion of the course. Cashiers' checks, international money orders, and credit cards are accepted forms of payment. Special arrangements will have to be made for wire transfers, and customers must ensure that they pay all related bank fees. All cashiers' checks and international money orders should be payable in U.S. dollars to the *Federal Highway Administration/NHI*.

#### c. Distance Learning Courses

NHI accepts checks, purchase orders and credit cards as payment for distance learning courses. If a purchase order is used, names must be submitted to Danielle Mathis-Lee before individual registration begins. FHWA employees may take distance learning courses free of charge. Follow the on-line screen instructions when registering via the URL [www.nhi.fhwa.dot.gov/registerdl.asp](http://www.nhi.fhwa.dot.gov/registerdl.asp). For additional information, please contact Danielle Mathis-Lee at (703) 235-0528, (703) 235-0577 (fax), or [danielle.mathis-lee@fhwa.dot.gov](mailto:danielle.mathis-lee@fhwa.dot.gov)

### 5. Course Cancellation Policy

A host of the NHI course must contact the NHI Training Coordinator to cancel a course. Cancellation is requested no later than seven days prior to the course start date to avoid incurring any fees, so NHI can assist with rescheduling the course. If the course materials have been sent, the host must return the materials to the FHWA Report Center.

### 6. Refunds

A refund may be obtained for a distance-learning course within 48 hours after a user has received a User-id and Password. Please submit an e-mail request for refund to Danielle Mathis-Lee at [danielle.mathis-lee@fhwa.dot.gov](mailto:danielle.mathis-lee@fhwa.dot.gov). Your reimbursement will be processed as quickly as possible. Credit card reimbursements should appear within two billing cycles. A credit to attend another NHI course will be issued if payment was made by check.

### 7. Participation

Potential hosts of NHI courses are encouraged to survey the training needs of entities outside their own organization while they determine their internal training needs. In some cases, the combined needs may be sufficient to warrant hosting a course for which there otherwise would not be enough interest to justify the expense. In cases where contractors are working for State agencies or on state projects, the inclusion of contractor and consultant participants in the course ensures these groups have access to the unique, state-of-the-practice training offered by NHI. By attending training together, both parties receive

the same training, benefit from the breadth of experience added to classroom discussions, and participants increase their understanding of each other's perspectives by working together on class exercises.

Course hosts may charge participants from outside their organizations a fee in order to recover all or part of the NHI course fee, plus other costs associated with hosting the course. Checks, money orders or other generally accepted forms of payment from individual course participants will be accepted as part of the course fee, so long as they are made payable to the *Federal Highway Administration/NHI*. Such payments may be forwarded to NHI as soon as they are received with the amount of the invoice reduced accordingly; or they can be held and submitted as part of the total payment upon invoice to the hosting organization.

As a course host, please be aware of the responsibility you have in accommodating individuals with disabilities. For specific information and requirements, please refer to the accessibility guidelines and standards provided by The Access Board. A summary of these guidelines can be found at [www.access-board.gov](http://www.access-board.gov).

## 8. CEUs and PDHs

The course descriptions include Continuing Education Units (CEUs) that will be awarded to course participants who successfully complete NHI courses. According to the International Association for Continuing Education and Training (IACET):

*One Continuing Education Unit (CEU) is ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.*

The CEUs shown for the courses in our catalog have been established based on a typical course presentation with 6 hours of actual instruction time, i.e., 0.6 CEUs, per day. Adjustments to the course length to match local work hours or to accommodate increased/decreased emphasis on certain topics or for travel on field trips may affect the actual number of CEUs awarded. CEUs will be awarded only to those participants who are present for the full course. Each agency is encouraged to maintain its own records for CEUs awarded to their course participants.

Some states and organizations use Professional Development Hours (PDHs) to track training. The conversion of CEUs to PDH units is one CEU equals ten PDHs. As NHI does not award PDHs, each agency is encouraged to maintain its own records.

## 9. Local Coordinators' Checklist

Everyone has attended training sessions where the instructor could not find the chalk, or the eraser, or the light switch when it came time to show the slides; or the room was too hot or too cold; or there was not enough room for the number of participants scheduled for the course. Since there are many details to remember when preparing for and presenting a successful training course, we have compiled a few suggestions and reminders that will hopefully prevent last minute glitches. The following checklist provides a suggested step-by-step process for those who are setting up the training site. The checklist offers suggestions that will stimulate thinking about the physical facilities and what is needed to create an effective learning environment. The person assigned Local Coordinator responsibilities should review this checklist, and add to it as additional requirements arise.

## Checklist

### 1. Request for Training

Following the instructions on the form, send a Completed **On-Site Course Request Form** (FHWA 1530) to the NHI. Please furnish a copy to the local FHWA Division Office. Make sure that NHI has provided at least verbal approval of the requested dates.

### 2. Training Site

- Selection of a training room is critical to the success of the course. Great care should be taken to select a room that will not be overcrowded, too hot or too cold, or subject to outside distractions. The instructor should provide you with any unique requirements for the training facilities.
- Ensure that the training location you have selected can accommodate individuals with disabilities. For specific information and requirements, please refer to the accessibility guidelines and standards provided by The Access Board that can be found at [www.access-board.gov](http://www.access-board.gov).
- Reserve a training room for the duration of the course.
- Check to see if anyone else will be using the room for nighttime functions.
- Determine if books and equipment can be left in the room. Training courses, requiring special equipment or computers, must have after-hours security.
- Visit the classroom to make certain it meets all of the instructor's requirements.
- Other considerations for a training room:
  - Heat or air conditioning - find out if the instructor can control these.
  - Adequate size and shape. No poles or obstructions.
  - Special arrangements for demonstrations, labs, and experiments.
  - Seating arrangements.
  - Away from kitchen, construction area or other noise distractions.
  - Electrical outlets.
  - Lighting controls - Almost every training course uses visual aids that require a projection screen. It is important to have a room where lighting can be controlled to prevent glare on the screen while not placing the room in total darkness.
  - Adequate Ventilation
- Consider the following points for using visual aids:
  - Will shades completely darken all windows?
  - Can the lights be selectively dimmed when showing slides or viewgraphs?
  - Will overhead lights shine directly on the screen?
  - Can a bulb be removed above the screen or will the blackboard be too dark?

### 3. Participants and Instructors

- If needed, reserve a block of hotel/motel rooms for the course participants and instructors. Some hotels will provide a free meeting room if a minimum number of participants stay at the hotel.
- Participants and instructors should be:
  - Informed of course starting and ending times.
  - Advised on hotel accommodations and room rates, check-out times.
  - Furnished with maps.
  - Advised on parking arrangements.

### 4. Equipment Needs

- Nothing is more frustrating to the instructor and annoying to the participants than a slide projector that will not advance, a VCR that will not play, a computer that is not connected properly or other such disasters.
- The instructor should provide guidance on what equipment is needed, such as:
 

<ul style="list-style-type: none"> <li><input type="checkbox"/> Slide/Overhead projector with spare bulb and remote control extension</li> <li><input type="checkbox"/> Blank transparencies</li> <li><input type="checkbox"/> Marking pens/markers in various colors</li> <li><input type="checkbox"/> Computers</li> <li><input type="checkbox"/> LCD projection equipment with cables</li> <li><input type="checkbox"/> Screen -- 6' x 6' or larger</li> <li><input type="checkbox"/> Videotape player</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Blackboard with chalk and eraser</li> <li><input type="checkbox"/> Whiteboard with drimark pens and eraser</li> <li><input type="checkbox"/> Easel with flip chart paper</li> <li><input type="checkbox"/> Pointer</li> <li><input type="checkbox"/> Lectern</li> <li><input type="checkbox"/> Public address system</li> <li><input type="checkbox"/> Extension cords</li> <li><input type="checkbox"/> Masking tape</li> </ul>
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- Check all equipment to ensure that it is working satisfactorily.

## Final Arrangements

### 1. Two Weeks Before The Course

- Make sure an approved copy of COURSE REQUEST AND CONFIRMATION (Form FHWA 1530) has been received. If not, call Danielle Mathis-Lee at (703) 235-0528.
- Check that all training materials have arrived.
  - Participant notebooks
  - Tent cards (large felt tip markers will be needed)
  - Evaluation forms
  - Class roster form
  - Certificates
- Other Checks:
  - Reconfirm the training facilities
  - Discuss the seating arrangements and who will set up the room
  - Discuss what time the room is unlocked/locked
  - Determine whether a technician is available in case of problems setting up the room or if something goes wrong during the course

### 2. One Week Before The Course

- Prepare directional signs to classroom
- Check the smoking policy
- No smoking in the classroom. Signs should be posted or written on the blackboard
- Find out where smoking areas are located
- Determine if snacks are available
- Identify where telephones are--both for participants to make outgoing calls and to receive incoming messages
- Pass out a list of eating places for lunch, along with a map
- Decide who will welcome the participants and introduce the instructors
- Special check out arrangements may be made to coincide with the course completion time
- Determine who will prepare the certificates of training and who will pass them out at the end of the course

### 3. One Day Before The Course

- Set up the classroom
- Organize the participant material
- Post directional signs
- Test all equipment

### 4. During The Course

- Let the instructor know who to contact if he/she needs assistance.
- Provide an accurate copy of the class participant roster to the instructor.
- Prepare certificates of training. The time needed to prepare them may be reduced and the appearance improved by using a computer with a graphics program and a laser printer.
- Check with the instructor at least once a day to resolve any problems.

### 5. After The Course

Make certain the instructor has the class roster, course evaluation forms, and participant evaluation forms (if applicable). The instructor is responsible for sending these items to NHI.

We hope these suggestions make the job of coordinating NHI courses easier and maximize training benefits.



**NATIONAL HIGHWAY INSTITUTE**  
**ON-SITE COURSE REQUEST**



Fax this Form to Danielle Mathis-Lee at (703) 235-0577

**Section A - COURSE REQUEST**

**1. Course Information**

Course Number  Course Title   
 Length  (days) Fee \$   Per Participant  Per Course Number of seats for public:

**2. Training Location**

City  State

3. Requested Date

Alternate Dates

4. Hosting Agency

**5. Local Coordinator**

Name   
 Street   
 City  State  Zip   
 Phone  Fax   
 Email

**6. Shipping Address for Materials**

*(Please list Street Addresses only)*

Name   
 Street   
 City  State  Zip   
 Phone

**7. Billing Address**

Name   
 Street   
 City  State  Zip   
 Phone  Fax   
 Email

**8. Requesting Official** *(if different from Local Coordinator)*

Name   
 Title   
 Phone  Fax   
 Email   
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**X**

**Section B - CONFIRMATION**

1. Confirmed Course Date

2. Contractor

**3. Instructor**

Name   
 Email

Phone  Fax

**4. NHI Training Program Manager**

Name   
 Email   
 Phone  Fax

**5. Authorizing Official**

Name   
 Email   
 Phone  Fax

Signature \_\_\_\_\_ Date \_\_\_\_\_

**X**

SPECIAL NOTE: The course material will be shipped directly to the local coordinator unless we are requested to do otherwise. The local coordinator should use the packing list enclosed with each shipment to inventory the material immediately upon receipt. If the course material has not arrived 2 weeks prior to the scheduled presentation or if there are any questions on the arrangements, the local coordinator should contact the NHI Training Program Manager listed in Section B.