

**COURSE NUMBER**

FHWA-NHI-142062

**COURSE TITLE****Administrative Record - WEB-BASED**

This web-based training (WBT) course describes the purpose of an Administrative Record, explains what should be included in an Administrative Record, and presents best practices for building a defensible Administrative Record. Please note that this WBT is not meant to take the place of formal legal advice and consultation with FHWA counsel is strongly recommended.

**OUTCOMES**

Upon completion of the course, participants will be able to:

- Describe the purpose of an Administrative Record
- Explain the factors involved in determining what should be included in an Administrative Record
- Describe best practices for building a defensible Administrative Record

**TARGET AUDIENCE**

This course is designed for Federal Highway Administration (FHWA) Division office staff who are responsible for the Administrative Record, as well as for State DOT employees and their contractors who need to build and maintain an Administrative Record.

**TRAINING LEVEL:** Basic

**FEE:** 2017: \$25 Per Person; 2018: N/A

**LENGTH:** 1 HOURS (CEU: 0 UNITS)

**CLASS SIZE:** MINIMUM: 1; MAXIMUM: 1

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