

INSTRUCTOR NEWS | AUGUST 2019

Improving the Performance of the Transportation Industry through Training

MEET NHI'S NEW DIRECTOR, MICHAEL DAVIES, P.E.



Welcome Michael Davies to the National Highway Institute! Michael brings to NHI 30 years of experience in the transportation industry and has worked in many capacities within the Federal Highway Administration.

Prior to being appointed as the director at NHI, Michael served as the Division Administrator for FHWA's Wisconsin Division. While there, he was responsible for administering the stewardship and oversight of Wisconsin's \$800 million annual Federal-Aid highway program.

Michael has received many accolades for his hard work and outstanding performance with FHWA. He is a two-time recipient of the Administrator's Superior Achievement Award, a recipient of the Secretary's Award for EEO/Affirmative Action, and Team Award winner for the Tappan Zee Hudson River Crossing Project.

He has a Bachelor of Science degree in Civil Engineering from the University of Alaska and a Master of Science degree in Civil Engineering from the University of Maine. He is a registered professional engineer and is proud to be a part of the NHI family.

NHI TRAINING AND SERVICE PROTOCOL

What do you do if you are requested to provide services or material outside the normal dissemination of material or procedures?

Over this last quarter we have received several questions regarding testing authority, providing material to host without proper vetting, and handling reasonable accommodations. Here's how you should address these issues:

SCENARIO #1: A FHWA participant in a State hosted NHI session tells you it's okay to provide them with a copy of the test to administer when a participant returns to work the next week.

RESPONSE: Only NHI has the authority to direct the instructor to change the procedures, not an FHWA employee/participant. Make sure you collect the completed course exams before the participants leave the class. It is important that the integrity of the exam be maintained by keeping them in your possession at all times.

SCENARIO #2: The host requests a copy of the sign-in sheet(s).

RESPONSE: A copy of the sign-in sheet may be provided to the host; however, only pass/fail information may appear on the sheet and information for participants not assigned to the host organization should not be provided. Instructors must redact the inappropriate information on the sheet before it is provided to the Host. Participants that have initialed their consent to share such information with their supervisor's name should be included.

The instructor should tell the host that they will notify NHI of the Host's request and ask them to provide such information. NHI provides sign-in sheet(s) upon request.

SCENARIO #3: A participant approaches you at the end of class after taking the exam and notifies you that they experienced serious anxiety issues while taking the exam. They ask you if they can retake the exam again.

RESPONSE: Reasonable accommodation requests must be made prior to the start of the training session so that you as the instructor can take the necessary steps to arrange applicable solutions to these needs. While hosts may not have been made aware of such accommodation needs, it is up to you to check with them in advance to address any known requests.

If you have any questions, call your Training Program Manager/COR prior to taking action. Only NHI has the authority to advise instructors on how to handle the various administrative processes, on who has the authority to proctor exams, and on giving permission to re-take the exam or providing special service(s) to meet ADA compliance standards.

BECOME AN NHI CERTIFIED INSTRUCTOR

The first step in becoming instructor certified is to attend and successfully complete the Instructor Development Course (IDC). There are only three more ILT IDC sessions and one WCT IDC session scheduled before the end of the calendar year and seating is limited.

- **Arlington, VA** **September 24th – 27th** **ILT**
- **Atlanta, GA** **October 22nd – 25th** **ILT**
- **IDC for WCT** **November 11th – 20th** **WCT**
- **Arlington, VA** **November 19th – 22nd** **ILT**

Sign Up Today

INSTRUCTOR OF EXCELLENCE AWARD (IEA)

Good News! NHI will be re-instituting the Instructor of Excellence Award (IEA) for Fiscal Year 2019.

IEA Criteria:

The instructor's service validates NHI's commitment to develop and maintain the highest standards of training delivery. Therefore, the following criteria will be used to determine the top performers in our instructor pool:

- **Achieved NHI certification**
 - **Taught at least 2 sessions during the Fiscal Year (FY)**
 - **Consistently achieve an instructor satisfaction ranking of 4.7 average or above**
 - **Be nominated by Training Program Manager and Instructor Liaison**
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CONGRATULATIONS TO OUR NEWLY CERTIFIED INSTRUCTORS!

The following instructors received their NHI certification between January and June of 2019:

Ayres Associates:

Anthony Alvarado
James Hitchman
Dusty Robinson

Michael J. Baker, International:

Matt McGuire

Applied Research Associates:

Kevin Chesnik
Pat Kane

FHWA:

Gilberto DeLeon
Jim DeSanto
Ken Kochevar

Greenman-Pedersen, Incorporated:

Peter Weykamp
David Wright
Collin Cook
David Cornish
Jon Herman
David Hoyne
Brett Sposito

Ideation:

Bri Rodriguez
Joann Wagschal

McCormick Taylor:

Dawn Schilling

Gilberto DeLeon
Eric Purkiss
Adam Larsen

Toxcel:
Bryan Katz

Markosky/Greenman-Pedersen,
Incorporated:
Samuel Beachy

Collins Engineers:
Drew Garceau

If you have any questions about scheduling or need more information about becoming an instructor, please contact the NHI Instructor Liaison, Carolyn Eberhard at (703) 235-0952 or carolyn.eberhard.ctr@dot.gov.

MARK YOUR CALENDARS: WEB CONFERENCE UPDATES

The next web conference for instructors will be:

- **November 13th - 10:30am - 11:30am (EST)**
- **November 19th - 10:30am - 11:30am (EST)**

You can attend either session. If you need more clarification or if there's a situation you'd like to discuss, please let us know and we will add it to the agenda for discussion.

Thank you for all you do to make NHI the leading provider of training in transportation.

Sign Up Today

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