



Registration/Application Form
NCDOT-Approved Qualified Work Zone Supervisor
Training Course

Form Instructions: Complete both PART 1 AND PART 2 of this registration/application form for each applicant.

PART 1: Applicant portion of this form; Applicant registration/application to be completed and signed by the applicant seeking to attend the Qualified Work Zone Supervisor course.

Applicant Name: (as listed on Driver's License or ID card)

(name) (phone)

(email)

Applicant's position with company (include a brief description of duties):

If less than 2 years, previous position (include a brief description of duties):

(If your previous experience is not with your current employer, please complete last employer contact information on next page)

Dates of employment with current Employer:

Drivers License or Identification Number (include State of issue):

Date and Location of Course (email Laura Greene at training@jmteagueengineering.com or call 828-456-8383 for dates and locations):

I certify that the information contained on this form is correct and complete. I authorize J.M. Teague Engineering & Planning (JMTE) to contact my current Employer to confirm my work experience. In the event that I have less than 2 years' experience with my current Employer, I authorize JMTE to contact my previous Employer listed below. I also understand that this is a 2 day course and that I must attend the entire course, take and pass a test with a score of 70 or better, and that I need at least 2 years of relevant work experience verified by my employer(s).

Signature

Date

Printed Name

Title

Phone: 828-456-8383
Fax: 828-456-8797

525 North Main Street
Waynesville, NC 28786

Previous Employer (**complete this section if less than 2 years' work history with current employer**):

Company Name: _____

Company Address: _____

City/State/Zip: _____

Dates of Employment: _____ Title: _____

Brief description of duties: _____

Company contact: _____ Phone _____

Company contact Email: _____

For questions contact: Laura Greene at training@jmteagueengineering.com or call 828-456-8383.

PART 2: Company Portion of this form; Employer information to be completed and signed by an authorized company representative.

Company Name: _____

Company Address: _____

City/State/Zip: _____

Company Representative: _____ Title: _____

Company contact: Phone _____ Email: _____

I certify that I am authorized to sign this form on behalf of my company and that the information contained on Part 1 and Part 2 of this form is correct and complete and that (company name) _____ agrees to the terms and conditions listed on the following pages:

Signature Date

Printed Name Title

Please review the registration and application form for completeness. If complete, mail the original registration/application Parts 1 and 2 and a check for \$350.00 for each Qualified Work Zone Supervisor applicant to:

J.M. Teague Engineering & Planning
525 North Main Street
Waynesville, NC 28786
828-456-8383

This registration/application form and check must be received a minimum of 3 days prior to the class date listed above.

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General Policies and Information for Open Enrollment Training Courses and On-Site Training Courses:

JMTE will provide the following services for both open enrollment and on-site courses:

- review all participant applications and provide notice as to whether an applicant is eligible to participate in this course (except as noted, two years of employer-verified temporary work zone traffic control experience is required to participate in this course).
(NOTE: An applicant with more than one and less than two years of relevant employer-verified temporary work zone traffic control experience may attend the course, however, upon successful completion of the course and the test, no card will be issued until that participant has two years of relevant and verifiable experience. Any such course participant will be required to complete a new application, which includes the additional employer-verified experience);
- deliver a 2 day NCDOT-approved Qualified Work Zone Supervisor Training course, including course materials and exercises;
- administer and grade the test given at the completion of the course;
- issue a laminated pocket card and a certificate to all participants that pass the test and have a relevant employer-verified 2 year history of temporary work zone traffic control experience;
- provide a computer, projector, and screen for course;
- provide and maintain a website directory on www.jmteagueengineering.com of Qualified Work Zone Supervisors, their qualification date, and qualification renewal dates, currently set by NCDOT at 4 years.

All open enrollment training courses are held based on enrollment of at least 12 participants. We will advise 7 days before the scheduled course date if we have the minimum number of students to hold the course and will send out details about the course to all students. JMTE will provide the site. No meals are provided. If a paid registered applicant cancels their registration for any reason another **qualified** participant may be substituted subject to JMTE approval. If another qualified applicant cannot be found to replace the original registered participant then a student slot will be held in a future course of the that student's choosing. JMTE will not issue a refund. **Email is an acceptable form of cancellation.**

All on-site training courses, to be held at an employer's location require a minimum of 12 participants. The Employer will provide the site. No meals are provided. The participants do not have to be from the same employer; however, the employer must provide any additional participants necessary to meet the minimum required attendance. For further information about on-site minimums or available training dates, please email Laura Greene at: training@jmteagueengineering.com or call JMTE at 828-456-8383 or Jim Kellenberger at 919-621-0362.

On-site weekend training that involves one weekend day is available for a weekend training premium of \$1,000.00. A paid on-site class training date may be rescheduled to a mutually agreeable date if the employer holding the class makes the request **in writing** at least 1 week in advance of the course. If an employer's individual participant cannot attend the course for any reason then the employer may substitute a **qualified** participant subject to JMTE approval. If another qualified applicant cannot be found to replace the original registered participant then a student slot will be held in a future course of the Employer's choosing. JMTE will not issue a refund for this individual. **Email is an acceptable form of cancellation.**

For all on-site training, the employer/course sponsor will provide:

- a location for the training with tables large enough to accommodate the group with chairs for each student to use during the entire 2 day course session and test;
- electrical power;
- 2 weeks prior to course, the employer/course sponsor will provide the names, addresses, drivers' license numbers, or other identifying numbers, and completed registration/application forms to JMTE, along with payment in full for the course.

If for any reason JMTE is unable to instruct the scheduled class, JMTE will contact the Client and reschedule the class to another time mutually agreeable to the Client and JMTE.

If the participant fails the required test, the participant may take a retest within two months of test failure notification upon payment of a \$75.00 retest fee. The retest may be taken during the test period of another scheduled course or at another mutually convenient place and time. If the participant fails the first retest, or if they do not take the retest within two months of the original test failure, they will be required, within six months of the original course, to attend a 1 day refresher course upon payment of a \$225.00 fee to cover the refresher course and the second retest. Failure to pass the second retest will require the participant to enroll in the 2-day course again for a \$350.00 course fee. If the participant is unable to become a qualified Supervisor within six months of their original course date, they will have to complete a new Registration/Application form.

JMTE assumes no liability for cancellation of courses for any reason, or for no reason whatsoever. Any ancillary costs related to the participant taking a class (including but not limited to: any travel costs, per-diem, mileage, lost employee wages or salary) are the responsibility of the participant and/or the employer. Should JMTE cancel a class, JMTE's liability is limited to the amount of the registration fee ONLY. It is recommended that, prior to making any travel arrangements, you contact Laura Greene at 828-456-8383 or Jim Kellenberger 919-621-0362 to confirm that a class has sufficient enrollment to be held.

JMTE reserves the right to dismiss any participant from class for non-participatory behavior (i.e., failure to participate appropriately in the course). In addition, JMTE requests that all participants be courteous to the other students and the class instructor and make or take phone calls ONLY during breaks or lunch. During class all participants are required to turn off pagers/cell phones or other electronic devices.

Open enrollment registration limitations may be based on regulatory requirements. All registrations are taken on a first-registered, first-approved basis.

Please Note: Kellenberger Engineering, Inc. has joined forces with J.M. Teague Engineering & Planning.

As a result of this move toward JMTE's continued growth, the JMTE Academy now offers all of the high quality, instrumental, NCDOT approved training courses previously provided by Jim Kellenberger's firm - as well as many more. Kellenberger's nationally-renowned courses have been seamlessly assimilated into the JMTE Academy curriculum, making the transition enjoyable and exciting for all those involved.

Jim Kellenberger, PE has come on board as JMTE's Transportation Safety Engineer, overseeing JMTE's ever-growing Academy.

If you would like more information about our full scope of course offerings, please call Jim Kellenberger at 919-621-0362 or email Laura Greene at training@jmteagueengineering.com or call at 828-456-8383.