



Michigan Section

INTERNATIONAL MUNICIPAL SIGNAL ASSOCIATION

*The Leading International Resource for
Information, Education and Certification for Public Safety*



Revised Course Offering for this Conference

Based on economic and workload considerations the Michigan Section has regrettably revised the courses offered at this conference. Please note the changes and be aware that the cancelled courses are currently being rescheduled. They will be offered at the Road Commission for Oakland County, Waterford Michigan starting spring 2009.

Watch for the new certification schedule, soon to be published on this website!

**IF YOU ARE INTERESTED IN HOLDING A SPECIFIC COURSE AT YOUR AGENCY,
PLEASE CALL TIM DeWITT @ 248 477-8700 FOR DETAILS.**

2008 Cadillac Certification & Networking Conference Info

McGuire's Resort, 7880 Mackinaw Trail, Cadillac, MI 49601 - Date: Oct. 20-24, 2008

Certification training, certification renewal opportunities and valuable networking with counterparts from around the state is again being planned at the beautiful McGuire's Resort in Cadillac, Michigan.

A full slate of certification courses is planned for this certification conference and it is hoped that you will be able to take advantage of the quality opportunity and setting afforded to improve technical expertise through the certification process. At the same time, this meeting will allow you to meet your counterparts from around the state to discuss problems, solutions and operational issues you face in the performance of your duties.

Certification renewal can be accomplished as well at a reduced cost. You have the ability to audit any of these certification courses *without* the need to retake the exam to fulfill certification renewal requirements.

Are you familiar with the **Technical Advancement Recognition Program (TARP)**? IMSA has implemented this 'Members Only' program to show continuing professional development for IMSA members by awarding TARP points (recorded at the International office), that can satisfy requirements for **certification renewal** as well! Visit www.IMSASAFETY.ORG for details

GENERAL INFORMATION

The Board of Directors remains sensitive to tight budgets. IMSA section programs still remain a bargain, compared to other industry programs and remain close to prices from 2005 levels.

- Courses are offered individually. Dates and times are shown on the reservation form.
- Unless otherwise noted, **all** manuals need to be ordered 4 weeks in advance directly from the International.
- Manuals are printed on demand with payment going directly to the International. (Phone 800 723-4672)
- All courses begin at 8AM.
- Michigan Traffic Regulator (MTR) registration will be open Sunday 5-9PM. Dinner is not included.
- Lodging is included and will be reserved for your arrival *the night before* class begins.
If no lodging is needed, contact Tim DeWitt for reduced pricing.

- If additional meals or lodging is needed following your exam, contact Tim DeWitt for arrangements.
- Visit our website at www.imsaMichigan.org for additional certification information and support materials.
- You are encouraged to bring a current Manual of Uniform Traffic Control Devices.
- Please direct all questions regarding this conference to Tim DeWitt @ 248 477-8700

SPECIAL NOTE: ALL study guides required for certification courses must be ordered directly from the International office (800 723-4672) with a separate purchase order. Level III courses do not require the purchase of study guides. Materials will be provided at the conference.

REGISTRATION PROCESS

If you elect to arrive the morning your course starts, the registration process can be expected to take up to 45 minutes. Allow enough time for paperwork to be completed *before* you begin your course. The registration desk is located above the hotel lobby and will be open at 6AM daily.

WORK EXPERIENCE VERIFICATION FORM

Prerequisites pertain to all IMSA certification courses except Michigan Aerial Work Platform Training. A *Work Experience Verification Form* is attached. It is essential that this form be filled out and hand carried to the conference. The information on the WEV form is required for work verification. Only those individuals that pass the certification exam and have the necessary work experience and/or prerequisite certifications will receive IMSA certificates. Prerequisites are listed on the attached Work Experience Verification Form.

LODGING & MEALS

All meals, lodging and breaks are included in the cost. If you do not require lodging, contact Tim DeWitt for a price reduction. Hotel accommodations will be arranged upon receipt of your faxed reservation. If you desire a specific roommate, indicate this on the reservation form. Each person will need their own faxed reservation. All attempts will be made to provide the accommodations you are requesting. PARTICIPANTS WILL BE "DOUBLED UP". All rooms are non-smoking. Should special accommodations be required, special pricing may apply (call Tim). If your class starts at 8:00AM, your reservation *includes lodging* the night prior.

IMSA MEMBERSHIP

As a current paid member of IMSA, you should be receiving your copy of the IMSA Journal. If you have questions regarding your membership or certification status regarding a particular class, please call the International Municipal Signal Association directly at 800 723-4672.

PAYMENT

Registrations not received by October 10th automatically incur a \$50.00 surcharge. Make your check payable to the Michigan Section, IMSA. Hand carry it to the meeting or send it to: IMSA, Michigan Section, c/o Carrier & Gable, 24110 Research Drive, Farmington Hills, MI 48335. Payment MUST be received no later than your ARRIVAL at the meeting. Price covers exams, lodging, food, breaks and activities at the conference. Payment for manuals must be made to the International office (800 723-4672).

MICHIGAN SECTION CERTIFICATION PATCHES

Michigan Traffic Regulator and Michigan Traffic Signal Inspection courses are based on the Michigan Manual of Uniform Traffic Control Devices. Michigan specific certification patches will be mailed with your certificate.

TESTING POLICY, RETAKE AND CHALLENGE EXAMS

Certification exams will be administered by authorized test administrators at the end of each course. The International office grades the exams. Results will be sent directly to the individual by the Michigan Section within 60 days, if the prerequisites for that course are verified. A re-take exam is available for \$50.00 (following a 60 wait period, but not longer than 12 months following the initial exam) for those who do not successfully complete the initial exam. If a re-take or challenge exam is attempted but *not passed*, the International requires the full course be taken before the next attempt.

Consideration is given to those wishing to take challenge exams (or re-take exams), for courses not held at this conference, at a cost of \$160.00 per exam. ALL challenge/retake exams must be scheduled with Bill Moroski by calling 248 890-1036. No course materials are provided.

MICHIGAN SECTION IMSA "HELP LINE(S)"

Questions regarding course information, challenge exams or certification, should be directed to Mr. Bill Moroski at 248 890-1036. All other questions should be directed to Tim DeWitt at (248) 477-8700. Visit our website to view the meeting notice or print Work Verification Forms and Fax Registration Forms at www.imsaMichigan.org.

IMSA CERTIFICATION COURSES

Agencies requiring IMSA certification, as a condition of employment, still continues to grow internationally. To date, the International Municipal Signal Association has issued 70,000+ certifications internationally, (3,000+ in Michigan), to those involved in work zones, traffic signals, signs & markings and roadway lighting.

IMSA certification programs are important for government agencies, contractors and public utilities that work in public right-of-ways and install & maintain traffic control devices. Use this conference not only to learn, but also network with your counterparts from across the State and solve problems common to your responsibilities. Carefully read new course descriptions and prepare yourself for a great learning experience!

All Michigan IMSA certification courses require a mandatory prerequisite called Michigan Traffic Regulator. In this course, participants become familiar with the requirements set forth in Part VI, Construction and Maintenance, of the Michigan Manual of Traffic Control Devices. This course also meets the requirements mandated by MDOT for flagging operations.

MICHIGAN TRAFFIC REGULATOR

This 8-hour course is designed for persons who will be assigned Traffic Regulator duties, Lead Workers, Supervisors that will install and review Traffic Regulator operations and Engineering Staff that will develop work zone traffic control. This course is designed to exceed Michigan DOT requirements to be a Traffic Regulator in Michigan. The course deals specifically with the requirements of the MMUTCD and the authority, obligation and training of Traffic Regulators. The course promotes the proper use of traffic control devices, traffic control procedures, MiOSHA requirements and general public safety. The course highlights new requirements for signing and clothing. In addition the course covers special Traffic Regulator operations, including Single and Intermediate Traffic Regulator and the use of police officers. The course covers the following areas:

Michigan Manual Rqmts.	One Lane Traffic Control	Nighttime Flagging
Traffic Elements	Stopping Distances	Channelizing Devices
Road Conditions	Stopping & Releasing Traffic	Taper Lengths
Traffic Redirection	Special Flagging Applications	Sign Placement

That individual will be responsible to properly train operators of this equipment in the correct inspection, operation and maintenance of the equipment. This one-day course is divided into seven parts that incorporate a post-training examination following each section. Additional course details can be found below.

SIGNS & MARKINGS, Level I

This updated course is an entry-level program. It is designed to insure all personnel have extensive exposure to basic procedures in the specialized field of signs and pavement markings. Level 1 cover the fundamentals of, installation and maintenance of all signs and pavement markings. Michigan has now standardized on the MUTCD with a Michigan supplement and you are expected to bring a copy of the MUTCD as your second resource A Level I Signs & Markings Specialist should, by nature of this certification title, have mastered the basic principles behind signing and pavement marking. Although the individual who is approved to take the Level I exam may have a lot of field experience, the exam will require that he be able to communicate this knowledge in a written format. The best way to prepare for this challenge is to begin to review the topics that will be covered on the exam. One year of experience is required for certification.

SIGNS & MARKINGS, Level II

Signs & Markings, Level II is designed to emphasize the practical application of standard principles for personnel who are responsible for both the installation and maintenance of signs & markings in the field. Signs and Marking, Level 2 is designed to review advanced sign and pavement marking principles and concepts generally achieved by a person with at least two years of experience working in all aspects of a sign shop. It includes advanced concepts regarding regulatory, warning and guide sign fabrication and installation, pavement marking installation, as well as equipment maintenance, sign shop management (including personnel, safety and security) and dealing effectively with the public. Two years of experience and Level I are required for taking this course.

Upon successful completion of the Level 2 Signs & Markings certification, individuals should have a thorough understanding of standard signing and marking principles, with enough knowledge to enable them to apply these principles to on-the-job situations. Michigan has now standardized on the MUTCD with a Michigan supplement and you are expected to bring a copy of the MUTCD as your second resource.

SIGNS & MARKING SPECIALIST, Level III {Challenge Exam Only}

Signs and Marking, Level III is the highest level of certification for signs and markings personnel. The course has no study guide but will test your knowledge of the MUTCD. Attaining the highest level of certification in the signs and marking's operation field gives the specialist a profound sense of accomplishment, as the effort required to achieve this goal is exceptional. The individual shall have at least 5 years of verifiable road/traffic operations experience; Michigan Traffic Regulator (or IMSA Work Zone Traffic Control Safety) and IMSA Signs and Markings, Level II certification. Bring a copy of the latest edition of MUTCD.



Michigan Section

INTERNATIONAL MUNICIPAL SIGNAL ASSOCIATION



*The Leading International Resource for
Information, Education and Certification for Public Safety*

Work Experience Verification Form

(This form must be completely filled out 'legibly'. Registrant information must be verified before your registration will be processed or retroactive certifications will be issued.)

Date: _____

(Revision 07-23-07)

Agency/Company: _____ Address: _____

Employee/Registrant: (please print legibly) _____

Briefly describe your work experience during the previous _____ year(s): (Use the back, if needed.) _____

Employee/Registrant: (please sign) _____

All courses are open to anyone, regardless of work experience. Only those individuals that pass the certification exam and have the work experience and/or prerequisite certifications will receive IMSA certificates. Retroactive certificates will be issued if:

- 1. Prerequisite certification(s) are met.**
- 2. Work Experience Verification Form is submitted and verified not later than one, two, three or five years respectively from the certification exam date.**

CHECK APPROPRIATE BOX(ES) FOR COURSE REGISTRATION

- _____ Michigan Traffic Regulator.....1 year traffic control experience (including traffic regulating)
- _____ Traffic Signals, Level I1 year traffic signal work experience & MTR
- _____ Traffic Signals, Level II2 years traffic signal work experience & T/S I
- _____ Traffic Signals, Level III5 years traffic signal work experience & T/S II
- _____ Signs & Marking, Level I1 year signs and marking experience & MTR
- _____ Signs & Marking, Level II.....2 years signs and marking experience and S&M I
- _____ Signs & Marking, Level III5 years signs and marking experience and S&M II

Supervisor/Job Title: (Print legibly) _____

I verify that (please print) _____ has _____ required number of year(s) work experience and has successfully completed all IMSA prerequisite certifications.

This form, with the supervisor's signature will be considered verification of course prerequisites.

Supervisor Signature: _____

Supervisor Phone _____ Fax _____ E-mail _____

If needed, I prefer to be reached by telephone. The best time is: _____ [] I prefer to be reached by E-mail.

Course Reservation - FAX this Form with your Registration Form to the fax number shown on the course registration form.

Michigan Section, IMSA

2008 Fall Certification Reservation Form

Fax reservation to 248 473-0730 by Oct 1st. No refunds after Oct. 10th.

FROM: _____ **Date:** _____

Name: (ONE per form – Print Clearly): _____

Agency: _____

Address: _____ **Zip:** _____

Phone: (____) _____ **Fax:** (____) _____ **Email:** _____

Requested Roommate: _____ **Current member of IMSA?** Yes [] No []

	START	END		
Michigan Traffic Regulator	Oct.20, 8am	Oct.20, 5pm	\$460	\$ _____
Signs & Markings, Lev.1	Oct.21, 8am	Oct.22, 5pm	\$450	\$ _____
Signs & Markings, Lev.2	Oct.23, 8am	Oct.24, noon	\$450	\$ _____
Signs & Markings, Lev.3 (Exam Only)	Oct.24, 8am	Oct.24, noon	\$265	\$ _____

Course Audit * _____ Call for pricing \$ _____

* Audit Price Dependent on Course Selection - Call Tim DeWitt

Retake Exam Requested** _____ Oct.26, 8am \$ 50 \$ _____

Challenge Exam Requested** _____ Oct.26, 8am \$160 \$ _____

** All Challenge/Retake exams must be arranged through the Dir. of Certification, Mr. Bill Moroski.

Payment received AFTER Oct. 10th ADD \$50.00 \$ _____

Total Cost \$ _____

Make your check payable to Michigan Section, IMSA