

Frequently Asked Questions (FAQ)

Enrolling in classes

How do I enroll in classes? Follow the step-by-step instructions at <https://iowadot.gov/training/technical-training-and-certification-program>. These instructions are also printable.

What if I can't remember my user name and/or password? Contact the TTCP administrators at dot.ttcp@iowadot.us or by telephone.

Brian Squier 515-290-5998 or Hope Arthur 515-509-8302.

They can look up your user name. They do not have access to your password. You can reset your password on the IOWADOT U sign-in page.

Please do not set up another account if you already have one!

I don't have an e-mail address for work, but the system requires an e-mail address. An e-mail address is required as this is how all notices are sent to you via the Learning Management system, including registration confirmation notices. You can use any e-mail address that you have access to, whether it be work or home. With their permission, you could also use your supervisors or training coordinators e-mail address.

I need to sign 6 people up for classes. Why can't I just sign them up under my user name and password? Each individual needs a unique account, as this is their official training record with the Iowa DOT. If they take training under your account, the record will show that you completed the training, not them. They will not get credit.

Can I use someone else's account to take my training? The technical answer is yes, you can. However, that person going to get credit for it. You will not get credit for it, because there is no record that you completed it.

Can't you just sign me up? I'll tell you what classes I want. No, we cannot. You must select a payment method and apply for CIT funds if applicable. We also have no access to your password.

Do I have to bring all my people into the shop to sign up? If you have their information, a training coordinator can set up accounts for them and assign them user names and passwords. Be sure to share the information with them!

The system won't let me in. It just brings me back to the log in screen. This is usually due to an incorrect user name and/or password being entered.

- Make sure you are in the correct log-in area (DOT versus non-DOT).
- Make sure you are using your IOWADOT U user name and password.
- User names and passwords are case sensitive. Make sure your CAPS LOCK is not on.
- Your user name and/or password may have had a typo in them when entered. Reset your password and/or check with dot.ttcp@iowadot.us for user name confirmation.

I didn't receive a confirmation notice when I registered for a certification class, or I reset a password and didn't get an e-mail.

- Check the e-mail address that you entered into IOWADOT U for accuracy.
- Check your "spam" or "junk" folders. Notices are coming from idotu@learnsoft.com
- Some companies have blocks in place. Check with your IT person.

Paying for classes

Can you send me an invoice? The confirmation notice that you receive via e-mail when you register for a certification class is also the invoice for the class. Additional invoices are not sent out.

Can I pay by credit card? At this time, we are not able to process payment by credit card.

Where do I send payment? And to whom? Make checks payable to Iowa DOT and send to:

Iowa DOT
800 Lincoln Way
Ames, IA 50010
Attn: Brian Squier

Payment remittance information is also located at the bottom of your confirmation notice/invoice.

Aggregate certifications

What are the changes? Basically, the Aggregate certifications were slightly restructured.

Aggregate Sampler = Level I Aggregate
Aggregate Technician = Level I Aggregate and Level II Aggregate **combined**.

You do not need Aggregate Sampler to take Aggregate Technician.

If you were **only** Level I Aggregate certified, you are now Aggregate Sampler certified.

If you were **both** Level I Aggregate and Level II Aggregate certified, you are now an Aggregate Technician.

I need to recertify in Level I Aggregate and Level II Aggregate this year, what do I do? You are now considered an Aggregate Technician. You would enroll in an Aggregate Technician recertification class. You do not need to enroll in an Aggregate Sampler recertification course.

I need to get certified as an Aggregate Technician, what do I do? You would enroll in an Aggregate Technician certification course. You do not need to take Aggregate Sampler before you take Aggregate Technician. All of the material covered in Aggregate Sampler is covered in Aggregate Technician.