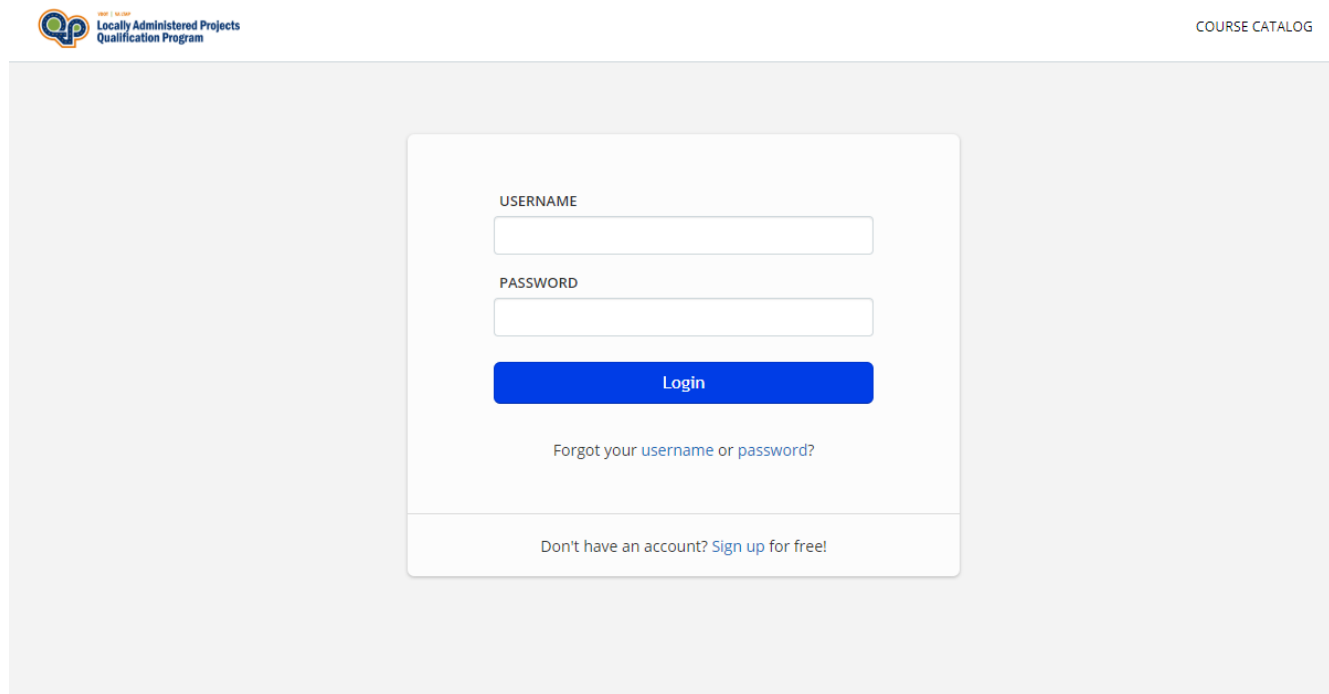


STEP 1 - Creating your E-learning Account

In your browser, go to: qpltap-cts.talentlms.com/index



Locally Administered Projects
Qualification Program

COURSE CATALOG

USERNAME

PASSWORD

Login

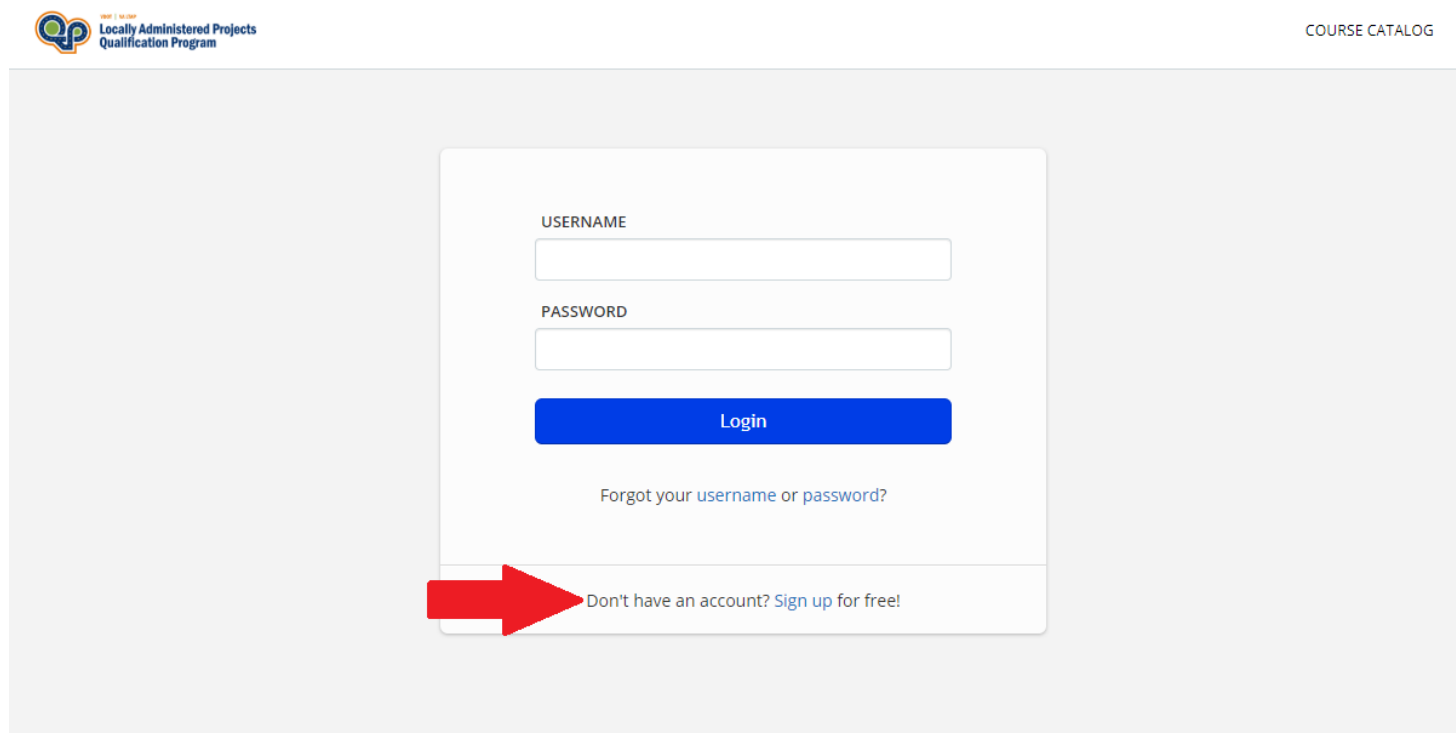
Forgot your username or password?

Don't have an account? [Sign up for free!](#)



STEP 2 - Creating your E-learning Account

At the bottom of the login area, click **“Sign up for free!”**



Locally Administered Projects
Qualification Program

COURSE CATALOG

USERNAME

PASSWORD

Login

[Forgot your username or password?](#)

[Don't have an account? Sign up for free!](#)



STEP 3 - Creating your E-learning Account

- **Fill out all the necessary information, including the Captcha, then click “Create Account”**



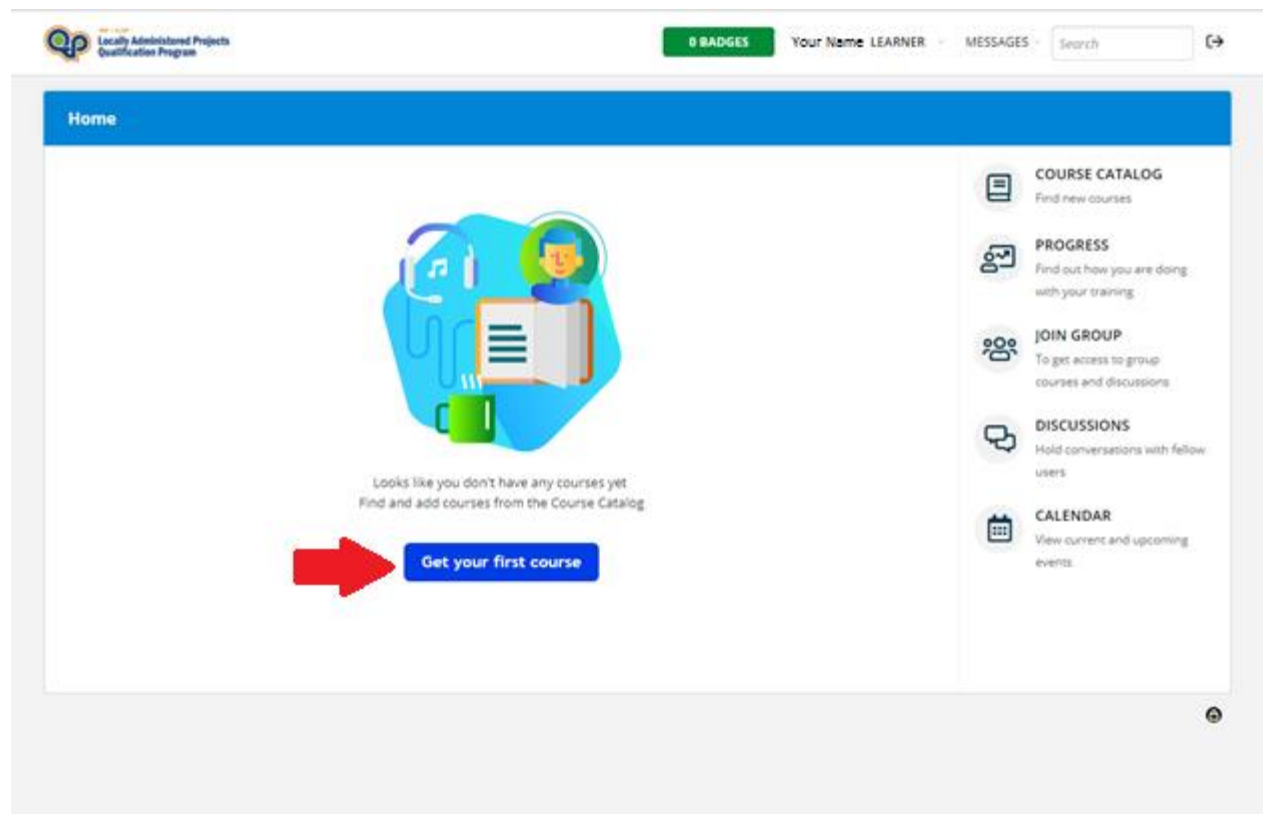
The screenshot shows a registration form with the following fields and elements:

- FIRST NAME:** Input field with placeholder "e.g. John" and a character count of 50. A red arrow points to the field.
- LAST NAME:** Input field with placeholder "e.g. Doe". A red arrow points to the field.
- EMAIL ADDRESS:** Input field with placeholder "e.g. jdoe@example.com". A red arrow points to the field.
- USERNAME:** Input field with placeholder "e.g. jdoe". A red arrow points to the field.
- PASSWORD:** Input field. A red arrow points to the field.
- reCAPTCHA:** A checkbox labeled "I'm not a robot" next to a reCAPTCHA logo. A red arrow points to the checkbox.
- Create account:** A blue button.
- Log in:** A link at the bottom of the form.



STEP 4 – Adding the Qualification Program Modules

Select “Get your first course”



STEP 5 - Adding the Qualification Program Modules

Select the first series of online modules,
“QP- Program Development”

Locally Administered Projects Qualification Program

0 BADGES TRACI LUU | LEARNER MESSAGES Search

Home / Course catalog

Search courses

Name

CATEGORIES

QP (2)

QP
QP - Program Development (QP-PD)
The online portion of the Locally Administered Project Qualification Program is divided into two courses. The first course is Program Development and the second course is Project Management PLEASE NOTE: ALL PROGRAM DEVELOPMENT & PROJECT...

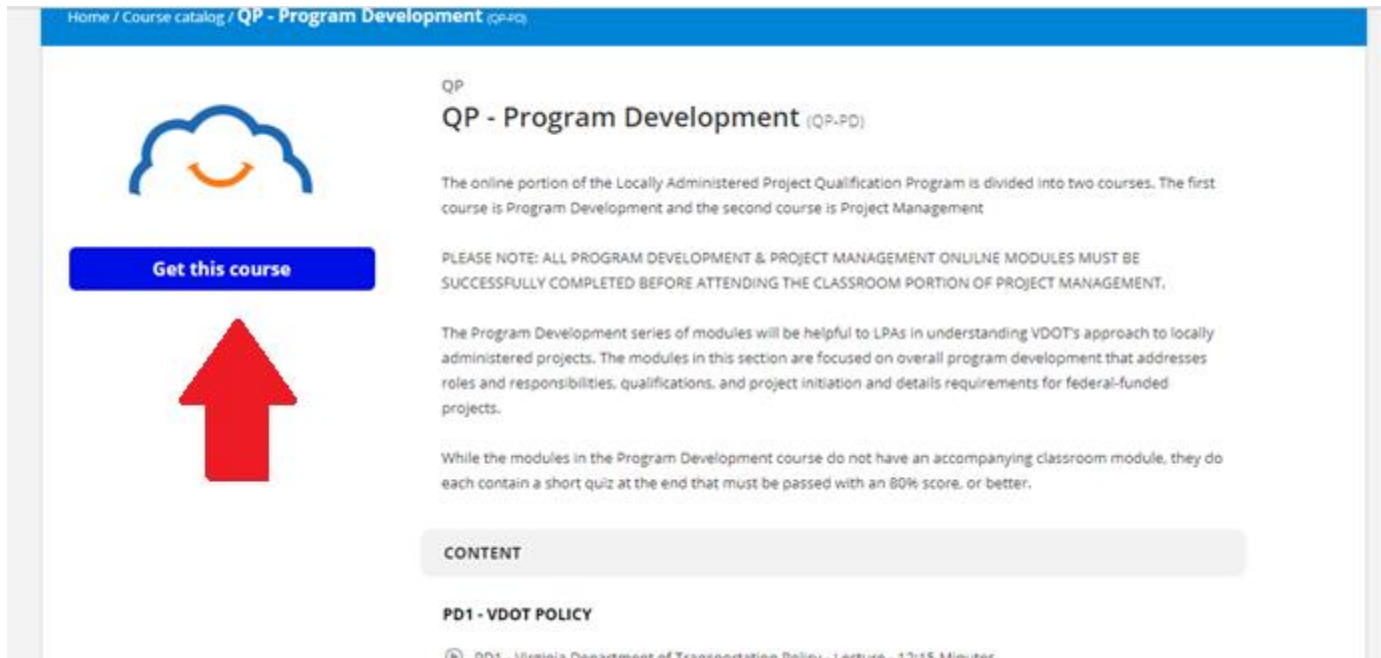
QP
QP - Project Management (QP-PM)
The online portion of the Locally Administered Project Qualification Program is divided into two courses. The first course is Program Development and the second course is Project Management PLEASE NOTE: ALL PROGRAM DEVELOPMENT & PROJECT...

1 to 2 of 2




STEP 6 - Adding the Qualification Program Modules


Select “Get this course”



Home / Course catalog / QP - Program Development (QP-PD)



Get this course



QP
QP - Program Development (QP-PD)

The online portion of the Locally Administered Project Qualification Program is divided into two courses. The first course is Program Development and the second course is Project Management

PLEASE NOTE: ALL PROGRAM DEVELOPMENT & PROJECT MANAGEMENT ONLINE MODULES MUST BE SUCCESSFULLY COMPLETED BEFORE ATTENDING THE CLASSROOM PORTION OF PROJECT MANAGEMENT.

The Program Development series of modules will be helpful to LPAs in understanding VDOT's approach to locally administered projects. The modules in this section are focused on overall program development that addresses roles and responsibilities, qualifications, and project initiation and details requirements for federal-funded projects.

While the modules in the Program Development course do not have an accompanying classroom module, they do each contain a short quiz at the end that must be passed with an 80% score, or better.

CONTENT

PD1 - VDOT POLICY

🎧 PD1 - Virginia Department of Transportation Policy - Lecture - 12:15 Minutes



STEP 7 - Adding the Qualification Program Modules

Go back home, then select the second series of online modules, “QP- Project Management”

The screenshot shows a web interface for a course catalog. At the top, there is a blue header with the text "Home / Course catalog". Below the header is a search bar labeled "Search courses". To the right of the search bar are two icons: a stack of books labeled "Name" and a grid icon. Further right is a "CATEGORIES" section with a checkbox labeled "QP (2)".

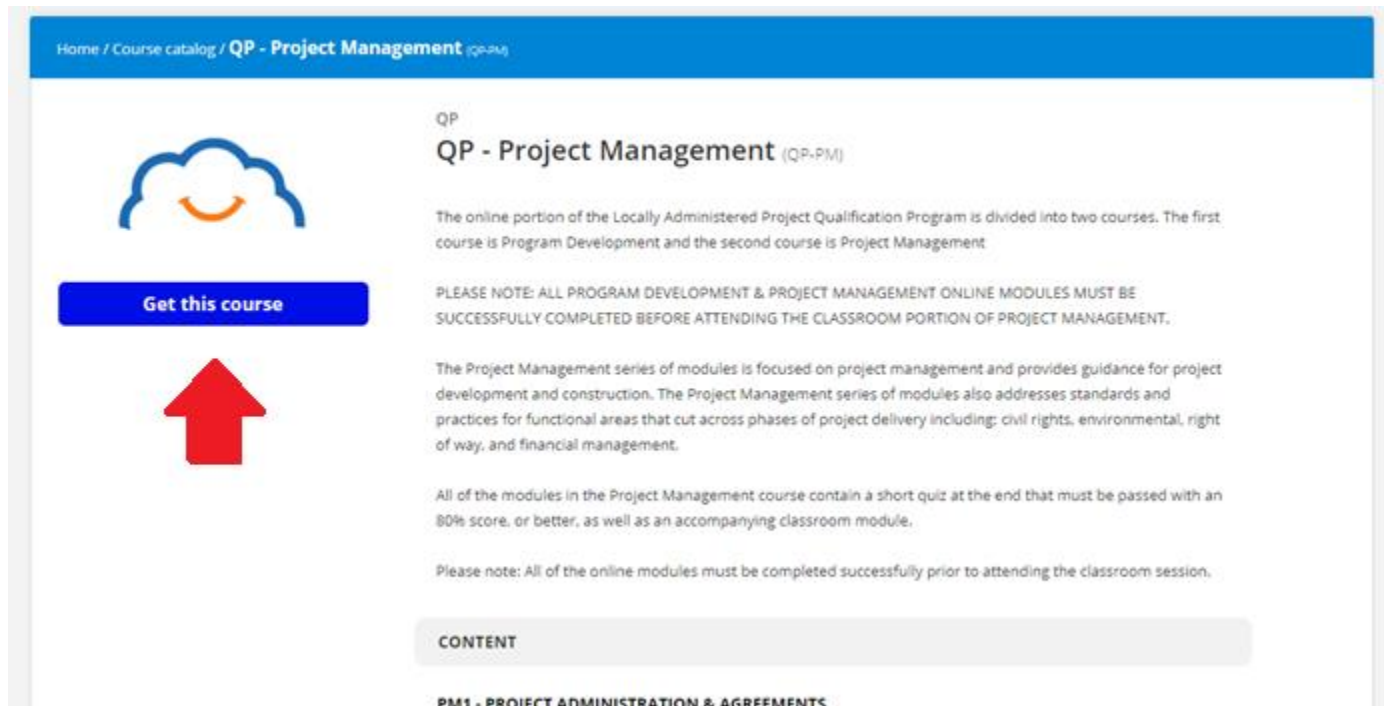
There are two course cards displayed. Each card features a blue cloud icon with an orange smile. The first card is for "QP - Program Development (QP-PD)" and the second is for "QP - Project Management (QP-PM)". Both cards contain the text: "The online portion of the Locally Administered Project Qualification Program is divided into two courses. The first course is Program Development and the second course is Project Management PLEASE NOTE: ALL PROGRAM DEVELOPMENT & PROJECT...". A large red arrow points to the "QP - Project Management" course card.

At the bottom left of the course list, there is a pagination indicator that says "1 to 2 of 2".




STEP 8 - Adding the Qualification Program Modules


Select “Get this course”



Home / Course catalog / QP - Project Management (QP-PM)



Get this course



QP
QP - Project Management (QP-PM)

The online portion of the Locally Administered Project Qualification Program is divided into two courses. The first course is Program Development and the second course is Project Management.

PLEASE NOTE: ALL PROGRAM DEVELOPMENT & PROJECT MANAGEMENT ONLINE MODULES MUST BE SUCCESSFULLY COMPLETED BEFORE ATTENDING THE CLASSROOM PORTION OF PROJECT MANAGEMENT.

The Project Management series of modules is focused on project management and provides guidance for project development and construction. The Project Management series of modules also addresses standards and practices for functional areas that cut across phases of project delivery including: civil rights, environmental, right of way, and financial management.

All of the modules in the Project Management course contain a short quiz at the end that must be passed with an 80% score, or better, as well as an accompanying classroom module.

Please note: All of the online modules must be completed successfully prior to attending the classroom session.

CONTENT

PM1 - PROJECT ADMINISTRATION & AGREEMENTS



STEP 9 – Complete “Program Development” Modules

- Your home page should now show both series of online modules added to your courses.
- To begin, select the first series of online modules, “QP – Program Management” & work your way through until all lectures, videos, and quizzes are completed.

The screenshot displays the user interface for the Locally Administered Projects Qualification Program (QP). At the top, the user is identified as 'Your Name | LEARNER' with '0 BADGES' and a search bar. The main dashboard features a 'Home' section with a search bar and five summary cards: '2 courses in progress', '0 completed courses', '0h 0m training time', '0 badges', and '0 certifications'. Below this, a 'QP' section lists two courses: 'QP - Program Development' and 'QP - Project Management', both with expiration dates of 11/05/2019 and 0% completion. The right sidebar contains navigation links for 'COURSE CATALOG', 'PROGRESS', 'JOIN GROUP', 'DISCUSSIONS', and 'CALENDAR'.



STEP 10 - Complete “Project Management” Modules

- Once “QP – Program Development” series of online modules is completed, click the second series of online modules, “QP – Project Management” & work your way through until all lectures, videos, and quizzes are completed.

Locally Administered Projects
Qualification Program

0 BADGES Your Name | LEARNER - MESSAGES - Search

Home

Search my courses

2 courses in progress	0 completed courses	0h 0m training time	0 badges	0 certifications
--------------------------	------------------------	------------------------	-------------	---------------------

QP

- QP - Program Development (QP-PD) EXPIRES ON 11/05/2019
- QP - Project Management (QP-PM) EXPIRES ON 11/05/2019

COURSE CATALOG
Find new courses

PROGRESS
Find out how you are doing with your training

JOIN GROUP
To get access to group courses and discussions

DISCUSSIONS
Hold conversations with fellow users

CALENDAR
View current and upcoming events



All online modules must be completed prior to signing up for a classroom session!



STEP 11 – Sign Up for Classroom Session!

- Visit our Qualifications Program webpage to register for an upcoming classroom session!



Please note, you have not finished the Qualifications Program until you have attended & passed a classroom session!

The screenshot shows the VDOT website navigation bar with links for Home, Business, Local Assistance Division - Qualification Program, Travel Center, Newsroom, Info Center, Business Center, Programs, and Projects & Studies. Below the navigation is a search bar and a banner image of a car in a tunnel. The main content area is divided into several sections:

- Traffic Information:** 511 offers real-time traffic info. Anytime you need it, anywhere you are. Includes the VDOT 511 logo.
- SMART SCALE Dashboard:** Funding the right transportation projects. Includes a bar chart and the SMART SCALE DASHBOARD logo.
- Virginia Roads:** Your one-stop source for VDOT maps, data and project info. Includes the VIRGINIA ROADS logo.
- Connect With Us!** Visit Our Social Media Pages > Includes a tweet from RT @VirginiaDMV: #CYMI - New legislation on July 1 reinstated driving privileges for customers with unpaid court fines and costs only. Wan... about 1 hour ago.
- Local Assistance Division - Qualification Program:** About | Access Programs | Training/Outreach | Local Projects | Other Programs | Revenue Sharing | Rural/Rustic Roads | Scenic Byways | State Programs | Transportation Enhancements/Transportation Alternatives | Urban Construction Initiative | Urban Highways | Primary Extension/SGR. Includes the VDOT | VA LTAP logo and the Locally Administered Projects Qualification Program logo.

In an effort to continue to help localities successfully administer transportation projects, VDOT is working to establish a qualification program.

As a Federal Highway Administration Every Day Counts (EDC) supported program, the qualification program will provide a consistent method of determining a locality's readiness to administer federal projects.

The program includes a set series of on-line and classroom training sessions that provide a high level overview of the federal requirements for locally administered projects.

The program will focus on federally funded projects and all localities that administer a federal project will be required to have at least one full-time staff member that has completed the qualification program before the end of 2020.

Currently the Qualification Program is only open to local governments and PDCs. It will be opened to consultants at a later date.

Frequently Asked Questions

Online training modules have been launched.

Upcoming Sessions

Note: All online training modules *must* be completed prior to attending a classroom session. We are in the process of scheduling classroom training sessions and will update this web page periodically.

Sept. 10 – 11, 2019 Williamsburg, Virginia

http://www.virginiadot.org/business/local_assistance_division_qualification_program.asp

