

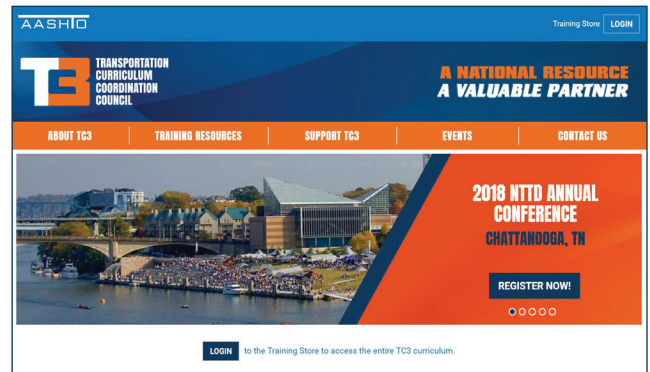


Local government and tribal transportation practitioners across the U.S. are responsible for more than 75 percent of our Nation's highway network. AASHTO's TC3 training library is one resource for local and tribal agencies in building and maintaining the skills necessary to operate such a vast system. FHWA has an agreement with AASHTO to provide local government and tribal transportation practitioners with access to this library.



What is TC3?

TC3 is AASHTO's online training library of 190+ training modules. Courses are developed by subject matter experts and include national best practices. All courses are available on the TC3 website and also a mobile app, available on iOS and Android systems.



About the Courses

Courses are developed using a Core Curriculum Matrix model that focuses on six technical categories: construction, employee development, maintenance, materials, pavement preservation, and traffic and safety. Each category is divided into four skill levels that define a career progression, from entry level (Level I) through management and administrative (Level IV). Users can then take courses that match their field and skill level.

For maximum flexibility, users can build a personal library of courses. They can also start and stop courses as needed based on their schedule. The platform includes a dashboard that tracks progress through each course a user starts so they can see where they are at a glance and pick back up where they left off.

More than 90 percent of the courses also qualify for professional development hours (PDHs) that can contribute to continuing education and licensure renewal.



Get Started!

Access to courses is available to local agency and tribal staff only. To get started:

Create an AASHTO account login at <https://register.transportation.org>

- Select Register. **Then you must enter your agency email address.**
- After registration is complete, you will have unlimited access to the curriculum.
- To browse and gain access to the TC3 course offerings, go to <https://tc3.transportation.org/>
- Use promotion code: **D5X3-B3D9-52CB-4XCX**
- For additional help, watch this YouTube video: <https://youtu.be/NcFONY2R78s>

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TC3 Frequently Asked Questions (FAQs)

Are online courses eligible for professional development hours (PDHs)?

Each State determines their own qualifications for PDHs; however, most States are now accepting online courses.

How are professional development hours (PDHs) determined?

Typically, one hour of training time equals one PDH.

Can I enroll in or purchase access to a Web-based training for another person?

No, you may only enroll yourself in a Web-based training.

What are professional development hours (PDHs)?

A PDH is any qualifying hour of a course or activity that has a clear purpose and objective to maintain, improve, or expand the skills and knowledge relevant to the license holder's field of practice. Some States and organizations use PDHs to track training.

Do I get PDHs for participating in TC3 trainings?

TC3 offers PDHs for most of their online courses. To document your course attendance and the associated PDHs, TC3 includes a certificate for your use. With the broad range of opportunities to earn PDHs, it is up to you, the licensee, to determine whether the activity qualifies under your State or board's requirements. Even with the certificate, determination of qualifying activities must be made by the licensee or State. Your transcript displays a record of your TC3 training history as well as the PDHs awarded for each training.

Do I have to finish a Web-based training in one sitting?

No, you can exit a Web-based training and return to complete it as many times as you wish. The online learning system will bookmark or keep track of your training progress and will open where you left off each time you log back in.

Do knowledge checks count toward my final grade?

No. Knowledge checks are not scored and do not count toward your final training grade. These practice questions are used to check your understanding of the information or your ability to apply a new skill. You will receive feedback for every knowledge check you complete. Embedded knowledge checks are typically placed throughout a Web-based module.

How can I obtain my training transcript?

From the AASHTO Store homepage, sign in to your account by selecting My Account, entering your email address and password, and selecting the Sign In button. Scroll down to the My Training section and select any course in your course list.

Select the My Transcript link located in the menu bar on the left side of the screen. Once on this screen, you may choose to print a PDF of your transcript by selecting the Print button in the upper right corner of the screen. Alternatively, you may export your transcript to another format (i.e. Excel, CSV, XML, etc.) by selecting the Export button, selecting the export format, and then selecting the Export button again.

How can I find available trainings?

There are a number of ways you can search for TC3 courses. To search for a specific course or topic, from the AASHTO Store homepage, select the Technical Training dropdown, and then select one of the available training categories (Construction, Employee Development, Maintenance, Materials, Pavement Preservation, or Traffic and Safety). You can then view available courses in that category, or further drill down into more specific course offerings by selecting from the subcategories, disciplines, and levels listed on the left side of the screen. You can also sort courses in the category you've selected alphabetically, by subcategory, by PDH offering, or by price.

Another way you can search TC3 courses is by keyword. From the AASHTO Store homepage, enter a keyword into the search bar and select the magnifying glass icon. From the dropdown next to the search bar, you may want to select "All Training" to limit your results to only training (and not also related publications). The search results will display below.

You can also browse through the featured training to learn about new or pertinent TC3 courses. The featured training is provided on the AASHTO Store homepage and includes new, recently updated, and promoted trainings.

Before launching a Web-based training, please be sure to test your computer for the current version of Flash Player. Flash Player is necessary for the training to run properly. You can test your computer for Flash Player by selecting this link:

<https://helpx.adobe.com/flash-player.html>

How do I get to the list of courses I've registered for?

Your course list is provided in the My Training section of your AASHTO account. From the AASHTO Store homepage, sign in to your account by selecting My Account, entering your email address and password, and selecting the Sign In button. Scroll down to the My Training section. Here, you will see the list of courses that you have registered for.

If you are already logged in to the AASHTO Store, you can select the dropdown arrow next to My Account and select My Training. This will take you to the My Training section of the page, which lists all of the training you have registered for.

How do I create an account?

Select the My Account Sign in or Register dropdown arrow and then select the Register button.

To get started creating your account, enter your email address and select the Register button. Enter your account information, including a password (cannot be the same as your user ID or contain your name), your employer, occupation, and email format. Then, select the Next button.

Enter your information, including your name, organization, job title, address, and phone number. Select the Next button.

Enter your billing information. If it is the same as the information you previously entered, select the Same as My Information checkbox.

Enter your shipping information. If it is the same as the information you previously entered, select the Same as My Information radio button.

Finally, you must acknowledge and agree to the state terms and conditions provided. You must also verify your account by selecting the “I’m not a robot” box. Select the Submit button to create your account.

How do I enroll in a training?

Follow the steps below to enroll in a Web-based training:

1. Log into your account.
2. In the drop-down next to the search bar, select All Training to limit your search results to web-based training. In the search bar, enter the course title or a key word to search and select the magnifying glass icon to the right of the search bar.

Alternatively, to search courses by category, select the Technical Training drop down arrow, and then choose the training category you would like to browse.
3. Once you’ve located your course, select the course title to view the course details.
4. Select the Add to Cart button. A message will pop up stating that the item has been added to your shopping cart.
5. Continue browsing for and adding training to your cart. When you have completed shopping for Web-based training, select the cart icon in the upper right corner of the screen.
6. Review the items in your cart. If everything looks correct, select Proceed to Checkout.
7. Review your billing and shipping information. If it looks correct, select Review Order.
8. If your order looks correct, select Place Order. You can view your receipt here. You will also receive an email confirmation from the AASHTO Store.
9. You can access your training immediately by selecting My Account > My Training.

How do I get a personalized certificate for training I have completed?

Log in to the AASHTO Store and select My Course List, located on the menu bar on the left side of the screen. Select the training for which you wish to print a certificate. Remember, only trainings that are “complete” will have an associated certificate. From the course information page, select the Print Certificate button. When you select this button, the certificate will automatically download. Once the download is complete, you can save your certificate, or open and print it.

How do I view my transcript or training history?

Log in to the AASHTO Store and select My Training from the My Account drop-down, located on the menu bar on the right side of the screen. Select any course in the list to access the training system. From the menu on the left, select My Transcript. In your My Transcript section you will find a training list of your current and past Web-based trainings along with completion status, registration date, and completion date. You can export or print this list by selecting the respective buttons on the right side of the screen.

How does a Web-based training work?

A Web-based training will launch and run in your web browser (Microsoft Edge, Chrome, Safari, etc.). To launch a Web-based training, navigate to the My Training page located on the menu bar at the top of the

screen. Select the name of the course you would like to launch. Then, select the Launch button. Web-based trainings can be organized by module or lesson. You can launch each module/lesson, one at a time, until you have completed all modules/lessons in the training. Using the navigation buttons at the bottom of each module (back, forward, pause/play, etc.), and following the instructions found in the training, you can interact with and go through the training at your own pace.

My course will not mark complete. I have arrived at the last slide, but my course still says “In Progress”. Why is it not “Complete”?

Typically, when a course stays “In Progress” once you’ve reached the end, you’ve inadvertently passed over some of the interactive content in the course. These are screens that have a prompt to select something on the screen for more information.

When you select each object, additional content is displayed. If, when you open the training, it takes you to the last slide (because that’s where the bookmark is), you can select the Outline tab to navigate back to the beginning. Then, you can double check that you’ve reviewed all content in the lesson.

We recommend that you review the course and verify that you have accessed all interactive content.

What do Levels I, II, III, and IV mean?

Competencies for each matrix are assigned into four skill levels (i.e., areas of workmanship/roles) in order to define a career progression. These skill levels begin at the entry level (Level I) and progress through the management and administrative level (Level IV). The table below identifies each of the four skill levels and provides a definition of each level.

- Level I – Entry: A new employee/trainee with little to no previous experience in the subject area; performs his or her activities under direct supervision.
- Level II – Intermediate: An individual at this level understands and demonstrates skills (is competent) in one or more areas of the entry level and performs specific tasks under general supervision.
- Level III – Advanced: An individual at this level understands and demonstrates specialized skills in a variety of tasks of the intermediate level and performs specialized tasks in limited areas or broad-based tasks with little to no daily supervision.
- Level IV – Project Management: An individual at this level prepares and reviews plans and schedules for specific activities; oversees or manages day-to-day activities in one or more specific tasks on one or more projects covering a range of complexity and technical functions as well as geographic areas. It is recommended that this role of personnel have mastery of skills defined for all of the preceding levels.

Learn more about TC3’s training levels on our TC3 Training Resources page:

<https://tc3.transportation.org/training-resources/matrices/>

What is a category and a subcategory?

TC3’s training curriculum offers comprehensive curriculum tracks (categories) and allows you to choose specific skill competencies (subcategories) and disciplines directly related to your own professional development. Competencies and disciplines are stated as observable, measurable actions to be performed.

Training categories appear when you select the Technical Training drop-down arrow and include Construction, Employee Development, Maintenance, Materials, Pavement Preservation, and Traffic and Safety. These are high-level categories that allow you to choose trainings based on your general topic of

interest. Once you've selected a category, you can further select the training that best suits your specific needs by filtering the training by sub-category.

Learn more about TC3's categories, subcategories, disciplines, and related competencies in the TC3 Matrices located on the Training Resources page:

<https://tc3.transportation.org/training-resources/matrices/>

What equipment do I need to take a Web-based training?

You will need a computer with an Internet connection, speakers, and the most current Flash Player version.

What if I forgot my password?

If you do not remember your password, select the My Account drop-down arrow and then select the Forgot your password? link. Enter your e-mail address and select Get Password to receive your password via e-mail.

What is a Web-based training?

A Web-based training is an online training that can be accessed from any computer with an Internet connection. Web-based trainings are self-paced and are not led by an instructor. You can access a Web-based training at any time through the My Training page and return to it as many times as you wish.

What is bookmarking?

Bookmarking is a way to keep track of where you were when you last accessed a Web-based training. If you exit a training and come back to it later, you will notice that you return to the place you last left off. This bookmarking occurs automatically in the online learning system.

What is the password criteria?

Passwords are case sensitive and must be between 6 and 20 characters. Please note that passwords cannot be the same as your username or email address.

What is the Texas DOT Courses training category?

All of the courses in this category are provided by the Texas Department of Transportation, which means they will have a different format than TC3 trainings. Members of all State agencies may take these courses; however, know that this is not a TC3 course and all of the information provided is specific to Texas.

Where can I find training descriptions?

Browse for training using the keyword search or by selecting the Technical Training drop-down arrow and selecting a category. Select a course title to view its description.

My training will not launch. I see a blank screen or the message “Make a selection to continue” when I select the Launch button. What should I do?

If possible, you should use Google Chrome or Microsoft Edge as the browser to view you TC3 training. Regardless of the browser you use, you will need to ensure Flash is enabled and that you’ve allowed it for the site that runs TC3 training.

If using Google Chrome, verify that the settings are correct. First, open a Chrome browser window and select "Settings" in the upper right-hand corner. Then scroll down and select "Advanced Settings" at the bottom of the screen. Scroll to "Privacy" and then select "Content Settings." Scroll down to the Flash header and be sure that "Allow Sites to Run Flash" is marked. You may also need to ensure that Flash is allowed specifically for the system that runs TC3 courses. To check this, first attempt to launch the course. You will likely see a blank screen or a message that says, “Make a Selection to Continue.” From that screen, select the lock icon in the upper left part of the browser window (to the left of the URL). In the dropdown, select the arrow to the right of the Flash settings (where “Ask (default)” is likely set) and choose “Always allow on this site.” Then, you’ll have to complete close your browser tab. Do not try to reload the link before you close the browser window. Then, if you log into the AASHTO Training Store again, go to the My Training section, select the course, and then select the Launch button, it should load.

If using Microsoft edge, you may need to turn off pop up blocker and ensure that Flash is allowed specifically for the system that runs TC3 courses. To check this, first attempt to launch the course. You may see a blank screen or a message that says, “Make a Selection to Continue.” From that screen, select the lock icon in the upper left part of the browser window (to the left of the URL). Move the slider to “On” under Pop-ups. Then select Allow Adobe Flash. The training should then load.

From the AASHTO Store, when I select my course from the list under My Training, nothing happens. My course doesn’t launch. What should I do?

If nothing happens when you select your course from the AASHTO Store, popup blocker is likely blocking the launch page. Ensure that you allow popups from the AASHTO Store. Even if you have allowed popups in the past, you may have to go and reset your popup settings to allow popups specially from the AASHTO Store webpage.