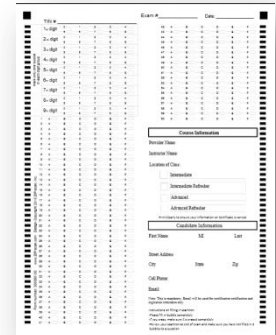## MOT Exams

Are You Using the Correct Scantron Form?

Exam scantron should have Exam# line at top of page, Location of Class in the middle and Bubble instructions on bottom of page.

Exam Expiration and Information

Did you know that exams expire 30 days from the purchase date?
Once exams expire you can no longer use them or receive credit.

Do you know what the TIN# refers to?
- TIN# is the *last* 9-digits of the students Driver's License. If the Driver's License is from another state add zero (0) to end to make 9-digits. Then write the state name on top for our records.
- If trainee/student does not provide a TIN# their grade will not be available to post.

When are grades posted?
Grades are posted after MOT Administrator has verified training dates have been created and all scantrons have been paid.

What do you do if you paid for 10 exams and 15 trainee's/students attend the class?
- Simply make extra copies of exam booklets and scantron forms.
- Submit the completed scantrons as you normally would.
- An invoice will be created for the difference.

Can the exam be used more than once?
No. Each course level exam must be purchased individually. The exam has a unique ID for that class date. Student grades are tied into the course date, training date, and exam ID. Using the same ID for two separate dates causes issues with certificates.

Design Standard Changes

There have been some Design Standard revisions to Indexes 600 and 603. The course materials will not immediately be updated by the FDOT to reflect these changes so please highlight the bulletin below in your training classes.

Also be advised there will be additional bulletins released this month to implement some changes to Indexes 607, 629, and 660. To keep you informed and receive future notification, the FDOT has created a Contact Mailer.

You can register for Contact Mailer at the following link:
http://www2.dot.state.fl.us/contactmanagement/Utilities/login.aspx?ReturnUrl=%2fcontactmanagement%2fDefault.aspx

Below is the link to the revisions:
Roadway Design Bulletin 14-18, **Revisions to the 2015 Design Standards eBooklet**, has been issued.
http://www.dot.state.fl.us/rddesign/DesignStandards/Standards.shtm

To view the bulletin go to: http://www.dot.state.fl.us/rddesign/Bulletin/Default.shtm

MOT Provider Renewal

30-60-90 day renewal reminders are being sent via an automated email. Do not let your authorization expire!

To renew your course authorization simply re-submit the following documents:

- Application (Form 001)
- Proctor and Instructor Agreement (Form 004)
- Current Instructor Certificate (s)
- Current Instructor Resume (s)

Downloads:

MOT Portal Guide

Exam Scantron

Student Survey

Flagger Skills Assessment Form

MOT Provider Application

Form 004 Proctor and Instructor Agreement

How do you pay for your renewal?
Submit your application and you will receive an invoice for the renewal. Upon receipt of a complete application we will submit it to the MOT Committee and FDOT for approval.

How do you know if you have been approved?
When approved the information will be updated in your provider profile you will receive an email.

How do I add a course level?
Follow same application process. Make sure instructor is able to teach that level. Email the MOT Administrator that you are adding a course.

New Instructor?

- o To add a new instructor fill out page 1 and 2 of the application (Form 001), complete proctor and instructor agreement (Form 004) and provide a current certificate and resume.
- o Invoice for $75/instructor will be sent.
- o Once approved by the MOT Committee and FDOT both the Provider and Instructor will receive approval letter by email.

Provider Profile

Is Your Company LOGO & Description uploaded to Your Member Profile?

If not, now is the time to do it. Logos are placed on student certificates and identify the provider. Provider description allows students to get background information on your company.

Are You Creating Your Course & Training Dates When Submitting Exams?

Don't know how to create them? Use the MOT Portal Guide to help you in a step-by-step instruction.

Check Out the *New Sections* in Your Profile!

Generate Reports- Create a trainee report and see student certificate #'s and scores.
Take Survey- Let us know how we are doing after each exam is processed.

Instructor Is No Longer Teaching for You?

Do Not Delete! When you delete an instructor all student certificates tied to that instructor get deleted too. We are working on placing a "Deactivate" button.