

FTA

FEDERAL TRANSIT ADMINISTRATION

Guide to Meeting FTA's Technical Training Plan Requirements

June 10, 2015



U.S. Department of Transportation
Federal Transit Administration

Agenda

#	Topic	Presenter	Time
1.	Opening Remarks	Ruth Lyons	11:30 AM
2.	Introduction & Overview	Ruth Lyons	11:35 AM
3.	Demo – Register & Request an ITP	Bo Hudson (BCG)	11:45 AM
4.	Demo – Add a Completed Course	Bo Hudson (BCG)	11:50 AM
5.	Demo – Request Course Equivalency	Bo Hudson (BCG)	11:55 AM
6.	Demo – Upload a Technical Training Plan	Bo Hudson (BCG)	12:00 PM
7.	TTP Template	Jim Caton (BCG)	12:05 PM
8.	Q&A Session	All Participants	12:15 PM
9.	Closing and Next Steps	Ruth Lyons	12:55 PM

MAP-21: Public Transportation Safety Certification Training Program

FTA must establish a public transportation safety certification training program for:

- Federal and State designated personnel who conduct safety audits and examinations of public transportation systems – **(required)**
- Designated employees of rail transit systems subject to Part 659 who are directly responsible for safety oversight – **(required)**
- Personnel employed by recipients (includes State DOTs) who are directly responsible for safety oversight at non-rail transit systems – **(voluntary)**

MAP-21: Public Transportation Safety Certification Training Program

Also required FTA to:

- Establish *Interim Provisions* for the certification and training of the personnel described in the previous slide.

Link to Federal Register Notice: <http://www.fta.dot.gov/12531.html>

Overview of Interim Provisions for Covered and Designated Personnel

- A required training curriculum that includes:
 - Courses promoting the adoption of Safety Management System (SMS)
 - Courses that meet TSI's Transit Safety and Security Program (TSSP) Certificate
 - Note: Currently nearly 80% of SSOA Primary Contacts have their TSSP Certificate
- A required technical training program component (for Feds, SSOAs and their contractors only)
- Covered personnel sign up for an Individual Training Profile (ITP) with FTA

Required SSOA participants

- Each SSOA designates its covered personnel, not FTA
 - FTA will review as part of the MAP-21 SSO Certification Process
- Each SSOA will need to ensure that the designated covered personnel
 - (1) complete the SMS training and acquire a TSSP Certification
 - (2) support the SSOA's *agency-wide* ability to meet each of the technical competency areas

Covered Personnel

- FTA anticipates that not all SSOA employees and contractors will be designated as “covered personnel” or need a TSSP
- For example:
 - A technical expert (i.e., FRA Certified Track Inspector) is being used by the SSOA to:
 - (1) support the three-year review
 - (2) support SSOA in its equivalency for the Track Inspection technical competency the agency must address
 - The SSOA does not have to designate this individual as “covered personnel” or require the inspector to get a TSSP Certificate, or have them register for an ITP
 - Since the SSOA is using the FRA Certified Track Inspector to address that technical competency, the SSOA should ensure this individual has knowledge of the rail transit system

Meeting the Technical Competencies – the “who”

- SSOAs can use a variety of options to meet technical competencies
 - Its own staff
 - Qualified staff from other agency departments (e.g., FRA State Participation Program)
 - Contractors

The list of competencies can be found in the Federal Register Notice at the following URL: <http://www.fta.dot.gov/12531.html>

They can also be found on Tab 3 of the “SSOA TTP Template.xls” file distributed last week.

Meeting the Technical Competencies – the “what”

- Because rail transit systems can vary greatly, FTA prefers the use of rail transit agency training, *however*, it is up to each SSOA to establish its means to address competency areas
- SSOAs can address each competency area through (or a combination of):
 - Rail system training
 - Equivalencies
 - Experience/existing qualifications and/or certifications
 - E.g., the FRA Certified Track Inspector
 - Contractors
 - SSOAs must just ensure contractor is qualified to address competency area
- Each SSOA develops **a single** Technical Training Plan (TTP)

What do Covered Personnel need to do?

- Register with FTA's Training Website
- Request an ITP
- Register for courses
 - With TSI for TSSP courses
 - E-Learning
- Request equivalencies for courses as applicable

What does the SSOA PM need to do for the TTP?

- Develop its SSOA-wide TTP
 - Can choose to use FTA's TTP template
- Upload TTP to FTA's Training website
- Work with FTA in the coming months in the review of the TTP

This is an ongoing process over the next few years

WEBSITE DEMO

Covered Features

- Register
- Request an ITP
- Add a Completed Course
- Request Course Equivalency
- Upload a Technical Training Plan

Register

- Available to the public
- Registrant submits a basic form
- No review process
- Creates personalized user experience
 - Bookmarked articles, events, searches
 - Milestones
 - Interests
 - Training progress
- Enables users to obtain an ITP

Request an ITP

- Available to any registered user
- Not required for certain roles
- FTA review process
- Generates required courses
- Viewable on Training Dashboard
- Provides tracking against progress

Add a Completed Course

- Obtain credit for a course not in the catalog
- Feature located on Training Dashboard
- Submit basic information about the course
 - Name
 - Provider
 - Course date
 - Description
 - Optional Supporting Document
- Once approved, status updated on Training Dashboard

Request Course Equivalency

- Obtain credit for an ITP-required course
- Feature located on Training Dashboard
- Submit form similar to adding a completed course
- Once approved:
 - Marked as complete on Training Dashboard
 - ITP progress advanced forward accordingly

Upload a Technical Training Plan

- Available to agency point of contact (e.g. SSOA Program Manager)
- Upload feature located on Training Dashboard
- Once uploaded, TTP appears on Training Dashboard for all agency users
- Agency point of contact can update TTP

Technical Training Plan

- Quick Review
- Walk-through TTP Template
- May 29, 2015 transmission from FTA
 - Cover Letter
 - SSOA TTP Template Instructions
 - Sample TTP
 - SSOA TTP Template

Technical Training Plan (TTP)

- An SSOA develops and submits its TTP to FTA
- *Each agency* (not each individual) will have to account for and demonstrate the competencies
- This is the beginning, not ending, of the conversation
- FTA and each SSOA will work together to review the TTP and each iteration as it's updated

TTP WALKTHROUGH

In closing

- We are continuing to update the website as policy decisions are finalized and user requests come in
- FTA will provide technical assistance as requested
- This is an ongoing process

Questions and Follow Up

- For program questions or comments, please contact Ruth Lyons at:
 - Ruth.lyons@dot.gov / (202) 366-2233
- For Legal questions or comments, please contact Bruce Walker at:
 - Bruce.walker@dot.gov / (202) 366-9109
- Link to Federal Register Notice
 - <http://www.fta.dot.gov/12531.html>