

WAQTC Training Materials Update Process

1. **October 1** Final Materials Delivery to Agencies' QAC members
2. **October 15 thru May 31 (soft)** Revision proposals from agency training and exam sessions submitted to the consultant.
 - a. Consultant prepares agenda for the July meeting
3. **April 1 thru August 15** AASHTO Materials Manual Revision Releases new and revised standards
 - a. An agency member (executive or QAC) must get the revised methods and a draft of the August (Release 3) revisions and to the consultant.
4. **July 1** Consultant reviews AASHTO revisions to determine impact on training materials.
 - a. Majority of revisions from WAQTC agencies have been submitted to consultant
 - b. Consultant sends final agenda
5. **July (third week)** QAC training materials revision meeting.
 - a. All member agencies meet to finalize revisions to training and exam materials
6. **September 6** Draft revised training and exam materials sent to the agencies' QAC members for review for errors and omissions that occurred in developing the draft.
 - a. Two-week turn around for agencies' review and comments / corrections sent to the consultant.
7. **October 1** Final materials are delivered to the agencies' QAC members



WAQTC Training Materials Update Process

Action	October	November	December	January	February	March	April	May	June	July	August	September	Oct.
Final Materials Delivery to Agencies' QAC members	Oct. 1 Final Materials Delivery												
Revision proposals from agency training and exam sessions submitted to the consultant	October 15 thru May 31 (soft date) Revision proposals from agency training and exam sessions submitted to the consultant												
Consultant prepares agenda for the July meeting	October 15 thru July 1 Consultant prepares agenda for the July meeting												
AASHTO Materials Manual Revision Releases new and revised standards							April 1 thru August 15 AASHTO Materials Manual Revision Releases new and revised standards						
Consultant reviews AASHTO revisions to determine impact on training materials							April 1 to July 1 Consultant reviews AASHTO revisions to determine impact on Training Materials						
Consultant sends final agenda for QAC Summer Meeting										July 1 Final agenda for Meeting			
QAC Summer Meeting for training materials revisions (Third Week)										July Summer Meeting			
Consultant drafts revised training and exam materials											Meeting end to Sept. 6 Consultant drafts revisions		
Draft revised training and exam materials sent to the agencies' QAC members for review for errors and omissions that occurred in developing the draft												Sept. 6 to Sept. 20 QAC members review draft	
QAC members review draft training materials for errors and omissions that occurred in developing the draft												Sept. 20 Draft Delivery	
Consultant addresses errors and omissions												Sept. 20 to Sept. 28 Final revisions	
Final Materials Delivery to QAC members												Oct. 1 Final delivery	