

WAQTC TTQP Training Materials Update Process

Approved
April 2023

Action	October	November	December	January	February	March	April	May	June	July	August	September	Oct.
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WAQTC FOP Training Materials Update Process

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		
QAC Chair presents proposed revisions to Executive Board											Board Mtg.		
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	

WAQTC FOPLibrary Materials Update Process

Final Materials Delivery to Agencies' QAC members	Oct. 1 Final Materials Delivery												
Champion reviews and revises FOP, determines if AASHTO revisions impacted FOP	September 1 thru January 1 (soft date) Champion reviews and revises FOP											Sept. 1 thru Jan. 1	
QAC reviews proposed revisions				Jan. 1 - Meeting									
Review, discuss, and approve FOP revisions				QAC Winter Mtg.									Oct. 1 Final delivery
QAC Chair presents proposed revisions to Executive Board											Board Mtg.		
Final Materials Delivery to QAC members												Oct. 1 Final	