



APPLICATION

for FLAGGER TRAINING CERTIFICATION

for:

(Print or Type Entity Name Here)

Date of Application:

**CDOT Flagger Program
Safety and Traffic Engineering Branch
2829 W. Howard Pl.
Denver, Co. 80204
1-888-639-3271
303.757.9219 (Fax)
dot_cdot_flagger@state.co.us**

<http://www.codot.gov/library/traffic/lane-close-work-zone-safety>

PURSUANT TO C.R.S. 43-5-308(2)(b), CDOT Authorizes Public and Private Entities to conduct Flag-Person Certification Training.

PART 1– ENTITY REQUIREMENTS AND QUALITY ASSURANCE

The Entity will:

Apply to CDOT for authorization to administer the Flagger certification program. Authorization granted by CDOT’s Safety and Traffic Engineering Branch is valid for three (3) years, unless otherwise revoked.
Have the capacity to register students and record testing scores.
Provide for adequate training facilities.
Designate an authorized representative to sign all necessary documents required by CDOT.
Apply for re-certification a minimum of 45 days before the current certification expires.
Use CDOT training materials or CDOT approved training materials, as set forth on the CDOT website.
Follow the 2009 Federal Highway Administration Manual on Uniform Traffic Control Devices (MUTCD), Part VI, as amended, and the 2011 CDOT Standard Specifications, Section 630.14, in all training activities.
Verify that <ul style="list-style-type: none">• Proctors are at least 18 years of age; certified flaggers, with current card on file with CDOT.• The Flagger applicant is at least 18 years of age.• The Flagger applicant meets the minimum qualifications, as outlined in Section 6E.01 of the 2009 MUTCD.• The Flagger has read and understood the training materials, understands the safety hazards of flagging, and is capable of performing flagger activities.• A Flagger who is issued a Flagger Certification Card has passed the flagger examination by obtaining a passing score.• If an applicant successfully passes the exam, the Proctor issues the applicant a Flagger Certification Card, valid for two (2) years, with the “date issued” and “expiration date” legibly printed or typed on the card, along with the Proctor’s signature.• The Proctor instructs flagger applicants who pass the exam that they must maintain the Certified Flagger card with on their person while engaged in flagging activities.• The Proctor instructs flaggers that they may not engage in flagging activities with an expired or lost card. A replacement card must be obtained.• The applicant has presented to the Proctor identification including a photograph (i.e. driver’s license, state-issued identification card, passport, military ID card, or other government issued identification).
Require the Proctor to <ul style="list-style-type: none">• Be present throughout the entire examination process.• Maintain the confidentiality of the training materials, exams and answer keys, by distributing exam materials immediately prior to the testing session, and collecting all exam materials immediately afterwards.

PART 1–CONTINUED ENTITY REQUIREMENTS AND QUALITY ASSURANCE

<p>Comply with</p> <ul style="list-style-type: none">• All CDOT quality assurance reporting requirements, as set forth on the CDOT website.• The requirements of the Americans with Disabilities Act regarding access to training facilities.
<p>Designate a custodian of records, who will be responsible for securely maintaining all records; for five years, from date of applications, and submitting such records as requested by CDOT. Records will include, at minimum:</p> <ul style="list-style-type: none">• Photocopy of the applicant’s form of identification (must be a government-issued photo identification including driver's license, state- issued identification card, passport or military ID card).• Whether the student passed or failed the exam.• A list of the applicants who received flagger certification cards, and date of issue. The Proctor’s name, addresses, telephone number, and training location(s).
<p>Notify CDOT of any changes to the information provided herein within thirty (30) days of a change (including: designated representative, physical address, entity information, and proctor status). For a change in proctor status, the Entity shall use CDOT’s Proctor Addition/Deletion Form.</p>
<p>Allow an applicant to retest if he or she fails the exam. An applicant may take the alternate exam on the same day, if he or she fails it the first time.</p>

PART 2– DENIAL OR RENEWAL, SUSPENSION OR REVOCATION OF FLAGGER CERTIFICATION

<p>Notice of suspension shall be sent to the Entity’s designated representative within one working day of the suspension by certified mail.</p>
<p>If CDOT revokes an Entity’s authorization, the Entity shall return all unused flagger certification cards, and cease using and destroy the flagging proficiency tests, answer keys, and blank answer sheets within two weeks of revocation.</p>
<p>An Entity may submit an objection to CDOT’s suspension, revocation or denial of a renewal by submitting a letter to the CDOT Safety and Traffic Engineering Branch manager within thirty days (30) from the date the notice of suspension, revocation or denial was mailed to the Entity.</p>
<p>The CDOT Safety and Traffic Engineering Branch Manager shall review the Entity’s objection and issue a written decision within thirty days (30) of receipt by certified mail.</p>
<p>The provisions of § 24-4-104, C.R.S. shall apply to the appeal from CDOT’s denial of an Entity Certification, denial of renewal, revocation, or immediate suspension.</p>
<p>If an Entity’s certification is revoked, that Entity must wait a minimum of one year after revocation to re-apply. Following re-certification, CDOT will conduct an audit within the first six months of re-certification. If the Entity fails to pass that audit, the Entity will be barred from reapplying for certification as an Entity to administer the flagger certification program.</p>

PART 3-REQUIRED INFORMATION

Complete the following information for the Entity that is applying. **Type or print legibly. Scan and email the completed form to: dot_cdot_flagger@state.co.us**

Name of Entity: _____

Physical Address:(Include City and Zip Code): _____

Mailing Address:
(if different than Physical address): _____

Telephone Number: _____

Email Address: _____

Website Address: _____

Designated Contact/Representative

Name: _____

Title: _____

E-Mail Address: _____

Signature: _____

PROCTOR INFORMATION

Provide the following information for each proctor with whom you have an agreement to provide training services. Use CDOTs Proctor Addition/Deletion Form to update this information, or additional sheets as necessary.

Name (as it appears on driver's license)	Telephone and Email Address	Signature of Proctor
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PART 3- CONTINUED REQUIRED INFORMATION: FLAGGER TRAINING LOCATIONS

List all the physical location(s) that your Entity utilizes for flagger training. Use additional pages if necessary.

Location (include Address)

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

If the flagger training locations are unknown, please provide any information regarding anticipated training locations and a timeline to obtain locations. If you require additional space, please use a separate piece of paper.

I agree to the terms and conditions set forth herein, and certify that the information set forth herein is true and accurate.

(NOTE: The parties mutually accept scanned signatures below in place of original signatures. If scanned copies are not available, Please mail original signatures)

[Print or Type Name of Certifying Entity Here]

By: _____

Name (Print)

Authorized Signatory

Title (Print)

Colorado Department of Transportation

By: _____

Name (Print)

Authorized Signatory

Date: _____

-----DO NOT WRITE BELOW THIS LINE-----

ENTITY CERTIFICATION EXPIRES: _____

Notes from CDOT Representative: _____