WAQTC TTQP Training Materials Update Process

Approved April 2023

WAQTC FOP 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		
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 January1** (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