

Guide for Construction Engineering Management Training (CEMT) Certification

The purpose of this guide is to outline the process and the requirements to become certified to perform Construction Engineering Management for the Utah Department of Transportation (UDOT).

Training and certification is necessary to maintain qualified project personnel on each project. UDOT experienced a large increase in the number of projects and was required to outsource many projects to consultants. The large workload also put high demand on the consultant community. UDOT developed this training and certification program to assist both the UDOT and Consultants to prepare well trained staff to manage projects.

Each Resident Engineer, Field Engineer and Office Manager will be required to attend the following training and must pass all associated testing:

1. Attend the bi-annual UDOT CEMT Training Conference
2. Take and pass the on-line Construction Management Course through UDOT Adobe Connect
3. Annually participate in 6 of 6 bi-monthly Webinars
(The November Webinar will be included at the UDOT Annual Conference)
4. Complete All Partnering requirements (www.udot.utah.gov/go/partnering)

Each Resident Engineer, Field Engineer and Office Manager are required to meet and maintain CEMT Certification, in all of the above requirements, before work can be awarded.

CEMT Registration:

Register for the CEMT program on the website www.udot.utah.gov/go/cemt. Follow the link to pay with a credit card. Payment must be made before registration can take place. Issuance of 5 digit receipt number occurs after receipt of payment. This number is required for the registration process. On the CEMT website above, click on the link for CEMT Online Course Registration. Fill out the registration information and enter the 4 digit receipt number to initiate registration. The system will transfer to the CEMT program to add the individual's name to the CEMT Chart registering the new employee into the program.

CEMT Online Courses:

The system emails an Adobe Username and Password after a day or two, along with a link for the online courses. After receiving a link and password, enter the Adobe Connect and complete the Online Courses. These courses are kept in sessions through the year: Spring session, Summer Session and Fall Session. The session you registered for must be completed or forfeited. A new payment and re-registration are required after forfeiting a session.

The CEMT Online Courses have a **3 year expiration date**. The Certification Chart and certificate of completion show expiration dates.

Webinars:

There are 6 webinars throughout the year, including the 6th session on the morning of the UDOT Annual Conference. Participation in all 6 webinars is required to maintain your CEMT Certification. These webinars are recorded and listed on the CEMT website. When viewed live, Webinar attendees have 24 hours to submit the code given at the end of each webinar. Recorded Adobe Connect sessions are available 24 hours after the live Webinar.

To view a recorded Webinar in Adobe Connect, a user name and password is required. There is a quiz at the end of the recorded Webinar, make sure to pay attention to the recording. The Adobe system will track

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participation and enter the user ID into the CEMT Cert Chart, if completed successfully. Submitting a code after participation on a recording is not necessary.

Participants missing a Webinar have an 8 day grace period to view it before the Certification Date will be removed from the CEMT Cert Chart. After viewing the required webinar the Cert Date will re-populate when the system uploads overnight night.

CEMT Workshops:

Attendance at the 2 day Workshop is required. Workshops occur every other year (even years). Participants unable to participate in the Workshops may obtain an excuse by submitting a valid request to the CEMT Committee. Excused participants must view the Workshop online at a later date.

Participants entering the CEMT program after the live workshop must register and view the Online Workshop in order to be CEMT Certified.

Follow your CEMT Certification on the UDOT Certification Chart on the website www.udot.utah.gov/go/certchart

Consultants anticipating future CEM contracts with UDOT must complete all requirements listed prior to acceptance of RFQ/RLOI proposals or execution of a consultant services contract transaction. Work may not commence on UDOT construction projects until successful completion of all phases of the CEMT program. This also applies to UDOT personnel.

The UDOT Construction Certification Chart tracks certification records.

Fees are charged to attend the Partnering Training, CEMT Workshop and for all online courses. The monthly Webinars are broadcast free of charge.

PARTNERING

UDOT, the AGC and the project partners realize the importance of joint training in order to ensure that the individuals that work together should also train together. The following training is requirement for staff, consultants and contractors to work on UDOT projects. The following phases of the partnering training must be attended.

- Phase 1 – Introduction to Partnering (Only required to attend once)
- Phase 2 – Communication, Problem Solving, Issue Resolution and Negotiation (Only required to attend Once)
- Phase 3 – Project specific to your Project. Having a Partnering kick off meeting. The Facilitator must send in the sign in sheet for all that have taken Phase 1 & Phase 2 to receive credit for Phase 3. (Required every 3 years after Phase 2)

Construction Certification Chart:

The UDOT Construction Certification Chart is located at www.udot.utah.gov/go/certchart
Here you locate individuals or Companies and their Certification

See attached diagram for more information.

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