



**Application Form  
2021 OTC Technical Traffic Operations Course**

Date: **November 1-5 | November 15-19**

Agency Applying: \_\_\_\_\_

Candidate's Name: \_\_\_\_\_  
(Surname) (Given names)

Business Address: \_\_\_\_\_  
(Street) (City/Town) (Province) (Postal Code)

Business Phone: \_\_\_\_\_ Fax \_\_\_\_\_ e-mail \_\_\_\_\_

Home Phone # \_\_\_\_\_ Sex M [ ] F [ ] Other [ ]

Present position held: \_\_\_\_\_

Length of time in present position: \_\_\_\_\_ years \_\_\_\_\_ months

Length of time in traffic-related works: same ( ) or \_\_\_\_\_ years \_\_\_\_\_ months

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_



Academic Education (Highest Level achieved) \_\_\_\_\_

Special Courses attended:

<u>Name of Course</u>	<u>Location</u>	<u>Length</u>	<u>Final Grade</u>

(over)

Present Duties of Applicant

Briefly describe your responsibilities in your community in traffic engineering.

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Managers Responsibilities:

For students attending virtually - the student's supervisor/manager must provide a physical location for the student to write both tests where they are supervised throughout the exam sitting by a professionally designated manager employed by your municipality (P.Eng, CET, RPP, CPA, etc.). Health and safety protocols and/or policies and procedures are the sole responsibility of student and the employer. Should health and safety or other accommodations be required please notify the OTC of such accommodations for review and approval at least 7 days prior to a test date. The test date and times are set and confirmed for: Test #1 Tuesday November 9, 2021 from 8:30-11:30 a.m. and Test #2 Tuesday November 23, 2021 from 8:30-11:30 a.m.

Any employer policies regarding course failure, including employee re-imbursements are the sole responsibility of the employer and employee.

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\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Signature of Manager)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Please print - (Manager's Name)

\_\_\_\_\_  
(Manager's Email)

\_\_\_\_\_  
(Name of Municipality/Company)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City & Province)

\_\_\_\_\_  
(Postal Code)

**Virtual Course Fee: \$1440.75 (\$1275+HST)**

**Make cheque payable to “Ontario Traffic Council”  
H.S.T. # 107800971**

Mail to:

**Ontario Traffic Council  
3100 Garden Street, PO Box 80030  
RPO Rosland Garden, Whitby ON L1R 0H1**

**For Direct Deposit or Credit Card Payment** contact [traffic@otc.org](mailto:traffic@otc.org)

### **OTC Conduct Rules**

#### **Attendance**

Although the 2021 Technical Traffic Operations Training Course is virtual, attendance for all presentations every day of the program is mandatory. The expectation is that students will be 100% focused on presentations and course work and will not perform any of their employment duties or other activities including personal activities during the course hours.

Students must attend all classes unless permission to be absent is granted from the Class Liaisons being either of Geoff Wilkinson, OTC Executive Director and/or Chris Blackwood, TTOC Instructor.

Attendance records are submitted to each student’s employer explaining the reasons for any classes not attended. It is the responsibility of any student, who will not be attending a class, to notify one of the Class Liaisons of the reason for the absence.

This year’s edition of the 2-week training course does not involve group project work and final project presentation.

#### **Tests**

The test date and times are set and confirmed as follows: Test #1 Tuesday November 9, 2021 from 8:30–11:30 a.m. and Test #2 Tuesday November 23, 2021 from 8:30–11:30 a.m.

For Students attending the program virtually: Students must write the tests at an employer’s location under the supervision of a designated municipal manager (P.Eng, CET, RPP, CPA, etc.). Health and Safety protocols, policies and procedures are the sole responsibility of the student and the employer. Should health and safety or other accommodations be required please notify the OTC of such accommodations for review and approval at least 7 days prior to a test date.

**Passing Grade**

The passing grade for the Technical Traffic Operations Training Course is 60%. A student that is not successful in obtaining the passing grade may appeal the course grade by contacting the Class Liaisons with information pertaining to a perceived error in marking. There are no re-writes of tests. Any student that does not pass the course is aware of their employer’s policies with regards to course expectations, which may include fee obligations and/or employer reimbursements.

**Professionalism: Dress Code and Computer Use**

Students attending virtually are expected to have and use audio and video for course presentations. Audio is to be muted during presentations unless questions are asked of the class. Distractions must be minimized or eliminated where students are on a computer viewing presentations. Video is to remain on during the course which allows Class Liaisons to evaluate attendance and participation. Students are to dress professionally in work attire.

There will be no tolerance to interference with presenters either through audio or video. Students must be professional and courteous with presenters, other students and Class Liaisons at all times. Students must not have email or other browsers open during class hours and are not to share any inappropriate media or communications with other students, presenters or Class Liaisons.

Along with the completed OTC Technical Traffic Training Course application, we ask the Applying Student to sign to acknowledge having reviewed the *OTC Conduct Rules* and that the Applying Student agrees to adhere to them.

\_\_\_\_\_  
Applying Student

Students found violating this policy will be reported and their employer will be notified.

We ask the Manager of the Applying Student to sign to acknowledge having reviewed the *OTC Conduct Rules* with the Applying Student.

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Date